

**Minutes of Meeting
Elected Officials
June 20, 2018
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Assessor Mike McDowell, Clerk Jim Brannon, Prosecutor Barry McHugh, Treasurer Steve Matheson, Chief Deputy Assessor Rich Houser, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Human Resources (HR) Director Skye Reynolds, HR Generalist – Benefits & Compensation Dorothy Cross, Civil Deputy Prosecuting Attorney Pat Braden, Civil Deputy Prosecuting Attorney Darrin Murphey, KCSO Undersheriff Dan Mattos, BOCC Administrative Supervisor Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Ruben Miranda.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 9:04 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Action Items**

NACO Conference Recap

Commissioner Chris Fillios reported on the NACO (National Association of Counties) Conference he attended. He said the conference was well worth the time. He told the Elected Officials that the next one was going to be held in Spokane and he highly recommended that as many people attend as could make the time.

Kootenai County Resident Leslie Duncan, Krista Duncan, Chief Deputy Prosecutor Barry Black and Chief Deputy Coroner Lynette Acebedo entered the meeting at 9:05 a.m.

Commissioner Fillios said one of the most interesting events he attended was hosted by Public Surplus, a company that specializes in surplus equipment disposal, with a special focus on government agencies. He explained that there was no fee charged to the agency seeking to dispose of an item; the 7% fee was charged to the bidder. He said that the company provides all of the recording services a county would need for its audit trail on items. KCSO Undersheriff Dan Mattos expressed special interest in learning more about the company; Commissioner Fillios said he would forward the information.

Kootenai County Resident Bill Brooks entered the meeting at 9:07 a.m.

Commissioner Fillios said he had also attended a presentation by Boise State University Professor Stephanie Witt regarding demographics and growth. He added he would make a recording of her presentation available to anyone interested.

Commissioner Fillios said there were a great many other interesting topics covered, such as land use planning around airports, grant management, use of drones for public safety, and best practices for communicating with residents during disasters.

720 Compensation Project Update

Assessor Mike McDowell requested an update on the 720 Compensation Project.

Commissioner Bob Bingham said he was still working on collecting the last bits of information on his departments and was unsure where Commissioner Fillios and Chairman Eberlein are on their departments. He said he had been working with Civil Deputy Prosecuting Attorney Darrin Murphey on ensuring that the process undertaken was fair and equitable and did not cause injury to protected classes.

Civil Deputy Prosecuting Attorney Darrin Murphey cited State Statute 31816, which states that the Board of County Commissioners is solely responsible for setting salaries. He cautioned against proceeding without engaging in a global review of salary increases to avoid unintended consequences. Mr. Murphey explained he had created a graph for potential use in the process. He said this graph would have a line representing where the Board ideally would like employee pay to be, then employees' data would be plotted on the graph to show where they fall in relation to that line. He suggested the next step might be to raise all the employees' pay up a certain amount across the board to bring those points closer to the graphed line. He said this would be one way of proceeding without creating inequities.

Mr. Black exited the meeting at 9:12 a.m.

Mr. McDowell asked if Mr. Murphey's graph took into account length of time in a position. Mr. Murphey said it did, in a very basic way. Commissioner Fillios asked if the line on the graph represented the market rate. Mr. Murphey said it did. Mr. McDowell cautioned against comparing jobs based on job title rather than the full job description; he said the job titles can be very deceptive. Commissioner Bingham suggested placing a cap on increases so no employee would get more than a certain percent adjustment in this round.

Mr. Black re-entered the meeting at 9:18 a.m.

Commissioner Bingham suggested that the BOCC meet with Human Resources and Mr. Murphey to examine the adjustments that had been proposed by the Elected Officials.

Human Resources (HR) Director Skye Reynolds proposed that she make an analysis of the data submitted by the Elected Officials that would take into account both market and employee tenure. She suggested she then meet with each Elected Official to review her findings, and then meet with the Board to reconcile any differences encountered. Ms. Reynolds predicted it would take her about two weeks to be ready to meet with the Board. All present agreed with her proposal.

