

Minutes of Meeting
Human Resources: Personnel Changes
April 14, 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 KCSO Sheriff Robert Norris, KCSO Captains Brett Nelson and Andy Deak, KCSO Lieutenants Jeremy Hyle, William Klinkefus and Kyle Hutchison, KCSO Sergeant Zachary Sifford, and KCSO Detention Deputies Nick Kerfoot and Evan Smit, Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberley Van Slate, Chief Deputy Treasurer Jill Smith, Solid Waste (SW) Director John (JP) Phillips, Community Development Director David Callahan, Planner III Adam Knight, Juvenile Detention Assistant Director Lina Hoss, Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, Jury Commissioners Chief Bailiff Pete Barnes, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Jeff Hentges.

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

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan asked that item four on the agenda be moved to the end of the meeting.

No objections were voiced.

C. Business:

Detention Deputy and ECO Midyear Adjustment Consideration/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud reviewed the history concerning the recently completed AmeriBen Market Study. She said the organizations from which the data was collected were Ada County, Bonner County, Canyon County, Spokane County, City of Boise, City of Coeur d'Alene, City of Post Falls, City of Spokane and City of Spokane Valley. She stated that HR then reviewed the findings and could now present recommendations related to KCSO's request for Detention Deputies and Emergency Communication Officers (ECO) to receive a mid-year adjustment.

Treasurer Steve Matheson entered the meeting at 11:02 a.m.

Ms. Proud reported that Detention Deputies were found to be 6.75% below market and the ECOs were about 7.11% below market, according to the study. She said HR had drafted revised matrices for the Detention Deputies and ECOs with two options for the

Board to consider. She noted that the options had been reviewed with KCSO Captain Brett Nelson and KCSO Personnel Technician Marcia Heglie.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:03 a.m.

Ms. Proud explained that Option One would include updating the two matrices, according to the percentages resulting from the Market Study, to bring the Detention Deputies and ECOs to the new market rates.

Ms. Proud said Option Two would bring the County more into alignment with wider industry standards and improve recruiting efforts. She noted that the Sheriff's Office representatives had expressed a preference for Option Two. She explained this would eliminate the "Entry Level" status for first year employees for both Detention Deputies and ECOs. She said they would be hired at "Level One" on the appropriate matrix.

KCSO Sheriff Robert Norris stated that he had not seen any of this information and had not been present at the meeting she referenced. He asked for copies of the documents.

Ms. Proud provided him with copies.

Ms. Proud reported that the cost difference between Option One and Option Two was about \$33,383. Option One's total annual loaded cost would be \$458,440; FY22's impact would be \$229,220. Option Two's total annual loaded cost would be \$525,206; FY22's impact would be \$262,603.

Both Commissioner Duncan and Commissioner Bill Brooks indicated that they favored Option Two.

Chairman Fillios reminded those present that \$300,000 had been set aside in FY22's Budget for Detention Deputies and ECOs. He remarked that another option would be to distribute those funds over the next 90 days. In response to his question, Ms. Proud confirmed that this would include about 87 people. He said that it would work out to about \$1,000 per person per month for the next three months.

Commissioner Brooks commented that his suggestion would not affect the recruitment issues, although it would probably help retention.

Sheriff Norris disputed the markets used in the study. He said he felt Spokane was the only market with which KCSO was competing. He pointed out the problems with finding housing at a reasonable price in this area and said that hiring people who already lived nearby was more practical than trying to get someone to move into the County. He asked the Commissioners to prioritize public safety and suggested that a wage analysis be performed in addition to the market study.

Coeur d'Alene Press Reporter Kaye Thornbrugh entered the meeting at 11:12 a.m.

KCSO Captain Brett Nelson asked whether the ECO supervisors had been included in the proposed adjustments. When Ms. Proud said they had not, he pointed out that the supervisors were covering shifts on the lines and asked that they be included also.

Sheriff Norris asked that he be allowed to exit the meeting to consult with his staff about the options presented, then return later to discuss this further with the Commissioners.

No objections were voiced.

