

**Minutes of Meeting
Commissioners' Debriefing
December 15, 2014
2:00 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Accounting Manager Grace Blomgren, Staff Accountant Kim Price, Buildings and Grounds Operations Manager Shawn Riley, Interim Airport Director Phil Cummings, Parks and Waterways Director Nick Snyder, Public Defender Administrative Supervisor II Jamie Woods, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Daniel Robertson. Coeur d'Alene Press Reporter David Cole was also in attendance.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:00 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.

Commissioner Green moved to add a discussion on the Airport Director hiring process to the agenda. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

- D. Business:**
Information Systems Director James Martin and Application Systems Manager Carrie Cole entered the meeting at 2:01 p.m.

Human Resources Director Skye Reynolds updated the Board on the possibilities for a time and attendance tracking system. She said that Kronos was the most appropriate software, with a one time setup cost of \$100,000-\$150,000 and an annual cost of \$40,000-\$46,000. Application Systems Manager Carrie Cole reported on the benefits of the Kronos software. Commissioner Nelson inquired about possible cost offsets. Chief Deputy Clerk Pat Raffee said that the Payroll staff could be reduced, though the cost savings would be only about \$40,000 per year even factoring in the benefits load. James Martin reported that there would be additional soft costs for Information Systems staff, County employees, and managers to use and manage the software. The Board agreed that this software was not currently a priority. Commissioner Nelson asked Ms. Reynolds to provide an update at the next Elected Officials' meeting.

Ms. Reynolds updated the Board on the Flexible Spending Account contract with Magnuson McHugh, that there were no forgone monies as had been believed, and that she was still working with Magnuson McHugh to outline the roles and responsibilities under the contract. Clerk Jim Brannon said that Magnuson McHugh will now be providing a report on forfeiture funds in the account, and that there had been discussion on how checks would be issued.

Ms. Reynolds asked the Board to approve the draft copy of the Total Compensation Report for distribution with 2014 W-2s. The Board approved the draft.

Ms. Reynolds, Mr. Martin, and Ms. Cole exited the meeting at 2:15 p.m.

Ms. Raffee asked the Board to approve a corrected version of Resolution 2014-71. The Board preferred that staff prepare a new resolution referencing and superseding Resolution 2014-71.

Mr. Brannon, Ms. Raffee, Accounting Manager Grace Blomgren, and Staff Accountant Kim Price exited the meeting at 2:20 p.m.

Interim Airport Director Phil Cummings reported that the General Supply Administration has transferred the ownership of two dozers to the County, and asked the Board to authorize shipping costs in the amount of \$4,000-\$5,000, which was already in the Airport budget. The Board agreed to these costs.

Parks and Waterways Director Nick Snyder reported that he had been contacted by Navy Real Estate regarding the swing set encroaching on Navy property in Bayview. He said that the Navy was open to discussions on reducing the cost of the easement they had requested. The Board asked Mr. Snyder to propose an easement fee of \$1 for ten (10) years, and to have the County's Legal staff draft the easement.

The Commissioners discussed options for utilizing the vacant building currently housing the Public Defender's office, including whether the incoming Coroner might be interested in the space.

Buildings and Grounds Operations Manager Shawn Riley and Public Defender Administrative Supervisor II Jamie Woods exited the meeting at 2:50 p.m.

Chairman Tondee said that he would like to put the process for hiring for the Airport Director position on hold and allow the next Board to make a determination on the position. Commissioner Green suggested sending a letter to the applicants to notify them of this decision. Commissioner Nelson asked if letters had already gone out to the first batch of applicants. Commissioner Green said that they could direct Human Resources to only send letters to individuals who have not yet received a response.

Commissioner Green moved to supersede the motion made following the Executive Session held earlier in the day, to not schedule interviews for January, to defer the hiring process for the Airport Director position to the next Board of Commissioners, and to direct Human Resources to send letters to only those applicants who have not received a response notifying them of this decision. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Ms. Reynolds re-entered the meeting at 2:54 p.m., and Civil Deputy Prosecuting Attorney Pat Braden entered at 2:57 p.m.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(f)*, to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated in relation to Human Resources Records Response and USA v. Real Property. Commissioner Nelson seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

The Board, joined by Civil Deputy Prosecuting Attorney Pat Braden, entered into Executive Session at 2:58 p.m. All other attendees exited the meeting.

Mr. Braden exited Executive Session at 3:10 p.m., and Civil Deputy Prosecuting Attorney Darrin Murphey and Ms. Reynolds joined the Executive Session at that time. Attorney Bently Stromberg joined the Executive Session via telephone at 3:27 p.m. and exited at 3:35 p.m.

The Board ended the Executive Session at 3:40 p.m. and Ms Reynolds and Mr. Murphey exited the meeting.

Commissioner Green moved to direct staff to schedule a meeting with the new Board on January 12, 2015 to further discuss the USA v. Real Property case, and to direct staff to fulfill the records request made by John Adams. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

The Board discussed old business items to include on the agenda for the following week's debriefing.

- D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Chairman Tondee adjourned the meeting at 3:43 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
