

**Minutes of Meeting**  
**Public Records Request Discussion**  
**May 7, 2014**  
**2:00 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 Clerk Jim Brannon, Prosecutor Barry McHugh, Board of County Commissioners Administrative Assistant Nancy Jones, Treasurer Tom Malzahn, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Prosecutor Barry Black, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Human Resources Director Skye Reynolds, Assessor Mike McDowell, and Deputy Clerk Brandie Bradley. Coeur d'Alene Press Editor Mike Patrick and Coeur d'Alene Press Reporters Jeff Selle, Maureen Dolan, and Taryn Thompson also attended the meeting.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:00 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:**

The attendees met to discuss the increased number of Public Information Requests that have been received by the County's departments recently and the challenges associated with fulfilling these requests. The Clerk's Division and the Board of County Commissioners have been inundated with these requests and Administrative Assistant Nancy Jones advised that duplicate requests have been sent to multiple departments. It has become increasingly difficult to track which departments are receiving the same requests. Another challenge that the departments have been encountering is requests that are received by a department that is not the custodian of the records, which then requires the request to be redirected to another department. Time delays are often encountered when the request requires legal review or is for documentation that is archived or in databases that are no longer used by the department.

Sheriff Ben Wolfinger joined the meeting at 2:07 p.m.

Sheriff Wolfinger advised that the Sheriff's Office receives multiple requests for public information which are handled by Record's staff. All requests are routed and filled by the same individuals.

Coroner Deb Wilkey joined the meeting at 2:15 p.m.

Chairman Tondee inquired about the need for a Public Information Officer for the County that would be responsible for coordinating Public Information Requests. The Sheriff, Coroner, Assessor and Treasurer were not in favor of this option.

Clerk Jim Brannon asked for direction from the Board with regard to advice that is received from Legal Counsel and Chairman Tondee advised that the Elected Official is not required to follow the advice of Legal Counsel, but should be aware that if they choose not to follow this guidance they may be placing the County in a position of potential liability.

Chairman Tondee opened the meeting up to the members of the press and Coeur d'Alene Press Editor Mike Patrick advised that this meeting was very informative and stated that his office was not aware of the obstacles that the County departments were encountering. He encouraged County staff to contact his office if they needed clarification as to what was being requested or if requests were directed to the wrong department.

- 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 were no additional comments from the public.

The meeting was adjourned at 3:04 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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