



Bonner County

Board of Commissioners

Daniel McDonald

Jeff Connolly

Steven Bradshaw

August 2, 2022

RE: Public Records Request

We are in receipt of your public records request in which you request the following:

“This is in regards to filling the position of Director of Planning. It is my understanding that Jake Gaball will be onboarded to the position of Director of Planning. I understand there was a Special Session with the BOCC on June 5th in regards to the hiring of this position.

For the following requests, “public records” and “writings” are used as defined in I.C. §74-101(13) and (16). Records include but are not limited to, public documents, internal notes, discussions, investigations, agendas, etc. Writings include but are not limited to all letters, written emails, texts, or other electronic messages regarding the communications of the questions below.

Question of process:

Were outside applicants interviewed and ranked by planning department personnel?

1. Please provide any and all public records or writings showing this requirement was met.

Was Mr. Gaball interviewed and ranked by planning department personnel?

2. Please provide any and all public records or writings showing this requirement was met.

Was the hiring of this Director level employee within the scope and policy?

3. Please provide any and all public records or writing involved in the process and policy of hiring for this Director level position.”

Enclosed are the records we have located regarding your request. Under the authority of Idaho Code § 74-106, personnel records are exempt from disclosure and have not been included in our response.

Per Idaho Code §74-103, your request has been reviewed by our attorneys. Should you feel aggrieved by this decision, you may seek redress in district court within 180 days of this mailing as set forth in Idaho Code §74-115.

Sincerely,

A handwritten signature in blue ink that reads "Veronica Dixon".

Veronica Dixon

Administrative Legal Assistant/Deputy Clerk,
Bonner County Board of Commissioners

1500 Highway 2, Ste. 308

Sandpoint, ID 83864

(208) 265-1438

Fax: (208) 265-1460



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Ex Session 6/28

3 messages

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jun 22, 2022 at 3:08 PM

To: BoCC Agenda Submittals <boccagendasubmittals@bonnercountyid.gov>

Cc: Bill Wilson <bill.wilson@bonnercountyid.gov>

Personnel Hiring: Planning

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457



Planning Director. JD.pdf

200K

Claire May <claire.may@bonnercountyid.gov>

Wed, Jun 22, 2022 at 3:09 PM

To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Cc: BoCC Agenda Submittals <boccagendasubmittals@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Thank you.

[Quoted text hidden]

--

Claire J May

Executive Assistant / Deputy Clerk
Office of Bonner County Commissioners
claire.may@bonnercountyid.gov
Ph: (208)265-1438 Fax: (208)265-1460

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:11 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

[Quoted text hidden]



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Ex Session 7/5/2022

3 messages

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Tue, Jun 28, 2022 at 11:50 AM

To: BoCC Agenda Submittals <boccagendasubmittals@bonnercountyid.gov>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>

Ex Session Hiring Placeholder
Planning; Technology

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

Claire May <claire.may@bonnercountyid.gov>

Tue, Jun 28, 2022 at 11:53 AM

To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Cc: BoCC Agenda Submittals <boccagendasubmittals@bonnercountyid.gov>, Alissa Clark
<alissa.clark@bonnercountyid.gov>

Thank you.

[Quoted text hidden]

--
Claire J May

Executive Assistant / Deputy Clerk
Office of Bonner County Commissioners
claire.may@bonnercountyid.gov
Ph: (208)265-1438 Fax: (208)265-1460

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:04 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

[Quoted text hidden]



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: [EXT SENDER] Re: [EXT SENDER] Re: Hiring Committee

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 8:59 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
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F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Tue, Jun 14, 2022 at 6:49 PM

Subject: Re: [EXT SENDER] Re: [EXT SENDER] Re: Hiring Committee

To: Jessi Webster <jessi.webster@bonnercountyid.gov>


Cc: Asia W <asialakey@outlook.com>, Asia Williams <asia.williams@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>, Brian Bailey <brian.bailey@bonnercountyid.gov>, DeLynda Stevens <delynda.stevens@bonnercountyid.gov>, Jacob Marble <jacob.marble@bonnercountyid.gov>, luke@lukeomodt.com <luke@lukeomodt.com>

My schedule just freed up for the 22nd.

On Tue, Jun 14, 2022 at 3:07 PM Jessi Webster <jessi.webster@bonnercountyid.gov> wrote:

I am hoping for possibly as soon as next week.

Jessi Webster
Bonner County Commissioner's Office
Business Operations Manager/Deputy Clerk
Bonner County Public Information Officer
1500 HWY 2, Suite 308
Sandpoint, ID 83864
208-265-1438
jessi.webster@bonnercountyid.gov

cid:image001.jpg@01CEEB5B.0D19F7C0

On Tue, Jun 14, 2022 at 3:04 PM Asia W <asialakey@outlook.com> wrote:

I assumed asap was before july. I'm unavailable 13 through 18th.

From: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Sent: Tuesday, June 14, 2022 2:24:25 PM

To: Asia W <asialakey@outlook.com>

Cc: Jessi Webster <jessi.webster@bonnercountyid.gov>; Bill Wilson <bill.wilson@bonnercountyid.gov>; Asia Williams <asia.williams@bonnercountyid.gov>; Brian Bailey <brian.bailey@bonnercountyid.gov>; Jacob Marble <jacob.marble@bonnercountyid.gov>; luke@lukeomodt.com <luke@lukeomodt.com>; DeLynda Stevens <delynda.stevens@bonnercountyid.gov>

Subject: Re: [EXT SENDER] Re: Hiring Committee

I can accommodate everyone's schedule, with the exception of 7/22/2022.

*Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457*

On Tue, Jun 14, 2022 at 1:55 PM Asia W <asialakey@outlook.com> wrote:

I can accommodate the groups schedule

From: Jessi Webster <jessi.webster@bonnercountyid.gov>

Sent: Tuesday, June 14, 2022 12:46:15 PM

To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>; Bill Wilson <bill.wilson@bonnercountyid.gov>; Asia Williams <asia.williams@bonnercountyid.gov>; Brian Bailey <brian.bailey@bonnercountyid.gov>; Jacob Marble <jacob.marble@bonnercountyid.gov>; luke@lukeomodt.com <luke@lukeomodt.com>; DeLynda Stevens <delynda.stevens@bonnercountyid.gov>; Asia W <asialakey@outlook.com>


Subject: Hiring Committee

Good Afternoon,

The BOCC would like each of you to sit on a hiring committee that will interview each applicant for the Planning Director and ultimately make some type of recommendation to the BOCC. What I would like to do is set some dates/times for initial interviews. Before I throw out dates, are there any days/times that do not work for you? We should probably begin these interviews as soon as possible.

