

**Minutes of Meeting**  
**DOT Compliance**  
**March 4, 2014**  
**3:30 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 Grants Compliance Officer Jody Bieze, Federal Transit Administration (FTA) Grant Administrator Christine Fueston, Airport Administrative Assistant Mary Hopkins, T-O Engineers Staff Engineer Trey Dail, Idaho Transportation Department (ITD) Civil Rights Manager Ken Angell, Disadvantaged Business Enterprise (DBE) Program Coordinator Liz Healas, and Equal Employment Opportunity (EEO) Contract Compliance Officer Russ Rivera, and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

**A. Call to Order:** Chairman Tondee called the meeting to order at 3:32 p.m.

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

**C. Old Business:** There was no old business discussed.

**D. New Business:**

Grants Compliance Officer Jody Bieze explained that she had requested the meeting in order to give DBE Program Coordinator Liz Healas and EEO Contract Compliance Officer Russ Rivera the opportunity to educate the group about DBE and Title VI grant compliance components. In addition, Civil Rights Manager Ken Angell came to discuss DBE and Title VI resources that are available to the County, to help ensure and promote ease of compliance.

Ms. Healas reviewed the standard procedures and common inquiries associated with a DBE audit. Specifically, Ms. Healas stated that an audit will always include an examination of the written DBE plan, to ensure that all stated goals are receiving comprehensive follow through. Further, she shared that contracts and procedures are a common area of concern. In response to questions from Ms. Bieze, Ms. Healas explained that entities can apply to amend their plan prior to the standard renewal period (every three (3) years), but that those requests require significant supporting documentation for approval. The attendees discussed the advantages and disadvantages of bundling contracts, and the challenges associated with meeting DBE goals in suburban and rural areas. Ms. Healas recommended maintaining DBE vendor lists for various needs (e.g. contractors, suppliers, and consultants), as they can be used to adjust goals and to serve as evidence when applying for relief.

Mr. Rivera explained that all entities receiving federal funds must be in compliance with the Civil Rights Act (Title VI), and that all audits include a review of documentation and procedures to confirm compliance. Mr. Rivera noted that care must be taken when using sample Title VI forms, as terms can vary between projects or entities. Mr. Rivera stated that he has been reviewing County procedures, and that he will work with Ms. Bieze and FTA Grant Administrator Christine Fueston to identify areas that require improvement. Further, Mr. Rivera shared resources with the group that can be used to meet Title VI requirements, such as state programs to provide translating services or Braille documents (at little or no cost to the County).

Civil Rights Manager Ken Angell spoke about new requirements that could result in necessary updates to existing projects. As an example, he explained that the Centennial Trail may now be subject to Americans with Disabilities Act (ADA) guidelines as a shared-use path, which could require updates or changes to future projects. Mr. Angell and Mr. Rivera reviewed Title VI and ADA complaint processes, and the importance of training all staff (especially front line staff) about the importance of making accommodations for disabled individuals. The attendees discussed the unique structure of Citylink, which has oversight from both the County and the Coeur d'Alene Tribe, and the challenges in ensuring that all DBE, ADA, and Title VI guidelines are met for both the rural and urban segments of the Citylink program. Mr. Angell stressed that ITD has resources available to help the County maintain a proactive stance for compliance in all areas, from planning through implementation.

The attendees discussed various actions that might be considered to meet the needs of citizens who have disabilities or are in need of translation services, and how those might be incorporated into the County's Title VI plan. Ms. Bieze reiterated the available resources that were discussed (i.e. translation services, personnel training, certification assistance, and planning review), and noted that the County would benefit from further investigation and use of those resources.

- E. **Staff Reports:** There were no staff reports.
- F. **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 4:23 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk

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