

**Minutes of Meeting
Elected Officials
November 18, 2015
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Prosecutor Barry McHugh, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Coroner Warren Keene, Human Resources Director Skye Reynolds, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch. Also present was citizen Tina Kunishige. Commissioner David Stewart was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:05 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

Personnel Policy Manual

Human Resources Director Skye Reynolds presented to the Elected Officials a revised Notice of Application and Revision of Polices, Education/Training Assistance, and Insurance Programs. She stated the only changes she did not bring to the Elected Officials were the statutory changes but they are being updated with the new statute numbers.

Assessor Mike McDowell stated that the tone of the Notice seemed negative and he would like to see a more positive message being presented to employees. He questioned the use of the Board of County Commissioners in the Notice and Policy Manual stating they were perhaps overstated or misrepresented as they govern budgetary issues and the Elected Officials govern implementation of policy. He also questioned the language regarding the Education/Training Assistance that stated that employees who were involuntarily terminated must return the reimbursements from the County for their education, and said he disagreed with that.

Prosecutor Barry McHugh stated that while the Elected Officials had autonomy, the Board decides the policies and creates the Policy Manual.

Both Commissioner Marc Eberlein and Clerk Jim Brannon agreed the tone of the Notice should be more positive. Clerk Brannon added that it read as if written by attorneys for attorneys and Ms. Reynolds agreed to revise the notice.

Ms. Reynolds asked the Elected Officials if they wanted more participation in the writing and revising of the Policy Manual.

Sheriff Ben Wolfinger suggested as issues with policies arise the Elected Officials could present an amendment at an Elected Officials meeting to handle that individual policy at that time instead of a rewrite of the manual now.

Holiday Compensatory Time

Sheriff Wolfinger presented a proposal for a Holiday Compensatory Time policy. He stated that the current policy was not clear regarding when people had to use their Holiday Compensatory Time. He requested that a cap be placed on the amount of hours allowed to be accrued, just as was done with vacation time. He also requested that like the Vacation policy that there be an option to buy back unused hours of time to allow the Sheriff's department and any other department facing a similar issue, to get their employees under the new capped hours.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 9:36 a.m.

Chairman Green asked for data regarding how many deputies currently had over 100 hours of Holiday Compensatory Time in order to make a decision regarding changing or adding a policy.

Car Wash Contract Options

Sheriff Wolfinger presented three options to the Elected Officials regarding how each department could use the new Car Wash Contract. He explained it was not a touch free car wash but it does not remove the decals on the Sheriff vehicles, an issue they had with past services. The first option he presented was to pre-purchase \$4 tickets to use as needed. The second option he presented was to pay \$19.99 per vehicle per month for unlimited car washes. He added that the car would need to be washed five times per month to make this option a bargain. The third option he presented was to pay a onetime fee of \$2 per vehicle for an RFID tag that would be scanned every wash charging the Elected Official \$4 per wash and billed monthly. Sheriff Wolfinger requested each Elected Official indicate which option they preferred and note how many cars they would need RFID tags for.

Civil Deputy Prosecuting Attorney Darrin Murphey exited the meeting at 9:49 a.m.

Fleet Management

Chairman Green led a PowerPoint presentation regarding the changes to the Fleet Management Task Force and their goals for Fleet Management. He explained that the members had decreased to Chief Deputy Assessor Richard Houser, Sheriff's office Lieutenant Stuart Miller, Auditor Senior Staff Accountant Kimberli Price, and Sheriff's Auto Shop Auto Mechanic Will Stein. He added Information Systems Director James

Martin and Human Resources Director Skye Reynolds would remain on as consultants but would only attend meetings as needed.

Chairman Green suggested that instead of using eight different makes and 18 different models it would behoove the County to streamline the fleet by limiting the purchasing to two makes and two models. He argued that by streamlining the vehicles it would make maintenance easier, require fewer parts, provide familiar vehicles to a wide variety of users, and would be recognizable to customers.

Chairman Green added it had been a surprise to him to find that while driving his own vehicle on County business his insurance was primary rather than the County's. Ms. Reynolds stated that in the future a record could be kept of all people authorized to drive for the County and contain their driver's license information and insurance limits. Clerk Brannon questioned the maintenance of such record keeping. Prosecutor McHugh added that more employees may use County vehicles to avoid having their personal vehicle insurance being the primary source of coverage.

Chairman Green stated the goals of the Fleet Management Task Force were to proactively determine non-KSCO vehicle needs, establish a rotation criteria, buy only all-wheel drive, buy new or lease returns, merge existing vehicle policies into one, and add purchase direction to the merged policy.

Treasurer Steve Matheson entered the meeting at 10:14 a.m.

Internal Control Self-Assessment Results

Clerk Brannon and Chief Deputy Clerk Pat Raffee presented the results of the Internal Control Self-Assessment Results. Clerk Brannon stated the strength of the County had been in compliance with laws and regulations, getting the jobs done right the first time, and careful employee selection and hiring.

Ms. Raffee added areas of improvement for the County were assessing internal control design/ effectiveness, staffing of critical functions, and long-range and short-range planning. She explained that the two weakest topics Countywide were Risk Identification and Prioritization, and Self-Assessment Mechanisms.

Clerk Brannon emphasized that issues in perception Countywide has led the Internal Audit Team to determine the Auditors could help other departments with reports, policies, and training and Information Systems could convey more information regarding their backup procedures. Clerk Brannon would like to encourage more networking between departments and sharing knowledge. Ms. Raffee said the internal audit team planned another Self-Assessment in August, 2016 focused primarily on the two weakest topic areas and perhaps fraud information.

Travel Reimbursements

Clerk Brannon advised the Elected Officials that currently the County's Purchase Card (P-Card) Policy does not align with the Travel Policy. He explained that the rebate the County receives for using the P-Card was based on the average size of a ticket. The other Elected Officials stated they were not aware that was how the card worked and they were unaware of being out of compliance by using their P-Cards for meals. Clerk Brannon stated when his team's research was completed he would bring all of the concerns to the Elected Officials so that the policy could be updated.

- 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 10:46 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
