

Minutes of Meeting
Discussion of Postings/Contract List
December 17, 2012
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were County Clerk Cliff Hayes, Chief Deputy Clerk Pat Raffee, Deputy Clerk Pam Bogaert, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:05 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Commissioner Nelson explained that, in response to a public record request from a Mr. Matheson, it was discovered that BOCC meeting minutes are no longer being provided on the Kootenai County website. County Clerk Cliff Hayes indicated that he had not previously been made aware of this procedure, but that when it was brought to his attention, he promptly spoke with Information Systems Director James Martin to establish the best way to move forward and remedy the situation. Mr. Hayes stated that establishing a link on the Clerk's website will take approximately sixty days to complete, as per his discussion with Mr. Martin. Chairman Tondee clarified that minutes will not be posted online until they are approved by the Board. It was agreed that the final project should consist of links to be posted on the Board, Clerk, and Community Development home pages, which all lead to a single portal to all meeting minutes. Commissioner Nelson conveyed that she would contact Mr. Matheson to explain the anticipated timeframe for online availability of meeting minutes.

Chairman Tondee and Mr. Hayes discussed timeframes for completion and approval of minutes, as well as division of responsibilities, and a need for consistent processes and good staff communication, in order to ensure all action items receive prompt attention. Mr. Hayes agreed to direct his Clerks to make note of any action items presented during meetings, and to communicate these items to Board staff members. Chief Deputy Pat Raffee noted the importance of having all Board staff review meeting minutes to promote proper follow-through and effective communication regarding action items.

Additional questions were discussed with reference to the tracking and follow-up on expiring County contracts. Mr. Hayes indicated that all current contracts are being monitored by his staff, and brought to the attention of the appropriate Department Head when the contract comes within thirty days of expiration. The Board expressed concern that thirty days might not permit sufficient time to complete the renewal process for some contracts. After considerable discussion, it was determined that the Clerk's office would retain responsibility for the tracking of contracts. Mr. Hayes decided that his staff will notice the Board, and the applicable Elected Official or Department Head, through a single email every thirty days, as to any contracts within ninety days of expiration. Commissioner Green spoke in favor of the Board holding primary responsibility for delegation of follow-up on contract renewals upon receipt of the notice.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 2:08 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk