

**Minutes of Meeting
Commissioners' Debriefing
January 3, 2014
3:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Sheriff Ben Wolfinger, Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Chief Deputy Prosecutor Barry Black, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Pamela Bogaert.

A. Call to Order: Chairman Tondee called the meeting to order at 3:30 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Chairman Tondee requested that an item to discuss the requirements of bid bonds for two (2) anticipated Requests for Proposals (RFPs) be added to the agenda. Sheriff Ben Wolfinger asked to update the Board regarding a staff member's retirement.

Commissioner Green moved to add an item to discuss the requirements of bid bonds for two (2) anticipated Requests for Proposals (RFPs) as well as to hear Sheriff Wolfinger's update regarding a staff member's retirement. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Pamela Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

D. Old Business: There was no old business discussed.

E. New Business:

The Board discussed the possibility of a conducting a public poll regarding the Facilities Master Plan. After consulting with Civil Deputy Prosecuting Attorney R. David Ferguson it was determined that this was a specialized skill and a Request for Proposal (RFP) or a Request for Qualifications (RFQ) was unnecessary. It was agreed that Commissioner Green and Commissioner Nelson would contact Kestral West to discuss contract specifications.

Sheriff Wolfinger asked the Board for direction regarding bid bond requirements for health care and food services. The Board directed the Sheriff to require a five percent (5%) bid bond, per statute.

The Board discussed negotiating strategies in regard to a possible Memorandum of Understanding (MOU) or Letter of Intent between Kootenai County and Rocky Mountain Corrections. Commissioner Green was in favor of moving forward with negotiations while awaiting results of a Declaratory Judgment. Chairman Tondee agreed, but requested that any MOU or Letter of Intent be legally crafted to allow for cancellation if the Board so chooses.

Sheriff Wolfinger announced that Lieutenant Lisa Carrington will be retiring effective April 18, 2014, after 24 years of service, and requested that the Board allow him to backfill the position before her final leave date. Sheriff Wolfinger explained that Lieutenant Carrington would be on light duty until April 18, 2014.

Human Resources Director Skye Reynolds and Community Development joined the meeting at 3:57 p.m. Commissioner Green discussed the Employee Compensation Report to be distributed to employees and wondered if adding vacation compensation earned would be beneficial. Further, Commissioner Green asked if it would be possible to distribute the Employee Compensation Reports in the same package as the W-2s. Chief Deputy Clerk Pat Raffee explained that W-2s are hand stuffed and of a different size envelope than the Employee Compensation Report would require. It was agreed that W-2s and Employee Compensation Reports would be distributed to employees separately.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Commissioner Nelson seconded the motion. There being no discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

The Board, Human Resources Director Skye Reynolds, Community Development Director David Callahan and Civil Deputy Prosecuting Attorney Darrin Murphey entered Executive Session at 4:19 p.m.

The group exited Executive Session at 4:35 p.m.

Commissioner Green moved that the Board authorize a \$30,000 severance package for Long Range Planner Scott Clark. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Abstain
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

The Board instructed Mr. Callahan to discuss Community Development's vacant Long Range Planner position with Ms. Reynolds, bearing in mind that Mr. Callahan has the ability to design the department to his specifications. Commissioner Green suggested that Mr. Callahan also consult with Ms. Reynolds regarding previously created positions for the Community Development Department.

Ms. Reynolds and Mr. Callahan exited the meeting at 4:41 p.m.

Chairman Tondee advised the Board that the lease agreement for the Buildings and Grounds Department has not yet been completed.

The Board briefly discussed the anticipated Strategic Plan for the Airport and agreed that Airport Director Greg Delavan should submit a completed Business Plan within six (6) months.

Commissioner Green asked that the Commissioners agree to copy each other on emails and letters so that each member is informed of the others' projects.

- F. Staff Reports:** Chairman Tondee informed the Board that, after speaking with Chief Deputy Clerk Pat Raffee, it was agreed that no Advisory Board members would be deputized. However, Chairman Tondee asked that an email from the Board be sent to each Advisory Board Chairperson, including a checklist of the procedures to follow as well as a copy of the Idaho Open Meeting Laws and instructions to follow when submitting meeting minutes to the Clerk's office.

- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 5:02 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk