

Minutes of Meeting
Grants Management Office Overview
January 21, 2015
1:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Grants Management Office Director Jody Bieze and Deputy Clerk Meshell Missler.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 1:31 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:**
Grants Management Office Director Jody Bieze gave the Board an overview of the Grants Management Office. Ms. Bieze explained that grants come from a variety of sources and apply to many County departments. The grants the County applies for are either a competitive grant which allocates dollars to specific program, a formula or regulatory grant that needs legislative approval and/or requires a specific and precise formula to create a program.

Ms. Bieze explained how imperative careful analyses of each grant components and the performance required is. Ms. Bieze explained she is also an Americans with Disabilities Act (ADA) Compliance Officer, a Liaison Officer for Disadvantaged Business Enterprise (DBE) and a Title 6 Officer. Ms. Bieze interfaces with each department to conduct an analysis, an evaluation and a transition plan for each grant application. She also performs an internal audit to make sure the County is in compliance with and is aware of the obligations of each grant.

Ms. Bieze requested the Board enter into an Executive Session. The Board checked with the Legal department to make sure an executive session at this time would be appropriate. Civil Deputy Prosecuting Attorney Pat Braden was consulted and advised the Board that an executive session was permitted.

Commissioner Green moved that the Board enter into an Executive Session pursuant to *Idaho Code* §67-2345(1)(a), to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, unless a vacancy in an elective office is being filled. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

The Board entered into Executive Session at 2:11 p.m. Ms. Bieze joined the Board in Executive Session.

The Board exited Executive Session at 2:29 p.m. Chairman Stewart said there were no decisions made by the Board.

F. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Stewart adjourned the meeting at 2:33 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Meshell Missler, Deputy Clerk