Thank you,

Jessi Webster
Bonner County Commissioner's Office
Business Operations Manager/Deputy Clerk
Bonner County Public Information Officer
*1500 HWY 2, Suite 308
Sandpoint, ID 83864
208-265-1438
jessi.webster@bonnercountyid.gov*

cid:image001.jpg@01CEEB5B.0D19F7C0



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: [EXT SENDER] Re: Checking in

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:21 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Greg Snow** <snowman0110@gmail.com>
Date: Wed, Jul 13, 2022 at 7:32 AM
Subject: [EXT SENDER] Re: Checking in
To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Good morning Cindy!

Thank you for the update, all is good. They have a lot of duties and responsibilities beyond this.

I hope you have a great day and thank you very much for checking in.

Greg

On Tue, Jul 12, 2022 at 4:07 PM Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> wrote:

Greg,
The BOCC is finishing up BOE's. I have not heard anything about next steps. Thanks for your patience! Cindy
Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: [EXT SENDER] Re: Checking in

2 messages

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:32 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Jeremy** <jhgrimm@yahoo.com>
Date: Tue, Jul 12, 2022 at 5:16 PM
Subject: [EXT SENDER] Re: Checking in
To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

No problem, Cindy.

I appreciate the updates. Looks like Executive Session Wednesday, maybe a decision thereafter?

Take care.

Jeremy

Sent from my iPhone

On Jul 12, 2022, at 4:01 PM, Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> wrote:

Jeremy,
The BOCC is finishing up BOE's. I have not heard anything about next steps. Thanks for your patience!
Cindy

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:33 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

[Quoted text hidden]



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: [EXT SENDER] Re: Planning Director Next Steps

2 messages

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:03 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Luke Omodt** <lukeomodt@gmail.com>

Date: Thu, Jun 30, 2022 at 9:17 PM

Subject: [EXT SENDER] Re: Planning Director Next Steps

To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Cc: Asia Williams <asia.williams@bonnercountyid.gov>, Brian Bailey <brian.bailey@bonnercountyid.gov>, Matt Linscott <matt.linscott@bonnercountyid.gov>, Matt Linscott (lanakay@lanakayrealty.com) <lanakay@lanakayrealty.com>, <luke@lukeomodt.com>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Thank you for the update.

On Thu, Jun 30, 2022 at 7:27 PM Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> wrote:

Thank you for all great work on the Planning Director interviews. I reviewed your recommendations with the BOCC on Tuesday. They decided not to interview Jacob after much discussion with seeing the credentials and experience of the other two. I wanted you to be aware of that decision. Jacob was disappointed and felt he did a great job interviewing. I affirmed he did but it was competitive as well. And a matter of narrowing down those who seemed to be the best match for the position.

They are interviewing Greg and Jeremy on Tuesday.

Feel free to connect with me if you have questions.

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:12 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

[Quoted text hidden]



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: [EXT SENDER] Re:

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:35 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Tue, Jun 7, 2022 at 3:17 PM

Subject: Re: [EXT SENDER] Re:

To: Jeremy <jhgrimm@yahoo.com>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>, DeLynda Stevens <delynda.stevens@bonnercountyid.gov>

We can work something out... no worries!

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

On Tue, Jun 7, 2022 at 3:17 PM Jeremy <jhgrimm@yahoo.com> wrote:

Thanks Cindy.

I'm excited to hear the outcome.

If I'm chosen for an interview, we may need to work around some dates. I'll be away on vacation until the 20th of June but available anytime thereafter.

Have a GREAT day!!

Jeremy

Sent from my iPhone

On Jun 7, 2022, at 8:48 AM, Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> wrote:

Jeremy,
Thank you for your interest in Bonner County and our Planning Director position. We anticipate reviewing applications with the BOCC next week, and will be able to notify those moving forward as candidates for the interview process.

Our benefits package can be accessed on the Bonner County Internet at [Bonner County - Employee Benefits \(bonnercountyid.gov\)](#)

Please feel free to reach out with any questions.

Cindy

Cindy Binkerd

Director Human Resources

Bonner County

1500 HWY 2 # 337

Sandpoint, ID 83864

P: 208-265-1456

F: 208-265-1457



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Follow up

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:33 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>
Date: Wed, Jun 29, 2022 at 4:28 PM
Subject: Follow up
To: Jeremy <jhgrimm@yahoo.com>

Jeremy,
The BOCC has selected the 2nd round of interviews, and would like to meet with you. Do you have availability on Tuesday, July 5 in the afternoon? We could do 1, 2 or 3pm. If the date and time does not work for you, what is your other availability?

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Follow up

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:21 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Fri, Jul 8, 2022 at 7:29 AM

Subject: Follow up

To: Greg Snow <snowman0110@gmail.com>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>

Greg!

Good morning. The BOCC has not yet made a decision. We have two excellent candidates, one which is you. And they wanted to take a couple days to think about it. And they are in back to back BOEs this week and as you know, any discussions decisions they have need to be agendaized so another matter to fit in! Feel free to reach out if you have any questions. Thanks Cindy.



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Follow up

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:33 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>
Date: Fri, Jul 8, 2022 at 7:30 AM
Subject: Follow up
To: Jeremy <jhgrimm@yahoo.com>
Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>

Jeremy,

Happy Friday! The BOCC has not yet made a decision. We have two excellent candidates, one which is you. And they wanted to take a couple days to think about it. And they are in back to back BOEs this week and as you know, any discussions decisions they have need to be agendaized so another matter to fit in!

Feel free to reach out if you have any questions. Thanks Cindy.



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Following up

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:36 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>
Date: Wed, Jun 29, 2022 at 4:23 PM
Subject: Following up
To: <snowman0110@gmail.com>

Greg,
The BOCC has selected the 2nd round of interviews, and would like to meet with you. Do you have availability on Tuesday, July 5 in the afternoon? We could do 1, 2 or 3pm. If the date and time does not work for you, what is your other availability?
Thanks Greg!

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Greg Snow

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:08 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Tue, Jul 5, 2022 at 1:19 PM

Subject: Greg Snow

To: Jacob Gabell <jake.gabell@bonnercountyid.gov>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>, DeLynda Stevens <delynda.stevens@bonnercountyid.gov>

Jacob

Greg is here interviewing for the Planning Director. The BOCC has asked he tour your department and meet staff. He will be down shortly.



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Jeremy Grimm

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:24 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Tue, Jul 5, 2022 at 2:23 PM

Subject: Jeremy Grimm

To: Jacob Gabell <jake.gabell@bonnercountyid.gov>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>, DeLynda Stevens <delynda.stevens@bonnercountyid.gov>

He is our other candidate and will be down shortly



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Planning Director Hiring Committee

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:01 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Thu, Jun 16, 2022 at 4:16 PM

Subject: Re: Planning Director Hiring Committee

To: Bill Wilson <bill.wilson@bonnercountyid.gov>, Asia W <asialakey@outlook.com>, <luke@lukeomdt.com>, Matt Linscott (<lanakay@lanakayrealty.com>) <lanakay@lanakayrealty.com>, Brian Bailey <brian.bailey@bonnercountyid.gov>

Attached please find the interview questions we developed. It is important that each candidate is asked the same general questions.

If you have other questions you would like to add or recommend some be deleted, please bring those changes on Wednesday, and we can agree as a group.

Please feel free to drop me an email if you have any questions or call.

Looking forward to meeting you all.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

On Thu, Jun 16, 2022 at 12:08 PM Jessi Webster <jessi.webster@bonnercountyid.gov> wrote:

Good Afternoon,

Our first meeting/interviews will take place on June 22 at 1:00 p.m. in the BOCC conference room. The itinerary is as follows:

1:00 - 1:15 Intro by Human Resources

1:15 - 1:30 Interview

1:30- 1:45 Discussion

1:45 - 2:15 Interview

2:15 - 3:00 Discussion/Closing

A second date will be discussed at the conclusion of the meeting. I have your packets in my office for those of you who have not picked them up. Please contact me should you have questions.

Thank you all for participating!

Jessi Webster

Bonner County Commissioner's Office

Business Operations Manager/Deputy Clerk

Bonner County Public Information Officer

1500 HWY 2, Suite 308

Sandpoint, ID 83864

208-265-1438

jessi.webster@bonnercountyid.gov



cid:image001.jpg@01CEEB5B.0D19F7C0



Interview Questions Director Planning.docx

17K



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Planning Director Hiring Committee

2 messages

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:01 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Thu, Jun 16, 2022 at 4:16 PM

Subject: Re: Planning Director Hiring Committee

To: Bill Wilson <bill.wilson@bonnercountyid.gov>, Asia W <asialakey@outlook.com>, <luke@lukeomdt.com>, Matt Linscott (lanakay@lanakayrealty.com) <lanakay@lanakayrealty.com>, Brian Bailey <brian.bailey@bonnercountyid.gov>

Attached please find the interview questions we developed. It is important that each candidate is asked the same general questions.

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Please feel free to drop me an email if you have any questions or call.

Looking forward to meeting you all.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

On Thu, Jun 16, 2022 at 12:08 PM Jessi Webster <jessi.webster@bonnercountyid.gov> wrote:

Good Afternoon,

Our first meeting/interviews will take place on June 22 at 1:00 p.m. in the BOCC conference room. The itinerary is as follows:

1:00 - 1:15 Intro by Human Resources

1:15 - 1:30 Interview

1:30- 1:45 Discussion

1:45 - 2:15 Interview

2:15 - 3:00 Discussion/Closing

A second date will be discussed at the conclusion of the meeting. I have your packets in my office for those of you who have not picked them up. Please contact me should you have questions.

Thank you all for participating!

Jessi Webster

Bonner County Commissioner's Office

Business Operations Manager/Deputy Clerk

Bonner County Public Information Officer

1500 HWY 2, Suite 308

Sandpoint, ID 83864

208-265-1438

jessi.webster@bonnercountyid.gov



cid:image001.jpg@01CEEB5B.0D19F7C0



Interview Questions Director Planning.docx

17K

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:24 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd

Director Human Resources

Bonner County

1500 HWY 2 # 337

Sandpoint, ID 83864

P: 208-265-1456

F: 208-265-1457

----- Forwarded message -----

From: **Jessi Webster** <jessi.webster@bonnercountyid.gov>

Date: Thu, Jun 16, 2022 at 12:34 PM

Subject: Re: Planning Director Hiring Committee

To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Cc: Bill Wilson <bill.wilson@bonnercountyid.gov>, Asia W <asialakey@outlook.com>, <luke@lukeomodt.com>, Matt

Linscott (<lanakay@lanakayrealty.com>) <lanakay@lanakayrealty.com>, Brian Bailey <brian.bailey@bonnercountyid.gov>

No problem! Sorry for the initial mishap...

Jessi Webster

Bonner County Commissioner's Office

Business Operations Manager/Deputy Clerk

Bonner County Public Information Officer

1500 HWY 2, Suite 308

Sandpoint, ID 83864

208-265-1438

jessi.webster@bonnercountyid.gov



cid:image001.jpg@01CEEB5B.0D19F7C0

On Thu, Jun 16, 2022 at 12:32 PM Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> wrote:
Great... thanks for coordinating.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

On Thu, Jun 16, 2022 at 12:30 PM Jessi Webster <jessi.webster@bonnercountyid.gov> wrote:
Our applicants for that day will be Jeremy Grimm Followed by Josh Pilch.

Jessi Webster
Bonner County Commissioner's Office
Business Operations Manager/Deputy Clerk
Bonner County Public Information Officer
1500 HWY 2, Suite 308
Sandpoint, ID 83864
208-265-1438
jessi.webster@bonnercountyid.gov

cid:image001.jpg@01CEEB5B.0D19F7C0

On Thu, Jun 16, 2022 at 12:16 PM Jessi Webster <jessi.webster@bonnercountyid.gov> wrote:

Sorry there was a mistake on the itinerary:

1:00 - 1:15 Intro by Human Resources

1:15 - 1:45 Interview

1:45- 2:00 Discussion

2:00 - 2:30 Interview

2:30 - 3:00 Discussion/Closing

I will send out a separate email with the applicants once I have confirmed.

[Quoted text hidden]

[Quoted text hidden]



noname
8K



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Planning Director

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 8:59 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Tue, Jul 19, 2022 at 4:00 PM

Subject: Planning Director

To: Matt Linscott <matt.linscott@bonnercountyid.gov>, Asia Williams <asia.williams@bonnercountyid.gov>, Brian Bailey <brian.bailey@bonnercountyid.gov>, <luke@lukeomdt.com>

Cc: Bill Wilson <bill.wilson@bonnercountyid.gov>

Here is the final update on this position. The BOCC reconsidered their decision not to interview Jacob Gabell, and interviewed him today. They have offered Jacob the position and he accepted it. Both Greg and Jeremy have been contacted about the final outcome. Both were very gracious and appreciated being invited to participate in the process. If you have any questions, you may certainly follow up with any of the BOCC members. Thanks everyone for your participation with this mission critical position.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Planning Director

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:09 AM

To: Bill Wilson <bill.wilson@bonnercountyid.gov>, Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Jake Gabell** <jake.gabell@bonnercountyid.gov>
Date: Thu, Jun 30, 2022 at 5:00 PM
Subject: Re: Planning Director
To: Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Good afternoon Cindy,

I appreciate you getting back to me. That's really disappointing to hear, I thought the interview went very well and that I really had a shot at the director position.

Respectfully,

Jake Gabell

On Thu, Jun 30, 2022 at 4:33 PM Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> wrote:

Jacob,

I tried reaching you by phone.... We wanted to thank you for taking the time to interview our Planning Director for Bonner County.

We had 6 qualified candidates that were interviewed and each had unique skills they could bring to Bonner County. While it was a difficult process to determine the two finalists, the BOCC will not be moving forward with your application for the final round of interviews.

Jacob, we are glad you are part of Bonner County and our Planning office and contributing to our success.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

Jake Gabell, Interim Director
Bonner County Planning Department
1500 Highway 2, Suite 208

Sandpoint, ID 83864
Phone: 208-265-1458



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Planning Survey

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:25 AM

To: Bill Wilson <bill.wilson@bonnercountyid.gov>, Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Thu, Jul 7, 2022 at 4:56 PM

Subject: Planning Survey

To: Dan McDonald <dan.mcdonald@bonnercountyid.gov>, Jeff Connolly <jeff.connolly@bonnercountyid.gov>, Steven Bradshaw <steven.bradshaw@bonnercountyid.gov>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>, DeLynda Stevens <delynda.stevens@bonnercountyid.gov>

Attached is the market survey as well as equity analysis.
I would recommend we not offer below \$100K

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

2 attachments



Planning Director Equity Analysis_7_2022.pdf

220K



Wage Survey Local.xlsx

11K



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Recruitment Update

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:35 AM

To: Bill Wilson <bill.wilson@bonnercountyid.gov>, Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>
Date: Wed, Jun 15, 2022 at 12:13 PM
Subject: Recruitment Update
To: <snowman0110@gmail.com>

Greg,
Just a quick update, we are hoping to schedule interviews in the next week or so. Jessi Webster, BOCC Office Manager will be reaching out to you. I thought it might be helpful to have our county org charts.
If there is anything you need from us please let us know. Look forward to meeting you.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

2 attachments

 **Planning Dept Org Chart 6.14.22.pdf**
71K

 **2022_0615_County_Org_Chart.pdf**
82K



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Update

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:34 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>
Date: Wed, Jun 15, 2022 at 12:11 PM
Subject: Update
To: Jeremy <jhgrimm@yahoo.com>

Jeremy,
Just a quick update, we are hoping to schedule interviews in the next week or so. Jessi Webster, BOCC Office Manager will be reaching out to you. I thought it might be helpful to have our county org charts.
If there is anything you need from us please let us know. Look forward to meeting you.

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

2 attachments



2022_0615_County_Org_Chart.pdf
82K



Planning Dept Org Chart 6.14.22.pdf
71K



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd: Updated invitation: Executive Session Interviews/BOCC @ Tue Jul 5, 2022 1pm - 3pm (PDT) (cindy.binkerd@bonnercountyid.gov)

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:11 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Jessi Webster** <jessi.webster@bonnercountyid.gov>

Date: Thu, Jun 30, 2022 at 12:58 PM

Subject: Updated invitation: Executive Session Interviews/BOCC @ Tue Jul 5, 2022 1pm - 3pm (PDT)

(cindy.binkerd@bonnercountyid.gov)

To: <cindy.binkerd@bonnercountyid.gov>, Commissionssioners Office <commissionersgroup@bonnercountyid.gov>

This event has been changed.

Executive Session Interviews/BOCC

When **Changed:** Tue Jul 5, 2022 1pm – 3pm Pacific Time - Los Angeles

[more details »](#)

Joining info Join with Google Meet

meet.google.com/uts-upzb-gzr

Join by phone

(US) [+1 318-485-4401](tel:+13184854401) (PIN: 373831951)

[More phone numbers](#)

Calendar cindy.binkerd@bonnercountyid.gov

Who

- jessi.webster@bonnercountyid.gov - creator
- Commissionssioners Office
- cindy.binkerd@bonnercountyid.gov

Planning Director Interviews
063022 JW

Going (cindy.binkerd@bonnercountyid.gov)? **Yes** - **Maybe** - **No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account cindy.binkerd@bonnercountyid.gov because you are subscribed for updated invitations on calendar cindy.binkerd@bonnercountyid.gov.

To stop receiving these emails, please log in to <https://calendar.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

 **invite.ics**
2K



Veronica Dixon <veronica.dixon@bonnercountyid.gov>

Fwd:

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Wed, Jul 20, 2022 at 9:34 AM

To: Veronica Dixon <veronica.dixon@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

----- Forwarded message -----

From: **Cindy Binkerd** <cindy.binkerd@bonnercountyid.gov>

Date: Tue, Jun 7, 2022 at 8:47 AM

Subject:

To: <jhgrimm@yahoo.com>

Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>, DeLynda Stevens <delynda.stevens@bonnercountyid.gov>

Jeremy,

Thank you for your interest in Bonner County and our Planning Director position. We anticipate reviewing applications with the BOCC next week, and will be able to notify those moving forward as candidates for the interview process.

Our benefits package can be accessed on the Bonner County Internet at [Bonner County - Employee Benefits \(bonnercountyid.gov\)](#)

Please feel free to reach out with any questions.

Cindy

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457



Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Planning Director

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Thu, Jun 30, 2022 at 4:20 PM

To: slewisplan@gmail.com

Sean,

Thank you for taking the time to interview our Planning Director for Bonner County.

We had 6 qualified candidates that were interviewed and each had unique skills they could bring to Bonner County. While it was a difficult process to determine the two finalists, we are not moving forward with your application for further consideration.

We appreciate your interest in Bonner County and enjoyed meeting you. We wish you success in your future endeavors.

