

Minutes of Meeting
Human Resources: Personnel Changes
January 27, 2022
11:00 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 Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Captain Brett Nelson, Chief Deputy Assessor Allyson Knapp, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Commissioner Brooks was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Part-Time Temporary Legal Intern Position Request/Prosecuting Attorney

Prosecutor Barry McHugh explained that his department had been hosting an unpaid intern since last summer and the person was doing a very good job. He said he would like to offer the person a part-time, temporary paid position, starting from the current pay period and running through May 13, 2022. He stated that this department had salary savings that would cover the cost.

In response to a question from Human Resources (HR) Director Sylvia Proud, he confirmed that he would like the paid position to be made retroactive to January 17, 2022.

Commissioner Leslie Duncan moved that the Board approve the Part-Time, Temporary Legal Intern Position request for the Prosecuting Attorney, beginning this pay period, at \$20 per hour, through May 13, 2022. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: 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 – Prosecuting Attorney Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Retention Bonus Requests/Sheriff's Office (Action)

KCSO Sheriff Robert Norris requested the Board's approval to offer retention bonuses to Deputies and Control Room Operators at the Jail. He stated that Deputies and Control Room Operators would receive \$500 per month and trainees would receive \$250 per month, for a period of four months. He said it would be paid from the department's salary savings and would cost about \$198,000.

Commissioner Duncan remarked that this was equivalent to the incentives that had been offered to 911 staff.

Ms. Proud confirmed the total estimated cost of the retention bonuses and said that a \$5,000 general employee appreciation incentive had been included as well. She said that this could be used for meals or other treats for Jail staff.

Finance Director Dena Darrow said this would be paid for from the Jail's "A" (Personnel) Budget.

Commissioner Duncan moved that the Board approve the retention bonuses for the individuals as outlined, for a four month period starting Pay Period 4, for the Jail. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Sheriff Norris, KCSO Undersheriff Dan Mattos, KCSO Captain Brett Nelson and Prosecutor McHugh exited the meeting at 11:13 a.m.

Request to Reinstate Customer Service Clerk III from Current II/Assessor

Chief Deputy Assessor Allyson Knapp said this request was related to the front desk position at the Assessor's Office. She reminded those present that they had lowered the position to a Clerk II, in hopes of attracting applicants. She stated that they got an excellent candidate who would be overqualified for a Clerk II, so they were asking to return the position to Clerk III.

Commissioner Duncan moved that the Board approve the position adjustment for Customer Service Clerk II to Customer Service Clerk III, as described, for the Assessor's Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

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

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Commissioner Duncan stated that the additional Executive Session was not needed today.

No objections were voiced.

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 Executive Session was required.

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): Chairman Fillios adjourned the meeting at 11:14 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk