

**Minutes of Meeting
Commissioners' Debriefing
March 10, 2014
2:00 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 was Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 2:05 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Commissioner Nelson requested that agenda item Board Processes be removed from the agenda as it was not ready for discussion.

Commissioner Green moved to remove Board Processes from the agenda as it will be discussed at a future date. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

D. Old Business: The Board discussed the proposal that was made by Kestrel West. Chairman Tondee advised that the proposal has been scheduled to be presented at the Business Meeting to be held on March 11, 2014, provided all of the requested changes have been made to the contract. Kestrel West will provide education and polling for a possible bond measure that will be included on the November ballot, as long as the September 5, 2014, deadline is met. The Board discussed the potential fees for these services, which included \$28,000 for Phase One through Phase Four, \$8,000 in travel expenses, and \$10,000-\$20,000 for surveying if necessary.

E. New Business: Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(a) to consider hiring a public officer, employee, staff member or individual agent and 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 Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Executive Session was entered into at 2:07 p.m.

Parks and Waterways Director Nick Snyder joined the Board in Executive Session at 2:12 p.m. and exited at 2:24 p.m.

Human Resources Director Skye Reynolds joined the Board in Executive Session at 2:12 p.m. and exited at 3:05 p.m.

Executive Session was exited at 3:13 p.m.

Civil Deputy Prosecuting Attorney Pat Braden joined the meeting at 3:15 p.m.

Mr. Braden advised the Board that mediation has been scheduled for the Boyd case on April 4, 2014, at 9:30 a.m. Commissioner Green will attend this mediation. Mr. Braden explained to the Board that a date for mediation has not been scheduled for the case with the Hauser Gun Club, but a Judge has been assigned for that mediation. Mr. Braden will inform the Board of the mediation date once it has been set.

Mr. Braden left the meeting at 3:19 p.m.

Chairman Tondee explained that he was planning on attending the Idaho Association of County Recorders and Clerks (IACRC) 2014 Annual Social Services Conference that will be held on April 15, 2014, through April 17, 2014. This conference will be held in Twin Falls, Idaho.

Chairman Tondee advised that a request was made by Studio 3B/Betsy Black Softball Team, to collect lost and found clothing items from the County for donation to Clothes for the Cause. The Board discussed that these items are currently donated to local charities at no profit to the County. The Board agreed that it would not be appropriate to donate these items to a charitable organization outside of the County or State.

Chairman Tondee presented the proposed floor plan for the Public Defender's space at the Coeur d'Alene North Building. Chairman Tondee noted that space has been dedicated to meet the requests of Public Defender John Adams, as well as future growth. The Board discussed possible locations for a secure waiting/reception area. Commissioner Green will get information on the total square footage available and a copy of the standard lease agreement for the Board to review prior to a meeting with Steve Hill and Jim Koon.

Chairman Tondee explained that during the Request for Cancellation of Taxes hearing that was held on March 5, 2014, a motion was made for Dobbins that erroneously referenced AIN 210370. The Board agreed that the record will be corrected at the Business Meeting to be held on March 11, 2014.

Chairman Tondee advised that he will be hand delivering some of the Senior Center support checks and gave the option of having the Board hand deliver or mail the remaining checks. Both Commissioner Green and Commissioner Nelson advised that mailing the remaining checks would be appropriate.

The Board discussed the upcoming meetings that are scheduled with Kootenai Metropolitan Planning Organization Facilitator Marsha Bracke. Individual meetings have been scheduled with Ms. Bracke and the Board discussed the need for an open meeting with Ms. Bracke. The Board agreed to attend the individual meetings and schedule a Board meeting if necessary.

Chairman Tondee explained that he has reviewed the By-laws for the Off-Highway Vehicle Law Enforcement Advisory Board. This Advisory Board is required to report to the Sheriff, but is not required to report to the Board of County Commissioners per statute. The Board agreed that a Resolution should be drafted to transfer oversight to the Sheriff. The Board also discussed the Impact Fee Advisory Committee, which is no longer in use. The Board discussed dissolving this committee and agreed that it would not be included in the Resolution regarding the term limits for Advisory Board members.

Commissioner Nelson stated that Major Daniel Mattos would like permission to attend the Elected Officials meeting to be held on March 26, 2014. Major Mattos would like to make some recommendations about campus security, which will include:

- Enhanced Name Badges (to be worn by employees at all times)
- Secondary Emergency Contacts/Procedures Cards (which will be worn with the Name Badges)
- Mandatory employee registration with HipLink Emergency Notification System
- Increasing the number of Incident Commanders at the Administration Campus

Commissioner Nelson explained that there are currently four (4) Incident Commanders at the Administration Campus and two (2) positions are vacant. Both of the filled positions are in the Administrative Building and Major Mattos has recommended that at least one (1) Incident Commander be located in each building on campus. The Board agreed that Major Mattos can present to the Elected Officials as long as his recommendations are supported by Sheriff Ben Wolfinger.

Commissioner Green advised that he would like to move forward with the letter of intent for Rocky Mountain Corrections. Chairman Tondee stated that the letter was given to Civil Deputy Prosecuting Attorney Darrin Murphey to redraft and include a proposal for flat fees as opposed to tiered rates. Chairman Tondee explained that Mr. Murphey is looking into the option of judicial confirmation instead of waiting for the declaratory judgment, which would expedite the process.

Chairman Tondee wanted to make sure the Board was aware that they are responsible for making sure that the Auditor provides a full reporting for Public Retirement System of Idaho (PERSI) contributions.

Commissioner Nelson explained that Human Resources Director Skye Reynolds would like to relocate her department to the space that is currently occupied by the Reprographics/Mail Center, once that department is relocated to the new Ancillary Building. Commissioner Nelson provided floor plans, which included office space for five (5) Human Resources staff members, a small waiting area, a conference room, family restroom, and small mail sorting area. The Board discussed expansion options for Information Systems and the Prosecutor's Office in the space currently occupied by Human Resources and asked Commissioner Nelson to follow-up with Information Systems Director James Martin and Prosecutor Barry McHugh to determine if they have an interest in that space.

Commissioner Nelson presented standardized email footer options for use by departments under the Board of County Commissioners. The Board agreed on the Business Card format.

Commissioner Nelson advised that she has compiled a list of all of the Hospital Contracts. A discussion of these contracts is scheduled for March 17, 2014.

F. Staff Reports: There were no staff reports.

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

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
