

**Minutes of Meeting
Department Heads
March 26, 2014
4:00 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 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, 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, Airport Director Greg Delavan, FTA Grant Administrator Christine Fueston, Grants Compliance Officer Jody Bieze and Deputy Clerk Nancy Jones.

- A. **Call to Order:** Chairman Tondee called the meeting to order at 4:08 p.m.
- B. **Introductions:** There were no introductions.
- C. **Changes to the Agenda:** There were no changes to the agenda.
- D. **Old Business:** There was no old business discussed.

E. **New Business:**

HR Comp Project

Human Resources (HR) Director Skye Reynolds shared that the Human Resources Strategic Plan is available for review on KC Place. Further, Ms. Reynolds stated that she is still working with Finance Director David McDowell to assess possible compensation adjustments that will address compression and compa-ratio concerns. In addition, Ms. Reynolds is conducting a best-practices analysis for compensation philosophy and policies. The target date to present recommendations to the Board and the Elected Officials is June 2014. Commissioner Green commended the Human Resources staff on their recent accomplishments, including accelerating the hiring process, assisting departments with filling long-standing vacancies, and improving recruitment strategies.

Recap of Elected Officials Meeting

Chairman Tondee announced that Phase One of the parking lot renovation project will begin on April 14, 2014. The Board is working with the City to locate alternative parking areas, including an area on the west side of Northwest Boulevard (across from the main campus). Chairman Tondee gave direction that employees are not to park in the south parking lot during construction, as that lot will be reserved for customers. Further, he noted that employees would be expected to use their best judgment in choosing where to park and that it is the employee's responsibility if their car is ticketed or towed. An email detailing alternative parking options will be sent out to all employees once details are finalized. The parking lot renovation is expected to be complete by July 1, 2014.

Chairman Tondee informed the group that the Board has funded additional positions in order to facilitate increased security on the administrative campus. Beginning in August, two (2) Sheriff's deputies will be assigned to the main campus and all employees will be asked to wear their County photo identification at all times to support the efforts to enhance security. The Board encouraged the Department Heads to begin wearing their identification now to promote this change. Visitor badges will be made available for temporary employees or for employees who forget their identification. Chairman Tondee also spoke about HiLink, an emergency notification program that is available to

County residents. Alerts are distributed by telephone and text message. The Board will be asking all employees to register their work extension in order to facilitate information sharing in case of an emergency situation. Currently, registered numbers will receive all alerts; however, in the coming months, groups will be configured to allow employees to receive alerts specific to their department or position within the County. Employees can sign up online through the Office of Emergency Management or Sheriff's Office websites.

The Board also shared that they are working with the Elected Officials, HR, and the Position Review Committee (PRC) to improve or replace processes for the committee. A meeting has been scheduled to discuss this item separately, with a focus on training needs for PRC members.

Communication with Board

Chairman Tondee explained that the Board recently met to discuss communication concerns, especially with regard to written communication between the Board and their Department Heads. Board direction was given that all written communication between the attendees and their Board liaison must also be copied to the other Commissioners. Chairman Tondee asked the attendees to give consideration to open meeting guidelines and reminded everyone that online meetings are prohibited. Written communication allows the Board to receive information and answer basic questions with regard to administrative issues. Any issue that requires Board deliberation or decision will require an open meeting to be scheduled with the full Board. Commissioner Nelson asked everyone to review the Idaho Open Meeting Law and to use caution in requesting direction through written communication. Chairman Tondee stated that Legal is working to clarify questions about the limitations of email correspondence. Further, he encouraged the attendees to ask questions about the decisions and directions they receive. If there is a question about whether the direction is coming from the liaison or from the Board, the Department Head should verify the source before acting on the item. All action items must be considered by the Board, as a whole, during a public meeting.

F. Staff Reports

Chairman Tondee reviewed pending changes to the Board of County Commissioners (BOCC) staff. Nancy Jones will be filling the vacant Administrative Assistant position as of April 7, 2014. Carole Kirkpatrick will be moving from the BOCC staff to the Human Resources department as of April 14, 2014. Leighanna Ward will be joining the BOCC staff in the Senior Secretary position.

Commissioner Nelson thanked everyone for their feedback on the recent Budget Workshop. In addition, she thanked the Buildings and Grounds staff for their help with the second floor sesquicentennial display.

Buildings and Grounds Operations Manager Shawn Riley presented an architect's rendering of the Ancillary Services Building project. He briefly reviewed the building layout and discussed the construction phases for the project. He noted that during the second phase (from May 22 through completion), the lot will only be accessible from Garden Avenue.

The meeting was adjourned at 5:12 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Nancy A. Jones, Deputy Clerk
