

**Minutes of Meeting  
Elected Officials  
March 26, 2014  
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Major Daniel Mattos, Chief Deputy Prosecutor Barry Black, Administrative Supervisor Patti Surplus, Sheriff Ben Wolfinger, Clerk Jim Brannon, Chief Deputy Treasurer Laurie Thomas, Treasurer Tom Malzahn, Undersheriff Travis Chaney, District Judge Lansing Haynes, Chief Deputy Assessor Richard Houser, Finance Director David McDowell, Human Resources Director Skye Reynolds, Assessor Mike McDowell, Patrol Captain Andy Boyle, and Deputy Clerks Pamela Bogaert and Brandie Bradley. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:05 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Major Daniel Mattos explained that beginning August 2014, the Kootenai County Sheriff's Office (KCSO) will have two (2) to three (3) deputies that will be assigned to provide security at the Administrative Campus, primarily within the Administration Building. These deputies will also be available for public hearings and meetings that are held outside of normal business hours as needed. Major Mattos made three (3) recommended changes to enhance security for all County employees which included:

  - Badges – Major Mattos recommended that badges be worn and visible at all times. Visitor badges will be provided to each Elected Official to distribute to visitors and employees that do not have their badges. It is not necessary that the badges be identical throughout the County, but Human Resources Director Skye Reynolds requested that each Elected Official advise her which version they will use for their departments by April 2, 2014. Ms. Reynolds also explained that lanyards and badge holders can be ordered for each of the departments.
  - Emergency Reference Cards –Patrol Captain Andy Boyle recommended that each employee be provided with a quick glance reference card that can be worn in conjunction with the employee badges. These cards would provide information as to what actions should be taken by the employee if an emergency should occur.
  - Hiplink – Major Mattos also recommended that employees be required to enroll all County phone extensions with the Hiplink Registry. Hiplink provides emergency notification messages by telephone to individuals that are registered. The attendees discussed whether or not this should be a mandatory requirement and agreed that it would be at the discretion of the Elected Official.

Chairman Todd Tondee advised the attendees that demolition of the north parking lot will begin April 14, 2014. This project should be completed by the first part of July 2014. Chairman Tondee explained that while construction is taking place parking will be limited in the north parking lot. Chairman Tondee advised that the Board of County Commissioners is making arrangements for alternative parking which may include the City Parking Lot on Northwest and Government Way and Hagadone's Parking Lot on 1<sup>st</sup> Avenue. Employees will be prohibited from parking in the south parking lot during this time, as this parking will be needed for customers. County Vehicles that are stored in the north parking lot will be relocated during the construction and may be stored at the County Fairgrounds. Once final parking arrangements are in place an email will be sent out to all staff notifying them of the changes and options during this time period. The attendees discussed the option of recommending that employees carpool, ride Citylink, walk, or bicycle to work during this time and a suggestion was made to offer incentives to employees that utilize these options.

Assessor Mike McDowell questioned the need to establish a training plan for the Position Review Committee (PRC) members. Mr. McDowell advised that currently no plan exists and made a recommendation that the Elected Officials and PRC members have a meeting to discuss the roles of the committee. Chairman Tondee advised that he would personally like to see other structure options for the committee. Ms. Reynolds informed the group that she has been doing some research on how other committees are structured and recommended that a consultant be utilized to assist with the structure of the committee.

- 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 10:42 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk

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