

**Minutes of Meeting
Commissioners' Debriefing
April 7, 2015
3:00 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Staff Accountant Kimberli Price, Human Resources Director Skye Reynolds, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, and Deputy Clerk Meshell Missler.

A. Call to Order: Chairman David Stewart called the meeting to order at 3:03 p.m.

B. Changes to the Agenda:

Commissioner Green moved to withdraw and delete item #2 **Lakes Highway District / Airport Discussion** from the agenda. 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.

Commissioner Green moved to continue item #6 **Multi Function Printer Discussion Grants Management Office** to next week's debriefing meeting so Grants Management Office Director Jody Bieze could present this item. Chairman Stewart 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.

Commissioner Green suggested discussing item #1 **Coeur d'Alene Chamber Luncheon Discussion Board of County Commissioners Presentation** at the end of the meeting to be courteous to the other attendees. The Board agreed to talk about item #1 last.

C. New Business:

Position Budgeting 2016

Clerk Jim Brannon said he and Human Resources Director Skye Reynolds have been working on both the changes in salary structure and the possibility of pay period adjustments. Mr. Brannon said currently employees are paid every other week for a total of 26 pay periods per year. He said the accounting software Logos is currently set up for 26 pay periods and if salaries are adjusted, the calculations are already in place. Mr. Brannon requested clarification from the Board on when they wanted the County to switch from 26 pay periods to 24 pay periods (twice a month). He said at this time switching to 24 pay periods for calendar 2016 would be a hardship on the Auditor's staff with budget meetings coming up, and on the payroll staff concurrently tasked with calculations on various raise scenarios.

Chief Deputy Prosecutor Barry Black joined the meeting at 3:07 p.m.

Ms. Reynolds said some policies would also need to be amended, specifically the accrual rates, and that changes would also impact overtime and benefit premiums. Ms. Reynolds said changing pay periods as a project could take 12 – 18 months to complete, and she requested the Board’s approval to address these issues after the budget cycle.

Commissioner Eberlien said absolutely this could wait.

Commissioner Green said the switch in pay cycles was only brought up to prepare for every 11th year having a 27th pay period issue. He said it will not arise again until fiscal year 2026, so nothing needs to be done immediately, though he would like to see some analysis done by the end of the calendar year regarding future options.

Treasurer Steve Matheson and Chief Deputy Treasurer Laurie Thomas joined the meeting at 3:09 p.m.

**Swearing in of Participants in Attendance at Specific Meetings
(i.e. request of cancellation, tax exempt application, revocation)**

Commissioner Eberlein said this was on the agenda as there was a question of who and when individuals should be sworn in when attending specific meetings.

Commissioner Green said he had not seen staff members sworn in before meetings.

Assessor Mike McDowell said he thought that staff was already under oath and the swearing in process was only necessary for formal quasi-judicial processes such as hearings or the Board of Equalization meetings. Chief Deputy Clerk Pat Raffee said at the Indigent hearings the clerk will swear in the indigent to tell the truth and nothing but the truth before giving testimony. Chief Deputy Prosecutor Barry Black said he submitted his confidential complete legal opinion directly to the Board of Commissioners and one of their staff members only. Mr. Black said the Board could administer oaths to any person concerning any matter submitted to them or connected with their powers or duties, but there is no legal obligation to do so, and that the Board could swear in anyone giving testimony at the Board’s discretion.

No decisions were made but the Board agreed that staff is not required to be sworn in before meetings unless there is specific direction to do so by the Commissioners.

Pappy Boyington Field Museum Discussion (request of historical society funds)

Commissioner Green said Richard Le Francis has previously requested that the County fund the Pappy Boyington Field Museum, which is a private museum.

Mr. Brannon said he spoke with Mr. Le Francis and said the gentleman was concerned about all County museum funds being distributed exclusively to the North Idaho Museum.

Commissioner Green said this sounded like a request that needed to go through the budget process. He said he thought the museums had to submit their request with an annual budget but this is something that needs review and analysis.

Commissioner Green recommended directing staff to research this topic further and gain clarification on what statutes say about this issue. Commissioner Eberlein said he would pass that information along to Mr. Le Francis.

CdA Chamber Luncheon Discussion (BOCC presentation)

Commissioner Green said he wanted to start preparing for the upcoming April 8, 2015 Chamber Luncheon presentation.

The Board discussed possible topics and ideas for their collaborative presentation.

- D. 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.

Tina Kunishige said the land use issue would be a good topic for the Board’s Chamber presentation.

Chairman Stewart adjourned the meeting at 4:07 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Meshell Missler, Deputy Clerk
