

Minutes of Meeting
Human Resources: Personnel Changes
March 24, 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 Juvenile Probation Director Debra Nadeau, KCSO Undersheriff Dan Mattos, KCSO Captains Brett Nelson and Kevin Smart, KCSO Lieutenant William Klinkufus, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, Solid Waste (SW) Operations Manager Doug Goodwin, Court Services Manager Kally Young, Assessor’s Office Administrative Manager Reba Grytness, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:04 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Pay Increase for Seasonal Solid Waste Technicians – Solid Waste

Solid Waste (SW) Operations Manager Doug Goodwin asked the Board to approve a pay increase for seasonal SW workers. He stated that the current rate was \$14 per hour and he would like to increase it to \$15. He said that his department planned to hire six or seven seasonal employees, four or five full time and two part time. He added that Finance Director Dena Darrow had reviewed the proposal and determined it would be budget neutral.

Commissioner Leslie Duncan moved that the Board approve the pay increase for the seasonal Solid Waste Technicians. 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)(a) to consider hiring a public officer, employee, staff member or individual agent. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for Additional Overtime Allowance for FY22 – District Court (Action)

Court Services Manager Kally Young stated that the courts had accumulated a huge backlog and were about to install new courtroom equipment that would require staff training. She noted that the courts were currently moving back toward in-person services and that they had expended a great deal of their overtime allowance already. She asked the Board to approve additional overtime for their staff, if they went over the planned figures by the end of the fiscal year.

Commissioner Duncan remarked that if District Court did exceed the budgeted amount, the excess could be covered from Contingency Funds.

Chairman Fillios and Commissioner Brooks voiced their agreement.

Commissioner Duncan moved that the Board approve the request for additional overtime for FY22 for District Court, out of Contingency. 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.

Budget Code Change and Deactivation of Part Time Investigator – Juvenile Probation (Action)

Juvenile Probation Director Debra Nadeau requested the Board’s approval for moving the funding source of two positions currently paid out of the JCA (Juvenile Corrections Act) funding, one to their basic Operations Budget and the other to their Tobacco Tax Budget. She also asked the Board’s approval to deactivate a vacant part time position in their basic Operations Budget. She explained the financial impact of the changes.

Commissioner Duncan moved that the Board approve the Budget Code change and the deactivation of a Part Time Investigator for Juvenile Probation. 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.

Bonus Request for Training Personnel Technician – Sheriff’s Office

KCSO Captain Kevin Smart explained that one of their Training Coordinators had been out for almost three months due to a FMLA (Family Medical Leave Act) event and would probably not return to duty for at least another four to six weeks, at earliest. He said that another employee had been covering the additional work load but, since both were classified at the same pay grade, she would not be eligible for an increased rate. He asked the Board to approve a one-time stipend to compensate for the additional duties in the amount of \$1,000.

Commissioner Duncan moved that the Board approve the stipend/"bonus request" for the Training Personnel Technician at the Sheriff'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)(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. – Sheriff Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Pay Adjustment for Experienced Seasonal Marine Deputies – Sheriff's Office

KCSO Undersheriff Dan Mattos explained that, in order to try to hire a full roster of twelve Marine Deputies, they had decided to ask retired police officers to join. He asked the Board to approve offering \$25 per hour for such candidates, rather than the normal rate of \$18.50 offered to people without law enforcement experience. He stated that they planned to pay for this from salary savings and RBS (Recreational Boater Safety) funds.

Ms. Darrow said that her office would discuss the proposal and its funding with the Sheriff's Office.

Commissioner Duncan moved that the Board approve the pay adjustment for experienced Seasonal Marine Deputies. 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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Undersheriff Mattos, KCSO Captain Brett Nelson, Captain Smart and KCSO Lieutenant William Klinkefus exited the meeting at 11:20 a.m.

Career Progression from Residential Appraiser I to II – Assessor’s Office

Assessor’s Office Administrative Manager Reba Grytness reported that one of their Residential Appraisers had recently completed the requirements to move from Appraiser I to Appraiser II. She asked the Board to approve this movement and the pay increase to \$21.37 per hour.

Commissioner Duncan moved that the Board career progression from Residential Appraiser I to II 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)(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. – Sheriff Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

- 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 11:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk