

**Minutes of Meeting
Commissioners' Debriefing
February 8, 2016
2:30 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 Grants Management Office Director Jody Bieze, Transit Program Specialist Corey Clarke, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch. Also present were citizens Tina Kunishige and Carla Woempner.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:34 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**

Women's Gift Alliance Grant Application Submission

Transit Program Specialist Corey Clarke requested the Board sign a letter supporting ignite cda's application for a Women's Gift Alliance grant. He explained that the grant would be used for Plexiglas transit shelters to shield citizens from the elements while waiting for their bus. He added that the deadline for the Board's support was February 12, 2016.

Mr. Clarke provided a draft of a letter to Administrative Supervisor Nancy Jones for review and Board signature.

Mr. Clarke exited the meeting at 2:38 p.m.

State of the County Preparations

Chairman Green explained at the February 24, 2016, Coeur d'Alene Chamber of Commerce meeting each Commissioner would have approximately five minutes to discuss the State of the County. Commissioner David Stewart stated he would provide an overview of 2015. Chairman Green said he would present the County's use of Funds. Commissioner Marc Eberlein volunteered to speak about the plans for the Jail's expansion as well as upcoming water and forest issues in Coeur d'Alene.

Board Staff Recruitment and Hiring Process

Administrative Supervisor Nancy Jones explained that the deadline for Senior Secretary applicants was February 10, 2016 at 5:00 p.m. She said originally the posting was going to be strictly internal, but she was advised by Human Resources that her pool would be limited. She confirmed that an Executive Session was scheduled for February 16, 2016 to discuss the applicants, and a Candidate Evaluation Rating form would be provided to narrow down the applicants for interviews.

The Board directed Ms. Jones to bring forward only candidates that passed her initial inspection if a surplus of applications were received.

Chairman Green suggested both Human Resources Director Skye Reynolds and Ms. Jones be present for the interviews.

The Board directed Ms. Jones to block time on February 18th and 19th for interviews.

Commissioner Stewart asked if background checks were being performed on applicants. Ms. Jones said she was collaborating with Human Resources as this was the first time background checks were required for the Board of County Commissioners' staff.

Chief Deputy Treasurer Laurie Thomas entered the meeting at 2:49 p.m.

Tax Surplus Distribution

Chief Deputy Treasurer Laurie Thomas detailed the annual Idaho Code 31-808 Tax Surplus funds discussion stating ten properties were auctioned at tax sale and received bids higher than the taxes owed on the properties. She said at this time four claims had been received for one of the ten properties, but that there was a three-year waiting period to file a claim before the surplus funds would be transferred to the County's Indigent Fund. Ms. Thomas requested the Board approve the four claims pending in the amount of \$51,662.64. She also requested the transfer of \$3,202.85 to the General Fund to cover the administrative fees for the 2015 auctioned parcels; and to transfer \$27.20 to the Indigent Fund, which she said represented the residual balance from the 2012 auction surplus funds.

Commissioner Stewart moved to approve the transfer of the remaining funds from 2012 totaling \$27.20 to the Indigent Fund, to approve the distribution of funds as detailed in the Treasurer's Memorandum dated February 8, 2016, regarding the Raudebaugh property sale, and to approve the transfer of \$3,202.85 to the General Fund for administrative fees. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

- 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 3:13 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
