

**Minutes of Meeting
Clerk Appointment
December 20, 2013
3:30 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 Applicants Jim Brannon, Bjorn Handeen, and Dean Isaacson, and Chief Deputy Clerk Pat Raffee, Elections Manager Carrie Phillips, Prosecutor Barry McHugh, Finance Director David McDowell, Assessor Michael McDowell, Accounting Manager Pamela Bogaert, Recording Manager Susette Clements, County Assistance Manager Todd Rickard, Administrative Assistant Julie Kamps, Deputy Clerk Brandie Bradley, Republican Central Committee Chairman Neil Oliver, Coeur d'Alene Press reporter David Cole, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 3:36 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Chairman Tondee explained that the purpose of the meeting was to conduct interviews to fill the County Clerk position, which was vacant due to the sudden passing of Clerk Cliff Hayes. Chairman Tondee read *Idaho Code* §59-906, which describes the procedures to be followed when vacancies exist for County Public Official positions. Further, Chairman Tondee read from *Idaho Code* §34-619, which defines the legal qualifications for any applicant to be considered to fill the position of County Clerk. It was established that each nominee would be allowed ten (10) minutes to read a statement describing their experience, qualifications, and reasons for pursuing appointment, before being interviewed by the Board. Chairman Tondee noted that this was not a hearing and no public comment would be heard. Chairman Tondee then read the nomination letter from the Kootenai County Republican Central Committee, which (per statute) had provided the names of the nominees to be considered for the position. The three (3) candidates chosen by that committee were Jim Brannon, Bjorn Handeen, and Dean Isaacson, and all the candidates were present to be interviewed by the Board.

Mr. Jim Brannon was the first candidate to address the Board. Mr. Brannon shared his view of the role of the County Clerk and spoke regarding the complexity of that role. Mr. Brannon also shared his views of working in public service. Mr. Brannon went on to detail his experience, qualifications, and accomplishments, which included a career in investment and finance, as well as oversight of community volunteers. Further, Mr. Brannon gave his opinions regarding the importance of embracing technology and enhancing efficiencies. In closing, Mr. Brannon noted that he holds a degree in communications and he stated that he would transfer his business to a successor in order to serve full time as Clerk, if appointed.

Mr. Bjorn Handeen was the next candidate to address the Board. Mr. Handeen noted that he had served as a state committeeman for the Republican Central Committee, and that he holds a business degree. Mr. Handeen explained his personal view of the County Clerk position and how he incorporates his personal philosophies in his professional endeavors. Further, Mr. Handeen described his professional qualifications, which included several years of middle management experience, and he discussed his political affiliations and views.

Mr. Dean Issacson was the final candidate to address the Board. Mr. Issacson explained his reasons for pursuing the Clerk position, and shared his view of the role of the County Clerk. Mr. Issacson reviewed his professional qualifications, which included thirty-three (33) years in the construction industry and experience serving as a forensics contractor.

Commissioner Nelson questioned each of the candidates, in order to establish that each met the basic qualifications of the position, as per the statute read by Chairman Tondee. Each of the nominees verified that they were at least twenty-one (21) years of age, that they were a legal citizen of the United States, and that they had lived within Kootenai County for at least twelve (12) months.

The Board then moved into a question and answer period with the three (3) candidates. Each Commissioner took turns asking questions that clarified each candidate's experience, qualifications, and areas of interest, including questions regarding:

- Budgetary and personnel management experience;
- Each candidate's vision for review, change, improvement, and continuity of operations within the Clerk's Office;
- Each candidate's intent for continuity of personnel and implementation of change, if appointed;
- Specific areas of knowledge regarding the position, the motivation for seeking this position, and personal areas of interest within the responsibilities of the Clerk;
- Current personal and professional obligations, timeframe for initiating the role of Clerk in a full-time capacity, and long-term goals (including whether or not the candidate would seek re-election, if appointed);
- The role of Clerk as head of the Elections Department, and the ability to balance personal ideology with the needs of a diverse electorate; and
- Each candidate's perception of their own strengths and weaknesses.

The Board concluded the interviews with questions that clarified each candidate's level of education, history of community involvement, and current associations to the Republican Central Committee. The Board also invited the candidates to pose questions to the Board. In response to questions by Mr. Handeen and Mr. Brannon, the Board provided information regarding District Court policies and procedures, as well as pending litigation between the Clerk's Office and Kootenai County.

Having completed the question and answer period, the Board moved into deliberations. The Commissioners weighed the financial and management experience of the candidates, as well as their knowledge of the responsibilities and complexities of the Clerk position. The Board also discussed the need for continuity in the five (5) divisions under the Clerk's purview, the immediate availability and long-term goals of each candidate, and how the general qualifications and experience of each candidate would best serve the citizens of Kootenai County.

Commissioner Green moved to appoint Mr. Jim Brannon as the Kootenai County Clerk, to fulfill the unexpired term of the late Clerk, Cliff Hayes. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Chairman Tondee thanked each of the candidates for declaring their interest and giving their time for this process.

Chairman Tondee immediately read the oath of office to Mr. Brannon and swore him in as Kootenai County Clerk.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

PAT RAFFEE, CHIEF DEPUTY CLERK

BY: _____
Nancy A. Jones, Deputy Clerk