

**Minutes of Meeting
Department Heads
June 25, 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 Cathy Mayer, Information Services Director James Martin, Building & Grounds Operations Manager Shawn Riley, Veterans Services Officer Scott Thorsness, Administrative Assistant Nancy Jones, Parks and Waterways Director Nick Snyder, Federal Transit Administration Administrator Christine Fueston, Airport Director Greg Delavan, Community Development Director David Callahan, Grant Compliance Officer Jody Bieze, Adult Misdemeanor Probation Director Kevin Creighton, Office of Emergency Management Manager Sandy Von Behren, Administrative Supervisor II Jamie Woods, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Director JT Taylor, Human Resources Director Skye Reynolds, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 4:07 p.m.
- B. Introductions:** The Board introduced and welcomed the new Solid Waste Director Cathy Mayer.
- 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:**
Chairman Tondee explained the three (3) options available to fund merit and salary compression in Fiscal Year 2015 (FY15). The Board advised that the Elected Officials had recommended funding the salary compression one hundred percent (100%) and using any remaining funds for merit increases. The attendees agreed with this option.

The Board updated the attendees on the Purchase Card audit findings. Commissioner Nelson provided the attendees with a list of vendors that accept the Purchase Card and/or Payment Plus. The Board encouraged the Department Heads to use these two (2) payment methods whenever possible to increase the rebates that are returned to the County. Administrative Assistant Nancy Jones reminded the attendees to ensure that the tax exempt status is being applied to purchases when the Purchase Cards are used.

Chairman Tondee advised that the Board is not going to pursue a Master Facilities Plan bond measure this November, based on the recommendation that was received from Kestrel West. The Board is going to move forward with educating the public on the needs of the County and the benefits of the Facilities Master Plan improvements.

Commissioner Green updated the attendees on House Bill No. 451, which repeals sections 9-331, 9-331A, 9-332 of the *Idaho Code* and amends Chapter 8, Title 31, of the *Idaho Code*. This House Bill allows for the retention and use of electronically stored documents as permanent original records. This House Bill is in accordance with the County's current retention policy. Grants Compliance Officer Jody Bieze noted that original color documents are required for grant purposes and that the electronic copies may not be sufficient per Federal requirements.

Commissioner Green exited the meeting at 4:30 p.m.

Commissioner Nelson stated that enhancements are being made to the Public Information Request forms and information on the website. Commissioner Nelson advised that Ms. Jones may be contacting the departments to inquire about the types of public information requests that are received and how they are processed. This project should be completed by the end of July 2014 and Commissioner Nelson welcomed input from the attendees.

- F. **Staff Reports:** Parks and Waterways Director Nick Snyder inquired as to when the new name badges will be ready. Human Resources Director Skye Reynolds advised that the badges will be available by August 1, 2014.

Office of Emergency Management Manager Sandy Von Behren advised that the 2014 Homeland Security Grant information will be available July 1, 2014.

Juvenile Detention Director J.T. Taylor thanked the departments for their ongoing support of the Juvenile Detention department and each other. Chairman Tondee echoed this sentiment and thanked the Department Heads for their teamwork. Commissioner Nelson gave kudos to Adult Misdemeanor Probation Director Kevin Creighton for organizing a successful bike ride and barbeque. She also thanked the Airport for their assistance at the Fairgrounds.

- 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 4:41 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
