

**Minutes of Meeting
Commissioners' Debriefing
January 26, 2015
2:00 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 Sheriff's Major Kim Edmondson, Undersheriff Dan Mattos, Buildings and Grounds Director Shawn Riley, Human Resources Director Skye Reynolds, Elections Manager Carrie Phillips and Deputy Clerk Mary Enquist. Also present was citizen Tina Kunishige.

- A. Call to Order:** Chairman Stewart called the meeting to order at 2:12 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Added Vanguard Cleaning Systems and Signature Authority for Extension form for Grants Management department.

Commissioner Green moved to add the signature authority for an extension form for the Grants Management Office to the agenda. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye

The motion carried.

Commissioner Eberlein moved to add the Vanguard Cleaning Systems to the agenda for discussion of notice of a rate increase. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye

The motion carried.

- D. New Business:**
 - Facilities Discussion**
 - Adult Misdemeanor Probation**

Buildings and Grounds Director Shawn Riley said that there are two options for the AMP department move, either to the basement of the Court House or the soon-to-be Public Defender's building. Mr. Riley said the move to the Public Defender's building would not be the most cost effective because the office is not setup for the security needed for the AMP department.

Grant Management Office

Mr. Riley said that the Grants Management Office is running out of room for their staff and would like the Board to consider moving them to the soon-to-be vacant Public Defender's building.

3:07 p.m. Coroner Warren Keen entered the meeting.

Human Resources: Coroner Office Recommendations

Human Resources Director Skye Reynolds recommended on behalf of Coroner Warren Keene his request that the Board eliminate the current Coroner Administrative Assistant position and add a Deputy Coroner position. Dr. Keene explained the proposed duties of the new Deputy Coroner and said the position change would not have a FY15 budget impact. The Board said Dr. Keene needs to prepare a status change form and forward to the Human Resources department for processing.

Jail Overtime & Food Supply Budget

Undersheriff Dan Mattos said the Jail is at 68% on its overtime budget and he is concerned about funding for the remainder of FY15. Undersheriff Mattos said they are in the process of hiring new staff. Mr. Mattos noted future vacancies will be filled by Jail Cooks who will transfer from the kitchen to the control towers when the Jail outsources inmate food services.

Major Edmondson handed out a FY15 Food Services Timeline chart. She pointed out the trends indicating a looming shortage in the Jail "B" budget for FY15. Major Edmondson said the Jail used the average daily inmate population numbers to forecast costs.

Advisory Board Compensation

The Board decided that if they are a designee on an Advisory Board that pays a stipend and/or mileage reimbursement, they will not accept it.

Fairgrounds Beverage License Renewal

Signature Authorization

Administrative Assistant Nancy Jones said that this is the annual alcohol and beverage license renewal for the Fairgrounds.

Commissioner Green moved to authorize Chairman Stewart to sign the annual alcohol and beverage license for the Fairgrounds. Commissioner Eberlein seconded. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

Extension Form/Signature Authority for Grants Management Department

Commissioner Green said that Grants Management Office Director Jody Bieze requested that he receive the authorization to sign and submit a request for an extension to the National Transit Data Base, which is due January 26, 2015.

Commissioner Green moved to authorize Dan Green to submit a request for extension to the National Transit Data Base on behalf of Grants Management Office Director Jody Bieze. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

Vanguard

Mr. Riley said that he received a letter dated January 22, 2015 from Vanguard Cleaning Services notifying of their intention to raise their rates or utilize their thirty day opt out clause and end their service agreement with the County, effective February 22, 2015. Mr. Riley said his recommendation to the Board is to not pay the increase and to end the service with Vanguard.

Commissioner Green moved to end Vanguard Cleaning Services' contract and choose another service until it can go to the bid process. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

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

Chairman Stewart adjourned the meeting at 3:49 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
