

**Minutes of Meeting  
Department Heads  
April 23, 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, Building and Grounds Operations Manager Shawn Riley, Juvenile Probation Director Debra Nadeau, Juvenile Detention Director JT Taylor, Parks and Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Grants Compliance Officer Jody Bieze, Information Services Director James Martin, Reprographics/Mail Center Supervisor Dave Reid, Veterans' Services Officer Scott Thorsness, Community Development Director David Callahan, Adult Misdemeanor Probation Director Kevin Creighton, Administrative Supervisor II Jamie Woods, Office of Emergency Management Manager Sandy Von Behren, Administrative Assistant Nancy Jones and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 4:05 p.m.
- B. Introductions:** The Board introduced Board of County Commissioners Administrative Assistant Nancy Jones and Senior Secretary Leighanna Ward to the Department Heads.
- 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:**  
Commissioner Nelson presented Solid Waste Director Roger Saterfiel with the "team ball" and thanked him for his twenty-eight and a half (28 ½) years of teamwork and dedication. Mr. Saterfiel will be retiring the end of May 2014, and the Board advised that they are looking for a candidate to fill the position that he is vacating. Details on Mr. Saterfiel's "Retirement Bash" can be obtained from the Board.

Commissioner Dan Green exited the meeting at 4:09 p.m.

Chairman Tondee advised that new employee badges and emergency reference cards will be issued to all staff by August 1, 2014. Human Resources Director Skye Reynolds informed the attendees that employees that were hired prior to 2011 that have not had a recent photo done by Human Resources will need to have new photos taken. Photo sessions will be scheduled for each department and Ms. Reynolds will notify the Department Heads of the dates and times once they have been set. All employees will be expected to wear their badges while they are on the Administrative Campus, but if departments have name tags for their staff those may be worn while employees are working in their departments. Juvenile Detention Director JT Taylor advised that his detention employees also have cover plates that they wear over their badges while working with the juvenile offenders and the Board advised that they may continue to use the cover plates, but while they are on campus will need to make sure their badges are visible.

The Board advised that any employees that use the Hagadone Parking Lot will need to have parking permits for their vehicles beginning in May. Buildings and Grounds Operations Manager Shawn Riley advised that Garden Avenue and the Justice Lot will be unavailable for a short period of time to allow for the replacement of sewer lines for the Ancillary Services Building.

The Board explained that Kestrel West has almost completed their meetings with the County's staff and thanked those individuals that provided information about the County's facility needs to Kestrel West Partners Kate Haas and John Foster. Chairman Tondee explained that the information that Mr. Foster and Ms. Haas obtained will be used to determine if a bond measure is appropriate to move forward with the Facilities Master Plan. Commissioner Nelson informed the attendees that the feedback from Kestrel West will determine if the plan moves forward or not.

- F. **Staff Reports:** Veterans' Services Officer Scott Thorsness stated that the Veterans' Stand Down event will be held May 10, 2014, and invited the attendees to participate in this cause.

Mr. Saterfiel advised that he is currently working on his Solid Waste Memoirs.

Adult Misdemeanor Probation Director Kevin Creighton advised that his officers have been escorting offenders for court holds, instead of waiting for assistance from the Coeur d'Alene Police Department. Two (2) escorts are used and the City police have appreciated this change.

Mr. Creighton stated that as the Annual County Softball Game has not been well attended in the past his department is trying to organize a bike ride and barbeque as an alternative. Mr. Creighton invited the attendees to let him know if they have other suggestions, ideas, or would like to help.

- 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 4:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

\_\_\_\_\_