

Minutes of Meeting
Human Resources: Personnel Changes
March 25, 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 Undersheriff Dan Mattos, Office of Emergency Management (OEM) Director Tiffany Westbrook, Airport Director Steven Kjergaard, Community Development Director David Callahan, Chief Building Official John Mills, Finance Director Dena Darrow, Court Services Director Marissa Garza, Court Services Manager Kally Young, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Assessor Administrative Manager Reba Grytness, Civil Deputy Prosecutor Darrin Murphey, BOCC Senior Business Analyst Nanci Plouffe, and Deputy Clerk Ronnie Davisson. Also present via teleconference was HR Generalist – Compliance Cecilia Sweet.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** HR Generalist – Employee Relations Kimberley Van Slate asked that items five and six be removed.
- C. Business (Action):**

Reorganization Conversion of Two Positions – Airport

Airport Director Steven Kjergaard explained that this was the final step in the approval process for the position conversions, which had been discussed at prior meetings. Ms. Van Slate pointed out that the cost of the conversion was within the Airport’s budget and acknowledged it was the final step in the reorganization.

Commissioner Leslie Duncan moved to approve the reorganization conversion of the two positions to Duty Manager. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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. (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request to Convert Customer Service Clerk II to Clerk III – Assessor

Assessor Administrative Manager Reba Grytness explained that a Customer Service Clerk III had been downgraded to a level II for an applicant in October. She explained that applicant had moved into the Residential Appraisal department, leaving the Customer Service Clerk II position vacant. Ms. Grytness said that the applicant for the position was qualified for a level III and requested the position be elevated back to a level III.

Commissioner Duncan moved to approve the request to convert the Customer Service Clerk II to a Customer Service Clerk III. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Request for Higher Duty Pay for Interim Manager – Assessor

Ms. Grytness explained that in October, the Commercial Appraisal manager had departed and a senior member of that division had been fulfilling that role in the interim and would continue to do so. Chairman Fillios pointed out that there would be no budgetary impact.

Commissioner Duncan moved to approve the request for higher duty pay for the Interim Manager, retroactively to Pay Period 4, which was February 1. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Ms. Grytness exited the meeting at 11:04 a.m.

Request for Over Time Allowance – District Court

Court Services Director Marissa Garza requested \$68,020 of additional overtime allowance for District Court. Commissioner Duncan asked that the request be funded by Contingency Funds until receipt of the COVID-19 reimbursement dollars.

Commissioner Duncan moved to approve the request for overtime for District Court, as outlined with payment out of Contingency or an alternate funding source to be determined at the end of the Fiscal Year. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

~~**Market Study on the Communications Services Administrator – Human Resources – PULLED**~~

~~**Request to Add Communication Services Administrator Position to Sworn Office Matrix and Hiring Salary – KCSO – PULLED**~~

~~**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 Meeting – Action)**~~

Request for Exception to Policy #120, Promotion – Community Development

Community Development Director David Callahan requested approval to offer promotional compensation above 15%. Chairman Fillios pointed out that it was still below 95% of market rate and Finance Director Dena Darrow said that there would be an increase to their budget if approved.

Commissioner Duncan moved to approve the request for the exception to Policy #120 as outlined in the memo for Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

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Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for Part Time Planner II Position – Community Development

Mr. Callahan requested approval to add a remote part time Planner II position. He said the employee currently in that position would be relocating out of the area and it would allow the department to continue her employment remotely, rather than creating a vacancy when they were already so far behind.

Commissioner Duncan moved to approve the request for a Part Time Planner II position with Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for Employee Bonuses – Office of Emergency Management

OEM Director Tiffany Westbrook requested approval to provide a one-time \$1500 bonus to her two employees. She explained that the bonuses would come from salary savings acquired through a vacant position in their office; the Preparedness Coordinator position had been vacant since November 2020. Ms. Westbrook pointed out that after the two bonuses were issued, there would be approximately \$11,000 of salary savings left over.

Ms. Westbrook explained that even though it was the mission of OEM to respond to disasters, COVID-19 required ongoing mitigation and response efforts. She said that during that time, her staff had gone above and beyond ensuring all County departments and community partners had the proper PPE, activated the EOC (Emergency Operations Center) and then relocated the EOC when spacing had caused concerns, while also moving into a new building. She listed many other reasons behind her request, while also pointing out they had been short staffed the entire time.

Chairman Fillios asked what their average work week looked like, to which Ms. Westbrook clarified that they tried to stay at the typical 40-hour work week, but March to July was when they accrued most of their overtime. She explained that the request was to recognize their efforts in the height of the pandemic.

Commissioner Brooks asked if Undersheriff Dan Mattos supported the request and if he felt as though they went above and beyond the other employees in the Sheriff's Office. Undersheriff Mattos agreed and agreed with all the points that Ms. Westbrook had made. He explained that when the pandemic initially began, OEM was tasked with setting up the

EOC at the Fairgrounds, managing the PPE and PPE financials and they did it while being short staffed. He added that they had received CARES Act funding that had allowed them to renovate the Armory building at the Airport in order to move their office location there, which they were also tasked with during the pandemic.

Commissioner Duncan said that she was going to remain consistent by denying the request and knows of at least a dozen more people that could be awarded bonuses because they went above and beyond during the pandemic.

