

**Minutes of Meeting  
Elected Officials Meeting  
January 21, 2015  
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Sheriff Ben Wolfinger, Undersheriff Daniel Mattos, County Coroner Warren Keene, Human Resources Director Skye Reynolds, and Deputy Clerk Meshell Missler.

**A. Call to Order:** Chairman David Stewart called the meeting to order at 9:04 a.m.

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

**C. New Business:**

New County Coroner Warren Keene introduced himself and explained his background has been in family and emergency medicine. Mr. Keene said Chief Deputy Coroner Lynette Acebedo and Administrative Assistant Jody Deluca-Hissong are a great team.

Chief Deputy Assessor Richard Houser introduced himself and explained Assessor Mike McDowell was out of the office. Mr. Houser said the Assessor's office has 60 employees and is divided into five divisions: Administration, Motor Vehicles, Mapping, County Surveyor and Appraisal.

County Clerk Jim Brannon introduced himself and explained the Clerk oversees five different departments: Auditor, County Assistance, District Court, Elections and Recorder, with a total of about 85 employees.

Sheriff Ben Wolfinger introduced himself and explained the Sheriff's office has 305 full time employees, 25 part time employees and over 100 volunteers, and multiple divisions: Jail, Operations, Patrol, Investigations and Support Services.

New Treasurer Steve Matheson spoke about his experience as a CPA, investment banker, auditor and a municipal investment advisor. He said the three main functions of the Treasurer's office are collecting taxes, public administration and handling the County's investments.

The Board and Elected Officials had a lengthy discussion about the need for a public Information officer to streamline all public records requests and act as a liaison to the press. They agreed to continue the topic at the February meeting.

Commissioner Green presented a portable podium with light attachment designed by Buildings and Grounds Director Shawn Riley to the group, and said anyone wishing to use it can reserve it through Mr. Riley.

Human Resources Director Skye Reynolds said the employee participation rate with the ICRMP University training is over 80%, assuring the County's discount on our liability insurance.

**F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Stewart adjourned the meeting at 10:14 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Meshell Missler, Deputy Clerk

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