

**Minutes of Meeting
Elected Officials
May 28, 2014
9:00 a.m.**

The Kootenai County Board of Commissioners: Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Treasurer Laurie Thomas, Chief Deputy Clerk Pat Raffee, Clerk Jim Brannon, Chief Deputy Assessor Richard Houser, Sheriff Ben Wolfinger, Finance Director David McDowell, Prosecutor Barry McHugh, Assessor Mike McDowell, Grants Compliance Officer Jody Bieze, Lieutenant Stuart Miller, Patrol Captain Andrew Boyle, Major Daniel Mattos, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorneys Darrin Murphey and Pat Braden, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 9:04 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:** No old business was discussed.
- E. New Business:**

Civil Deputy Prosecuting Attorney Pat Braden presented to the group a resolution with regard to Document Retention. Mr. Braden explained that this resolution was intended to serve as written policy to ensure that the County's Elected Officials and Departments are in compliance with Idaho State Laws for retention and destruction. This policy also provides for the retention of records pertaining to pending or probable litigation, as well as electronic documentation. Mr. Braden advised that he would send a copy to each of the Elected Officials to review and provide feedback. A follow-up discussion will be held on this item at the next Elected Officials' meeting to be held on June 25, 2014.

Civil Deputy Prosecuting Attorney Darrin Murphey stated that the Adults with Disabilities Act (ADA) Self Evaluation will be due August 31, 2014. This evaluation is required for grant assurances and is used to identify items that need to be implemented or corrected. Grants Compliance Officer Jody Bieze will provide a checklist and Limited English Proficiency (LEP) survey for each of the Elected Officials and their departments. If an action item is identified, a transition plan will need to be established for that action item that shows good faith effort on the part of the County to resolve the issue. Mr. Murphey explained that the goal for the County is to avoid large judgments and consent decrees. The attendees inquired about trends in litigation and Human Resources Director Skye Reynolds advised that lawsuits have been focusing on employers failing to engage with employees about accommodations, over scrutinizing medical conditions, and employers making accommodations without consulting with ADA. Ms. Bieze informed the attendees that she would like to meet with each of the Elected Officials to review their checklists and concerns.

Ms. Bieze, Ms. Reynolds, and Mr. Braden exited the meeting at 9:39 a.m.

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(d), to consider records that are exempt from disclosure as provided by law (to discuss the campus security plan). Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Excused
The motion carried.

Executive Session was entered into at 9:39 a.m.

Mr. Murphey, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Clerk Pat Raffee, Clerk Jim Brannon, Chief Deputy Assessor Richard Houser, Sheriff Ben Wolfinger, Finance Director David McDowell, Prosecutor Barry McHugh, Assessor Mike McDowell, Lieutenant Stuart Miller, Patrol Captain Andrew Boyle, and Major Daniel Mattos joined the Board in Executive Session.

Executive Session was exited at 10:15 a.m. No decision was made by the Board.

- 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 10:15 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
