

**Minutes of Meeting
Commissioners' Debriefing
September 12, 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 Buildings and Grounds Operations Manager Shawn Riley and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 9:03 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: No changes were made to the agenda.

D. Old Business: No old business was discussed.

E. New Business:

Commissioner Green explained that the owner of the office space that is being considered for the Public Defender's Office is not willing to move forward with obtaining formal floor plans until the County signs a lease. He advised that the proposed lease is \$7,000 per month for a term of forty-eight (48) months. Commissioner Nelson advised that she would like to see a breakdown of the other miscellaneous costs, such as janitorial and property tax before she is willing to commit to signing the lease. She also inquired about what the Board intends to do with the existing Public Defender's building once it has been vacated. Chairman Tondee and Commissioner Green advised that they had not made a decision on that building space and that uses for that space should be a separate consideration from the decision to relocate the Public Defender's Office. Commissioner Green agreed to provide a breakdown of the costs, as requested by Commissioner Nelson, and a draft of the lease for review. Commissioner Green will also add a discussion of the lease to the Business Meeting to be held on September 23, 2014.

Buildings and Grounds Operations Manager Shawn Riley exited the meeting at 9:27 a.m.

Commissioner Nelson advised the Board that several of the Spillman users have not paid the fees as agreed to in the Memorandum of Understanding. The Board agreed that Information Systems Director James Martin should contact these individuals about the delinquency and update the Board once he has obtained additional information. Commissioner Nelson will contact Mr. Martin and direct him to contact those that are delinquent.

The Board discussed the request that was made by Applications Systems Manager Stan Brennan to carry over funds for the GRM (Manatron) migration project. This project was not completed in August and Mr. Brennan is recommending that approximately \$120,000 to \$150,000 in funding be carried over to Fiscal Year 2015. The Board agreed to carry over the funding as requested by Mr. Brennan.

The Board also discussed the upcoming Idaho Association of Counties Conference. The Board has been asked to provide a door prize and a silent auction item for this conference. The Board will direct staff to purchase these items with a spending limit of seventy-five dollars (\$75).

Commissioner Nelson explained that Human Resources Director Skye Reynolds would like direction on the Sheriff's pay matrices. The new matrices will be published October 1, 2014 and Ms. Reynolds would like to know how the Board would like to address the shift differential within these matrices. The Board discussed the option of including the shift differential, not including the shift differential, or adding a statement to the pay matrices that indicates that shift differential is reflected in the pay scales. The Board agreed that a statement should be added to the matrices about the inclusion of the shift differential.

- F. Staff Reports:** Commissioner Green inquired about when the Board would be meeting to discuss the employee evaluations. Commissioner Nelson advised that an Executive Session pursuant to *Idaho Code* §67-2345(1)(b) has been scheduled for September 19, 2014, to discuss the evaluations.
- 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 9:47 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