Cindy Binkerd

Director Human Resources

Bonner County

1500 HWY 2 # 337

Sandpoint, ID 83864

P: 208-265-1456

F: 208-265-1457



Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Planning Director

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Thu, Jun 30, 2022 at 4:12 PM

To: pilchconst@gmail.com

Josh,

Thank you for taking the time to interview our Planning Director for Bonner County.

We had 6 qualified candidates that were interviewed and each had unique skills they could bring to Bonner County. While it was a difficult process to determine the two finalists, we are not moving forward with your application for further consideration.

We appreciate your interest in this position and enjoyed meeting you. We look forward to working with you in the future with other county endeavors.

Cindy

*Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457*



Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Monday Interviews

1 message

Jessi Webster <jessi.webster@bonnercountyid.gov> Thu, Jun 23, 2022 at 10:27 AM
To: Human Resources <hrgroup@bonnercountyid.gov>, Asia Williams <asia.williams@bonnercountyid.gov>, Asia W <asialakey@outlook.com>, luke@lukeomodt.com, "Matt Linscott (lanakay@lanakayrealty.com)" <lanakay@lanakayrealty.com>, Brian Bailey <brian.bailey@bonnercountyid.gov>, Bill Wilson <bill.wilson@bonnercountyid.gov>

Good Morning,

I have confirmed interviews with the following individuals:

Greg Snow, In Person, at 10:45

Jacob Gabell, In Person, at 11:45

Jonathan Lange, Trying to be here, but may need to Zoom, 12:45

Sean Lewis, is on jury duty, tentatively scheduled for 1:45 but may need to reschedule.

These interviews will be held in the first floor conference room starting at 10:30 a.m. Will update you as I get more information.

Thank you,

Jessi Webster

Bonner County Commissioner's Office

Business Operations Manager/Deputy Clerk


Bonner County Public Information Officer

1500 HWY 2, Suite 308

Sandpoint, ID 83864

208-265-1438

jessi.webster@bonnercountyid.gov

cid:image001.jpg@01CEEB5B.0D19F7C0

Milton's Resignation

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov> Fri, May 13, 2022 at 3:26 PM
To: Dan McDonald <dan.mcdonald@bonnercountyid.gov>, Jeff Connolly
<jeff.connolly@bonnercountyid.gov>, Steven Bradshaw
<steven.bradshaw@bonnercountyid.gov>
Cc: Alissa Clark <alissa.clark@bonnercountyid.gov>, DeLynda Stevens
<delynda.stevens@bonnercountyid.gov>, Jessi Webster
<jessi.webster@bonnercountyid.gov>, Milton Ollerton
<milton.ollerton@bonnercountyid.gov>

We will need a staffing req in order to recruit and replace Milton's position. Unless you plan to not fill it at all. It would be good to look over the JD.
The grade is 16 - starting wage is \$83,782 DOE

Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457

2 attachments



Bonner County Recruitment Request Form 10.20.2020_Fillable.pdf
220K



Planning Director.doc
50K



Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Planning Director

1 message

Cindy Binkerd <cindy.binkerd@bonnercountyid.gov>

Thu, Jun 30, 2022 at 4:10 PM

To: LangeJonathanK@gmail.com

Jonathan,

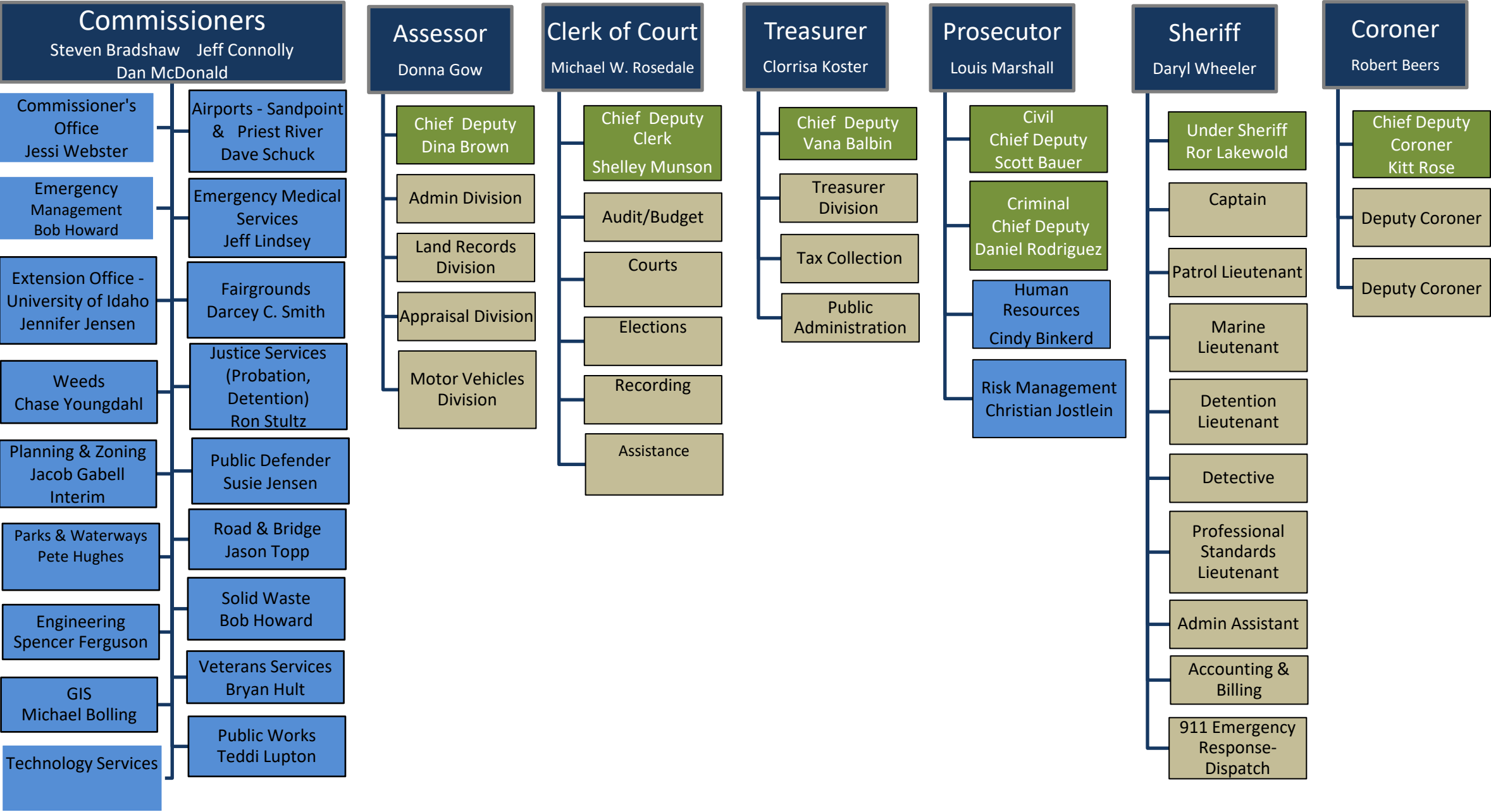
Thank you for taking the time to interview our Planning Director for Bonner County.

