

**Minutes of Meeting  
Department Heads  
February 26, 2014  
4:00 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 Solid Waste Director Roger Saterfiel, Reprographics Supervisor Dave Reid, Buildings and Grounds Operations Manager Shawn Riley, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Director JT Taylor and Operations Manager Linda Hoss, Parks and Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Information Services Director James Martin, Community Development Director David Callahan, Veterans' Services Officer Scott Thorsness, Office of Emergency Management Manager Sandy Von Behren, Administrative Supervisor II Jamie Woods, Adult Misdemeanor Probation Director Kevin Creighton, FTA Grant Administrator Christine Fueston, Grants Compliance Officer Jody Bieze, Administrative Assistant Julie Kamps, and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 4:06 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** Commissioner Nelson asked for a budget workshop discussion to be added to the agenda, as a time sensitive issue. Chairman Tondee noted that timeline information should also be addressed.

Commissioner Nelson moved to add an agenda item to discuss the budget process and upcoming budget workshop. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson:	Aye
Commissioner Green:	Excused
Chairman Tondee:	Aye

The motion carried.

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

**E. New Business:**

**Mileage Reimbursement Clarification**

Chairman Tondee stated that those employees who choose to use a personal vehicle when a County-owned vehicle is available will only receive reimbursement for half of their mileage, per County policy. Employees or departments that do not have vehicles available will be reimbursed at the regular mileage reimbursement rate. Situations that require consideration of extenuating circumstances may be deliberated by the Board on an individual basis. (e.g. In situations where roads may not be navigable with a County vehicle, mileage may be reimbursed for private vehicle use.) Parks and Waterways Director Nick Snyder asked about vehicle use in his department, noting that his trucks are not fuel efficient and that smaller cars are often used for carrying out administrative tasks. Chairman Tondee stated that the Board would consider the situation and contact Mr. Snyder with a determination.

**Job Offer Letter/Job Offer Process Revision**

Human Resources (HR) Director Skye Reynolds shared that her department has been considering ways to streamline the hiring process and set consistent guidelines for open position postings, job offer presentations, and new hire processes. Ms. Reynolds noted that American Mobile Testing no longer requires a form to complete pre-employment drug testing, which will simplify the new hire process. Further, Ms. Reynolds supplied draft copies of a hiring process checklist and sample offer letters. She asked the attendees to review these documents and respond with any recommendations. Once these new forms and guidelines are implemented, the updates should:

- Increase consistency and efficiency of the hiring process
- Increase the level of professionalism exhibited to potential job candidates
- Allow for better communication between all parties involved in the hiring process (e.g. Buildings and Grounds, Information Systems, HR, and the Department Head)
- Avoid confusion or conflict with regard to starting wages for new employees
- Allow sufficient time for status change form processing

Ms. Reynolds reminded the group that status change forms should be submitted to HR no less than one (1) week prior to the new employee’s first day of work and orientation.

**Budget Process Timeline and Workshop**

Chairman Tondee distributed a copy of the Fiscal Year 2015 budget calendar and reviewed the timeline with the group. Further, Chairman Tondee informed the group that object codes and definitions have been updated on KC Place, and he reviewed where the information can be located for future reference. Commissioner Nelson stated that each attendee should have received an invitation to a budget workshop, which is scheduled on March 14, 2014. The Commissioners explained the purpose of that workshop and asked each Department Head to come prepared to ask questions about their primary budget concerns. Several members of the group expressed interest in attending a budget training workshop, similar to one presented last year, and Chairman Tondee agreed to share this request with Finance Director David McDowell for his consideration.

**F. Staff Reports**

Commissioner Nelson informed the group that a standardized layout for letterhead, envelopes, and business cards has been approved by the Board. Existing stock of these items is to be expended prior to submitting new orders to Reprographics, but all new orders will use the new design, which contains the recently adopted County seal. Commissioner Nelson distributed samples of business cards and letterhead for multiple departments and answered questions posed by the group. Reprographics Supervisor Dave Reid reminded everyone that business cards can be ordered in multiples of ten (10), and that his staff is available to assist the departments with formatting or updating forms to incorporate the new seal. Further, Mr. Reid shared that templates will be distributed to the Department Heads via email, and that Print Technician Tracey Kelly is the contact person for updated letterhead, business cards, and envelopes. Information Systems Director James Martin and Mr. Reid will be collaborating to develop a uniform layout for email signatures. The Board asked the attendees to consider other places where the new seal should be incorporated, such as on vehicle emblems and online forms.

The meeting was adjourned at 4:47 p.m.

Respectfully submitted,  
JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_

\_\_\_\_\_

Nancy A. Jones, Deputy Clerk