

**Minutes of Meeting
Department Heads
November 18, 2015
4:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Buildings & Grounds Director Shawn Riley, Grants Management Office Director Jody Bieze, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Assistant Director Linda Hoss, Information Systems Director James Martin, Parks & Waterways/ Noxious Weeds Director Nick Snyder, Veteran Services Officer Scott Thorsness, Human Resources Director Skye Reynolds, Solid Waste Director Cathy Mayer, Reprographics/Mail Center Manager David Reid, Community Development Director David Callahan, Recording Manager Theresa Atchley, and Deputy Clerk Alicia Lynch. Commissioner Stewart was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 4:00 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. New Business:**

Recap of the Elected Officials Meeting

Chairman Green stated the first item of the Elected Officials Meeting had been the Personnel Policy Manual and asked Human Resources Director Skye Reynolds to update the Department Heads on what was discussed.

Personnel Policy Manual

Human Resources Director Skye Reynolds explained that the Personnel Policy Manual would be released the 1st or 2nd of December 2015. She stated the Elected Officials had expressed concern with the tone of the Notice and her department would be working on softer language before it was released. She added another change being made to the policy would be updating the statute numbers referenced within the document. She stated the tuition reimbursement policy had been changed to include the stipulation that if an employee leaves the County within a year of receiving tuition reimbursement they would pay it back to the County. Ms. Reynolds added that there may be a change to the Holiday Compensatory Time policy but more information needed to be gathered before the Elected Officials would consider a policy change.

BOCC Administrative Secretary Nancy Jones entered the meeting at 4:07 p.m.

Chairman Green resumed the Recap of the Elected Officials Meeting detailing for those present the new Car Wash contract. He explained that the Sheriff's office would be administering the contract and was gathering information to see how the departments would use the contract.

BOCC Administrative Secretary Nancy Jones listed the three options available: pre-purchase \$4 tickets for any time use, a monthly fee of \$19.95 for unlimited washes, or buy a \$2 RFID tag and have \$4 charged to the County with every wash.

Chairman Green reviewed his presentation on the Fleet Management Task Force. He summarized the focus of the Task Force was to streamline the process of purchasing vehicles for the County for ease of maintenance and repurposing Sheriff vehicles to the County now that they are SUVs. He added that others may not be aware that if an employee drives their own vehicle on County business their insurance was the primary. Chairman Green discussed creating a shared pool of vehicles instead of each Elected Official having their own pool of vehicles not used every day.

Chairman Green told those present that a PowerPoint on the Internal Control Self-Assessment had been provided by the Clerk. He added that the Clerk informed the Elected Officials that the Purchase Card policy was under review.

Wellness Program

Ms. Reynolds presented the new wellness program: Coeur Wellness: Be Happy, Be Healthy. She stated there would be a kick off challenge in January 2016. She advised that there would be home mailings regarding a change to the policy to receive the lower incentive insurance premiums. She added the new incentive insurance premiums have not been set as they are based on next year's budget. Ms. Reynolds explained that in addition to the wellness exam and the tobacco cessation program there would be one other required component to receive the lower incentive insurance premiums but that the employee could choose from one of three options: participate in a wellness challenge, participate in telephonic or online coaching, or complete the health assessment online.

D. Staff Reports

Chairman Green asked for staff reports and updates on damages after the storm on November 17, 2015.

Parks & Waterways/Noxious Weeds Director Nick Snyder reported a 2,000 lbs gangway was ripped off and thrown twenty feet. He stated a crane would be required to put it back into place. He added that at this time the boat house had not been assessed but that there was an estimated half a million dollars worth of property inside.

Solid Waste Director Cathy Mayer reported a gate struck an employee knocking the employee unconscious. She also added that Solid Waste was seeing a large influx of branches and trees at their disposal sites and would potentially need to bring in a wood chipper to handle the extra work.

Buildings & Grounds Director Shawn Riley reported that the main campus had little to no damage and that the Juvenile Detention building lost a metal awning that had been ripped out of the ground and impaled on a fence. He stated the Fairgrounds sustained

an estimated \$100,000-\$200,000 in damages and that a County boathouse may be totaled.

Chairman Green added that the Idaho Counties Risk Management Program (ICRMP) adjuster would be coming either November 19th or 20th to take pictures and assess the damages. He asked everyone present to track all work that needed to be done and any damages the ICRMP adjuster should see. Those present were advised Ms. Jones and Mr. Riley were the points of contact on this issue.

Chairman Green reminded those present the December Department Heads meeting would be at Seasons. Ms. Jones advised that invitations would be going out November 19, 2015.

Chairman Green adjourned the meeting at 4:45 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
