

**Minutes of Meeting
Commissioners' Debriefing
September 21, 2015
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Sondra Emerson, Senior Staff Accountant Keith Taylor, Staff Accountant Melissa Merrifield, Human Resources Director Skye Reynolds, Benefits Risk Management Specialist Dorothy Cross, Adult Misdemeanor Probation Director Kevin Creighton, Airport Director Greg Delavan, and Deputy Clerks Theresa Atchley and Alicia Lynch.

A. Call to Order: Chairman Dan Green called the meeting to order at 2:31 p.m.

B. Changes to the Agenda: There were no changes to the agenda.

C. Business:

FY2015 Budget - Fund 14

Human Resources Director Skye Reynolds made the Board aware that the County's FY2015 Self Insurance Fund was currently over budget by \$318,636. She explained this was resulting from a combination of an under-estimate at the beginning of the year by Mercer, an additional ten employees added to the program, an increase in claims, and two large claims in the month of August.

FY2016 Budget - Fund 14

Ms. Reynolds suggested that to avoid being over budget next year the Board might want to review the data and review the FY2016 Budget.

The Board noted the FY2016 Budget had already been adopted, and that a FY2016 year-end adjustment could be made if needed in September or October of 2016.

Ms. Reynolds, Benefits Risk Management Specialist Dorothy Cross, and Senior Staff Accountant Keith Taylor exited the meeting at 2:42 p.m.

Adult Misdemeanor Probation Position

Adult Misdemeanor Probation (AMP) Director Kevin Creighton spoke to the Board about a three-year grant awarded to AMP. Mr. Creighton asked the Board to consider keeping the part time position being funded by the grant and to allow for a canine (K-9) to be added to the unit. He clarified the part-time position was not a contract employee but a County employee who would work twenty-nine hours per week at \$31,000 per year and receive only Public Employee Retirement System of Idaho (PERSI) benefits.

Mr. Creighton explained that the K-9 would increase AMP efficiency in searches, with a cost of \$14,000 in the first year and an additional \$2,000 every subsequent year. Mr. Creighton explained that AMP has not been able to share a K-9 with KCSO because of scheduling conflicts.

The Board determined they would like to discuss this further at the District Court meeting scheduled for Friday, September 25, 2015.

Mr. Creighton exited the meeting at 2:52 p.m.

Resolution 2015-70/ Adoption of FY2016 Budget

Chairman Green clarified due to an error made by the Board of County Commissioners' Administrative Staff on the September 15, 2015, Business Meeting Agenda the Board had approved a Resolution for the FY2015 Budget instead of the FY2016 Budget.

Commissioner Eberlein moved to approve Resolution 2015-70/ Adoption of the FY2016 Budget. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

2014 Airport Audit

Commissioner David Stewart sought clarification regarding the Airport lease internal audit follow-up. Chairman Green clarified that the Board's request to the Auditor's office had been to conduct a follow-up to the lease internal audit.

Airport Director Greg Delavan said that his staff would not be free to assist the Auditor's office until November. Commissioner Stewart asked if the Board would consider holding this discussion until November.

Commissioner Marc Eberlein stated that he would like to see an official document stating the Airport had completed all audit recommendations. He said he did not feel it was unreasonable for the Airport to be accountable for the items in the audit.

Clerk Jim Brannon reminded the Board that the Auditor's office had already begun the audit follow-up as previously directed by the Board. Chief Deputy Clerk Pat Raffee reported the follow-up audit was more than half complete and so far the Airport staff had fulfilled their obligations. Staff Accountant Melissa Merrifield added that only clarification would be needed from the Airport staff, and said she was willing ask her questions via email as opposed to face-to-face meetings to accommodate staff workload.

The Board instructed the Auditor's office to complete the audit follow-up as originally directed.

Ms. Merrifield exited the meeting at 3:15 p.m. Buildings & Grounds Director Shawn Riley entered the meeting at 3:16 p.m.

Facilities Master Plan Discussion

Chairman Green asked the other Commissioners’ thoughts on the current fractured Admin campus and if there was merit in being planning to be proactive. Chairman Green pointed out that the Kootenai County Master Plan 2012 documented problems which still exist with the Justice buildings. He noticed concerns about mixing prisoners with the public, the expense of shuttling prisoners from one Justice building to another and workspaces for new Justice Staff. He wanted to address these concerns before addressing parking as changing the Justice buildings would affect parking later.

Commissioner Eberlein said that while 55% of the County Budget goes to Public Safety or Justice, individual taxpayers are currently more willing to be inconvenienced than to pay for additional buildings.

Ms. Raffee exited the meeting and Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 3:32 p.m.

Advisory Board Terms Resolution

The Board reviewed a draft resolution on Advisory Board Term limits with Civil Deputy Prosecuting Attorney Pat Braden. Mr. Braden stated that he would have to adjust the language regarding the re-application of standing members at the end of their terms. The Board asked Mr. Braden to return with a revised draft of the resolution.

Facilities/ Remodel Discussion

Commissioner Eberlein presented a use of space issue with the Administration Building’s second and third floor men’s rooms. He and Buildings & Grounds Director Shawn Riley suggested adding an additional stall to the men’s room on each floor. The Board directed Mr. Riley to email cost estimates and said the Board would determine if this would be an item on a future agenda.

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 Green adjourned the meeting at 3:40 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk

BY: _____
Theresa Atchley, Deputy Clerk