

**Minutes of Meeting
Department Heads
July 15, 2015
4:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Buildings and Grounds Director Shawn Riley, Office of Emergency Management Director Sandy Von Behren, Grants Management Office Director Jody Bieze, Human Resources Director Skye Reynolds, Solid Waste Director Cathy Mayer, Information Systems Director James Martin, Airport Director Greg Delavan, Parks and Waterways Director Nick Snyder, Veteran Services Officer Scott Thorsness, Adult Misdemeanor Probation Director Kevin Creighton, Juvenile Probation Director Debra Nadeau, Juvenile Detention Director JT Taylor and Assistant Director Linda Hoss, Deputy Building Official Bob Ankersmit, Reprographics/Mail Center Manager David Reid, Public Defender Administrative Supervisor Jamie Woods, and Deputy Clerk Theresa Atchley. Commissioner Dan Green was excused.

- A. **Call to Order:** Chairman David Stewart called the meeting to order at 4:09 p.m.
- B. **Changes to the Agenda:** There were no changes to the agenda.

C. **New Business:**

Recap of the Elected Officials Meeting

Countywide Internal Controls

Chairman Stewart shared that the Auditor's office had developed an Internal Controls survey. He advised that the survey would be distributed in August and asked all Department Heads to participate.

Merit System

Chairman Stewart advised that gift cards were no longer allowed according to IRS guidelines, and merit awards had to go through payroll and they would be taxed. Chairman Stewart said that Department Heads should advise the Auditor's office about moving Merit System funds from B Budget to A Budget as necessary. There was some confusion regarding IRS guidelines, and Commissioner Marc Eberlein said he would speak with Prosecutor Barry McHugh for clarification.

Chairman Stewart said the budget was still tentative, but would be finalized in a few weeks.

Safety Discussion

Human Resources Director Skye Reynolds invited Department Heads to join the Safety Committee or appoint one of their employees to join if they had an interest in safety. She recommended that each Department Head read their Campus Safety Plan and shared some highlights from the emergency evacuation checklist. Buildings and Grounds Director Shawn Riley mentioned that there would be an evacuation drill and Commissioner Eberlein expressed concern regarding the disruption to customers in the Driver's Licensing Department.

Mr. Riley provided an Inspection Report and advised the Department Heads that both he and Skye Reynolds were available to assist with area inspections to increase safety in the workplace.

Wellness Program Changes

Human Resources Director Skye Reynolds presented information about ComPsych, the County’s new Wellness provider. She said that the new provider contract would be effective August 1, 2015, and that ComPsych provides more services at a lower cost. Ms. Reynolds explained the new timeline:

- Annual Wellness Exam Due by September 30, 2015
- Health Risk Assessment Due by September 30, 2015
- Tobacco Cessation completed by December 31, 2015

Ms. Reynolds explained that the County supports wellness because the County’s healthcare coverage is self-funded and early detection of health care conditions could lead to lower claim costs. Ms. Reynolds said that she and the HR Team would be happy to provide information about benefits to individual departments if requested.

Ms. Reynolds advised that ComPsych was selected by the Wellness Champions, a group of employees interested in health, and invited Department Heads to become members of the Wellness Champions Committee.

Bayview Fire

Office of Emergency Management Director Sandy Von Behren gave an update on the wildfire. She reported that it was 70% contained, one structure was currently threatened, nine homes were completely destroyed, and two homes were damaged. Ms. Von Behren said the response was well coordinated, only minor injuries were incurred, and costs were estimated at \$4.7 million to date. She stated that the Community Development and Solid Waste Departments were involved in this incident and may be asked for further assistance. Ms. Von Behren invited co-workers that were involved and incurred costs associated with the wildfire to attend the briefing at 10:00 a.m. on Thursday, July 16, 2015, at the Idaho Transportation Department located at 600 W. Prairie Avenue in Coeur d’ Alene.

- D. Staff Reports:** Ms. Von Behren told the Board the All Hazard Communication Plan would be late, as she is awaiting information from the Federal Emergency Management Agency.

Chairman Stewart adjourned the meeting at 4:56 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
