

Minutes of Meeting
Commissioners' Debriefing
April 14, 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 Major Daniel Mattos, Human Resources Director Skye Reynolds, Chief Deputy Prosecutor Barry Black and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 3:06 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:**

Human Resources Director Skye Reynolds presented the approved design for the employee identification badges. Chairman Tondee advised Major Daniel Mattos that useful information needs to be included on the emergency card. Chairman Tondee directed Major Mattos and Ms. Reynolds to coordinate with the Office of Emergency Management Manager Sandy Von Behren to get her input as to what would be valuable information for the emergency cards. Ms. Reynolds clarified that Board direction is to have all staff (not including the Sheriff's staff) use the new badges and advised that new photos will need to be taken for 240 employees. Ms. Reynolds explained that her department does not have the capacity to take on this task and Major Mattos agreed to provide a Sheriff's Office staff member to assist the Human Resources Department with this project. The Board advised that new badges will need to be issued to all staff members by August 2014. The Board asked Major Mattos and Ms. Reynolds to prepare a plan and timeline for implementation of the new badges, the emergency cards, and the Hiplink registration, and asked that they be prepared to present the information at the Elected Officials meeting to be held on May 28, 2014.

Major Mattos and Ms. Reynolds exited the meeting at 3:59 p.m.

- E. New Business:**

Chairman Tondee presented the list of questions for the Kootenai Area Planning Reconciliation Effort. Chairman Tondee acknowledged that the Board is not going to be able to answer all of the questions. Commissioner Nelson advised that Airport Director Greg Delavan has scheduled time to answer all of these questions and would be providing the answers to the Board for review prior to submission.

The Board discussed the proposed markers that will be used to gauge the water levels at the Hayden Lake Spillway. Commissioner Nelson advised that she has reviewed the Memorandum of Understanding (MOU) for the spillway and wanted to make sure that the County gets permission prior to installation of the gauge from all interested parties. Per the MOU all improvements and alterations to the spillway must be done by written approval of all interested parties. The Board agreed that a determination needs to be made of who the interested parties are and that permission of each party will need to be obtained. Chairman Tondee will direct Parks and Waterways Director Nick Snyder to follow-up on this task.

Commissioner Nelson presented the final draft of the Public Defender Conflict Contracts for the Board's review. Commissioner Nelson advised that a suggestion was made that language be added to the contract stating that "unless good cause is shown for a delayed arrival by the conflict attorney, a penalty fee may be imposed by the County". Commissioner Nelson stated that once she receives the final draft of the contract and the supervisor's scope of work, she will present these items to the conflict attorneys to get their input.

Commissioner Nelson advised that the final audit report has been received and she would like to have an exit meeting with CliftonLarsonAllen to review the findings. The Board agreed to schedule a meeting with CliftonLarsonAllen.

Commissioner Nelson explained that as of May 1, 2014, twenty (20) parking passes will be available for County employees' use at the Hagadone Parking lot. Buildings and Grounds Operations Manager Shawn Riley is seeking direction from the Board as to which individuals will receive the passes. Commissioner Nelson advised that Mr. Riley will need the individual's name, and the make, model, and license plate number of their vehicle, so that he can obtain the passes from Hagadone. The Board discussed how these passes should be distributed and agreed that each Elected Official will receive a percentage of the passes, based on the number of employees within their department(s) and the Elected Officials can determine how they would like to distribute their allotted passes.

Commissioner Nelson provided an update on the Kootenai County Emergency Medical Services System contracts. Civil Deputy Prosecuting Attorney Pat Braden has been working on the draft of the provider contracts and has made progress. More stringent guidelines have been included with regard to health care standards. Commissioner Nelson also advised that there has been some confusion surrounding the option of adding emergency medical responders to the County's health insurance. Commissioner Nelson informed the Board that she will be scheduling a meeting with Lois Morris of Mercer Health and Benefits to discuss the options that are available.

Commissioner Nelson presented a design cost proposal and schedule from Architects West to remodel the space currently in use by the Reprographics/Mail Center. This space will be used by Human Resources once the Reprographics/Mail Center has been relocated to the Ancillary Services Building. The start date for this project will be the end of August 2014. The Board agreed to proceed with the design and architectural drawings at this time.

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 4:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk

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