Chairman Fillios pointed out that when the OEM employees had worked overtime, they had been compensated for that time as they were hourly employees. He said that when dealing with salaried employees, it was a different situation. Undersheriff Mattos remarked that it was not just a matter of working overtime, but also a way to respect their efforts.

Commissioner Brooks moved to approve the request for employee bonuses for the Office of Emergency Management. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:	Aye
Commissioner Duncan:	Nay
Chairman Fillios:	Nay

The motion failed to carry.

Chairman Fillios said that it was a tough vote, but he acknowledged that the hourly employees are compensated for their overtime.

Undersheriff Mattos pointed out that in February the Board had voted for some of their employees to receive a bonus for the same circumstance. Chairman Fillios explained that one employee had to fill in for two employees that were out at the same time due to COVID-19, causing an undue burden; another was responsible for running all audio/visual equipment for all BOCC and Community Development meetings; the third employee worked with a variety of departments to automate processes.

Undersheriff Mattos said that he could make Chairman Fillios's same argument for OEM, to which Chairman Fillios pointed out that those employees were hourly, where the BOCC employees were salaried. Undersheriff Mattos opined that the decision was not fair, as it was budget neutral and they approved it for the BOCC employees, so OEM should also be awarded with bonuses.

Chairman Fillios asked for input from Human Resources (HR) Director Sylvia Proud, to which she said that she supported the bonus request as she had seen the continuity of operations in real time. She also said that OEM had done an exceptional job through the pandemic. Ms. Van Slate explained that OEM positions are extremely difficult to fill, as it takes a very specific, specialized skillset and knowledge base.

Chairman Fillios announced that he wished to change his vote from "nay" to "aye", taking in to consideration the vacancy, the difficulty in filling the vacancy, and the continuation

of operations. He said he fully respected Commissioner Duncan's stance to remain consistent.

Commissioner Brooks moved to approve the request for employee bonuses for the Office of Emergency Management. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Nay

Chairman Fillios: Aye

The motion carried.

Ms. Westbrook exited the meeting at 11:30 a.m.

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Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Exception to Policy #120 – Auditor

Finance Director Dena Darrow explained that the employee currently fulfilling the Fixed Asset Accountant role had requested to transfer to the vacant Payroll Technician position. Ms. Darrow said that the Auditor's Office wished to keep his current pay rate the same, as it falls within the pay grade, even though it was a pay grade decrease.

Commissioner Duncan moved to approve the exception to Policy #120 in the Auditor's Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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Request to Extend Temporary Custodian – BOCC

Commissioner Duncan pointed out that the County had had a temporary custodian since the previous spring and that several Elected Officials had wished for the custodian continue employment. She suggested that since the position would be eligible for COVID-19 dollars that they continue with the custodian on a temporary basis until September 30, 2021. She explained that during the time until September 30, the Board would be having budget discussions, being when they would be able to discuss their RFPs and make a determination.

Senior Business Analyst Nanci Plouffe said that she had performed an analysis that showed that the cost of bringing the custodian in-house would be an increase of approximately \$10,000 yearly, whereas the cost of keeping the temporary custodian would exceed that. Commissioner Duncan pointed out that the position was eligible for reimbursement.

Commissioner Duncan moved to approve extending the temporary custodian position until September 30, 2021. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Holiday Leave Policy 312 – Prosecuting Attorney Civil Division

Civil Deputy Prosecutor Darrin Murphey explained that the Sheriff’s Office had initially brought the revised Holiday Leave Policy forward a few weeks prior. He drew the Board’s attention to section “H”, and explained that that particular section may create operational issues for the Juvenile Detention Center and Solid Waste, not just the Sheriff’s Office. Mr. Murphey recommended that the Board have a discussion with those two departments before updating the policy and noted that there would also be a budgetary impact.

Initial Classification Results, Sr. PC Network Specialist – Human Resources

Request to Adopt New Grade for Sr. PC Network Specialist – Human Resources

Ms. Van Slate reminded the Board that IT (Information Technology) and the Sheriff’s Office had come before the Board to present a small departmental reorganization. She said the initial classification resulted in a grade 10 for the Senior PC Network Specialist position and was also requesting that the Board adopt the grade.

Commissioner Duncan moved to approve the initial classification results for Senior PC Network Specialist and also adopt the new grade for the Senior PC Network Specialist. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Approval of Initial Classification Results KCSO/911 Systems Manager – Human Resources

Ms. Van Slate explained that this request was to convert the Emergency Communications Operations Manager to a Systems Manager for the Public Safety computer system. She said that after going through the classification process, it was placed in a grade 12, which she requested the Board adopt.

Commissioner Duncan moved to approve the initial classification results of the 911 Systems Manager at a grade 12. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Coronavirus (COVID-19) Temporary Sick Leave Policy – Human Resources

Ms. Proud explained that in January, the Board had approved the Coronavirus (COVID-19) Temporary Sick Leave Policy from January through March 31, 2021. She pointed out that the policy would be expiring and was needing further direction. Ms. Proud said that now that the County was considered “minimal” risk and cases were steadily declining, the Board had the discretion of continuing the policy or letting it sunset.

Commissioner Duncan opined that she was amenable to letting the policy sunset, to which Commissioner Brooks and Chairman Fillios agreed.

Commissioner Duncan suggested that the Board set a cap to the amount of agenda items allowable on the Human Resources: Personnel Changes agendas to no more than ten items. The Board agreed.

- D. 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.

E. Adjournment: Chairman Fillios adjourned the meeting at 11:50 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
