

**Minutes of Meeting  
Elected Officials  
March 16, 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, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Prosecutor Barry McHugh, and Deputy Clerk Cecilia Sweet. Also present were citizens Leslie Duncan, Tina Kunishige and Jeff Merkeley.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:10 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**

**Logos Financial Software Access**

Clerk Jim Brannon explained that access to the Logos Financial Software was a concern. He discovered that employees that were transferred to another position that did not require Logos still had their prior access. Clerk Brannon reported that he and Senior Staff Accountant Keith Taylor had scheduled a meeting with Information Systems (IS) Applications Systems Manager Carrie Cole to create department templates for the positions that needed access to Logos. He added that Logos had a deficient audit trail to track who was viewing County's financial information along with generic logins that could not be traced directly to an employee. He suggested purchasing additional licensing for accurate tracking and audits.

Chief Deputy Clerk Pat Raffee reported that additional licensing to eliminate generic logins would be needed at both locations of the Department of Motor Vehicles, and at the Sheriff's Records department. She said the estimated cost would be \$500 per license.

Chairman Green asked whether there was any merit to shared logins to reduce the cost of the licensing or was this practice unwise.

Clerk Brannon replied the best practice would be to purchase additional licenses since there was \$17 million flowing through these departments every year.

**Fiscal Year (FY) 2017 Budget Discussion**

Prosecutor Barry McHugh asked for clarity on how to handle B-budget items that could fluctuate dramatically each year.

Sheriff Ben Wolfinger reported that fuel was the most difficult line item to forecast. Commissioner Stewart responded there were formulas to estimate future fuel costs.

Assessor Mike McDowell said that last year's Commissioner direction was to reduce the departments' B budgets to generate funds for employees' salary increases. He added that some FY 2016 B budget items would be delayed to FY 2017, making it difficult not to increase the FY 2017 budget.

Clerk Brannon noted the additional Logos licensing fees would impact the departments' FY2017 budgets as well.

Chairman Green opined that the aggregate total, not any line item, was the most important part of the budget. He acknowledged that there were some costs that were out of the Elected Officials' control to predict and that these extraordinary causes for the budget's shortfalls were usually self-evident.

Mr. McHugh exited the meeting at 9:23 a.m.

### **Payroll Procedural Changes**

Clerk Brannon stated that pursuant to Idaho Code §45-608 employers were required to offer employees options to receive payments by cash or by check; he added the statute required one option but not both. He explained that seven people were receiving both direct deposit (cash) and checks. He mentioned that there were an additional 137 employees with multiple direct deposits, and that this was becoming too labor-intensive to continue.

Chairman Green inquired what was taking the extra time once the employees' payroll was set up. Clerk Brannon replied that there were a number of employees making multiple changes. Assessor Mike McDowell said that he had set up his payroll in 1977 and had not made any changes.

Clerk Brannon advised that there would be an email sent to the employees receiving multiple payroll options. He added that a new Automatic Payroll Deposit form would need to be filled out and turned in to Payroll by March 21, 2016.

Assessor McDowell asked if this would affect other payroll deductions.

Clerk Brannon said the goal was to limit the payroll options to either one direct deposit or one check and this would not affect payroll deductions for benefits. He said that questions could be directed to either him or payroll staff.

### **FY2017 Budget Calendar**

Clerk Brannon stated that by law the Clerk must announce the Budget Calendar in March, which outlined the statutory requirements on the Auditor's department. He added that the Board's feedback was to simplify the budget process. Clerk Brannon directed the Elected Officials' attention to June 10, 2016, as the final date for department requests not yet presented to the Board. He explained pay period 12 would

be used to calculate department merit pools across the County. He reminded the Elected Officials to have their staffs ensure all open positions also be included by that date.

Chairman Green said that pay period 12's budgeted positions would be used by the Board to calculate a rate of merit percentage. He said that open positions would be calculated at the midpoint of the pay band.

**Fleet Management**

Chairman Green reported on the progress of the Fleet Management Task Force. He explained that the task force was amending the existing County vehicle policy manual and defining a new personal vehicle policy. He added that the task force had classified three levels of vehicle use. Chairman Green stated that a final draft of the policy changes would be presented before the next Elected Officials' meeting in April.

- 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 9:40 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Cecilia Sweet, Deputy Clerk

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