

**Minutes of Meeting
Department Heads
February 17, 2016
1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Solid Waste Director Cathy Mayer, Human Resources (HR) Director Skye Reynolds, Airport Director Greg Delavan, Juvenile Probation Director Debbie Nadeau, Information Systems (IS) Director James Martin, Buildings & Grounds Director Shawn Riley, Office of Emergency Management (OEM) Director Sandy Von Behren, Grants Management Office (GMO) Director Jody Bieze, Adult Misdemeanor Probation (AMP) Director Kevin Creighton, Probation Officer Tom Gasper, Juvenile Detention Assistant Director Linda Hoss, Reprographics Manager David Reid, Veterans Services Officer Scott Thorsness, Public Defender Administrative Supervisor II Jamie Woods, Weed Superintendent Bill Hargrave, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerks Alicia Lynch and Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 4:05 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. New Business:**

Elected Officials Meeting Recap/ Budget Submission Fee Reviews

Chairman Green said the County had underestimated budget revenues in the past, and he asked the Department Heads to focus on more accurately estimating revenue for the Fiscal Year 2017 Budget.

OEM Director Sandy Von Behren reported that she usually received grant revenue after the budget was submitted and asked if these dollars were to be included in Chairman Green's request. Chairman Green suggested Ms. Von Behren discuss her issue with the Auditor's office, but in his opinion the grants were not the primary focus of the underestimated revenue, it was underestimated fee income.

Elected Officials Meeting Recap/ Initial Commissioner Budget Considerations & Input

Chairman Green recapped the discussion of the Budget considerations for the upcoming year. He stated that over the last five years the A and B Budgets had been increasing and that medical insurance was a contributing factor. He informed the Department Heads that he supported the Employee Pay Bands being reviewed but he would be cautious in A Budget increases in the upcoming fiscal year.

Commissioner David Stewart emphasized that his focus would be fair pay for County employees.

Elected Officials Meeting Recap/ Vacation Buyback Policy

Chairman Green reviewed the Vacation Buyback Policy's potential changes. He stated that the Board was eliminating the 120 hour limit and had discussed buying back hours over the 240 hour cap. He emphasized that he felt the current policy was disingenuous since it had not been funded in 20 years, and he was in favor of buying back up to 40 hours from the employees who were over the 240 hour cap.

Commissioner Stewart agreed that a revision of the policy would be beneficial, and he was in favor of buying back all of the hours over the 240 hour cap.

Commissioner Marc Eberlein shared that in his experience with a time study in Alaska, the employee productivity levels decreased the more hours they worked in a week. He stated he was in favor of employees using their vacation to avoid burn out.

Car Wash Contract Information

BOCC Administrative Supervisor Nancy Jones updated the Department Heads on the current car wash contract with Metro Express Car Wash. She explained that it was a non exclusive contract and that Metro Express had offered three options to the County to meet each department's individual needs. She relayed KCSO's high praise with Metro Express' service and added that she was available to answer any questions the Department Heads may have.

Hazard Mitigation Plan & Grant Funding Opportunity

Ms. Von Behren notified those present that the Hazard Mitigation Plan was on the County's website. She reminded the Department Heads of the mitigation grant funds available from the snowstorm and explained that if any department wanted to pursue grant funding they needed to submit a Hazard Mitigation Grant Letter of Intent by March 2, 2016. She added that the grant funds totaled \$500,000 and OEM would be available for training on March 4, 2016, to assist with filling out the application that followed the letter of intent. Ms. Von Behren explained that the intent of the grant was to fund projects that will reduce or eliminate the effects or cost of hazards or vulnerabilities in future disasters. She specified that 75% of a project's cost would be covered by the Federal Emergency Management Agency (FEMA), 60% of the remaining 25% would be covered by the State, leaving 10% to be funded by the County.

Continuity of Operations/ Continuity of Government Plan Update Status

Ms. Von Behren reported the status of the Continuity of Operations/Continuity of Government Plan. She said 18 departments had completed their contributions; eight departments still needed signatures on their cover pages; and four departments did not submit a plan. She advised those present that the deadline was March 7, 2016, and that Legal would then review the submissions.

D. Staff Reports

AMP Director Kevin Creighton reported that he would be leaving the County and introduced Probation Officer Tom Gaspar as the interim AMP Director.

Ms. Jones explained that the BOCC Senior Secretary had moved to another department and the position was currently vacant. She thanked everyone for their patience as the reduced staff accomplished their requests as timely as they were able. She said that she would update the Department Heads when the position was filled.

Buildings & Grounds Director Shawn Riley reminded those present of the February 26, 2016, active shooter tabletop exercise. He requested that Juvenile Probation include a representative from their office and welcomed everyone else to observe. He said it was approximately two and a half hours and would begin at nine a.m.

Mr. Riley explained that the Treasurer was in need of space to store estate assets per statute. He requested that all departments using the Records Vault on the first floor of the Administration building review their storage and request destruction of everything that no longer was required to be stored. Ms. Jones advised that the Idaho Association of Counties had a retention guide for records management on their website.

IS Director James Martin stated that IS would be approaching departments to replace computers over six years old and laptops over five years old. He advised that this would be a good time to get in all requests to make single monitor users into two monitor users, and to budget for any additional employees' computers.

HR Director Skye Reynolds provided an update on HR related issues: upcoming benefits discussions, annual Strategic Plan Update with the Board on February 23, 2016, at 11:00 a.m., and the new HR Generalist position opening.

Mr. Riley cautioned that there had been a recent increase of American With Disabilities Act (ADA) inquiries. He advised Department Heads that if they received an inquiry to contact GMO Director Jody Bieze, Ms. Reynolds, or himself. Ms. Reynolds added that each facility was required to post that she was the ADA Coordinator, and that if listening devices were available a sticker needed to be prominently displayed.

Chairman Green adjourned the meeting at 4:50 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
