

Minutes of Meeting
Grant and Transit Meeting
February 12, 2014
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Federal Transit Administration (FTA) Grant Administrator Christine Fueston, Grants Compliance Officer Jody Bieze, and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 1:05 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

Grants Compliance Officer Jody Bieze presented the Board with a spreadsheet that detailed the responsibilities of the Grant Management Office (GMO), as they relate to various departmental grants. Ms. Bieze specifically reviewed those actions required by transit-related grants. Ms. Bieze shared that she and Federal Transit Administration (FTA) Grant Administrator Christine Fueston have been working together to identify items that are currently receiving oversight from both of their departments, in an attempt to eliminate duplication of processes. Ms. Fueston shared her view that the GMO will carry out most administrative functions for transit grants, but that she will remain responsible for follow-up or implementation of necessary compliance tasks.

The attendees debated specific issues related to DBE (Disadvantaged Business Enterprise), Title VI, and Americans with Disabilities Act (ADA) grant requirements and the role that both offices play in ensuring FTA compliance. Chairman Tondee asked for clarification of transit grant processes and procedures. Further, he shared a concern that grant submissions are not reviewed internally, resulting in an increased chance of audit errors. Chairman Tondee gave direction that all FTA grant submissions (whether for initial application or ongoing compliance) should be copied to the GMO for internal County review. In addition, the Board asked Ms. Bieze to update her spreadsheet to reflect the number of work hours that could be delegated to support staff, as an additional position may be created to facilitate transit grant processes.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Nancy A. Jones, Deputy Clerk
