

**Minutes of Meeting**  
**Elected Officials**  
**April 23, 2014**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Treasurer Tom Malzahn, Sheriff Ben Wolfinger, Coroner Deb Wilkey, Chief Deputy Clerk Pat Raffee, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Assessor Richard Houser, Undersheriff Travis Chaney, Human Resources Director Skye Reynolds, Finance Director David McDowell, Administrative Supervisor Patti Surplus and Deputy Clerk Pamela Bogaert. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:05 a.m.
  
- B. Changes to the Agenda:** Chief Deputy Assessor Richard Houser requested that a discussion of the next steps in the BDPA, Inc. compensation project be added to the agenda. Chairman Tondee noted that no updates are available at this time and no changes were made to the agenda.

Commissioner Dan Green joined the meeting at 9:10 a.m.

- C. Old Business:**  
Chairman Tondee advised the group that new badges will be issued for all employees at the Administrative Campus as part of the new security program. Further, Chairman Tondee noted that all of the badges will have prominent first names and less prominent last names and that it will become mandatory that badges are worn when the new deputies are assigned. Mr. Houser advised that Assessor Mike McDowell was against printing employees' last names on the badges and the group discussed options to address this issue.

Chairman Tondee outlined the current and upcoming parking situations and noted that beginning May 1, 2014 only twenty (20) spaces in the Hagadone lot would be available. Passes for those parking places have been issued to each Elected Official. Clerk Jim Brannon declined passes for his departments.

Mr. Houser asked for an update in regard to obtaining additional training for the Position Review Committee (PRC) members from the Hay Group. Human Resources Director Skye Reynolds noted that, after speaking with representatives of the Cities of Coeur d'Alene, Post Falls and Moscow and Ada and Canyon Counties, it appears that these governmental entities are rating positions through a point system that is negotiated between Human Resources and the Elected Official. Further, if disagreements could not be resolved, only then would a third party professional be brought in to rate the position. The majority of the Elected Officials present felt that in the interest of best practices there may be no reason to continue with the current PRC process. Ms. Reynolds agreed to schedule a meeting between the Board, Elected Officials and the PRC to discuss the viability of continuing the current PRC process.

**D. New Business:**

Finance Director David McDowell outlined the Allowable Property Tax Change Information handout. Chairman Tondee advised that there has not yet been any discussion in regard to the amount of tax increase or of taking new growth. Chairman Tondee also noted that he was not in favor of taking any foregone taxes.

Chairman Tondee advised the group that there have not yet been any reports received from Kestrel West in regard to the possibility of placing a Facilities Master Plan bond issue on the November, 2014 ballot. Commissioner Green noted that Kestrel West's first report is expected in early June, 2014.

Clerk Jim Brannon advised that more Public Records Requests were currently being received than usual and asked if any consideration was being given to funneling these requests through one staff member. Chairman Tondee noted that an additional staff member was approved for the Prosecutor's office to handle Public Records Requests and advised that requests sent to the Board were often forwarded to the Legal department for review. Sheriff Wolfinger noted that the Sheriff's Office receives over twenty (20) Public Records Requests per day and, anything other than routine matters, are addressed and then forwarded to the Legal department.

Chief Deputy Clerk Pat Raffee presented an updated Employee Pay Rate Report effective April 11, 2014.

Commissioner Nelson presented a current Open Position Report and wondered if creating a "temporary pool" of lower tier employees would alleviate the backlog of work created by open positions.

Commissioner Nelson also presented the overtime costs and budget trends for the past five (5) years, categorized by Elected Official. Commissioner Nelson felt that these figures would assist each Elected Official in the preparation of their Fiscal Year 2015 budgets.

Chairman Tondee noted that Solid Waste Director Roger Saterfiel has elected to retire effective the end of May, 2014 and, that after thirty-five plus (35+) years, Undersheriff Travis Chaney will be retiring.

**E. 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 10:10 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Pamela B. Bogaert, Deputy Clerk

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