

**Minutes of Meeting
Elected Officials
March 17, 2021
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Assessor Bela Kovacs, Prosecutor Barry McHugh, KCSO Sheriff Robert Norris, Treasurer Steve Matheson, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, KCSO Undersheriff Dan Mattos, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Jeff Anderson. Ms. Locke and Mr. Anderson were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:09 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda
- C. Business (Discussion):**

New Email Testing and Training System

Information Technology (IT) Network Administrator Grant Kinsey briefly outlined information shared in previous meetings regarding the new email testing and training system to be put into operation by the County. He stressed that being victimized by ransomware attacks was generally very expensive to anyone and that ICRMP (Idaho Counties Risk Management Program) wanted to reduce its exposure to claims as much as possible by requiring staff to be able to recognize and avoid such threats.

The Commissioners voiced their support for the plan.

Open Meeting Law Training

Prosecutor Barry McHugh said he wanted to make sure that everyone was aware that the training was available. He added that he thought all Elected Officials should be aware of these laws, as well as those related to public records requests.

BOCC Communications Manager Nancy Jones confirmed that she had been offering training on open meeting law to members of the different Advisory Boards and would provide sessions for County employees.

FY22 Compensation Planning and Strategy

Human Resources (HR) Director Sylvia Proud provided a presentation for the FY22 Compensation Planning and Strategy procedures. She said the goal for this year was to consider a matrix for General Pay Plan Employees, Attorneys and Chief Deputies. She explained the matrix amounts would be based on a calculation of time in a given position

and would include a minimum 2% increase. She said that the Sworn Officer Matrix would continue as it had for the last several years. She noted that the Sworn Officers had not been advanced while the Wage Study had been performed and that HR would inform the Board how much it would cost to place all of them on their correct steps.

Ms. Proud explained that the new matrices would be based on a fourteen year period, or fourteen “steps.” She described how the movement along the steps would proceed and added that people would reach market at the six year point, after which the progression would slow to a 2.1% increase per year.

Ms. Proud explained how a fourteen year span had been chosen. She provided a chart that illustrated estimated costs for each employee group using both the matrix model and the COLA (Cost of Living Adjustment) model. She pointed out that they had discovered a minor error in their calculations and corrected information would be provided to the Board as soon as possible.

Ms. Proud provided similar data for the Elected Officials with costs based on the Market Salary from the Wage Study, Market Salary with COLA and with COLA only. She commented that they had discovered that the Elected Officials were behind market rates when the Wage Study was done.

Ms. Proud offered information on employee turnover costs. She pointed out that the turnover rate of employees for Kootenai County in 2020 had been about 15.5% and that the cost associated with turnover was about one and a half to two times the employee’s annual salary. She said the total estimated cost for this had been \$9,131,986 for 2020. She added that the top three reasons people had listed for leaving the County were retirement, personal reasons and salary.

Ms. Proud asked the Board to provide direction to HR on which pay plan strategy they would like pursued. She urged that the matrices be completed so that the compensation team could continue their analyses and to provide projections. She added that, if the matrices were adopted, they would need to update Compensation Policy 120 to reflect the changes.

KCSO Sheriff Robert Norris exited the meeting at 9:40 a.m.

In response to a question from KCSO Undersheriff Dan Mattos, all three Commissioners indicated they favored Cost of Living increases.

After additional discussion on specific points, the Board encouraged Ms. Proud to proceed as described.

Ms. Proud HR Generalist – Benefits & Compensation Dorothy Cross exited the meeting at 9:53 a.m.

Town Halls/North Idaho Fair

Commissioner Duncan reminded those present she planned a Town Hall meeting for the general public on March 31, 2021. She encouraged other Elected Officials to host meetings of their own and reminded Treasurer Steve Matheson that he was welcome to

attend hers, since her topic was money-related. She also reminded Elected Officials about the County information booth that would be offered during the North Idaho Fair this summer. She urged people to contact her or Ms. Jones to sign up for the booth.

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.

Kootenai County Resident Jeff Anderson expressed his support for the initiative to make Kootenai County a declared 2nd Amendment Sanctuary. He asked Commissioner Brooks and Chairman Fillios to reconsider their stances on the issue.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 9:57 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