We had 6 qualified candidates that were interviewed and each had unique skills they could bring to Bonner County. While it was a difficult process to determine the two finalists, we are not moving forward with your application for further consideration.

We appreciate your interest in Bonner County and enjoyed meeting you. We wish you success in your future endeavors.

*Cindy Binkerd
Director Human Resources
Bonner County
1500 HWY 2 # 337
Sandpoint, ID 83864
P: 208-265-1456
F: 208-265-1457*

BONNER COUNTY ORGANIZATIONAL CHART



Last Name	First Name	Received Date	Address	City	State	Zip	Meets MQ		Top four candidates List 1-4	Possible Alternate List 1-2	Not Interested	Comments
							YES	NO				
Grimm	Jeremy	05/24/2022	614 Creekside Lane	Sandpoint	ID	83864						
Pilch	Joshua	05/24/2022	303 Creekview Ct	Sandpoint	ID	83864						
Gabell	Jacob	05/26/2022	432 Wood View Rd	Sandpoint	ID	83864						
Lange	Jonathan	05/30/2022	2613 San Juan St	Coupeville	WA	98239						
Snow	Gregory	06/07/2022	3402 Hoodoo Loop	Oldtown	ID	83822						
Lewis	Sean	06/10/2022	3404 Fillmore Ave	Ogden	UT	84403						

Minimum REQUIRED Qualification:

1. Bachelor's degree in rural land use planning, regional planning or related or equivalent required.
1. Five years of progressively responsible experience in the field of current and advanced land use planning at a public agency or equivalent.



Bonner County
Recruitment Request Form

Reg# 211.2

Position Title: <u>Planning Director</u>		Grade: <u>16</u>	Starting Salary: (annual rate for exempt / hourly rate for non-exempt) <u>Starting wage</u> <u>\$83,782</u>
Department: <u>Planning</u>			
Position Open Date: <u>6 / 3 / 22</u>		Reason for vacancy: <input type="checkbox"/> Promotion <input type="checkbox"/> New Position	
Closing Date: <u>6 / 17 / 22</u>		<input checked="" type="checkbox"/> Separation (who is this position replacing): <u>Milton Ollerton 20004</u>	
Additional Position Information:			
Type of Position: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> PERSI only			
Number of Hours worked per week: <u>40+</u> Weekly Schedule: <u>Daily plus evening meeting 4 times a mo.</u>			
Year-round / 100% Full Time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain: _____			
Please indicate if Relocation Allowance may be necessary <u>Maybe</u>			
Current Job Description on File? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Updated			
Attach your current job description to your email for any new job posting to HR@bonnercountyid.gov .			
Advertising:			
Print Publications (cost involved): <input type="checkbox"/> Bonner County Daily Bee <input type="checkbox"/> Spokesman Review <input type="checkbox"/>			
Internet: <input type="checkbox"/> Indeed.com <input type="checkbox"/> Craigslist <input type="checkbox"/> Idaho Association of Counties <input type="checkbox"/>			
Human Resources automatically posts open positions with the Idaho Department of Labor and on the Bonner County Website.			
Please describe the Minimum / Preferred Requirements of this position that aligns with the job description. (i.e. Minimum years of prior experience in this field, College education, etc.)			
Signatures:			
Supervisor: <u>[Signature]</u> -BOCC		Title: <u>Chairman -BOCC</u> DATE: <u>5/16/22</u>	
BOCC Approval: <u>[Signature]</u>		DATE: <u>5/16/22</u>	

Scan and Email this completed form, along with the job description, to HR@bonnercountyid.gov

INTERVIEW QUESTIONS
DIRECTOR, PLANNING
June 2022

Candidate:

1. Why are you interested in this position and Bonner County?
2. Please give an overview of your planning experience background as well as personnel management and how you see this as a fit for this position?
3. What are the qualities and skill that a planning Director needs to be effective?
4. Share an experience when you applied new technology or information in your job. How did it help your company?
5. Describe your experience with achieving cooperation and engagement with key stakeholders and teams?
6. How would you describe your management style and why do you think it's successful?
7. If we contacted your current/past employer, what would they tell us are your three greatest strengths; and, your one area for growth?
8. How would you deal with an adversarial member of the public?
9. Question on Managing Growth
10. Impact Fees
11. Rural Character
12. Do you have any questions for us?

INTERVIEW QUESTIONS
DIRECTOR, PLANNING
June 2022

Candidate:

1. Tell us about your planning experience background and how you see this as a fit for this position?
2. What would be your first priority if you were to be offered this position?
3. What major challenges did you face in your current or previous planning role and how did you handle it? What did you learn from it? What might you have done differently?
4. Describe your experience with achieving cooperation and engagement with the community?
5. What do you see as a major challenge for this position? How would you approach it?
6. Do you have any questions for us?



noname
8K



BONNER COUNTY
HUMAN RESOURCES

1500 Highway 2, Suite 337, Sandpoint, Idaho 83864

Telephone: (208) 265-1456

Fax: (208) 265-1457

Position: DIRECTOR, PLANNING
Department: PLANNING
Starting Pay: \$83,782 Annual
Closing Date: UNTIL FILLED

Position Summary:

Summary: Performs a variety of advanced professional and responsible administrative, technical and supervisory duties related to organizing, directing and coordinating the planning and zoning functions of Bonner County. Serves in the official capacity as the administrator of land use and building regulations and county floodplain administrator. Facilitates Planning & Zoning Commission land use functions.

