

**Minutes of Special Meeting
Advisory Boards
September 11, 2015
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney Pat Braden, Administrative Supervisor Nancy Jones, and Deputy Clerks Theresa Atchley and Alicia Lynch.

A. Call to Order: Chairman Dan Green called the meeting to order at 11:02 a.m.

B. Introductions: There were no introductions.

C. Changes to the agenda:

Commissioner Marc Eberlein moved to add an item regarding the tax deed sale scheduled for September 14, 2015, to the agenda; he said this was time sensitive as the paperwork needed to be recorded. Commissioner David Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

D. Business

Easement Deed

Civil Deputy Prosecuting Attorney Pat Braden presented the Board with an Easement Deed for two combined parcels (AIN 135427 & AIN 114161) that would be offered for sale on Monday, September 14, 2015. He said this would provide ingress and egress for the neighbors.

Commissioner Eberlein moved to authorize Chairman Green to sign the Easement Deed paperwork.

Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Mr. Braden exited the meeting at 11:04 a.m.

Annual Appointment Process Overview

Administrative Supervisor Nancy Jones explained the current process for annual appointments for the County's Advisory Boards to the Commissioners.

Review of Current Openings & Outreach

Ms. Jones provided a list of current open positions and explained that some Advisory Boards had statutory requirements pertaining to term length. She said she wanted to provide more outreach opportunities for the Advisory Boards.

Term Limits

Commissioner Stewart said he was in favor of eliminating term limits. Commissioner Eberlein said he was generally not in favor of term limits for Advisory Board members. Chairman Green lobbied in favor of term limits. The Board discussed the issue.

Commissioner Eberlein moved to direct staff to create a resolution for Advisory Boards to eliminate term limits. He added each position would be reviewed at the end of each term and the sitting board member would be required to submit an application for reappointment. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye
Commissioner Eberlein: Aye
Chairman Green: Aye
The motion carried.

Chairman Green instructed Ms. Jones to notify all Advisory Board Chairs of the new guidelines and advise them that applications would be required for reappointment at the end of each term.

Board Roles & Processes

Ms. Jones asked the Board to consider requiring Advisory Boards to vote on Chair and Vice-Chair positions at the beginning of each year. The Board said they would take this under advisement. She added that subcommittees should be following Open Meeting Laws according to recent training. The Board instructed Ms. Jones to discuss subcommittees and Open Meeting Laws with Legal.

Board Staffing

Ms. Jones suggested that County personnel be assigned to all staff Advisory Board meetings to take minutes. The Board said they would take this under advisement.

Advisory Board Member Email

Ms. Jones asked the Board if the County could provide County domain email addresses for Advisory Board members to use when conducting County business. The Board asked Ms. Jones to discuss the feasibility of this with Information Systems and inform the Board.

Ms. Jones requested that Buildings and Grounds be tasked to construct a new bulletin board specifically for posting information relating to Advisory Board issues and events. The Board approved this request and said the new bulletin board should be located inside the Administration Building on the first floor.

E. 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 Green adjourned the meeting at 11:53 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
