

**Minutes of Meeting  
Commissioners' Debriefing  
August 4, 2014  
2:00 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 Clerk Jim Brannon, Buildings and Grounds Operations Manager Shawn Riley, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:03 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Green requested that an Executive Session pursuant to *Idaho Code §67-2345(1)(b)*, be added to the agenda as there was an item that he needed to update the Board on.

Commissioner Nelson moved that the Board add an Executive Session pursuant to *Idaho Code §67-2345(1)(b)* so that Commissioner Green could update the Board on an employee issue. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson:           Aye  
Commissioner Green:           Aye  
Chairman Tondee:                Aye

The motion carried.

- D. Old Business:** No old business was discussed.

**E. New Business:**

Buildings and Grounds Operations Manager Shawn Riley came before the Board to discuss the Veterans Administration (VA) Van. Mr. Riley explained to the Board that the VA had been parking this vehicle in the County vehicle cage until the parking lot rehabilitation project required it to be moved. He advised that the VA is requesting permission to park this vehicle in this area again now that the parking lot rehabilitation has been completed. The Board discussed that if this vehicle continues to be stored on County property that the VA should sign a waiver. The Board directed Mr. Riley to contact the VA to see if they have another parking option that they can utilize. If not the County will consider having the VA sign a waiver.

Mr. Riley exited the meeting at 2:12 p.m.

Clerk Jim Brannon requested that the Board consider awarding a bonus to the County Assistance staff. Mr. Brannon explained that these staff members assisted the Idaho Association of Counties (IAC) with gathering information and measurements, so that IAC could obtain grant funds for the Idaho Health Exchange. The Board inquired if these activities were performed outside normal business hours or the staff's assigned job duties. Mr. Brannon advised that they were not. The Board agreed that they did not support awarding bonuses for these activities and that the funds that were received from IAC should be added to the County's general fund.

Commissioner Nelson stated that the Accounts Payable Approved Responsibility Levels list has been updated. Commissioner Nelson explained that all changes made in the future due to staffing changes will be submitted to Information Systems (IS) on a status change form and IS will then notify Administrative Assistant Nancy Jones to update the list. Anyone that is newly assigned to be an approver will still require the Board's approval. Chairman Tondee noted that a change is still needed for the Public Defender's Office and he will follow-up with that office to make sure that change is made. Mr. Brannon asked the Board to keep him informed as to any issues that arise with these approval levels.

Mr. Brannon exited the meeting at 2:24 p.m.

Commissioner Nelson inquired if the shift differential pay for the Sheriff's Office should be included in the base pay. The Board discussed the parameters that define shift differential in the policy and agreed that further refinement of the policy is needed as it is subject to interpretation. The Board agreed to direct Human Resources Director Skye Reynolds to update the matrix and include the shift differential in the base pay, as long as the pay matrix clearly indicates that the differential is included. Mr. Reynolds will also be directed to update the policy and clearly indicate what shifts are eligible for shift differential pay. The new matrix will be effective as of October 1, 2014.

Commissioner Green shared information that he received about the Special Assistant United States Attorney (SAUSA) at the United States Attorney's Office. He explained that the Counties and the Cities have the option of funding an attorney that would be housed at the United States Attorney's Office. This individual would be tasked with targeting issues that affect the area that they represent. This would allow the Counties and Cities to have access to federal sentencing guidelines for crimes targeted by the Counties and Cities, and would allow for stiffer sentencing guidelines. Treasure Valley is currently participating in this program and has reported that their County has recognized a savings due to this participation. Commissioners Green advised that the program is receiving a great amount of support from the Prosecutor and Law Enforcement and he will be contacting the Cities and adjacent Counties to see if they have interest in participating.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(b)* to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Executive Session was entered into at 2:45 p.m. and was exited at 3:37 p.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 3:37 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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