

**Minutes of Meeting
Department Heads
June 15, 2016
4:00 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 Airport Director Greg Delavan, Buildings & Grounds Director Shawn Riley, Community Development Director David Callahan, Office of Emergency Management (OEM) Sandy Von Behren, Grants Management Office (GMO) Director Jody Bieze, Human Resources (HR) Director Skye Reynolds, Information Systems (IS) Director James Martin, Solid Waste Director Cathy Mayer, Veteran Services Officer Scott Thorsness, Reprographics/ Mail Center Manager David Reid, Public Defender's Office Administrative Supervisor II Jamie Woods, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerks Randi Davis and Alicia Lynch. Commissioner David Stewart was excused.

- A. **Call to Order:** Chairman Dan Green called the meeting to order at 4:00 p.m.
- B. **Changes to the Agenda:** There were no changes to the agenda.
- C. **New Business:**

Elected Officials Meeting Recap:

Fair Labor Standards Act—Overtime Regulation Changes

HR Director Skye Reynolds presented an update on the Fair Labor Standards Act (FLSA) changes to overtime pay that will be in effect December 1, 2016. She stated exempt employees must meet the requirements of a duties test and have a minimum salary threshold. She said the FLSA more than doubled the minimum salary threshold from approximately \$23,000 to \$47,000. Ms. Reynolds added that the County had 130 exempt employees and 15 were directly affected. She went on to say the County had three options: make the 15 employees nonexempt, raise their pay to the new threshold, or set a bar for nonexempt employees.

Payables Responsibilities

Commissioner Marc Eberlein said multiple Purchase Cards (P-Cards) had been compromised, particularly after use at Harbor Freight. Buildings & Grounds Director Shawn Riley confirmed there had been three P-Cards compromised at Harbor Freight. Chairman Green added there had been an additional ten P-Cards compromised from the Sheriff's office and another from the Public Defender's office. Commissioner Eberlein directed the department heads to save receipts when making purchases with P-Cards.

Idaho Counties Risk Management (ICRMP) Discount Program & Public Risk Management Association (PRIMA) Training

Chairman Green noted the County received approximately a \$35,000 discount from Idaho Counties Risk Management (ICRMP) this year. Commissioner Eberlein asked whether supervisors or employees had to take the test to meet the requirement. Chairman Green replied both were necessary. Ms. Reynolds added 100% of County supervisors took the test and 90% of employees. Chairman Green and Commissioner Eberlein thanked the department heads for participating.

BOCC Administrative Supervisor Nancy Jones presented the Public Risk Management Association (PRIMA) training available on October 20, 2016. She said PRIMA will be providing one full day of risk management training in Coeur d'Alene for a cost of \$35. Ms. Jones encouraged the department heads to send an employee of their choice for training. She also added PRIMA offered a four course series that can be completed over two years for Risk Management certification.

Chairman Green said that ICRMP now favors an "at will" employment policy over "for cause" to reduce liability. IS Director James Martin asked how the Sheriff's department would be affected, since they were "for cause." Chairman Green responded that the Sheriff's Office would still be covered by ICRMP.

Creation of Internal Audit Committee

Chairman Green said Clerk Jim Brannon would like to remove the internal audit team from his department structure. He stated Treasurer Steve Matheson volunteered to write a Memorandum of Agreement (MOU) for an internal audit committee comprised of seven Elected Officials and possibly one member of the public to promote transparency.

Ms. Reynolds went on to note the Board would be discussing health insurance renewals at the budget meeting on June 27, 2016. Chairman Green asked the department heads whether they thought their employees would rather receive a raise in pay or no increase in benefit costs. Solid Waste Director Cathy Mayer and Community Development Director David Callahan suggested employees would rather receive a raise in pay.

Mr. Martin said the IS office would implement new requirements for employee passwords soon. He said employees would be required to change their passwords every 90 days and passwords must include special characters and numbers. Mr. Martin stated this would be an effort to promote cyber security. Ms. Reynolds added HR would release a new Personnel Policy Manual this summer including new Workers' Compensation and Personal Vehicle Policies.

Commissioner Eberlein inquired about the Cascadia Rising Exercise. OEM Director Sandy Von Behren replied the exercise went well and she would be compiling an after action report soon. She also said the exercise was called to an end before the Coroner was able to participate. Commissioner Eberlein stated the exercise received notable press

coverage. Ms. Von Behren said she was pleased with the good teamwork and positive attitudes of those involved.

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 4:32 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
