

Minutes of Meeting
Human Resources
April 6, 2023
10:00 a.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Chief Deputy Public Defender Jay Logsdon, Juvenile Detention Director Linda Hoss, Juvenile Detention Assistant Director Eric Sheffield, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Juvenile Probation Director Bryan Alexander, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.

Chair Duncan noted that a corrected agenda was being prepared, since the posted agendas listed the time of the meeting as 11:00 a.m. when it was actually 10:00 a.m.

- B. Changes to the Agenda (Action):** There were no changes to the agenda.

- C. Business:**

Request for Temporary Part-time Intern – Public Defender (Action)

Chief Deputy Public Defender Jay Logsdon explained that his department currently did have a paid Intern but that the person did not use up all of the hours allotted to the position. He reminded those present that the Public Defender’s Office had requested a second Intern last fall, planned as a ten week position of 30 hours per week. He said that they had succeeded in securing two students and they would like to increase the allowed hours to 32 per week so that they could accommodate both students at 16 hours per week. He remarked that they had salary savings which would cover the cost.

Finance Director Brandi Falcon confirmed that these temporary positions would have lapsed by the end of the fiscal year.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 10:02 a.m.

Commissioner Bill Brooks moved that the Board approve the request for part time interns from the Public Defender’s Office, as described. Commissioner Bruce Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Mr. Logsdon exited the meeting at 10:03 a.m.

Request for ADA Accommodation – Juvenile Detention

Juvenile Detention Assistant Director Eric Sheffield explained that one of their long term employees required hearing aids to perform his duties. He said that the hearing aids typically lasted five or six years and had last been replaced in 2017. He asked that the County pay for half of the cost and noted that this had been done in 2017.

Mr. Sheffield confirmed that his department had enough money in the Travel and Training Budget to cover the expense. He stated that he was confident that there would not be other demands that would go unmet if this amount were used.

Commissioner Mattare moved that the Board approve the request for the ADA accommodation in Juvenile Detention, for the hearing aids. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Executive Session pursuant to Idaho Code §74-203(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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Mr. Sheffield and Juvenile Detention Director Linda Hoss exited the meeting at 10:05 a.m.

Request to Reactivate Position – Juvenile Probation (Action)

Juvenile Probation Director Bryan Alexander asked the Board’s approval to reactivate a position for a part-time pre-sentence investigator. He said that their work load was increasing and they were having to use probation officers to cover some of it. He stated he would like to use Tobacco Funds to pay for it.

Finance Director Brandi Falcon confirmed that there was enough in the Tobacco Fund to cover the cost.

Commissioner Brooks moved that the Board approve the reactivation of a position for Juvenile Probation. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Mr. Alexander exited the meeting at 10:06 a.m.

Request for ARPA Funding of Position – Auditor’s Office (Action)

Ms. Falcon explained that, since the Justice Center Expansion project was proceeding, the Auditor’s Office’s work load had also increased in proportion. She asked that, since the project was funded by ARPA (American Rescue Plan Act), that the Senior Grants Accountant’s wages be funded at 30% by ARPA as well. She stated this was a direct reflection of her work load distribution.

Ms. Falcon noted that there was still about \$448,000 remaining in unallocated ARPA funds; the annual cost of this request would use \$38,753. She confirmed that there was no duplication of work between this position and those in RMO (Resource Management Office).

Commissioner Mattare moved that the Board approve the request for ARPA funding for the position in the Auditor’s Office, as described. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Request to Continue Higher Duty Pay – District Court

Clerk Jennifer Locke asked the Board’s approval to continue higher duty pay for the Court Services Manager, who had taken on the duties of the Court Services Director. She said they would like to extend this through the end of FY23, or until the position of Director was filled. She said it was a budget-neutral request and would use salary savings from the empty Director’s position.

Commissioner Brooks moved that the Board approve the request to continue higher duty pay for District Court, as described, until the position was filled. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Executive Session pursuant to Idaho Code §74-203(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.

Request for Parity Increases – Adult Misdemeanor Probation

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson reminded those present that he had come before the Board in February to gain approval of a position. He stated that the position had been approved to start at a Step 3 and that the person they had hired had a great deal of relevant experience and training.

Mr. Hutcheson asked the Board to approve parity increases, with a total cost for both the parity and the new employee of \$66,084, for FY23. He explained that \$12,200 of the amount would be for parity. He said the cost for FY24 would be \$110,851, with \$25,000 for parity.

Executive Session pursuant to Idaho Code §74-203(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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Commissioner Mattare moved that the Board approve the request for parity pay increases for Adult Misdemeanor Probation. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Mr. Hutcheson exited the meeting at 10:12 a.m.

Discussion of Sr. Business Analyst Position – BOCC (Action)

Chair Duncan stated that BOCC Senior Business Analyst Nanci Plouffe planned to retire in less than 30 business days. She said she would like input from the other Commissioners about whether they should fill the position. She remarked that, if they were going to fill it, she would like there to be an overlap period so that the new person could be fully trained.

Commissioner Mattare said he would support filling the position and suggested that they start looking now.

Commissioner Brooks commented that he had not had to call on Ms. Plouffe for assistance but recognized that the other Commissioners and other departments had. He said he would recommend the position be filled, with the overlap.

Chair Duncan said that she would then ask HR to work with staff to start recruiting.

Human Resources (HR) Director Sylvia Proud remarked that they would also update the job description, to include familiarity with SQL. She said she would provide a copies of the updated document.

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): Chair Duncan adjourned the meeting at 10:17 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk