

Minutes of Meeting
Adult Misdemeanor Probation
July 21, 2016
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 item. Also present were Sheriff Ben Wolfinger, Human Resources Director Skye Reynolds, Adult Misdemeanor Probation (AMP) Probation Supervisor Melissa Miller, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch. Also present were Mercer Health & Benefits representatives Craig Culbertson and Mary Grier.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Old Business:** There was no old business discussed.
- D. New Business:**

Discussion of the recruitment timeline, process, and other hiring considerations related to the AMP Director vacancy

Chairman Green opened discussion with Sheriff Ben Wolfinger, HR Director Skye Reynolds, and AMP Probation Supervisor Melissa Miller regarding the background check process for the AMP Director vacancy.

Ms. Miller said she supported a full background check done by the Sheriff's office because the position required the use of a firearm. She relayed her concerns regarding the background check timeline, since AMP had been without a full time Director since January 2016. Sheriff Wolfinger assured Ms. Miller and the Board that the Sheriff's office would do everything possible to get through the process quickly. He suggested that applicants be given a 72 hour window to fill out the required background check paperwork. Ms. Reynolds agreed to modify the process accordingly for applicant finalists.

Sheriff Wolfinger said he was concerned with the previous background checks conducted on AMP personnel due to evidence indicating that full background checks were not done when the department began to carry firearms. Commissioner David Stewart said he was concerned by previous cases where AMP officers were found to have irregularities in their backgrounds after they were hired. Ms. Reynolds recommended the Board decide whether the AMP Director would have the full background check and then once the position was filled, open discussion with the new Director regarding the department.

Chairman Green inquired whether it was feasible to background check current employees, and if employees would see the request as an insult. Ms. Miller commented

that AMP staff might be frustrated over background checks for current employees, but added that background checks were part of the job description.

Commissioner Marc Eberlein requested that all AMP background check records be stored at the Sheriff's office, and Sheriff Wolfinger agreed.

Ms. Miller asked for clarification between the background checks the AMP staff had undergone and the full background check proposed. Sheriff Wolfinger explained that the full background check involved contacting former employers and if the applicant was local there would be site visits.

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 11:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
