

**Minutes of Meeting**  
**Clerk's Division Issues (continued)**  
**April 8, 2014**  
**11:00 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Citizen Frank Davis and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 11:02 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Chief Deputy Clerk Pat Raffee requested that an Executive Session be added to the agenda pursuant to *Idaho Code* §67-2345(1)(b). Ms. Raffee explained that this item required an immediate discussion.

Commissioner Green moved to add an Executive Session under *Idaho Code* §67-2345(1)(b) per Ms. Raffee's request. Commissioner Nelson seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson:           Aye  
Commissioner Green:           Aye  
Chairman Tondee:               Aye  
The motion carried.

- D. Old Business:** There was no old business discussed.
- E. New Business:**  
Ms. Raffee stated that the Clerk's office contacted three (3) companies to obtain bids for the remodel of the Auditor's Office. Quantum Solutions declined bidding of this project, Contract Design Associates submitted the highest bid, and Contract Resource Group submitted the lowest bid of \$45,000. Ms. Raffee explained that carpet matching the Recorder's Office and the Clerk's Conference Room has been purchased and is being held for installation by Fairway Flooring. Ms. Raffee informed the Board that approximately \$100,000 of the funds that were budgeted for the Recorder's archiving project were not used and the Clerk would like to use a portion of these funds for this project. This remodel will increase the number of workstations in the Auditor's office, as well as the workspace efficiency. The Board approved the request.

Ms. Raffee stated that a potential budget shortfall for police holds in the County Assistance department exists. Ms. Raffee explained that eighty-five percent (85%) of the police hold budget has been expended. Of the \$267,000 that was expended this year, \$91,000 was expended in March 2014. Ms. Raffee advised that several patients have harmed themselves and have required intensive care and surgical treatment. If this trend continues the police hold fund will be depleted in April 2014. Ms. Raffee requested additional funding in the amount of \$250,000 to sustain the police hold budget through the fiscal year.

Commissioner Green moved to authorize County Assistance to exceed this year's budget if necessary to fund the Police Hold expenditures. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Aye  
Chairman Tondee: Aye

The motion carried.

**G. Public Comment:** Frank Davis asked the Board to clarify the date of the initial meeting that was held on this topic. Chairman Tondee advised that the meeting was held on March 27, 2014. Mr. Davis inquired about the agenda items that were discussed and the Board informed Mr. Davis that the meeting covered the remodel of the Auditor's space and some noise dampening issues. Mr. Davis stated that he was looking for information in regard to the meeting that he had with Mr. Brannon about the Sheriff's accounts and the Board advised that the two (2) meetings that were held on the Clerk's Division Issues were not related to those accounts.

Mr. Davis left the meeting at 11:16 a.m.

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(b)* to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Aye  
Chairman Tondee: Aye

The motion carried.

Clerk Jim Brannon and Ms. Raffee joined the Board in Executive Session.

Executive session was entered into at 11:16 a.m. and exited at 11:55 a.m.

**F. Staff Reports:** There were no staff reports.

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk

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