

**Minutes of Meeting
Department Heads
January 21, 2015
4:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein, and Commissioner Dan Green met to discuss the following agenda items. Also present were Grants Management Office Director Jody Bieze, Public Defender Administrative Supervisor II Jamie Woods, Veterans' Services Officer Scott Thorsness, Information Systems Director James Martin, Juvenile Probation Director Debra Nadeau, Juvenile Detention Operations Manager Linda Hoss, Solid Waste Director Cathy Mayer, Community Development Director David Callahan, Buildings and Grounds Director Shawn Riley, Parks and Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Office of Emergency Management Manager Sandy von Behren, Administrative Assistant Nancy Jones, and Deputy Clerk Mary Enquist.

- A. **Call to Order:** Chairman Stewart called the meeting to order at 4:03 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:**

Elected Officials Recap

Chairman Stewart gave a recap of the Elected Officials meeting held today, January 21, 2015 at 9:00 a.m. and mentioned the portable podium that was built by the Buildings and Grounds Department and demonstrated by Commissioner Green that is available to all departments for use. Chairman Stewart said that the Public Records Request form was discussed and revisions are needed and should be kept in a consistent format.

Individual Department Meetings with the Board

Chairman Stewart said that the Board would like to have a thirty minute meeting each month with each department head. Commissioner Eberlein said that meeting will bring issues forward from each department, and ensure open communication with all three Board members. Administrative Assistant Nancy Jones said that the department meetings will start on March 2, 2015 and she requested the departments let her know their preference of days and times.

ICRMP University

Human Resources Director Skye Reynolds gave the attendees an overview of ICRMP University completion progress and said the deadline for completing the training is January 31, 2015. Ms. Reynolds said more than 80% training compliance saves the County approximately \$35,000 on the annual liability insurance premium.

F. Staff Reports:

Office of Emergency Management Manager Sandy von Behren said that her department is putting together a risk assessment and she will be requesting information from departments and hopefully from all employees via a survey. Information Systems Director James Martin told Ms. von Behren to send the survey to him and he would forward it to the Department Heads.

Buildings and Grounds Director Shawn Riley gave an update on the Public Defender's office move. Mr. Riley said the walk through is scheduled for Friday, January 23, 2015 and the move in will be February 2 and 3, 2015. Mr. Riley said that the Human Resources Department remodeling is coming right along and is scheduled for completion on February 23, 2015 with a move in date possibly in the second week of March, 2015.

Solid Waste Director Cathy Mayer said the Solid Waste department completed a construction project and the final cost came in \$60,000 under budget.

Administrative Assistant Nancy Jones thanked everyone for their participation in the former Commissioners' farewell party. She said budget discussions have started.

Parks and Waterways Director Nick Snyder said the LEAN Training is one of the best trainings he has ever attended and wanted to thank Skye Reynolds for setting it up.

Information Systems Director James Martin said Information Systems (IS) is doing a phone system cabling project for the Administration, District Court and Court House buildings, which will occur in August or September 2015.

Public Defender Administrative Supervisor II Jamie Woods said phones will be installed in their new office on February 2, 2015.

Grants Management Office Director Jody Bieze said that her department's staff grew from one to four, and that she is not sure where the new staff will be sitting but they will have plenty of work to get done. Commissioner Green suggested the possibility of the Grants Management Office team using the Public Defender's office which is about to be vacated.

Veterans' Services Officer Scott Thorsness requested all staff refer friends, neighbors, family member or anyone that needs Veterans' Benefits to him.

Mr. Riley said the control board at the Juvenile Detention Center will be linked to a monitor with a touch screen and cameras, offering a much safer environment for the staff and the juveniles.

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 5:04 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
