

**WORK SESSION**  
**BOCC Administrative Assistant Position/Placement**

**APRIL 20, 2016**

Commissioner Lynn Attebery called the work session to order 1:00 PM.

Present:

Lynn Attebery	Chairman	Present
Kit Shy	Vice-Chair	Present
Bob Kattnig	Commissioner	Present
Kris Lang	Deputy Clerk to the Board	Present
Dawna Hobby	Human Resource/Finance Manager	Present

Commissioner Shy expressed his apologies to Dawna Hobby, Human Resource/Finance Manager, for the miscommunication regarding the BOCC's review and recommendations regarding the employment applications received. He said that he misunderstood and thought today's date was scheduled for a workshop to review the applications received and not the published interview date.

The BOCC reviewed the job applications and resume's received for consideration for the BOCC Administrative Assistant position and agreed to interview the following candidates: Carol Kuisle-Franta, Brenda Gaide, Leia Roth and Dawn Frazer on Wednesday, May 4, 2016 beginning at 1:00 PM during the regular scheduled BOCC meeting. Ms. Hobby will contact the candidates regarding the interview date and process.

The BOCC agreed that the BOCC Administrative Assistant will be relocated into the commissioners boardroom by the end of the April 2016. The kitchen counter and cabinets in the back of the boardroom will not be removed but emptied and revised to provide file and cabinet space for the assistant as a work space. The telephone line and computer connection will be made available in the area. A room divider or partition to section off the work space area for the assistant will be considered at a later date.

Commissioner Attebery adjourned the Work Session at 2:10 PM.

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Kelley Camper, Clerk and Recorder  
Attest

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Lynn E. Attebery,  
Chairman