

Minutes of Meeting
Barry McHugh – Office Restructure
December 9, 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 Task Force Investigator Paul Farina, Investigator Larry Kirkhart, Prosecutor Barry McHugh, and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 10:25 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:

Prosecutor Barry McHugh came before the Board to discuss some changes within the Prosecutor's Office. Mr. McHugh explained that Task Force Investigator Paul Farina's position has been federally funded, but that funding ends on December 13, 2013. The Board previously approved County funding of this position upon termination of the federal funding, but Mr. McHugh advised that the Office of the Attorney General has agreed to reimburse the County for this position (through the Internet Crimes Against Children (ICAC) unit). Mr. McHugh also advised that Mr. Farina will continue to perform the investigative duties that he is currently assigned, but will also be assigned duties by the Office of the Attorney General. The Board questioned the term length of this Memorandum of Understanding (MOU) and Mr. McHugh advised that this is a month to month agreement and can be terminated at any time, but that it was unlikely to be dissolved. The Board directed Mr. McHugh to have this MOU added to the Business Meeting to be held on December 10, 2013.

Mr. McHugh informed the Board that he would like to assign a Civil Deputy Chief Prosecutor and a Criminal Deputy Chief Prosecutor to oversee each division. The Board advised that Mr. McHugh may appoint one (1) Chief Deputy Prosecutor and can assign leads for the Civil and Criminal Divisions, as well. Mr. McHugh will continue to work with Human Resources on these appointments.

F. Staff Reports:

The Board discussed with Mr. McHugh the Kootenai County Property Inventory that Civil Deputy Prosecuting Attorney Pat Braden has been working on. The Board would like Mr. McHugh to assign a member of his staff to review these properties to determine how they were acquired, if there is a need to retain these properties, and if there is an option to auction the properties that are not retained. Mr. McHugh will assign a staff member to the project once he has reviewed the overall scope.

Mr. McHugh asked the Board about the attorney workload distribution list that is maintained by Legal Secretary Barbara Koczyk. The Board advised that they use this list to determine workload distribution and as a check to make sure assigned work is progressing. The attendees agreed that this list does not need to be updated weekly and can be done monthly. Chairman Tondee also requested a list of current tort actions and Mr. McHugh advised that this list is maintained by the Clerk's office. Mr. McHugh will coordinate with Clerk Clifford Hayes or Chief Deputy Clerk Pat Raffee to ensure that the Board receives both of these lists monthly.

- 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 11:08 a.m.

Respectfully submitted,

PAT RAFFEE, CHIEF DEPUTY CLERK

BY: _____
Brandie Bradley, Deputy Clerk