

**Minutes of Meeting  
Elected Officials  
June 25, 2014  
9:00 a.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 Sheriff Ben Wolfinger, Prosecutor Barry McHugh, Undersheriff Dan Mattos, Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Chief Deputy Assessor Richard Houser, Coroner Deb Wilkey, Chief Deputy Treasurer Laurie Thomas, Treasurer Tom Malzahn, Human Resources Director Skye Reynolds, Assessor Mike McDowell, Civil Deputy Prosecuting Attorney Pat Braden, and Deputy Clerk Brandie Bradley.

**A. Call to Order:** Chairman Tondee called the meeting to order at 9:02 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:** There was no old business discussed.

**E. New Business:**

Finance Director David McDowell advised the attendees that the Commissioners are considering allotting \$1.3 million dollars for merit and compression compensation in Fiscal Year 2015 (FY15). The attendees discussed the three (3) options available which included:

1. One-hundred percent (100%) funding of the wage compression adjustment amount of (\$730,859) and the remaining amount for merit increases.
2. Fifty percent (50%) funding (\$365,444) in FY15 and fifty percent (50%) funding (\$365,415) in Fiscal Year 2016 (FY16) of the wage compression adjustment, with the remaining amount to fund merit increases.
3. Sixty-four percent (64%) funding (\$469,468) in FY15 and thirty-six percent (36%) funding (\$261,225) in FY16 for the wage compression adjustments, with the remaining amount to fund merit increases.

A majority of the Elected Officials supported option one to fund the wage compression adjustments one-hundred percent (100%) in FY15, with as much as possible being made available for merit increases. The Board agreed to take the other Elected Officials' preferences into consideration. Assessor Mike McDowell noted that whichever option is chosen it is important that further compression of the pay scale is not created. The Board advised that in regard to the merit increases each Elected Official will receive the same percentage for their departments and can distribute those funds as they choose.

Chief Deputy Clerk Pat Raffee provided an overview of the Purchase Card audit findings. Ms. Raffee advised that the preliminary setup time delayed program implementation, which resulted in a reduced rebate for the first year. With the current usage of the purchase card, the County is on track to double the rebate for this year. Ms. Raffee explained that if the purchase card usage increases, the rebate will also increase. Improvements need to be made to LOGOS to alleviate staff time spent on managing these purchases. Ms. Raffee provided the attendees with a list of the top fifty (50) vendors by volume to demonstrate potential purchase card transactions that would affect the rebates returned to the County. It was noted that a list of vendors that currently accept the purchase cards can be found on KC Place. Chairman Tondee inquired as to if the Elected Officials had an expectation to share the rebates that are returned to the County. Currently the rebate amounts are placed into the general fund, which the Elected Officials agreed was the appropriate way to handle these funds. The Elected Officials were agreeable to using the purchase cards and/or payment plus when available.

Chairman Tondee advised that Kestrel West had made a recommendation to the Board that the County not pursue a Facilities Master Plan bond proposal in November 2014. Kestrel West had stated that the County should work on further education of the employees and the public to communicate the deficiencies of the County facilities and the potential benefits of implementing the master plan. Commissioner Nelson noted that the next steps include developing talking points on the facts so that a consistent message is delivered by all of the Elected Officials.

Commissioner Nelson explained that she has been working with Administrative Assistant Nancy Jones and Information Systems Director James Martin to improve the public records request forms and information on the County website. Some of the changes will include a new fee schedule, which will include legal and clerk fees, and enhancements to the forms and website that include clear instructions. Commissioner Nelson encouraged the Elected Officials to provide input to herself and Ms. Jones. This project is scheduled to be completed by the end of July 2014.

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.

- 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 10:25 a.m.

Respectfully submitted,  
JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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