

**Minutes of Meeting
Commissioners' Debriefing
August 24, 2015
2:30 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, Buildings and Grounds Director Shawn Riley, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, First Judicial District Trial Court Administrator Karlene Behringer, Administrative Supervisor Nancy Jones, and Deputy Clerk Theresa Atchley.

A. Call to Order: Chairman David Stewart called the meeting to order at 2:30 p.m.

B. Introductions: There were no introductions.

C. New Business:

Digitized Records Disposal

Chief Deputy Clerk Pat Raffee reported that the Recorder's office had been digitizing over 150 years of records. She advised the Board that Idaho Code allowed digitized records to act as equivalent to original records. Ms. Raffee said the State Historical Society would like to retain Kootenai County's original records before 1950, and that the original books would be shipped to Boise in phases. She added that the more current original records had no value to the Historical Society, and that disposal would be arranged by Buildings and Grounds Director Shawn Riley. Civil Deputy Prosecuting Attorney Pat Braden said he would soon be presenting Resolutions for the Board's approval for this records storage and disposal project.

The Board was pleased that the Historical Society would preserve the original older records.

Mr. Braden exited the meeting at 2:37 p.m.

Tuition Reimbursement Discussion

Commissioner Dan Green opened a discussion about tuition reimbursement for employees. Commissioners Green and Eberlein said it was not the County's responsibility to pay for college degrees. Ms. Raffee shared information from the County's current education policy that stated the supervising Elected Official may choose to reimburse the cost of tuition that increases an employees' competency. Clerk Jim Brannon added the current Board had removed the tuition reimbursement item from individual Elected Official's budgets. Administrative Supervisor Nancy Jones confirmed that the Tuition Reimbursement Account was moved to the Board of County Commissioners' budget and increased from \$8,000 to \$12,000 for fiscal year 2016.

Chairman David Stewart directed Ms. Jones to schedule a discussion regarding tuition reimbursement for the September 23, 2015, Elected Officials Meeting.

Annex Office Space Request

Mr. Riley asked for the Board’s direction concerning First Judicial District Trial Court Administrator Karlene Behringer’s request for relocation to the Administration Annex.

After some discussion, the Board directed Ms. Behringer to relocate to one of the offices located in the back of the Administration Annex.

Ms. Behringer and Ms. Jones exited the meeting at 3:09 p.m.

Juvenile Detention Generator

Mr. Riley requested the Board’s direction regarding a generator received from the City of Hayden. He proposed trading 3,125 yards of gravel for the generator and said a Resolution was needed to complete the trade.

The Board approved the trade and directed Mr. Riley to work with Legal to prepare the Resolution.

Mr. Riley and Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 3:14 p.m.

Fleet Management

Commissioner Green recommended creating a fleet system to manage the County’s vehicles.

The Board agreed that Commissioner Green would work on a Fleet Management system for the County.

LEAN Management

Commissioner Green said a prior LEAN Management training held at the County was well received. He said the Clerk’s office had worked with Human Resources Director Skye Reynolds to schedule additional training and Commissioner Green wanted other County employees to join in this training. Clerk Brannon said he scheduled the training solely for his staff in order to tailor the training to meet his department’s requirements. He suggested the Board schedule additional training sessions for other County employees.

The Board directed Ms. Reynolds to make inquiries regarding additional LEAN Management training for the County.

- 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. There were no public comments.

Chairman Stewart adjourned the meeting at 3:34 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
