

Minutes of Meeting
Human Resources: Personnel Changes
March 11, 2021
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 KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, Treasurer Steve Matheson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Civil Deputy Prosecuting Attorney Darrin Murphey, Assessor’s Office Land Records Manager Betty Conces, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Ms. Conces was present via teleconference.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:00 a.m.

B. Changes to the Agenda (Action):

Chairman Fillios asked that item three on the agenda be covered first, followed by item four, then back to items one and two. No objections were voiced.

C. Business (Action):

Request for Over Time Land Records Division – Assessor

Assessor’s Office Land Records Manager Betty Conces explained that her department had a deadline at the end of March to get all the documents and plats entered on the assessment rolls. She said they were a little backlogged and she wanted to ask her staff to put in some overtime hours to meet the deadline. She stated it would take about 62 hours and would cost about \$2,500.

Commissioner Leslie Duncan pointed out that it looked as if the expense would be covered by their budget.

Commissioner Duncan moved that the Board approve the request for overtime for the Land Records Division in the Assessor’s Office. 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.

Civil Deputy Prosecuting Attorney R. David Ferguson entered the meeting at 11:02 a.m.

Ms. Conces exited the meeting at 11:03 a.m.

Exception to Policy 120 – Treasurer

Treasurer Steve Matheson reminded the Board that he had been interviewing candidates for the Chief Deputy Treasurer position. He confirmed that he was asking for a \$6,000 increase in his budget going forward.

Commissioner Duncan moved that the Board approve the exception to Policy 120 for the Treasurer, not to exceed the amount provided. 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. (Closed Session – Discussion Item)

Decisions/Direction (Open Session – Action Item)

No information requiring an Executive Session was submitted.

Treasurer Matheson exited the meeting at 11:05 a.m.

Request for COVID-19 Leave Time Reinstatement of Accrued Hours – KCSO

KCSO Undersheriff Dan Mattos stated the KCSO personnel had been among the first responders were not included in the CARES Act and had used their accrued sick time to cover the time off due to COVID. He asked that the Board return the hours used to the accounts.

Undersheriff Mattos made some suggestions on how the request might be managed, if approved. He said he had discussed the idea with Civil Deputy Prosecuting Attorney Darrin Murphey and Mr. Murphey suggested the issue be brought to the BOCC.

Mr. Murphey reminded the Commissioners that, in April 2020, they had given all Elected Officials the discretion to provide up to 80 hours of administrative leave. He noted that the offer had not been taken by the previous Sheriff, but the new Sheriff would like to permit it. He said the Board could not go back and restore sick leave hours, but a new category could be created for sick/compensatory time. He added that it would be a budget-neutral action and the time would be unpaid if the employee left the County.

Commissioner Duncan expressed some concerns about the proposal. She said this could open the door to changing a decision made by any former Elected Official and could set an unfortunate precedent.

Mr. Murphey described some of the rules regulating the authority of Elected Officials to offer administrative leave.

Finance Director Dena Darrow confirmed that they could not go back in time to replace the hours in 2020 since W2 forms had been issued and the tax year had been closed. She explained some ways in which the request could be handled, if it were granted. She voiced her agreement with Commissioner Duncan's point that it could create a problem in the future.

Commissioner Brooks said he was not willing to base a decision on a matter of fairness on what could happen in the future.

Chairman Fillios indicated he was sympathetic to the request.

Commissioner Duncan asked if there were any legal concerns.

Mr. Murphey stated that it should be done as an agreement with each individual employee, to avoid problems.

Human Resources (HR) Director Sylvia Proud requested that the employees be asked to use up those hours first. She asked how this would align under the strictures of the County's temporary COVID policy. She reminded the Commissioners that employees had been allowed a maximum of 80 hours of COVID leave and were told that once that was used, they would not receive any additional hours.

The Commissioners voiced agreement with Ms. Proud's point.

Commissioner Duncan moved that the Board approve the memo request for hours to be reserved as compensatory sick time, to be used first, in place of any further COVID leave and to be unpaid if the employee leaves before they are exhausted. 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.

Holiday Payout – KCSO

Undersheriff Mattos reported that he had noticed many holiday time hours being held on the books around the middle of 2020. He said he had given instructions to the Commanders to encourage individuals to reduce held hours to no more than 100, to avoid potential financial stress to the County in the unlikely event that all those employees left KCSO at the same time.

Undersheriff Mattos stated that staff had responded very well to the request. He said that, since then, a number of employees had come forward and asked to be allowed to bank more than 100 hours once more. He explained he was considering amending the rule to allow them to retain up to 120 hours during a calendar year and said that, budget permitting, the department would offer to buy back 40 hours of accrued time per person at the end of the year.

Mr. Murphey pointed out that the holiday policy had not authorized banking holiday hours in the past and recommended changing the policy County-wide. He noted that it would affect only those departments that offered 24-hour coverage.

Ms. Darrow suggested that, when the policy was amended, that they be very specific about the rules about the buy-back and that they budget appropriately for it.

KCSO Sheriff Robert Norris voiced his support for the request.

Ms. Proud said that she could work with Mr. Murphey to update the policy as requested and be ready to bring it back to the Board in about two weeks.

It was generally agreed that that the Board would defer the question for two weeks and then take it back up once the new policy was drafted.

Sheriff Norris and Undersheriff Mattos exited the meeting at 11:36 a.m.

Policy 600 – Job Evaluation/Classification - BOCC

Ms. Proud reported that a revised Policy 600 had been developed for the Board to review. She noted that the primary change was that classifications/reclassifications would no longer have to be circulated to all the Elected Officials to review for a week before the Board could take action on them. She described some other minor revisions to the policy.

Mr. Murphey stated that the revisions more closely reflect what Idaho law required.

Commissioner Duncan moved that the Board approve the new, re-written Policy 600 for job evaluation/classification. 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. Proud said she would bring the revised policy to a Business Meeting.

- 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.

Commissioner Brooks announced that he had been informed that the Coeur d'Alene VA Clinic was offering COVID vaccinations to veterans of any age now. He suggested people call 208-665-1715, to reach the scheduler directly.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 11:43 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
