

**Minutes of Meeting  
Department Heads  
March 18, 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 Public Defender Administrative Supervisor II Jamie Woods, Veterans' Services Officer Scott Thorsness, Information Systems Director James Martin, Juvenile Probation Director Debra Nadeau, Juvenile Detention Director JT Taylor and Operations Manager Linda Hoss, Airport Director Greg Delavan, Adult Misdemeanor Probation Director Kevin Creighton, Community Development Director David Callahan, Buildings and Grounds Director Shawn Riley, Reprographics Manager David Reid, 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.

Chairman David Stewart left the meeting at 4:04 p.m.

**A. Call to Order:** Chairman Pro Tem Dan Green called the meeting to order at 4:05 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:**

**Recap of the Elected Officials Meeting  
FY2016 Budget Process and Timeline**

Pro Tem Chairman Green recapped the FY2016 Budget Process and timeline as discussed with the Elected Officials that morning. He said that Clerk Brannon requested Board direction regarding FY2016 budget preparation, and each Commissioner gave his point of view. Commissioner Green said he believes a tax increase will be necessary due to some of the pay decisions already made. He encouraged department heads to bring forward capital requirements, and to submit additional necessary personnel requests.

Chairman Stewart re-entered the meeting at 4:06 p.m.

Commissioner Eberlein told department managers to open their budgets flat and be tight on the B and C budgets.

Chairman Stewart said to start the budgets flat and that he believed there was not a need to raise taxes. Chairman Stewart said the County is doing a salary market analysis, and that the Board will examine that data concurrently with getting the budget numbers.

Veterans' Services Officer Scott Thorsness asked the deadline date for budget submission; Chairman Stewart said April 24, 2015.

**Timesheet Uniformity**

Commissioner Green said that all Elected Officials agreed to use the standardized timesheet forms except one. Information Services Director James Martin said he will get a copy from the Auditor's office and email it to the Department Heads and Elected Officials.

**Public Records Discussion Follow up**

Chairman Stewart said that Civil Deputy Prosecuting Attorney Pat Braden had made some changes to the public records request forms, and that the Board directed staff to create a resolution to adopt the new public records policy and amend the policy manual. After the new policy is adopted, Information Systems could post the new procedures, and the new request forms, on the website.

**FY2016 Budgeting for Background Checks**

Commissioner Green said that Treasurer Steve Matheson proposed employee background checks for all employees that handle cash or access the accounts payable programs in Logos, and all Elected Officials agreed with this. Mr. Matheson intends to make the background check results information available to each Elected Official, and to fund the screening fees from the Treasurer’s FY2016 budget.

**Outside Line Dialing**

Commissioner Eberlein said he talked with the Information Systems department about changing the access number for an outside line from nine to five, to avoid County employees accidentally calling 9-1-1. The Board and Elected Officials approved this change. Information Systems Director James Martin said he will notify everyone when this change is completed.

**F. Staff Reports:**

Human Resources Director Skye Reynolds said she is working on a salary market analysis. Ms. Reynolds said the County needs a compensation survey to determine if the County’s salary structure is competitive with the current market. She has been working with the Elected Officials to define the market; and using the 2013 Benchmark Jobs for the data analysis.

Ms. Reynolds said on March 30, 2015 the Human Resources department will move to new offices on the first floor. Their office hours will be from 9:00 a.m. to 4:00 p.m. for walk-in traffic; and 8:00 a.m. to 5:00 p.m. for employees.

Buildings and Grounds Director Shawn Riley said he wanted to thank everyone for helping with the janitorial duties temporarily. He said that a janitorial services contract begins April 1, 2015 with American Building Maintenance (ABM), and to let him know how ABM is doing.

Mr. Riley said the Board approved a new roof, flooring and network cabling for the old Public Defender building, and some temporary office space will be available when the projects are completed.

Mr. Riley gave an update on the security enhancement in the BOCC and Legal offices planned for next week.

**G. 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 4:53 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Mary Enquist, Deputy Clerk

\_\_\_\_\_