

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

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Treasurer Tom Malzahn, Clerk Jim Brannon, Assessor Mike McDowell, Finance Director David McDowell, Human Resources Director Skye Reynolds, Undersheriff Dan Mattos, Major Neal Robertson and Deputy Clerk Brandie Bradley. A local 4-H Group was present to observe the meeting.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:04 a.m.
- B. Introductions:** Chairman Tondee welcomed the group from 4-H that was observing the meeting.
- 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:**

Human Resources Director Skye Reynolds presented proposed changes to the Personnel Policy Manual. Ms. Reynolds outlined the policies that were amended and explained to the Elected Officials the reason for the changes. Ms. Reynolds requested that the Elected Officials review the amended policies and provide opinions or recommendations about the changes that were made. Policies that were discussed included:

  - 371 Innovation Award
  - 426 Document Retention
  - 010 Definition of Employment Status
  - 021 Equal Employment Opportunity
  - 040 Personnel Records and Privacy
  - 313 Sick Leave
  - 315 Bereavement
  - 316 Donation of Unused Vacation
  - 324 Family and Medical Leave
  - 350 Insurance Programs
  - 340 Education and Training Assistance
  - 370 Employee Recognition Program
  - 412 Anti-Harassment and Non-Discrimination
  - 430 Employee Performance and Discipline
  - 600 Classification
  - 610 Employee Performance Appraisal
  - 020 Recruiting, Selection, and Status Changes
  - 621 Job Posting

Ms. Reynolds also suggested that the following items be removed from the Policy Manual:

- Open Enrollment Dates (These dates will be published annually.)
- All Forms (A central location will be established on KC Place for all of these forms.)
- Purchase Card Manual (This manual will be referenced in Policy Manual, but will be an independent document from the Policy Manual.)

The attendees agreed to review these proposed changes and to email any concerns or suggestions to the group for consideration. These items will be discussed at the next Elected Officials meeting to be held in August.

Assessor Mike McDowell noted that the next Elected Officials meeting to be held on August 27, 2014, conflicts with the Assessor's Conference and the North Idaho Fair. Chairman Tondee advised that staff will review alternative dates for the next meeting.

Ms. Reynolds exited the meeting at 9:45 a.m.

Commissioner Nelson updated the attendees on the new forms development and processes for Public Records Requests. Commissioner Nelson outlined some of the changes including the new request and response forms, and website enhancements. Commissioner Nelson advised that she and Prosecutor Barry McHugh had reviewed a public records management software that could be used by the County. Commissioner Nelson stated that further review of this software still needs to be done by staff and Information Systems to see if it will meet the County's needs. Commissioner Nelson will prepare a presentation of the enhanced website and finalized forms at the next Elected Officials Meeting.

Commissioner Nelson invited the Elected Officials to attend Kootenai County's Sesquicentennial Event to be held August 20, 2014, at 10:00 a.m. at the entrance to the Kootenai County Fairgrounds.

Undersheriff Dan Mattos stated that Sheriff's Deputies will be stationed at the County Administration Campus beginning August 18, 2014. Undersheriff Mattos inquired about the security concerns list that was provided to Buildings and Grounds and questioned if the Board and Elected Officials had the opportunity to review these concerns and recommendations. Undersheriff Mattos advised that the items do not need to be addressed prior to their arrival at the Administration Campus, but wanted to make sure that everyone was aware of the Sheriff's concerns. Undersheriff Mattos agreed to provide a copy to Mr. McHugh to distribute to the Elected Officials for review.

**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 10:05 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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