Sheriff Norris, Captain Nelson, KCSO Captain Andy Deak, KCSO Lieutenants Kyle Hutchison, William Klinkefus and Jeremy Hyle, KCSO Sergeant Zachary Sifford and KCSO Detention Deputies Nicholas Kerfoot and Evan Smit exited the meeting at 11:16 a.m.

Chairman Fillios indicated that the discussion would continue before the end of the meeting.

PERSI Rule of 80 Discussion/Auditor’s Office/Human Resources (Action)

Finance Director Dena Darrow reported that two laws had been passed by the legislature, one that affected AMP (Adult Misdemeanor Probation), Juvenile Detention and Juvenile Probation, and the other that affected ECOs. She explained these employees would thereby be moved from “Rule of 90” under PERSI to “Rule of 80,” with the change to take effect July 1, 2022. She said that, from July 1 to September 30, the net impact to the County had been estimated at \$3,900 and, for a full year, the impact would be about \$15,584.

Chairman Fillios confirmed that no action was required at this time.

Request for Temporary Paid Intern/Juvenile Detention

Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield asked the Board to approve his request for a paid intern at Grade 7, Step 1. He explained that the intern would help fill a vacant security staff position and that his department had sufficient salary savings to cover the cost. He said the position would run from May 16, 2022 through August 22, 2022.

Commissioner Duncan moved that the Board approve the request for a temporary paid intern, as outlined, for Juvenile Detention. 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.

Mr. Sheffield and Juvenile Detention Assistant Director Linda Hoss exited the meeting at 11:19 a.m.

Chairman Fillios remarked that item four from the agenda would be addressed at the end of the meeting.

Reclassification Grade Adoption/Jury Commission Administration Secretary – Human Resources (Action)

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate commented that this item and the following one were linked. She asked the Board to approve the reclassification for grade adoption for the Jury Commission Administration Secretary and the increase resulting from the reclassification. She said the position would be moved from a Grade 3 to a Grade 5 and retitled as Jury Commission Administration Secretary.

Ms. Van Slate stated that the Auditor’s Office had provided a cost projection of \$5,813 annually.

Commissioner Duncan asked why this change had not been held until Budget Season began.

Ms. Van Slate replied that the change had been so significant that it needed to be addressed sooner.

Commissioner Duncan moved that the Board approve the reclassification grade adoption for the Jury Commission Administration Secretary. 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.

Request for Increase Resulting from Reclassification – Administrative Secretary, Bailiff’s Office

Commissioner Duncan moved that the Board approve the request for increase resulting from reclassification. 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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for Position Overlap – Bailiff’s Office

Jury Commissioners Chief Bailiff Pete Barnes explained that one of his staff had been out since January, would not be returning to service, but would remain on the payroll until July. He asked the Board’s approval to hire a replacement four to six weeks before the other person’s final departure, so the new employee could be trained and ready to take a full duty load.

Commissioner Duncan moved that the Board approve the position overlap for the Bailiff’s Office as outlined. 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.

Mr. Barnes exited the meeting at 11:25 a.m.

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.

Reclassification Results for Permit Coordinator – Site Disturbance/ Human Resources (Action)

Reclassification Grade Adoption, Permit Coordinator – Site Disturbance/Human Resources (Action)

Ms. Van Slate requested the Board’s approval to implement the reclassification results for the position of Permit Coordinator – Site Disturbance. She explained that a Customer Service Technician position would be upgraded to Permit Coordinator, specifically to handle site disturbance permits. She said this would be a change from Grade 4 to Grade 5, with a corresponding increase in pay.

Community Development Director David Callahan pointed out that this person had actually been performing those duties and that this would correct a disparity between the person’s pay and duties.

Commissioner Duncan commented that the FY23 increase would be \$3,282.

Mr. Callahan said that Community Development would be coming before the Board this year regarding an increase in the fees they charged. He said the increased fees would cover this change and other adjustments they planned to make.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that items eight and nine could be covered in a single motion.

Commissioner Duncan moved that the Board approve the reclassification results for Permit Coordinator and reclassification grade adoption. 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.

Request for Increase Resulting from Reclassification – Permit Coordinator/Community Development

Commissioner Duncan moved that the Board approve the increase resulting from the reclassification for the Permit Coordinator. 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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Mr. Callahan and Community Development Planner III Adam Knight exited the meeting at 11:29 a.m.

Sheriff Norris, Captain Deak, Captain Nelson, Lieutenant Hutchison, Lieutenant Klinkefus, Lieutenant Hyle, Sergeant Sifford, Deputy Kerfoot and Deputy Smit re-entered the meeting at 11:31 a.m.

Chairman Fillios indicated that discussion on item one from the agenda would resume.

Sheriff Norris reminded Ms. Proud that she, in a previous meeting, had said that the cost of living in Kootenai County was 35% more than in Spokane County.

Ms. Proud confirmed that this was correct, based on the data HR had received from AmeriBen.

Sheriff Norris asked if that fact had been taken into account by the wage study and its resulting recommendations.

Ms. Proud said she had previously provided both the Cost of Living and the Cost of Labor to the Board. She stated that the industry trend was to use Cost of Labor when determining pay structures. She explained the way in which the study had used the data provided from the different markets and that Cost of Living adjustments had not been factored in.

Sheriff Norris said that he did not think that the proposed adjustments were sufficient to solve the problems KCSO had been experiencing. He asked if a separate entity could be hired to perform a wage analysis, rather than a wage study.

Ms. Proud replied that a wage analysis was the same thing as a wage study and explained again how the information from the wage study had been used to formulate their recommendations.

Sheriff Norris continued to dispute the validity of the markets used in the study. He indicated he did not think the results really reflected the situation in Kootenai County. He asked the Board to consider continuing the \$500 per month retention stipend KCSO staff were receiving and to revisit the topic in three weeks. He stated that the President of the Employee Association wished to pay for a wage analysis, to collect additional information for consideration.

Chairman Fillios acknowledged Sheriff Norris' concerns and said the Board would continue to do all it could to alleviate the situation. He said they were trying to get the Sheriff's staff some additional money now and leaving the possibility open for more adjustments during the upcoming Budget Season.

Sheriff Norris suggested that Year Three/Level One become the first step on the matrices under discussion.

Ms. Proud explained the revision of the AmeriBen data, based on Spokane County's update on their collective bargaining agreement. She said there had been no errors made in the study; information was updated on April 8, 2022.

Sheriff Norris said that the wage study included information from counties that were irrelevant to Kootenai County's market.

Commissioner Duncan asked how many people KCSO had in training at the moment.

Sheriff Norris replied that there were fourteen in training for Detention Deputy as of last week. He said there were two Control Room Operator vacancies and four Jail Clerk vacancies. He restated his conviction that the proposed changes would not be enough to correct their situation.

Lieutenant Hutchison provided additional information on the problems they were having in recruiting and retention.

Chairman Fillios commented that Treasurer Matheson had suggested a Permanent Override Levy for KCSO which, if the taxpayers approved it, would provide between \$2 and \$5 million per year in additional funding for public safety. He said he thought that might be the best long term solution. He reviewed the current options once more: distribute the \$300,000 over the next 90 days to approximately 87 employees or go with Option 2, a wage increase.

Sheriff Norris said that, if he had to choose, he would choose Option 2, but he wanted to be sure everyone understood that, while this would be a step in the right direction, it would not fully solve their problem.

Commissioner Duncan moved that the Board approve Detention Deputy and Emergency Communication Officer mid-year adjustment as proposed for Option 2, which would then eliminate Call Taker and DDE Grade for pay bands. 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.

Treasurer Matheson and Chief Deputy Treasurer Jill Smith exited the meeting at 11:46 a.m.

Chairman Fillios remarked that the Board was aware that there was still a lot of work left to do in this area.

Ms. Proud said HR's next step would be to update the Sworn Officer Matrix and bring that to the Board for approval, along with the associated individual employee documents. She said they would anticipate completion of the adjustments for next pay period.

Chairman Fillios stated that the Commissioners would now address item four from the agenda.

Request for Employee Administrative Pay/Solid Waste

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b), to consider the evaluation of an employee. 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 Mr. Ferguson and Mr. Murphey to remain for the Executive Session.

The Board entered into Executive Session at 11:47 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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

Commissioner Duncan moved that the Board exit Executive Session and that the Board approve Administrative Pay for Bradley Clark, as outlined. 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 11:52 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk