

**Minutes of Meeting**  
**Human Resources Survey Discussion**  
**March 7, 2013**  
**10:00 a.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 Chief Deputy Clerk Pat Raffee and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 10:04 a.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:**

The Board met to discuss the responses received regarding the Human Resources (HR) Survey that was recently sent out to all of the Elected Officials. Chairman Tondee noted that responses included suggestions to form a committee to select and oversee the new HR Director and/or assemble a panel that would review the components of the HR Director's position. Commissioner Green was pleased to note that many responses included complimentary comments regarding the work of HR Specialist Christina Anderson and Senior Secretary Kimberley Buffin. Commissioner Nelson felt that the new HR Director should have the comprehensive knowledge of FMLA, benefits, Blue Cross, in-house training and the County's rules, regulations and policies necessary to protect the County's interests. Chairman Tondee advised that it would be best to hire someone with knowledge of both public and private sectors who would understand, and take advantage of, the resources available from each venue. Chief Deputy Clerk Pat Raffee suggested that it may be in the best interest of the County to invest in an experienced, qualified individual that would be familiar with creating resources regarding staff and training that could be used by all of the departments. Commissioner Green agreed to provide the Board with copies of the resumes currently in his possession. The Board determined that interviews would be held next week during Executive Session and that the results of the survey would be shared after a new HR Director has been hired.
- 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 10:40 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Pamela B. Bogaert, Deputy Clerk