

Minutes of Meeting
Human Resources: Personnel Changes
March 10, 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, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Elections Manager Asa Gray, KCSO Sheriff Robert Norris, Undersheriff Dan Mattos, Captain Brett Nelson, Lieutenant William Klinkefus, Sergeant Zachary Sifford, Patrol Deputies Arek Brock, Robert Imthurn and Nick Franssen, Detention Deputies Nick Kerfoot and Evan Smit, Property Evidence Specialist Diana Stinebaugh, Treasurer Steve Matheson, Resource Management Office (RMO) Director Jody Bieze, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Kootenai County Residents Shelby Brock, Bruce Mattare and Jeff Perkins.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:03 a.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan noted that a typographical error had placed the Action items under “Call to Order,” but they would properly be covered under “Business.”

C. Business:

Pay Increase for Election Office Temps – Elections Office

Clerk Jim Brannon explained that Election Office Temporary Workers had been earning from \$10 per hour to \$10.20 per hour and that he would like the Board to approve an increase to \$12 per hour. He stated this change would be budget neutral for the remainder of FY22.

Elections Manager Asa Gray reported that there were three long-term Temps which they would like to increase to \$12.50 per hour. He stated that Elections had an FY22 Temp Budget of \$39,000, of which only between \$4,000 and \$5,000 had been used. He noted that the only remaining election for FY22 was in May and that there would also be a brief period in September during which the Temps would be paid, in preparation for the November election.

In response to a question from Commissioner Duncan, Mr. Gray confirmed that the pay increase would be included in their FY23 Budget request.

Commissioner Duncan moved that the Board approve the pay increase for the Election Office Temporary Positions. 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. – Clerk Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

ARPA Positions Org Set Revision – Resource Management Office

Resource Management Office (RMO) Director Jody Bieze requested the Board’s approval to amend the funding source of the two ARPA (American Rescue Plan Act) positions so that each would be 75% funded through ARPA and 25% funded from the RMO budget. She said they believed the change would be budget-neutral, due to indirect cost revenue anticipated to cover the increased cost.

Ms. Bieze confirmed that they expect to receive \$115,640 from several grants, once they were completed.

Commissioner Duncan moved that the Board approve the ARPA Positions Organizational Set Revision for the 75% ARPA/25% General Fund RMO 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.

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.

Chairman Fillios suggested that item four from the agenda be covered next and item three be moved to the end of the meeting.

No objections were voiced.

Exception to Policy 120 – Prosecuting Attorney’s Office

Prosecutor Barry McHugh reported that he had found a candidate for an open AT3 position with the equivalent of 12 years of relevant experience. He said he had confirmed this with Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate. He asked the Board to approve hiring the person at Step 10, based on these qualifications. He reminded the Commissioners that he had been seeking a person able to take on responsibilities for the particularly complex Renfro case and this person would fit that need.

Commissioner Duncan asked whether this would cause an increase in next year’s budget.

Prosecutor McHugh explained the budgetary impact of the request.

Commissioner Duncan moved that the Board approve the exception to Policy 120 for the Prosecuting Attorney’s Office for the AT3, as outlined. 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. – Prosecuting Attorney Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Ms. Bieze exited the meeting at 11:09 a.m.

Overtime Proposal, Continued – Sheriff’s Office (Action)

HR Director Sylvia Proud reminded those present that, at the last HR meeting, the Board directed HR and Legal to review policies in the surrounding communities in relation to compensation for overtime. She said they examined the issue from the sworn officer perspective and the civilian staff as well. She reported that they obtained policy information from Post Falls, Bonner County, Coeur d’Alene, Ada County and Canyon County. She explained the results of the comparison with Kootenai County’s policies.

Ms. Proud reported that some agencies allowed holiday, sick leave and vacation leave to be included in the calculation of overtime and some did not. She said it seemed typical to include holidays and that some also allowed inclusion of pre-planned vacation. She remarked that it would be the Board’s choice, as long as the minimum requirements of law were met.

Prosecutor McHugh exited the meeting at 11:18 a.m.

Ms. Proud provided additional details of Ada County's process for required court time.

In response to a question from Chairman Fillios, Ms. Proud said other Elected Officials and Department Heads had been asked for input. She stated that the Clerk's Office had voiced support for the idea of ordered mandatory overtime as a temporary policy for the remainder of the fiscal year. She said the Treasurer's Office supported the suspension of the way in which overtime was currently calculated for all departments and reinstate the original policy no later than the end of FY22, or when the aggregate costs exceeded \$200,000.

Ms. Proud listed the other departments which could benefit from the change: Juvenile Detention, Adult Misdemeanor Probation (AMP), Airport and Buildings & Grounds (B&G).

KCSO Sheriff Robert Norris thanked the Board for considering the change and explained how it would improve things for his staff.

Commissioner Duncan said she felt that court time demanded on days off should be considered under time and a half. She said holiday time and pre-approved vacation time should be counted as a regular day's work when calculating overtime. She added that the policy that required Sheriff's Office staff to be paid overtime only after 86 hours worked be changed to 80 hours. She stated she would favor making these changes County-wide for FY22 and then discussing all the options during Budget meetings for FY23. In response to a question from Chairman Fillios, she indicated that she would not suggest including sick time in the proposed change right now.

Commissioner Brooks remarked that he felt progress was being made.

Finance Director Dena Darrow said she would talk to Payroll and make arrangements for this to be done for the rest of the fiscal year. She said she would ask them how much time they would need to prepare and implement it and report back.

Chairman Fillios said he would allow public comment at this point.

KCSO Sergeant Zachary Sifford, as President of the Kootenai County Sheriff's Employee Association, thanked the Board for their action.

Commissioner Duncan moved that the Board proceed with an overtime proposal as outlined for court on days off paid at time and half, holidays to be included in overtime calculation, pre-approved vacation be included in the overtime calculation and the policy be changed to reflect 80 hours instead of 86 hours currently in place, as a temporary policy to end September 30, 2022, with consideration going into FY23. 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.

Ms. Darrow exited the meeting at 11:27 a.m.

- 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.

Sergeant Sifford asked when the wage study results could be discussed.

Civil Deputy Prosecuting Attorney R. David Ferguson said this would not be appropriate for today's meeting, since it was not included on the agenda.

- E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:28 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk