

**Minutes of Meeting
Clerk's Division Issues
March 27, 2014
3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee and Deputy Clerk Pamela Bogaert. Commissioner Jai Nelson was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 3:15 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:

Chief Deputy Clerk Pat Raffee requested that the Board approve the use of excess Recorder FY14 capital funds for renovations to be made in the Auditor's Department. Ms. Raffee outlined the proposed changes to furniture, layout design (to include an additional Staff Accountant) and noise reducing technology. Ms. Raffee advised that the total cost of the proposed improvements would be approximately \$75,000. Chairman Tondee advised that three (3) bids would be required and suggested that Clerk Jim Brannon and Ms. Raffee seek the advice of the Legal department. Chairman Tondee also asked that Ms. Raffee bring a preliminary estimate of costs back to the Board for approval.

Commissioner Green moved to approve the Clerk's Division repurposing excess Recorder FY14 capital funds to make improvements in the Auditor's Department. Chairman Tondee seconded the motion.

There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Mr. Brannon advised the Board that the University of Idaho (U of I) Extension Office Educator Jim Wilson recently tripped the Elections alarm system in an unauthorized attempt to enter the Elections office after hours. Further, Mr. Brannon reported that Mr. Wilson also attempted to override the Elections Department use of the training facilities on Election Night, March 11, 2014. Mr. Brannon outlined the improvements that have been made to the security at the Elections facility and asked that the Board issue a written warning to the University of Idaho and Mr. Wilson and ask that the U of I vacate the premises. Chairman Tondee felt that the additional security would effectively deter any unauthorized attempts to enter the Elections Department in the future. The Board agreed to write a letter to the U of I and Mr. Wilson to address the issues surrounding the protection of the integrity of the elections process and the parking issues during the three (3) weeks of absentee voting. It was also agreed that the Elections Department would have use of the entire building on all future election dates.

Mr. Brannon asked that the Board continue the meeting to April 8, 2014 at 11:00 a.m. so that Commissioner Nelson would be present to discuss the final issue.

Commissioner Green moved to continue the Clerk's Division Issues meeting to April 8, 2014 at 11:00 a.m. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

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 3:53 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Pamela B. Bogaert, Deputy Clerk
