

**Minutes of Meeting
Attorney/Client Policy
April 21, 2015
3:30 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein, and Commissioner Dan Green met to discuss the following agenda items. Also present were Chief Deputy Prosecutor Barry Black, and Deputy Clerk Mary Enquist.

A. Call to Order: Chairman David Stewart called the meeting to order at 3:35 p.m.

B. Introductions: There were no introductions.

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

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

E. New Business:

Discussion with Chief Deputy Prosecutor, Barry Black regarding Prosecutor Office Protocols and recommended practices and procedures

Chief Deputy Prosecutor Barry Black said this is a continuation from April 17, 2015 meeting, allowing time for the Board to review the draft Policy Regarding Legal Opinions for the BOCC. Commissioner Green said that Item #2 regarding who the Board will assign as their designees is the pending decision now.

Mr. Black asked the Board to consider how extensively they want to go. Commissioner Green said he would be comfortable with the Department Heads and whoever the Board appoints as Board liaison to contact the Prosecutor's staff, with each Commissioner being copied via email to keep them informed.

After lengthy discussion, the Commissioners' consensus was to let the Department Heads including Administrative Assistant Nancy Jones and individual Commissioners request legal advice from the Prosecuting Attorney's staff, and that when the legal reply goes to the Department Heads, it will be copied to the Commissioners.

Mr. Black said that a Request for Legal Advice form will need to be filled out by the requesting party with a specific question and submitted to the Civil Administrative Assistants via email, so the Prosecuting Attorney's staff can record the request, assign the most appropriate/available attorney and monitor the progress.

Commissioner Green asked Mr. Black to send an email to the Department Heads informing them of the policy changes, and Mr. Black said he would.

F. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Chairman Stewart adjourned the meeting at 4:10 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
