

**Minutes of Meeting
Elected Officials
February 17, 2016
9:00 a.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, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Coroner Warren Keene, Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Chief Deputy Assessor Richard Houser, Chief Deputy Prosecutor Barry Black, Human Resources Director Skye Reynolds, Buildings & Grounds Director Shawn Riley, and Deputy Clerk Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:05 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** Commissioner Marc Eberlein requested adding a discussion of the Records Vault on the Administrative building's lower level as it affected multiple Elected Officials and could potentially hold up other projects.

The Board decided the item was not time sensitive and did not approve adding the item to the agenda. The Board directed Buildings & Grounds Director Shawn Riley to schedule a meeting to discuss the item.

Buildings & Grounds Director Shawn Riley exited the meeting at 9:09 a.m.

- D. Business:**

Budget Submission Fee Reviews

Chairman Green requested that all Elected Officials and their Department Heads who charge fees to review their fee income budget submission for accuracy. He stated that in the past the County had been more diligent about accurate expenditures than accurate income, and he would like to see the same diligence with revenues. He added that the Auditor's office would provide a three year history of fee income with their FY2017 budget documents.

Assessor Mike McDowell entered the meeting at 9:11 a.m.

Initial Commissioner Budget Considerations & Input

Chairman Green requested his fellow Commissioners share their FY2017 budget thoughts. He expressed surprise that his review of five years of A and B Budgets showed both had increased. He stated his preference for B Budget to remain flat in FY2017, and that he was unlikely to support any additional compensation increases.

Commissioner David Stewart stated would continue to support revised job descriptions and pursuit of fair employee compensation. Commissioner Marc Eberlein had no comments.

Vacation Buy Back Policy Update

Human Resources Director Skye Reynolds reviewed the changes previously directed by the Board to Policy 311, clarifying that the changes had not yet been approved or adopted. She explained that she was directed to remove language regarding carrying over hours, the 120 hour limit, forfeiting hours over the 240 limit, and to combine relevant portions of policy 317 for one simplified policy.

Sheriff Ben Wolfinger expressed concerns with the elimination of language regarding carrying over hours under extraordinary circumstances. He gave an example of past experiences that warranted carrying over hours and recommended writing the policy with some leeway. Chief Deputy Prosecutor Barry Black agreed with leaving latitude in the policy as future Boards may be more literal than the current Board. Commissioner Marc Eberlein requested the policy's language be changed to allow for other equitable options under extraordinary circumstances.

Assessor Mike McDowell requested the procedures from policy 317 be added and clarified in policy 311 since the two were now combined. Chairman Green agreed and asked Clerk Brannon if estimates of hours to be bought back could be made for the FY2017 budget process. Mr. Brannon agreed they could be made.

Commissioner Stewart supported buying back all of the hours over 240 accrued hours and expressed concerns with potentially blindsiding employees who did not realize they would lose their hours.

Sheriff Wolfinger argued against ignorance of the policy as an excuse.

Ms. Reynolds indicated she was not in favor of combining procedure and policy but that any procedure changes would need to be vetted by the Clerk's office as Payroll would be directly impacted. She said she would get approval from the Clerk before sending the revised policy for Board approval.

The Board discussed the policy at length.

Chairman Green requested Ms. Reynolds send the revised policy to the Board and stated an additional meeting would be scheduled to make a final decision.

Upcoming Idaho Association of Counties (IAC) District 1 Meeting

Clerk Jim Brannon stated the upcoming IAC meeting was to discuss the legislative session's accomplishments. He said each County would invite their local legislators and each county would be responsible for paying for their own legislators' lunch. He reminded his fellow Elected Officials that the regular District 1 meeting would begin at 11:00 a.m. and the legislators would join at 11:30 a.m. Clerk Brannon added that the

meeting would be at the Coeur d'Alene Inn and that two proposed dates were April 7, 2016, and April 13, 2016.

Sheriff Wolfinger stated he had obligated himself on the 13th and requested it be on another day.

Clerk Brannon said he would advise the Elected Officials when a date had been selected.

- 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 9:58 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
