

**Minutes of Meeting
Department Heads
October 1, 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 Buildings and Grounds Operations Manager Shawn Riley, Human Resources Director Skye Reynolds, Public Defender Administrative Supervisor II Jamie Woods, Community Development Director David Callahan, Veterans' Services Officer Scott Thorsness, Airport Director Greg Delavan, Reprographics/Mail Center Supervisor David Reid, Information Systems Director James Martin, Solid Waste Director Cathy Mayer, Juvenile Detention Director J.T. Taylor, Office of Emergency Management Director Sandy Von Behren, Grants Compliance Officer Jody Bieze, Board of County Commissioners Administrative Assistant Nancy Jones, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 4:12 p.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:**
Human Resources Director Skye Reynolds reviewed with the attendees the updated Policy Manual. She explained that minor changes have been made to remove redundancy and comply with federal laws. Commissioner Green noted that a significant change included the addition of smokeless tobacco, which now includes chewing tobacco.

Chairman Tondee advised that a consistent message is being drafted about the Facilities Master Plan. He also explained that comp time needs to be defined and used consistently throughout the County. Both of these topics will be discussed at a future Elected Officials meeting.

Grants Compliance Officer Jody Bieze shared the importance of capturing indirect costs associated with grants.

Commissioner Nelson encouraged staff to actively participate in nominating employees for Employee of the Month.

Board of County Commissioners Administrative Assistant Nancy Jones presented the new Enhanced Public Records Request Process. She provided an overview of the enhanced webpage, the new forms, and the tracking process. Commissioner Nelson explained that a Resolution clarifying the fees that may be charged will be adopted by the Board and the new process will begin November 1, 2014.

F. Staff Reports:

Solid Waste Director Cathy Mayer shared that the Chilco Transfer Station is now open and the public response has been mostly positive. She also stated that she just completed her fifty-fifth (55th) employee evaluation.

Buildings and Grounds Operations Manager Shawn Riley advised the Ancillary Services Building has been completed. An Open House will be held on October 24, 2014 from noon to 2:00 p.m. He invited everyone to tour the new building.

Ms. Reynolds stated that Spokane County Chief Operations Manager John Dickson will be presenting a four (4) session series on LEAN Leadership Training at Kootenai County. She also shared the Juvenile Probation Director Debra Nadeau will be teaching a two (2) session training about Communication and Leadership Qualities. A service animal training was scheduled for October 2, 2014, with Jody Bieze. Ms. Reynolds informed the attendees that the Employee Referral Program has been a great success so far and thirty (30) individuals have been referred to the County through this program.

Information Systems Director James Martin shared that two new staff members will be joining the Information Systems Department on October 6, 2014.

Chairman Tondee explained that the Clerk's Office has agreed to provide the paper paychecks to the Board on Thursdays so that they will be available to the employees Friday morning.

Reprographics/Mail Center Supervisor David Reid stated that his department is now fully functional following their recent move. He advised that print projects can be sent directly the Reprographics printer by employees. He directed employees to call his department for assistance.

Office of Emergency Management Director Sandy Von Behren stated that a Volunteer Graduation Ceremony was held on September 30, 2014, for forty-five volunteer graduates. She recognized the agencies that participated and stated that this program has been very successful.

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 4:54 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
