

Minutes of Meeting
Title VI
April 11, 2014
3:00 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 Grants Compliance Officer Jody Bieze, Federal Transit Administration Grant Administrator Christine Fueston, Civil Deputy Prosecuting Attorney Pat Braden and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 3:05 p.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:**

Grants Compliance Officer Jody Bieze informed the Board that the 2014 Title VI Non-Discrimination Program, Public Participation Plan, Limited English Proficiency Program has been updated and reviewed by Legal. This plan must be posted by April 14, 2014, to be in compliance with Federal Grant requirements. Ms. Bieze advised that the Board needs to adopt the plan and assign a Title VI Compliance Officer prior to the plan being posted. The attendees agreed that the plan would be considered at the Business Meeting to be held on April 14, 2014.

The attendees also discussed the need for a defined complaint process for the Citylink Transit System. Federal Transit Administration Grant Administrator Christine Fueston stated that currently she receives and investigates all complaints that are filed with the Transit System. Ms. Bieze advised that a second level for reviewing the complaint and the findings of the investigation needs to be established. Ms. Bieze explained that once the process has been defined, staff members will need to be trained on the procedures.
- 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 3:19 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
