

**Minutes of Special Meeting
County Clerk
January 19, 2016
3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda item. Also present were Clerk Jim Brannon, Accounting Technician Lori Shaw, Accounting Clerk Jacquie Brooks, Human Resources Director Skye Reynolds, BOCC Administrative Secretary Stephanie Clark, and Deputy Clerk Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 3:01 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

Clerk presentation regarding proposed updates to the County Travel Policy

Clerk Jim Brannon reminded the Board that the Clerk's office had been charged with reviewing and updating the County's Travel Policy. He said the majority of the changes were separating the procedures from policy and cleaning up language. He stated the most significant change to the policy was the Partial Day Reimbursement.

Accounting Technician Lori Shaw explained the change to the Partial Day Reimbursement would adopt the Federal Rate from the General Services Administration (GSA). She said that the GSA Partial Day Reimbursement was 75% of the total day's reimbursement. She said that adopting this policy change would reduce the time in calculating the trip's first and last day for both the traveling employee and the auditor reviewing the trip. Ms. Shaw explained that an agenda for the trip would still be attached to the travel claim and that if meals were provided at the events, reimbursement for meals would not be provided.

The Board requested the Clerk bring the policy forward at the Elected Officials meeting on January 20, 2016.

- E. 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 3:13 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
