

**Minutes of Meeting
Commissioners' Debriefing
May 27, 2015
8:30 a.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, Human Resources Director Skye Reynolds, Buildings and Grounds Director Shawn Riley, Captain John Holecek, PC/Network Specialist Thomas Teater, Jail Maintenance Supervisor Tom Reed, Grants Management Office Director Jody Bieze, Administrative Assistant Kimberly Hobson, Civil Deputy Prosecuting Attorneys Pat Braden, R. David Ferguson and Darrin Murphey, Administrative Assistant Nancy Jones, and Deputy Clerk Grace Blomgren.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 8:30 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** Commissioner Eberlein asked that Item 5, Sterling Codifiers Contract and 6, Commissioner Reimbursements be removed from the agenda to a date uncertain, and that Tuition Reimbursement be added to the agenda.

Commissioner Eberlein moved to withdraw Item 5, Sterling Codifiers Contract and Item 6, Commissioner Reimbursements from the agenda to a date uncertain and to add Tuition Reimbursement to the agenda. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Blomgren called the roll:

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

The motion carried.

- D. Old Business:** There was no old business discussed.

E. New Business:

PLC CPU Upgrades – Jail

Buildings and Grounds Director Shawn Riley said he has been communicating with Arc Security Integration (ASI) to replace the Central Processing Unit (CPU) that controls the security access at the Jail. This CPU was installed approximately 15 years ago is failing and the software is no longer supported, and this device controls the lighting and door locks at the Jail. Mr. Riley said he has money in his budget to cover the expenditure of \$16,000. Commissioner Green asked Mr. Riley to send a memo to the Commissioners asking to move money within his budget for the purchase of a new CPU, and that upon Commissioner approval, the Auditor's office will be notified.

Civil Deputy Prosecuting Attorney Pat Braden exited the meeting at 8:30 a.m.

Captain John Holecek, PC/Network Specialist Thomas Teater and Jail Maintenance Supervisor Tom Reed exited the meeting at 8:46 a.m.

Defibrillator Purchase

Mr. Riley said he researched the cost to purchase four (4) defibrillators at \$1,449 each, and two (2) trainers at \$500 each. The trainers are mock defibrillators used for training purposes. Mr. Riley said all of the defibrillator units contain a diagram to instruct users and a computer generated voice walks users through step by step instructions. Mr. Riley suggested defibrillators be placed in the Admin Building, Justice Building, Courthouse Building and Juvenile Court, but said he does not have the funds in his safety budget to purchase the defibrillators this year. Commissioner Eberlein discussed the difference between doing CPR and using a defibrillator. Commissioner Green said he would like to ask more questions of healthcare professionals and would prefer this be brought forward for potential purchase in Fiscal Year 2016 (FY16). The Commissioners asked Mr. Riley to include the cost of four (4) defibrillators in his FY16 proposed budget and said they will revisit the purchase during budget deliberations.

Mr. Riley exited the meeting at 9:00 a.m.

Mobile Drug Testing Contract

Human Resources Director Skye Reynolds proposed a month to month extension on the American Mobile Drug Testing contract, for pre-employment and post-accident drug testing. Grants Management Office Director Jody Bieze said the County has some requirements under the Department of Transportation to maintain a drug free workplace program. Commissioner Green said he preferred month to month as opposed to signing a lengthy contract. Commissioner Green and Commissioner Eberlein were both fine with Ms. Reynolds putting this month to month Mobile Drug Testing Contract on the next Business Meeting agenda.

Ms. Bieze and Administrative Assistant Kimberly Hobson exited the meeting at 9:02 a.m.

Human Resources Legal Opinion Requests

Ms. Reynolds sought clarification and direction regarding the new Legal Request Policy that was discussed at the last Department Heads meeting. Ms. Reynolds asked the Commissioners if an individual is sitting in a quasi-judicial capacity, would the Commissioners give discretion to Legal to not copy the Commissioners on the requested information. Ms. Reynolds also clarified that discretion would carry over to her when she is asking for information from Legal. Commissioner Green said any department head that sits in a quasi-judicial capacity needs to use proper discretion and exercise objectivity. Ms. Reynolds inquired if that would carry over to all confidential personnel information, to include Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) as examples? Commissioner Eberlein felt that the Legal staff would be the best source to determine what should not be shared. Civil Deputy Prosecuting Attorney Darrin Murphey said that communications from Human Resources should be shared with as few people as necessary. Commissioner Green said that Ms. Reynolds has a very unusual constituency and for her to do her job and have credibility there has to be a certain amount of trust and autonomy with the other Elected Officials. Commissioner Eberlein said that Ms. Reynolds has done a very good job navigating between the Commissioners and other Elected Officials. Ms. Reynolds was comfortable with the direction she was given.

Sterling Codifiers Contract pulled

Commissioner Reimbursements pulled

Tuition Reimbursement

Administrative Assistant Nancy Jones said she was requesting Board clarification and direction regarding tuition reimbursement paperwork, and that she appreciated this time-sensitive item having been added

to the agenda. She explained that there had been grant funding of a portion of an employee's tuition, that was previously unknown when the original tuition reimbursement application was pre-approved. She said this situation only came to light upon Ms. Jones' request for proof of payment before the actual reimbursement was finally approved and paid to the employee; and that the final approval and payment had not been made in this instance. She said that no proof of payment had previously been requested of employees, and first that she wanted to confirm that it was the Board's desire to obtain such proof of payment. All three Commissioners concurred that obtaining proof of payment going forward was their desire, but they did not want Ms. Jones to ask for proof of payment on tuition reimbursements already paid out to employees.

Mr. Murphey said he had looked into this matter from a legal standpoint, and was confident that the very definition of "reimbursement" *means repayment of the amount originally paid out of pocket by the employee*. The Board discussed examples of grants, gifts, and scholarships all being funding sources which they would expect to be subtracted from an employee's request for tuition reimbursement. Mr. Murphey said the situation of an undisclosed grant was lacking in candor. Commissioner Green said it was also inconsistent with the spirit and the intent of the County's benefit of reimbursing an employee's actual investment. All three Commissioners concurred that they were very unhappy an employee had not been fully forthcoming in this situation.

Commissioner Green brought up a related element of tuition reimbursement, and said he is not in favor of reimbursing an employee who is obtaining a degree when the job they're in doesn't require a degree. He stated his opinion is that tuition reimbursement is to enhance skills for the employee's current job tasks, not to obtain a degree to qualify that employee for further job acceptability. Mr. Murphey noted the current tuition reimbursement policy says the purpose is a broad "increasing competence". Ms. Reynolds said the revised draft tuition reimbursement policy states "or might lead to promotional opportunities" and noted that "may" language left such a determination to the Elected Official. The Board made no decision on this aspect of the discussion.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There were no public comments.

Chairman Stewart adjourned the meeting at 9:37 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Grace Blomgren, Deputy Clerk
