

**Minutes of Special Meeting  
University of Idaho Extension Office  
October 21, 2015  
1:30 p.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 Chief Deputy Clerk Pat Raffee and Deputy Clerk Alicia Lynch. Also present were University of Idaho Extension Office representatives Michael Howell and Chris Schnepf.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 1:31 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

**Introduction of New University of Idaho Extension Office Chair, Chris Schnepf**

Professor and Area Extension Educator of Forestry Chris Schnepf introduced himself as the New University of Idaho Extension Office Chair. He explained that he had been with the Extension office since 1991 and will hold the position of Chair for two years with future Chairs doing the same, as this is the standard practice statewide. He added that he is the only full time Forester in Idaho at this time and told the Board about some of the programs the Forestry office offers.

Director Michael Howell requested the Board officially recognize Chris Schnepf as the new Chair of the University of Idaho Extension office in an email to the Post Award personnel with the University.

Chairman Green agreed to send the email on behalf of the Board.

The Board stated they had signed the amendment to the University of Idaho Extension Agreement and it was being notarized and sent through proper channels.

Mr. Howell asked if there were invoices regarding the payments from the County to the Extension office and was told there are currently no invoices. Chief Deputy Pat Raffee requested the creation of invoices for better tracking as well as a reminder to give funds to the Extension office before the end of each fiscal year. Mr. Howell agreed to create invoices going forward.

**Moving the University of Idaho Extension Offices**

Commissioner David Stewart updated the Extension offices on his talks with the Fairground Board and North Idaho Fair General Manager Dane Dugan. He stated the idea of moving the Extension office to the Fairgrounds was well received and that he would like to schedule a walk through with Mr. Schnepf, himself, and the Fairground

Board to begin conceptualizing the building needed and its future location on the Fairgrounds. Mr. Schnepf was open to the idea and they discussed Commissioner Stewart scheduling the walk through as soon as possible.

**Filling the 4-H Position**

Mr. Howell explained the Extension office attempted to promote from within before broadening their search for the 4-H Position. He added they had one promising candidate they were holding in reserve but were opening the recruitment for the position nationwide. He explained the Extension office will accept applications through the end of November 2015, conduct interviews in December and January, and plan to have the position filled by March of 2016.

- 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 2:13 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

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