

Minutes of Meeting
Human Resources: Personnel Changes
January 12, 2023
11:00 a.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 were KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Chief Budget Officer Stephanie Drobny, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Administrative Assistant Ronnie Davisson, Finance Director Brandi Falcon, Accounting Manager Isaac Ohms, Staff Accountant – Budget Arrow Gidney, 1st Judicial District Trial Court Administrator Karlene Behringer, Court Services Manager Kally Young, County Assistance Customer Service Clerk Sierra Hansen, Resource Management Office (RMO) Director Jody Bieze, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Mr. Murphey was present via teleconference.

A. Call to Order: Chair Leslie Duncan called the meeting to order at 2:00 p.m.

B. Changes to the Agenda (Action):

Chair Duncan asked that an emergency Executive Session *§74-206(1)(d)* be added to the end of the meeting. She explained that Senator District 3 Doug Okuniewicz had requested a copy of a legal opinion and needed it today.

Commissioner Bruce Mattare moved that the Board add an emergency Executive Session *§74-206(1)(d)* added to the agenda, as requested. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

C. Business:

Request for Reclassification – Specialty Court (Action)

1st Judicial District Trial Court Administrator Karlene Behringer explained that their District Manager, a state employee, Marilyn Miller, had retired. She said that she wanted to ask for a reclassification of the Treatment Courts Coordinator position because the former Coordinator, Angela Reynolds, had been chosen as the new District Manager. She wants to convert the position into Assistant Treatment Court Coordinator and have that person help Ms. Reynolds in Drug Court, Mary Wolfinger in Mental Health Court and Rita Wickham in DUI Court.

Chair Duncan noted that this would result in a savings of about \$8,700 this year and \$11,000 for next year.

Commissioner Brooks moved that the Board approve the Specialty Court’s request for reclassification as described. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Request for Higher Duty Pay – Resource Management Office

Resource Management Office (RMO) Director Jody Bieze reminded those present that the former Senior Program Manager Kimberli Riley had transitioned into an independent contractor position. She said that a number of her duties would have to be reassigned to other RMO staff and asked that those staff receive higher duty pay to reflect the additional responsibilities.

In response to a question from Commissioner Mattare, Ms. Bieze described the proportion of duties which would be reassigned.

There followed substantial discussion regarding the duties to be reassigned, the funding sources impacted and proposed changes in Salary Matrix Steps for the Program Manager, Grants Manager and Grants Technician. Ms. Bieze added that she would shortly be requesting a position be created for an Administrative Assistant to help with the workload.

Commissioner Mattare asked for additional information on the shifts in duties and cautioned succumbing to a complicated chain of consequences which could result in “mission creep.”

Chair Duncan remarked that making the higher duty pay for the three staff members retroactive to January 1, 2023 would be part of the arrangements.

It was agreed that Commissioner Mattare and Ms. Bieze would discuss the changes further and this item would be brought back on the next Human Resources agenda. No further action was taken at this time.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for New Employee – Resource Management Office (Action)

It was agreed that this item would be deferred until the next Human Resources meeting, to allow Commissioner Mattare and Ms. Bieze time to consult.

Ms. Bieze exited the meeting at 11:16 a.m.

Request for Higher Duty Pay – District Court

Clerk Jennifer Locke said that she had asked Finance Director Brandi Falcon to create a financial projection for this and it had been determined that to be budget neutral. She explained that a staff member was taking an approved leave of absence, so she was requesting higher duty pay for the employee who would be taking on additional duties. She stated that she was asking that this employee be temporarily moved to Grade 14, Step 1, until a time to be determined, not to exceed April 3, 2023. She said she would also ask that the change in pay be made retroactive to December 19, 2022, the date at which the increased responsibilities began.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. – Clerk Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Commissioner Brooks moved that the Board approve the request for temporary higher duty pay for District Court, as described, retroactive to December 19, 2022. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Request for Retro Pay – District Court

Auditor’s Office Administrative Assistant Ronnie Davisson explained that an employee began a new position as Float Clerk in the Judicial Department of District Court on November 28, 2022 but the Status Change form for the position was not submitted at that time. She said that, as a result, the person had not been receiving the correct rate of pay and asked that that her pay be corrected retroactively back to November 28, 2022.

Commissioner Mattare moved that the Board approve the request for retroactive pay for the District Court, as described, going back to November 28, 2022. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. – Clerk’s Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Ms. Davisson exited the meeting at 11:20 a.m.

Updated Policy #211 – Human Resources Office (Action)

Human Resources (HR) Director Sylvia Proud said that Policy #211 related to overtime. She reminded those present that the Board had approved a temporary overtime policy in March 2022 due to staffing issues. She said that policy was supposed to come to an end September 30, 2022 but had been extended through December 31, 2022. In the November 10, 2022 HR meeting, she said she received direction from the Board of County Commissioners to update the overtime policy with the continuation of one of the components of the temporary policy: court time pay. She asked the Board to approve the resulting update to Policy #211.

There followed substantial discussion regarding the history and implications of this policy change.

KCSO Sheriff Robert Norris expressed some dissatisfaction with the conclusions reached and asked that he be allowed more time to discuss this with HR before a decision was made.

It was agreed that time for further discussion would be allowed. Ms. Falcon remarked that the Auditor’s Office would like to offer input as well, since changes in the policy could create unintended complications for Payroll.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that the Board could direct that the County would continue to operate under the temporary provisions until a conclusion was reached and that no motion was required at this time.

It was agreed by the Board that the County would continue to so operate.

Updated Policy 213 – Human Resources (Action)

Ms. Proud stated that this would update Policy 213 to require 80 hours instead of 86 hours to be worked by KCSO sworn officers to qualify for overtime pay.

Commissioner Brooks moved that the Board approve the update to Policy 213 as described. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Updated Policy #312 – Human Resources (Action)

Ms. Proud explained that this update covered the need for Elected Officials to decide in January of each year whether their departments would take Juneteenth or the day after Thanksgiving as a holiday.

Commissioner Mattare moved that the Board approve the update to Policy #312, as described. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

In response to a question from Chair Duncan, Mr. Ferguson said he felt it was acceptable to have entry into the two Executive Sessions made in one motion.

Commissioner Mattare moved that the Board enter into Executive Sessions pursuant to Idaho Code §74-206(1)(d) and §74-206(1)(b). Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

The Board entered into Executive Session at 11:32 a.m.

Executive Session – Board of County Commissioners

Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in Idaho Code. (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

Executive Session – Board of County Commissioners

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 12:05 p.m.

Chair Duncan moved that the Board exit Executive Session for item (1)(b) with no decisions to be made and for item (1)(d) with staff to proceed as discussed, with the Board of Commissioners approving the release of the legal opinion requested after County legal staff verified the information. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

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 12:06 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk