

**Minutes of Meeting  
Elected Officials  
October 1, 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 Human Resources Director Skye Reynolds, Undersheriff Dan Mattos, Chief Deputy Prosecutor Barry Black, Chief Deputy Assessor Richard Houser, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Information Systems Director James Martin, Sheriff Ben Wolfinger, Chief Deputy Treasurer Laurie Thomas, Treasurer Tom Malzahn, Prosecuting Attorney Administrative Supervisor Patti Surplus, Assessor Mike McDowell, Civil Deputy Prosecuting Attorneys Pat Braden, Darrin Murphey, and Jamila Homes, 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:**

Human Resources Director Skye Reynolds presented the latest draft of the proposed Policy Manual changes. The attendees discussed the changes that were made to:

- Policy 040/Personnel Records and Privacy (Language was clarified to ensure consistency with Policy 426 as well as *Idaho Code* §9-340(c))
- Policy 120/Shift Pay (Language in Section 3.11 was clarified to reflect the County's existing practice)
- Policy 210/Hours of Work and Pay Days (Due to the amended Fair Labor Standards Act, language was added to address accommodations for nursing mothers)
- Policy 417/Smoking and Use of Electronic Cigarettes (Smokeless tobacco language was added to the policy, which addresses electronic cigarettes and chewing tobacco)
- Policy 430/Employee Performance and Discipline (Language that conflicted with the County's at-will policy was removed)

Assessor Mike McDowell noted that the addition of chewing tobacco to Policy 417 was a significant change. Ms. Reynolds explained that the addition of smokeless tobacco use was added to avoid conflict between the policy and the wellness program.

The attendees discussed the removal of the disciplinary steps from Policy 430/Employee Performance and Discipline. Mr. McDowell shared his concern that the removal of these steps would limit the actions available to the Elected Officials. Clerk Jim Brannon and Sheriff Ben Wolfinger advised that they agreed with removing the disciplinary step language from the policy, as the language could be interpreted by employees as progressive steps that must be taken. The attendees reviewed the language in the policy and agreed to leave the disciplinary steps in the policy, but included clarifying language to indicate that these steps are available but they are not required to be used.

Mr. McDowell suggested changes be made to:

- Policy 020/Recruiting, Selection, and Status Changes (Amended language in Section 5-A to be *should*, not *shall*)
- Policy 315/Paid Personal Time Off (Amended the immediate family member language to clarify which members are considered to be immediate family)
- Policy 600/Job Evaluation and Classification (Added language to the procedure to include notification to the Elected Officials for positions that are re-classified)

Ms. Reynolds advised that the Position Review Committee (PRC) will continue to evaluate positions through November 2014, to allow time for Ms. Reynolds and Human Resources Specialist Kimberley Buffin to complete training.

Board of Commissioners Administrative Assistant Nancy Jones joined the meeting at 10:17 a.m.

Commissioner Nelson introduced the proposed Enhanced Public Records Request Process. Ms. Jones explained the challenges in the current process and the objectives of the new process. She provided copies of the new forms and an overview of the tracking method that will be used by the Board of County Commissioners and their departments that are currently using the general request form. She explained the each request received by these departments will go through the following steps:

- Requests will be received through a central email, by phone, email, or hand delivered
- The request will be logged by the Board's staff and a reference number will be assigned
- An email will be sent to the requester that includes the reference number and internal contact information
- The request will be completed
- The response will be documented

Ms. Jones stated that next steps to implement the process will include:

- Adoption of a Resolution clarifying the fees that may be charged for Public Records Requests at a public hearing
- Establish a response team
- Complete set-up of the mailbox, log, and shared drive
- New process to begin November 1, 2014

Commissioner Nelson shared the enhancements that have been made to the webpage that will be published on the Kootenai County website. She explained that the process for the Sheriff's Office will not change and that at this time only the Board and their departments have elected to adopt this new process. All other Elected Officials have the option of using this process or continuing with their current process.

Chief Deputy Clerk Pat Raffee inquired as to the percentage of duplicate records that is actually occurring and that prompted this change by the Board. Civil Deputy Prosecuting Attorney Jamila Holmes suggested that it was a very small percentage. Chairman Tondee explained that through this process the Board will be able to determine the types of requests that are being made and accurately track the volume of these requests. This information can also be used to determine if there is a need for a full time employee that would be dedicated to responding to public records requests.

The attendees discussed the proposed Resolution which clarifies the fees that may be charged for public records requests. Civil Deputy Prosecuting Attorney Pat Braden shared his concerns about the legal option for charging for staff time. The Board asked the Prosecutor's Office to determine if the County should or should not be charging for these services. Some wording amendments were recommended by the attendees and Commissioner Nelson agreed to incorporate these into the Resolution.

Chairman Tondee and Commissioner Nelson advised that the overall purpose of this new process is to improve customer service and to reduce confusion and duplication.

Ms. Jones, Civil Deputy Prosecuting Attorney Pat Braden, and Information Systems Director James Martin exited the meeting at 11:10 a.m.

Commissioner Nelson explained that an updated draft of the Facilities Master Plan messaging will be circulated to the Elected Officials for input and suggestions.

Chairman Tondee advised that it is important that comp time is being applied consistently throughout the County. This will require additional discussions by the Elected Officials, Legal, and Human Resources. Clerk Jim Brannon noted that comp time that was not used by September 30, 2014, will now be paid at an increased rate from when it was earned for those employees who received wage increases for the new fiscal year.

- 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 11:18 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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