

**Minutes of Meeting
Department Heads
November 19, 2014
4:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Grants Compliance Officer Jody Bieze, Public Defender Administrative Supervisor II Jamie Woods, Veterans' Services Officer Scott Thorsness, Juvenile Detention Director J.T. Taylor, Reprographics/Mail Center Supervisor David Reid, Information Systems Director James Martin, Juvenile Probation Director Debra Nadeau, Adult Misdemeanor Probation Director Kevin Creighton, Juvenile Detention Operations Manager Linda Hoss, Solid Waste Director Cathy Mayer, Community Development Director David Callahan, Buildings and Grounds Maintenance Operator II Bill Norberg, Parks and Waterways Director Nick Snyder, Interim Airport Director Phil Cummings, Emergency Management Manager Sandy Von Behren, Board of County Commissioners Administrative Assistant Nancy Jones, and Deputy Clerk Daniel Robertson. Commissioner Jai Nelson was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 4:02 p.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:

The attendees reviewed the following discussion items from the Elected Officials' meeting held earlier in the day (November 19, 2014):

- It was decided that the exempt employees would continue to receive bi-weekly pay at the usual rate, rather than reduce paychecks by three point seven percent (3.7%) to compensate for the extra pay date that will occur in calendar year 2015.
- An award was presented to Sheriff's Deputy Matt Edmonds and other employees who acted to save the life of a customer who experienced a heart attack in the Recorder's office.
- Human Resources and the Clerk's office would be developing a standard timesheet to be used County wide. The Board asked the attendees to submit any suggestions on what to include.

Human Resources Director Skye Reynolds entered the meeting at 4:17 p.m.

The Board reported that not all departments were tracking comp time in the same way, and clarified the requirements for comp time usage and accrual:

- Comp time is tracked as time and a half pay rate when earned in a week with more than 40 hours worked.
- Flex time is time earned and used within the same work week (two (2) weeks for law enforcement) and is tracked at the hourly pay rate.
- Comp time must be tracked on the timesheets.
- 40 hours of comp time can be accrued. Any extra hours worked beyond this must be paid as overtime.
- Comp time must be used within 90 days.
- Exempt employees do not earn comp time.

The Board reported that Human Resources will be conducting orientation for the incoming elected officials. The attendees discussed options for familiarizing the new elected officials with the various departments.

Board of County Commissioners Administrative Assistant Nancy Jones asked the attendees whether they would prefer to keep the same schedule for Department Heads meetings with the future Board. There was general consensus to keep the same schedule. Commissioner Green reminded the attendees that the next scheduled Department Heads meeting will be a luncheon.

F. Staff Reports:

Human Resources Director Skye Reynolds reported that the final Position Review Committee meeting had been held, and notified the attendees of the new procedure for rating jobs. She also reported that the new Personnel Policy Manual has been approved. She notified the attendees of how to access the manual and agreed to send them a list of the significant updates.

Ms. Jones reported that the new elected officials would be sworn in on January 12, 2015.

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 4:56 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
