

Minutes of Meeting
Human Resources: Personnel Changes
March 16, 2021
9:30 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, KCSO Captain Andy Deak, KCSO Personnel Technician Marcia Heglie, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 9:34 a.m.

B. Changes to the Agenda (Action):

Chairman Fillios stated that item two on the agenda would be covered first.

No objections were voiced.

C. Business (Action)

Control Room Operator Wage Adjustment – KCSO

KCSO Captain Andy Deak explained that the Jail was struggling to attract and retain Control Room Operators (CRO). He requested that the Board approve an increase to the base pay from \$14.77 per hour to \$16.00 per hour. He noted that the pay for CROs that have been with KCSO for several years had also been addressed in their request, to avoid compression issues. He said they would like to enact this change immediately, since they currently had five open positions. He added that there were three other positions that would be affected: one frozen position and those of two other CROs that had recently indicated that they planned to transfer.

Finance Director Dena Darrow explained how the positions had been budgeted. She reported that the Sheriff's Budget was trending high right now due to overtime spending required to cover open positions.

KCSO Personnel Technician Marcia Heglie commented that they received many applications, but the CRO position was not seen as a career position, but rather as one to take as needed and leave for a better offer as quickly as possible. She said many people withdrew applications before the hiring process was complete because they received more attractive proposals.

Human Resources (HR) Director Sylvia Proud said that the CRO positions still fell within the pay scale of Grade 4. She stated she supported the proposal.

HR Generalist – Employee Relations Kimberley Van Slate voiced her agreement as well. She suggested that the Commissioners be aware that if the pay bands shift, the minimum must shift as well, when they begin Budget season.

Ms. Darrow said Captain Deak had proposed two possible ways to address the issue, one which raised the minimum to \$16/hour and one which raised the minimum slightly less, to make less of a Budget impact. She stated she had provided projections for both, with the difference being about \$8,000. She pointed out that market for the position was \$18/hour.

Commissioner Leslie Duncan commented that overtime demand would go down if all the open positions were successfully filled, so that would balance the initial cost.

Commissioner Duncan moved that the Board approve the Control Room Operator wage adjustment per scenario 1 on the projection sheet. 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.

Captain Deak exited the meeting at 9:44 a.m.

Buyout Proposal – KCSO

KCSO Sheriff Robert Norris confirmed that an Executive Session would be required.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

Chairman Fillios invited Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 9:45 a.m.

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 (Closed Session – Discussion)

Decisions/Direction (Open Session – Action Item)

The Board exited Executive Session at 9:54 a.m.

Commissioner Duncan moved that the Board exit Executive Session. 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 asked the Commissioners to evaluate and approve a buy-out for the three positions discussed.

Ms. Darrow reviewed the data on the three cases, including the relevant dates and PERSI (Public Employee Retirement System of Idaho) rules. She reviewed the financial information for the first two cases and concluded that the net savings to the County for 2021 would be \$32,304 and the net overall cost to the County for the entire buyout would be just over \$10,000. She remarked that total cost of the buyout for the third employee would be \$75,000, net savings for 2021 of \$4,800 and annual savings \$14,474.

Commissioner Duncan moved that the Board approve the request for buyout according to the memo presented. 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.

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 9:59 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
