

Minutes of Meeting
Commissioners' Debriefing
June 13, 2016
2:30 p.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, Buildings & Grounds Director Shawn Riley, Human Resources (HR) Director Skye Reynolds, HR Generalist-Compliance Cecilia Sweet, Accounting Manager Lori Shaw, and Deputy Clerk Randi Davis. Commissioner David Stewart was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:30 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

Janitorial Service

Buildings & Grounds Director Shawn Riley discussed with the Board the current janitorial service contract for all County buildings.

Clerk Jim Brannon entered the meeting at 2:31 p.m.

Commissioner Marc Eberlein inquired about terminating a contract with a company and re-bidding if work wasn't getting done. Mr. Riley confirmed it was possible because the contract would have a thirty day termination clause. From experience with prior firms, he expressed concern about having to take the lowest bid. Commissioner Eberlein stated he would rather put the work out for bid than have in-house cleaners. He suggested Mr. Riley put the work out for bid soon and to include a punitive section in the new contract.

Generator Procurement (Grant Match)

Mr. Riley presented quotes for new generators at the Jail and Administrative Building that could be purchased with the Fire Management Assistance Grant. He said the current generator in the Jail was over used and too small for the size of the building. He also said the current generator at the Administrative Building was only supplying energy to portions of the building. Mr. Riley suggested purchasing a 450 kilowatt generator for the Jail, and a 250 kilowatt generator for the Administrative Building. He said the total County grant match would be approximately \$96,000 for both generators, and the deadline to apply for the grant is June 17, 2016. Chairman Green directed Mr. Riley to email Airport Deputy Director Phil Cummings about other options instead of applying for the Grant.

Mr. Riley exited the meeting at 2:52 p.m.

Draft Workers' Compensation Policy Changes

HR Director Skye Reynolds presented revisions to the Family Medical Leave Act policy and the Insurance Program policy. She said that the long standing County policy regarding workers' compensation pay rules was inaccurate and that after consulting with the Clerk, Sheriff, and Assessor, she had revised the two policies. She said if the revisions met Board approval, the updated policies would be included in the Personnel Policy Manuel Summer release. Chairman Green inquired whether the revisions were in compliance with the law. Ms. Reynolds replied that they were and Chairman Green directed her to make the necessary revisions.

Ms. Reynolds and HR Generalist-Compliance Cecilia Sweet exited the meeting at 2:56 p.m.

Capital Crimes Defense Fund Reimbursement Request

Chairman Green informed Commissioner Eberlein about a request made by Clerk Jim Brannon and Treasurer Steve Matheson to seek Capital Crimes Defense Fund reimbursement for the Renfro Case.

Commissioner Eberlein moved to submit the memorandum from Clerk Brannon on June 8, 2016, outlining the invoices for the County's reimbursement. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

- Commissioner Stewart: Excused
- Commissioner Eberlein: Aye
- Chairman Green: Aye

The motion carried.

Review of Morales Case Expenditures & Reimbursement

Chairman Green stated the Morales Case had been settled and was now a public record. He said he obtained a list of invoices from the Clerk's office and pointed out that the Capital Crimes Defense Commission did not reimburse the County for all of the case costs. He presented the invoices paid by the County and submitted to the Capital Crimes Defense Commission for reimbursement. Chairman Green asked Clerk Brannon to bring in Accounting Manager Lori Shaw to provide clarification.

Clerk Jim Brannon exited the meeting at 3:08 p.m. and re-entered at 3:12 p.m.

Ms. Shaw entered the meeting at 3:14 p.m.

Commissioner Eberlein moved to approve the County Public Defender's Expenditures in the Morales Case submitted to the Capital Crimes Defense Fund in the amount of \$155,571.61. Chairman Green noted an error in the dollar amount. Commissioner Eberlein retracted his motion.

Commissioner Eberlein moved to approve the Payables for Capital Crimes Defense Morales Case CR-14-13165 in the amount of \$157,866.61, in addition to the bill submitted for Tansey in the amount of \$2,295. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused
Commissioner Eberlein: Aye
Chairman Green: Aye

The motion carried.

Clerk Jim Brannon asked the Commissioners whether the Auditor’s office was responsible for collecting the funds. Chairman Green replied the Auditor’s office would not collect the funds.

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 3:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
