

Minutes of Meeting
Grant Management Office Organizational/Staffing
October 1, 2014
3:00 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 Grants Compliance Officer Jody Bieze and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 3:08 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:

Grants Compliance Officer Jody Bieze came before the Board to provide an update on the Transit System and the Grant Management Office. She explained that the date for the transit equipment maintenance has been moved to October 28, 2014. The Maintenance Program Plan has been drafted and provided to the Coeur d'Alene Tribe (Tribe), but they have requested additional time to review the plan. Ms. Bieze stated that the plan has been drafted around the concept of a Transit System.

Ms. Bieze stated that the Request for Qualifications has been revised for procurement and is currently with Legal for their review. The Re-Compete Schedule has also been amended and will be forward to the Board. She stated that these documents should be completed by November 1, 2014.

Ms. Bieze provided the Board with the Kootenai County Transit System Proposed Definitions, which defines the terms: partnership, direct recipient, sub-recipient, and third party contractor. She explained that the intention of defining these roles is to assist with clarification of the responsibilities of individuals that participate in the Transit System. She advised that there has been some confusion as to the Tribe's role and their responsibilities for participation in the Transit System.

The attendees reviewed the organizational charts for the Coeur d'Alene Tribe's Fixed-Route, Kootenai Health Para-Transit, Kootenai County Para-Transit, and Transit Services Functional Areas. The Board suggested that Ms. Bieze add the Tribe's Rural Transit structure to the Transit Services Functional Areas chart. They added that the addition of that chart would clarify both of the Tribe's roles in the Transit System.

Ms. Bieze presented the proposed organizational chart for the Grants Management Office (GMO). She explained that the Administrative Assistant position has already been approved by the Board. The Transit Program Specialist and Program Specialist job descriptions have not been drafted and she is working with Human Resources to complete this task. She was also requesting a Grant Staff Accountant.

Commissioner Green inquired as to what portion of these positions could be funded by grant administration funds. Ms. Bieze advised that the entire department could not be funded by grant funds and that she did not have that information. Chairman Tondee shared that the Transit Program Specialist could be one hundred percent (100%) funded and the Grant Staff Accountant and Transit Administrator could be partially funded by FTA grant funds. The rest of the funding would be dependent on the other grants that are awarded to the County.

The attendees briefly discussed the responsibilities of these individuals and Ms. Bieze advised that the proposed department structure would address each of the deficiencies that were identified through the Triennial Review.

Ms. Bieze advised that the Administrative Assistant position has been funded and that the job description is completed. The Board approved her to move forward with recruitment for the Administrative Assistant position. Ms. Bieze explained the importance of the Grant Staff Accountant and asked the Board to consider authorizing that position.

The Board agreed that further discussion about the Grants Management Office and Transit System needs to occur and directed Ms. Bieze to schedule another meeting.

- 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 4:08 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
