

**Minutes of Meeting**  
**Additional Staffing, Clerk's Division**  
**November 14, 2014**  
**3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to hear a request from the Clerk's division for additional staffing. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, and Deputy Clerk Courtney McKinnie.

**A. Call to Order:** Chairman Tondee called the meeting to order at 3:03 p.m.

**B. Introductions:** There were no introductions necessary.

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

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

**E. New Business:**

Clerk Jim Brannon thanked the Commissioners for the opportunity to discuss a staffing need, and turned to Chief Deputy Clerk Pat Raffee to supply the details. Ms. Raffee recapped net staffing changes in the Clerk's division since 2011, and said staff reductions have been made in County Assistance and Recorder departments, staff additions were needed in District Court and Auditor departments, and no changes had been made in Elections, which has held to its permanent full time staff of four. She apologized for not realizing a need for an additional Elections staffer seven (7) – eight (8) months previously when it could have been addressed in the annual budget process. She said she only became aware of how tightly staffed the department was in the weeks leading up to the November 4, 2014 General election.

Ms. Raffee described a need for a second Senior Elections Clerk, Grade level F, primarily to exercise logistical judgment and supervise election supplies and equipment. She referred to checking registration marks on ballots, disseminating auto-mark devices, inventorying and replenishing polling place supplies, signs, voting booths and ballot boxes as typical tasks.

The attendees discussed how many elections are held each year, and what the Elections staff does in times when an election is not held. The Commissioners questioned whether this was a need only during election periods or year-round, and Ms. Raffee responded it was year-round. She described some of the activities, such as the Kansas Project, undertaken by Elections staff during the non-election periods.

All those present agreed that under previous Clerk Dan English, Elections had four full-time staff while handling only two elections every other year and a few other elections periodically on contract. All agreed that the Elections staff of four was now handling more frequent elections, and more complex elections, than previously.

Ms. Raffee & Mr. Brannon emphasized that the Commissioners were not being asked for additional budget dollars in FY15, only the approval to hire another full-time person. Mr. Brannon said FY15 salary funding could be handled by salvage dollars from throughout the Clerk's division. Chairman Tondee noted there was still the possibility of an increase to the FY16 and future budgets due to the additional staffing.

Commissioner Nelson said she would like to think over the request. Commissioner Green suggested it be added to the November 24 debriefing agenda, and Chairman Tondee concurred. Mr. Brannon asked if there was specific information the Commissioners would like addressed in the November 24 meeting, and there was not.

**F. Public Comment:** There was no public comment.

With no further business, Chairman Tondee adjourned the meeting at 3:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_

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Courtney McKinnie, Deputy Clerk