

Minutes of Meeting
Kootenai County Facilities Director Interviews
October 5, 2023
1:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present was Deputy Clerk Rosanna Santiago. Also present were two interview candidates. Commissioner Bill Brooks was present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 1:00 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Chair Duncan explained that the Board would enter into Executive Session once, interview each candidate individually, after which the Board would privately review the candidates. The Board would then exit all the Executive Sessions at once.

The list of questions each candidate would be asked to address was as follows:

- Please tell us why you would like to work for Kootenai County?
- What skills or qualifications do you have that would be beneficial to this position?
- What is your greatest strength and your biggest weakness?
- Can you describe a time when you overcame an issue with maintenance workers, vendors or outside contractors? And how you resolved it?
- How would someone who has worked under your supervision describe you?
- How would you describe “success” for someone in this position?
- Tell me about a time you implemented a project from strategy to completion?
- How do you determine facility maintenance requirements?
- Can you describe your inspection process for facilities?
- Do you have any facility management certifications or any other skills you believe we should consider?

Commissioner Bruce Mattare moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(a). Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

The Board entered into Executive Session at 1:01 p.m.

Kootenai County Facilities Director Interview

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

Interview Candidate 1 entered the meeting at 1:00 p.m.

Interview Candidate 1 exited the meeting at 1:30 p.m.

Interview Candidate 2 entered the meeting at 1:31 p.m.

Kootenai County Facilities Director Interview

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

Interview Candidate 2 exited the meeting at 1:52 p.m.

Review Kootenai County Facilities Director Candidates

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

Commissioner Brooks exited the meeting at 1:54 p.m.

The Board exited Executive Session at 1:54 p.m.

Commissioner Mattare moved that the Board exit Executive Sessions (1)(a) with Staff to proceed as discussed. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

D. 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.

E. Adjournment (Action): Chair Duncan adjourned the meeting at 1:54 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk