

**Minutes of Special Meeting  
Clerk  
December 16, 2015  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda item. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Sondra Emerson, Senior Staff Accountant Keith Taylor, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Human Resources Director Skye Reynolds, and Deputy Clerks Alicia Lynch and Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 1:59 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

**Discussion of County Clerk staffing issues**

Clerk Jim Brannon reminded the Board the Clerk's office had requested additional staff during the Budget process. He stated that Ms. Emerson had been a recent hire at the time and has since investigated weaknesses and areas of risk within the Auditor's department. He added this was the Clerk's third request for an additional staff member.

Finance Director Sondra Emerson provided a list of proposed duties for a new position and explained why an additional person was necessary. Ms. Emerson stated that currently her staff did not have enough time for an adequate level of review. She added that because of this lack of time she had been filling that role, which took her away from her own duties. Ms. Emerson had implemented a more thorough work documentation to explain how her team had reached their conclusions, but this added layer of risk management was a further time constraint.

Ms. Emerson stated that one of her job functions was improving internal control review, but due to time constraints this area was not getting the full attention it required. She stated that currently the Fixed Assets List was a secondary duty of a staff member, which meant it was not being done throughout the year, only annually. She said a new employee would be able to test and monitor internal controls in the areas of highest risk to the County. Ms. Emerson said her team was getting all of their work done, but they were struggling with getting it done in a timely manner.

Ms. Emerson said the new employee would cost the County \$38,309 for the remainder of FY2016, and going forward would be \$57,781 annually.

Commissioner Stewart supported hiring an additional person at the proposed costs.

Treasurer Steve Matheson spoke in support of hiring the additional person. He stated he thought the department was short at least one person if not two, and that the proposed compensation level was low.

The Board approved the additional staff member and requested the Clerk’s office send a memo to the Commissioners regarding the new hire.

**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 2:43 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

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

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