Other Information: Work involves highly advanced professional work in a wide variety of situations wherein the incumbent typically determines his/her own practices and procedures, and is responsible for developing policies and objectives for the planning function. Involves a high degree of complexity, as incumbent is typically required to solve advanced problems using legal, logical principles and standards. Communicates collaboratively with others both inside the organization, including staff, Commissioners and other County employees, as well as those outside of the organization, including those using the County's planning services, members of the public, and other government agencies. Work involves high degree of responsibility as incumbent works independently under the direction of the County Commissioners. Work is typically performed in an office environment with frequent travel throughout the county to conduct planning-related research, presentations, or related activities and occasional travel outside the county for training, presentations and advocacy on behalf of the county. Typically involves high stress related to the nature of the work, deadlines, need for accuracy, and potential for publicity inherent in the work.

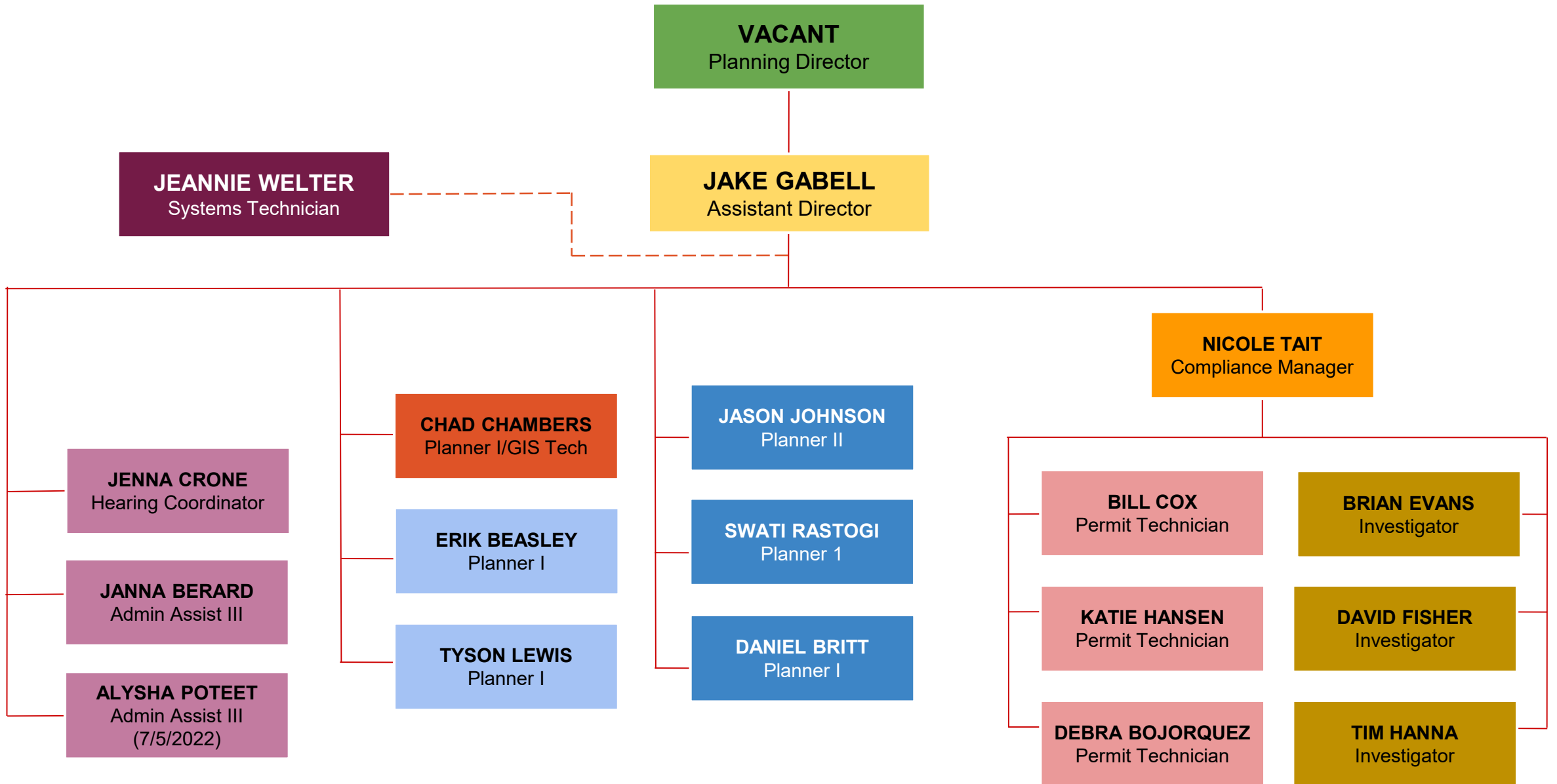
Specifications:

Sufficient combination of advanced planning knowledge, skills and abilities so as to competently perform the essential functions of the job. Bachelor's degree in rural land use planning, regional planning or related or equivalent required.

Five years of progressively responsible experience in the field of current and advanced land use planning at a public agency or equivalent with at least four years supervisory experience.

To Apply: Please visit our website at <https://www.bonnercountyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

Veteran's Status: Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.



Applicant	PAY RANGE			Total Time in Position			Total Yrs. in Pos	Weighted Level	Project Pay Rate
	Min	Range MR	Max	External	Ext Disc	Internal			
Greg Snow	\$83,782.40	\$101,940.80	\$121,721.60	22.0	0.5	0.0	11.0	2	\$106,886.00
Jeremy Grimm	\$83,782.40	\$101,940.80	\$121,721.60	18.0	0.5	0.0	9.0	2	\$103,589.20

Recommended Grade moves for 2023 with Market Lag

\$91,312.00 \$111,092.00 \$131,040.00

Planning Director

Interview Scoring

Applicant:	Jake Gabell	Jeremy Grimm	Jonathan Lange	Sean R Lewis	Gregory W Snow	Josh Pilch
Candidate's verbal presentation of their credentials, experience and interest in the position, as well as working for Bonner County.						
Overall proficiency and fit based on the described job functions and desired skill set.						
Candidate demonstrated clear communication skills, a personable manner, good listening skills, and professional attitude.						
Candidate demonstrates successful leadership and management of planning projects, programs and teams. Able to engage and bring together stakeholders.						
TOTALS						

Scoring:

1: Minimal or Insufficient Experience, Education or Skill; Lacking Competency Desired; 2: Meets the experience, skill and competence needed; 3: Highly seasoned/proficient; Exceptional presentation & Communication

Local Survey - Planning Director

Location	Annual Salary	Pay Range		
		MIN	MID	MAX
Bonner	\$89,490.72	\$83,782.40	\$101,940.80	\$121,721.60
City of CDA	\$121,888.00	\$86,652.80		\$121,888.00
City of PF	\$116,542.00			
KC	\$101,941.06	\$81,425.76	\$99,746.66	\$118,068.34

Pend Oreille Co \$78,000.00 No Salary Range

This is a contractual relationship w/o benefits. If benefits are added at 35% the total salary = \$105,300.

Averaging the county/city salaries for market rate = \$109,241

Pre-Hire and Onboarding Practices

Policy No: 200

Original Date: January 15, 2013

Revised Effective Date/BOCC Approval: May 26, 2020

200. PRE-HIRE AND ONBOARDING PRACTICES

200.1 ADMINISTRATION

The authority and responsibility to select Bonner County applicants for hire is vested with the Department Head and/or Elected Official responsible for the supervision of the individual. All hiring and onboarding of any selected applicant shall be subject to budgetary authority approved by the Board of County Commissioners and subject to full compliance with the Pre-Hire and Onboarding Practices adopted for the County by the Commissioners and carried out by the Human Resources Department. Each Department Head and/or Elected Official is responsible for assuring full compliance with this policy, and the Department Head and/or Elected Official's failure to fully comply with the policy will result in an applicant not being allowed to begin work as an employee for Bonner County.

200.2 PRE-HIRE APPLICATION PROCESS

1. The decision to create or re-create a position is made by the Board of County Commissioners. When an employee separates from Bonner County, the position from which they separated is automatically eliminated. The Department Head and/or Elected Official may request, where sufficient budget authority exists, as certified in writing by the county clerk that the Board of County Commissioners formally both re-create the position and fill the re-created position with an applicant of the Department Head and/or Elected Official's choice, subject to complete compliance with this policy. The Board of County Commissioners reserves the right and retains its power not to re-create a vacated and automatically eliminated position. The Human Resource Director has the delegated authority to approve a re-created position and shall advise the BOCC of her decision. During the period in which a de-occupied position remains vacant the Clerk shall make journal entries monthly reflecting a wage-payment expense in an amount identical to the last wage-payments made to the last occupant of said position. The purpose of this journal entry is to remove spending power from the department in an amount equal to the period the position remains unfilled. This practice furthers the overall policy of the BOCC of reducing A-budget inflation caused by fully financed unfilled positions. Prior to recruitment for an approved newly created or re-created position, the Department Head and/or Elected Official shall submit to the Human Resources Department a current job description, staffing requisition with a proposed schedule to fill the proposed position along with a proposed closing date for the position.
2. Vacancies for employment in Bonner County shall be announced by the Human Resources Department in the following manner:

- a) Promotions or transfers within the Department will be considered first. The Human Resources Department will send an email to all department employees regarding the internal posting. Internal applicants will be advised to submit an application using the approved Bonner County Human Resource program and/or system.
 - b) If no internal qualified employee submits an application, the Human Resources Department will post the opening on its bulletin board, website, and with the Bonner County office of the Idaho Department of Labor. The Human Resources Department, in consultation with the Department Head and/or Elected Official, may post the position using other recruitment sources as necessary.
 - c) Each applicant for a posted position shall complete a Bonner County employment application using the approved Bonner County Human Resource program and/or system. Additional application information may be required for certain positions, subject to review and approval by the County's legal counsel. All fully completed and unredacted applications will be maintained by the Human Resources Department to assure compliance with various laws and regulations.
3. Applications will then be forwarded to the Department Head and/or Elected Official by the Human Resources Department for review, screening, and potential interview. No applications will be considered after the closing date for the posted position.
 4. The Department Head and/or Elected Official or their designee will conduct interviews to determine the qualifications and experience of the applicant. Interviews should encompass a similar scope of questioning for all applicants for a similar position.
 5. Once the Department Head and/or Elected Official selects a candidate for conditional hire, they will send the applicant a written conditional offer letter, using the approved human resource template, which will condition employment on successful completion of various job-related screens, references, background and other tests for the specific position, as well as completion of the Onboarding Process with the Human Resources Department. The Department Head and/or Elected Official shall copy the Human Resources Department on the conditional offer letter.

200.3 POST-OFFER, PRE-EMPLOYMENT PROCESS

1. The Human Resources Department, and in some circumstances the Department Head and/or Elected Official or their designee, shall complete applicable job-related screening, testing, and other reviews to ensure an applicant's qualifications for the position.
2. All applicants who pass the applicable job-related screening, testing, and other reviews must also take and pass a drug and alcohol test within 48 hours of the conditional job offer, under the direction of the Human Resources Department. Such testing will be billed to the department associated with the applicant.
3. All applicants who pass the job-related screening, background checks, and drug

and alcohol tests will be scheduled by the Human Resources Department for the Onboarding Process, as outlined below, and will be advised of applicable documentation to bring with them to the Onboarding Process.

4. Applicants who do not pass the job-related screening, background check, or drug or alcohol test, or who cannot demonstrate the ability to complete the essential functions of the job applied for with or without reasonable accommodation absent undue hardship or based on a direct safety threat, will be advised in writing by the Director of Human Resources that their conditional job offer has been revoked.

200.4 ONBOARDING PROCESS

1. Each and every applicant for employment with Bonner County must first complete the Onboarding Process as a final step of the conditional hiring process. Onboarding Process paperwork is available for completion each Monday morning between the hours of 8:00am and 9:00am in the Bonner County Human Resources Department. Human Resource Department personnel will make sure each applicant has successfully completed all phases of the conditional employment review, and will complete the I-9 verification/E-Verify with the applicant.
2. Once the Human Resources Department assures that all onboarding paperwork, including full and unredacted applications and related materials, are properly completed and on file with the Human Resources Department, the Human Resources Department will then notify the Board of County Commissioners that the Onboarding Process has been properly completed for a newly created or re-created position so that the Board can approve the hiring and funding of the newly created or re-created position. The Human Resources Department will also notify the Department Head and/or Elected Official to submit the signed New Hire Sheet for approval by the Board of County Commissioners.
3. Once on boarded and once funding is approved by the Board of County Commissioners, the applicant will be hired as an employee of Bonner County and will proceed with employee orientation, which takes place each Monday.
4. Employees must complete the Onboarding Process prior to beginning their job-specific duties with Bonner County, and after hire must complete the next regularly-scheduled General Orientation with Human Resources.

BOCC Approved Revision History:

October 1, 2019 200.2.1 Added Defunding of vacated positions

May 26, 2020 200.2.1 Language revised