Legislative Changes Overview

Civil Deputy Prosecuting Attorney Pat Braden provided those assembled with a digest of the 2018 Legislative Update. He gave details of the changes that will affect:

- Open Meeting and Public Records
- Criminal Justice and Courts
- Recording
- Elections
- Land Use
- Revenue and Taxation

Mr. Braden called particular attention to the Open Meeting and Public Records changes:

Public Records Act Amendments

- Every public agency and elected official must designate at least one custodian for all public records
- Public agencies must designate at least one person as custodian to receive public records requests, and shall provide an alternate custodian or alternate custodians for contingencies.
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Open Meetings Law Amendments

- Requires governmental entities to post public notices to website or social media pages if the entity maintains an online presence
- Requires all agenda items requiring a vote to be designated as “action items”
- Prohibits final action on an agenda item that has been added after the start of a meeting unless an emergency is declared necessitating action at that meeting.

Retention of Law Enforcement Media Recordings

- Shortens mandatory retention period for both fixed and mobile audio and video recordings made by law enforcement officers

In addition, Mr. Braden listed some predictions for topics the 2019 Legislative Session would probably cover.

Mr. Black, Ms. Reynolds, and Mr. Murphey exited the meeting at 10:14 a.m.

Kootenai County Financial System

Clerk Jim Brannon told the Elected Officials he had asked Finance Director Dena Darrow to update them on the County’s Financial System. Ms. Darrow handed out packets related to the County Clerk Financial System Access Policy and for the CivicPlus Government Content Management System for the County’s website upgrade.

Ms. Darrow told those assembled that there had been a proposal to open up “read-only” access of the County’s financial system to the public as well as to Elected Officials and their designees. She said she had done research on the idea, reviewed best practices and talked to the County’s auditors at Eide Bailly.

Ms. Darrow explained that when our current Clerk came to the office, it was just after the County had been involved in a fraud case; for this reason he demanded close attention paid to any irregularities. She said that one of the first things he did was to

convene an internal audit committee and fully review procedures. Ms. Darrow said after she came to work for the County in April 2016, one of the first things she did was review the computer access of all employees to assure they had the access needed to do their jobs. She added that one error they found was that, when employees changed jobs within the County, their computer access was not always updated, leaving them with more access than they needed. Ms. Darrow stated this problem was corrected to assure that user access profiles matched both job duties and the reporting hierarchy. She said the segregation of duties protects employees, reduces the risk of fraud, and assures that the integrity of financial reporting could be preserved by the County's Budget Officer per Idaho Code §31-1602. She concluded with the statement that Eide Bailly strongly support the County's current procedures.

Ms. Reynolds re-entered the meeting at 10:20 a.m.

Ms. Darrow stated that the expert she consulted at Eide Bailly, Eric Berman, former Comptroller of the State of Massachusetts, told her that if the County wished to increase its transparency to taxpayers, the best thing to do would be to install a transparency tool, not to offer global read-only access to the financial system. She said he told her that hackers are able to go from a read-only access right into a system, where they can then install ransom-ware or steal employee information. She said he told her that Massachusetts had experimented with read-only access while he was employed there and it caused problems both externally and internally. Ms. Darrow said he explained that misinterpretation of information was virtually assured due to the complexity and specialized nature of the financial programs and this would lead to employees having to spend much more time answering PIRs (Public Information Requests). She added that he also reminded her that increased numbers of users would slow down the servers substantially, so the County would also have to upgrade the servers.

Ms. Darrow said she had concluded from this that direct public access would not be wise and the County should retain its internal access based on the theory of least privilege, or access defined by job duties. She told the Elected Officials that right now the County posts financial and budgetary reports, account payable reports and documents to help readers to interpret those reports on its website. Ms. Darrow reminded them that a website upgrade should be completed by early September 2018. She said the upgrade contains a module that they could use to build a transparency system that would satisfy the needs of the taxpayers for additional information.

- D. Public/Open Comments:** 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 was no public comment.

Chairman Eberlein adjourned the meeting at 10:32 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
