

**Minutes of Meeting
Business Meeting
February 23, 2021
2:00 p.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 KCSO Captain Kim Edmondson, KCSO Lieutenant Nancy Ellis, KCSO 911 Communications Services Technician Alan Mallory, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, Airport Director Steven Kjergaard, Staff Accountant – Budget Michelle Chiaramonte, First Judicial District Trial Court Administrator Karlene Behringer, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley. Commissioner Brooks, Ms. Irish, Mr. Riley, Ms. Behringer, Mr. Kjergaard, Mr. Mallory and Captain Edmondson were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:03 p.m.
- B. Pledge of Allegiance:** Information Technology (IT) Director James Martin led the Pledge of Allegiance.

C. Consent Calendar (items to be approved listed below):

Minutes of Meetings:

01/25/2021	Airport & Airport Advisory Board Update
02/03/2021	Requests for Cancellation of Taxes
02/08/2021	Commissioners’ Status Update
02/09/2021	Business Meeting
02/11/2021	Human Resources: Personnel Changes

Board Actions:

Assessor’s Adjustment to tax/valuation: AIN 224003/Marina Yacht Club
PAF/SCF Report: BOCC Review/PP5 Week 1
BOCC Signatures for Indigent Cases: 2/11/21 through 2/17/21

Commissioner Leslie Duncan moved that the Board approve the Consent Calendar as it appeared on the agenda. 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.

D. Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of February 15, 2021 through February 19, 2021 in the amount of \$334,695.53, with no jury payments. 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.

E. Changes to the Agenda (Action): There were no changes to the agenda.

F. Action Items:

Open/Request for Proposals/Comprehensive Inmate Medical Services/KCSO

KCSO Lieutenant Nancy Ellis explained that the Sheriff's Office had recently put out a request for bids for the Jail's medical contract starting October 1, 2021.

Commissioner Duncan opened the single bid that was received. She said it was from Correctional Health Partners.

Lieutenant Ellis remarked that she had hoped to also receive one from Vital Corps.

Commissioner Duncan stated that no other bids had been received by the deadline. She added that she was unable to locate the bid amount from the packet and would announce it later in the meeting.

Civil Deputy Prosecuting Attorney R. David Ferguson said that announcing the amount later in this meeting would be ok.

Commissioner Duncan moved that the Board acknowledge receipt of the proposal and it be remanded to Legal and KCSO to determine whether it is responsive. 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.

Lease Agreement/Hayden Hangar LLC/Airport

Airport Director Steven Kjergaard requested the Board's approval for a lease agreement for a new hangar for Hayden Hanger LLC, with an annual revenue of \$2,777.63.

Commissioner Duncan moved that the Board approve the lease agreement with Hayden Hangar LLC for space at the Airport. 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.

Quote/Email Security Awareness Training for ICRMP Discount/Structured/Information Technology

Information Technology (IT) Network Administrator Grant Kinsey explained that ICRMP (Idaho Counties Risk Management Program) offered a 1% discount for counties that completed email security awareness training programs. He said ICRMP had provided access to one such program, but it did not work with the County's systems. He noted the 1% discount would represent a savings of about \$8,000.

Mr. Kinsey said IT had located another program which would qualify for the discount, with a price of about \$11,000, leaving the County with a net expense of about \$3,000. He stated that he felt email safety education was vitally important in order to protect the County from attacks.

Mr. Kinsey stated that the cost could be drawn from the IT Budget for this year and would need to be covered by an increase in their Budget in the future.

Mr. Kinsey explained that when ransomware hackers achieved access to a system, they disabled the backup and took control of the entity's financial system. He said the perpetrator then demanded money to return control of the system to its proper owner.

Commissioner Duncan moved that the Board approve the quote for the email security awareness training in order to make the County eligible for the ICRMP discount. 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.

Mr. Kinsey stated that he would present this at the next Elected Officials meeting.

Quote/Email Archive Compliance for Public Defender/Structured/Information Technology

Mr. Kinsey explained that there was an issue with how public record discovery was done with email in the Public Defender's Office. He said the current system did not provide the needed features. He stated the County was paying \$10,000 now, while a new system would cost about \$24,000 per year to operate. He noted this would require a \$14,000 to \$15,000 increase to the IT Budget going forward.

Mr. Kinsey pointed out that the Public Defender did receive grant funding for electronic security of their records. He said he didn't think any of the money was available for this year because it had already been committed, but it should be available in the future. He commented that, due to other savings in the IT Budget, he felt IT could cover the cost for the initial purchase.

Mr. Kinsey added that they would like to implement this as soon as possible, if it were approved.

Commissioner Duncan moved that the Board approve the quote for the email archive compliance for the Public Defender's Office with Structured. 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.

Approval/Transfer of Spillman Revenues and Expenses from Information Technology to Sheriff's Budget/Information Technology

IT Director James Martin requested the Board's approval of the previously discussed transfer of Spillman revenues and expenses from the IT Budget to the Sheriff's Budget.

Commissioner Duncan moved that the Board approve the transfer of the Spillman revenues and expenses from the IT Budget to the KCSO Budget. 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.

Professional Service Agreement/Consulting Services/Information Technology

Mr. Martin requested the Board's approval of a professional services agreement for consulting services with Val Soumas. He noted that Ms. Soumas would be retiring as Systems Manager soon and they hoped to keep her available for a four month period, if they needed her. He added that the contract had been reviewed by Legal and would not entail any additional expense to the County, since the cost would be covered in the savings generated elsewhere in their Budget.

Commissioner Duncan moved that the Board approve the professional services agreement for consulting services with Ms. Soumas for IT. 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.

Mr. Martin and Mr. Kinsey exited the meeting at 2:20 p.m.

Service Authorization Form/Vertiv/KCSO/911

KCSO 911 Communications Services Technician Alan Mallory requested the Board's approval of a service agreement with Vertiv for a service call on the 911 UPS system. He confirmed the expense would come from Dedicated Funds.

Commissioner Duncan moved that the Board approve the service authorization form with Vertiv for KCSO 911. 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.

Approve/Use and Rental Fee/Jury Selection/Fairgrounds/District Court

First Judicial District Trial Court Administrator Karlene Behringer requested the Board's approval of the fees for space at the Fairgrounds for jury selection for March through December. She said the total cost quoted had been \$47,010, but she had been informed it would be adjusted downward per additional information received from North Idaho Fair General Manager Alexcia Jordan.

Ms. Behringer stated she had not yet heard back from the Supreme Court about getting any funding to help cover this. She noted that the money would have to come from the District Court Budget if their request were denied.

Commissioner Duncan said that, without the funding information, she felt the Board could not approve the request as presented today.

Ms. Behringer confirmed that she would need people in place by Monday because their first trial would begin Monday.

Civil Deputy Prosecuting Attorney R. David Ferguson said that, since there was an immediate need to approve funding for at least next week, the Board could make a motion that would cover it for a week or two and revisit the issue again later.

Ms. Behringer said this would be acceptable to her.

Chairman Fillios noted that the \$47,010 was intended to cover a nine month period. He suggested they divide the amount by nine and approve an amount capped at \$6,000 to get things started.

Commissioner Duncan suggested approving March 1, 2021 through March 15, 2021 out of District Court funds and asking Ms. Behringer to come back next week to complete arrangements.

Ms. Behringer agreed.

Commissioner Duncan moved that the Board approve the use and rental fee for jury selection at the Fairgrounds from March 1, 2021 to March 15, 2021, with funds coming from the District Court Budget, with the ability to reexamine the issue in the future. 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.

Animal Evacuation and Reception Plan/Office of Emergency Management

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish explained that making arrangements for the safety of pets could jeopardize evacuation in an emergency. She said this plan was intended to help residents to care for pets and domestic animals in such a case.

Commissioner Duncan moved that the Board approve the Animal Evacuation and Reception Plan offered by the Office of Emergency Management. 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.

Resolution 2021-21/Surplus Equipment/KCSO

KCSO Captain Kim Edmondson requested the Board's approval of Resolution 2021-21. She explained this would enable them to dispose of certain pieces of equipment from their gym. She said these items had been offered on the Kootenai County Bulletin Board for several weeks, but most had not been taken. She added that they would be offered for auction.

Commissioner Duncan moved that the Board approve Resolution 2021-21, to surplus equipment for KCSO. 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.

Commissioner Duncan reported that the additional information from item one on the agenda, regarding costs quoted by Correctional Health Partners, was as follows:

- First year contract - \$1,779,235
- Second year contract - \$1,797,027.18
- Third year contract - \$1,832,967.72

G. Public Comment (Discussion): 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.

H. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:33 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____

Tina Ginorio, Deputy Clerk