

**Minutes of Meeting  
Facility Policy  
November 7, 2014  
11:00 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, Buildings and Grounds Operations Manager Shawn Riley, and Deputy Clerks Courtney McKinnie and Daniel Robertson.

- A. Call to Order:** Chairman Tondee called the meeting to order at 11:06 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**  
Human Resources Director Skye Reynolds said that Buildings and Grounds Manager Shawn Riley had asked her to look into whether the County had a policy regarding the misuse of County facilities. She indicated that Personnel Policy Manual Policy 410, Standards of Conduct, covers facility misuse. Ms. Reynolds said the current policy seems sufficient, though she drafted a more explicit policy for discussion which addressed building security, access, and use.

Commissioner Nelson reviewed some of the recent incidents which raised concerns of liability, including an employee coming in while on leave, a 4<sup>th</sup> of July party on the roof, and a family member painting a Judge's chambers. Ms. Reynolds said that the draft lacks a definition of "building modification".

Ms. Reynolds suggested that the Board obtain a legal opinion regarding a policy on painting in the court chambers. She said that allowing friends and family onto the roof to watch fireworks would be covered by the unauthorized use of County property clause of Policy 410.

Mr. Riley said the individual central to these incidents did not believe authorization would be required for either the family member painting the judge's chambers, and said there was no policy against the roof use. Commissioner Nelson reiterated that the individual believed they were authorized, as the policy wasn't specific enough. Commissioner Green said that these types of incidents were also covered by the fact that Policy 410 includes language indicating that the list of improper conduct is not meant to be comprehensive.

Chairman Tondee said the Board had made it clear to this person that judges and their families should not be allowed to paint chambers, and did not believe this incident would recur.

The attendees discussed methods to resolve improper use of keys and access codes. Mr. Riley agreed to notify the Board of unusual information in the access logs.

The attendees also discussed a clause in Ms. Reynolds' draft policy regarding after-hours events held on County premises. The attendees discussed the current practice, which is for an employee to be present at all County related events. Non-County related events require Board authorization, and either a County employee or Board authorized designee from the organization holding the event to be present. The attendees discussed language to update the draft with to reflect these practices.

Ms. Reynolds asked whether this new policy should be included in the current update to the Personnel Policy Manual, which would push back the release date. The Board directed her to add the revised policy to a future Policy Manual update.

- F. 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 11:34 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Daniel Robertson, Deputy Clerk

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