

**Minutes of Meeting  
Elected Officials  
April 19, 2023  
9:00 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 Clerk Jennifer Locke, KCSO Sheriff Robert Norris, Treasurer Steve Matheson, Chief Deputy Assessor Ben Crotinger, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Chief Criminal Prosecuting Attorney Laura McClinton, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits CK Kirkpatrick, HR Generalist – Employee Programs Lexi Smith, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Alliant Representatives Scott Burkhardt and Koko Brockhoff, and Kootenai County Resident William Le.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 9:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**PMR Onsite/Near Site Medical Clinic for Kootenai County Employees (Action)**

Human Resources (HR) Director Sylvia Proud announced that Alliant Representatives Scott Burkhardt and Koko Brockhoff would be offering a presentation on the PMR Onsite/Near Site Primary Care Medical Clinic for Kootenai County employees. She said that this was planned for a January 2024 start date.

Assessor Bela Kovacs entered the meeting at 9:02 a.m.

Mr. Burkhardt reminded those present that Alliant had introduced this idea to the County in 2022 and listed the many reasons such a clinic would be of benefit to employees and save the County money on insurance claims. He reported that Alliant had conducted in-depth meetings with County representatives over the last several weeks.

Mr. Burkhardt pointed out that the current health plan cost the County about \$9.5 million. He stated that PMR's 2022 proposal had estimated the expense of adding their services at \$1.35 million, but that they predicted a yearly savings of \$2.1 million, leaving the net cost of the plan at \$8,750,000. He then went over the updated figures for 2023/2024.

Mr. Burkhardt stated that they had received favorable feedback from the meetings Alliant had held with County representatives. He offered options for the Elected Officials to consider:

- Vote to move ahead with the PMR proposal, with the understanding that the 2023 offer would be similar to the 2022 one, with allowances made for market cost increases.
- Begin evaluating options for a place the clinic might be located.

- Potentially finalize the PMR proposal in the July 2023 Board Budget Meeting.

Ms. Proud reported that she had checked with Legal and confirmed that the County would not have to engage in an RFP (Request for Proposal) or bidding process to undertake the project.

There followed substantial discussion about the possible savings to be realized under the plan to both the County and employees.

Commissioner Bill Brooks and Commissioner Bruce Mattare both expressed interest in pursuing the plan. Treasurer Steve Matheson and Clerk Jennifer Locke agreed. KCSO Sheriff Robert Norris and Chief Criminal Prosecuting Attorney Laura McClinton expressed interest. Assessor Bela Kovacs indicated he was not yet willing to commit to a definite position.

Commissioner Mattare moved that the Board move forward with PMR consideration with the caveat that the 2023 proposal was in line with the 2022 proposal. 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.

#### **Facilities Planning (Discussion)**

Chair Duncan reminded those present that the Board had agreed to put together a Working Group to address ideas about different departments' relocations, in relation to the Kootenai North facility. She listed the departments that would have representatives in the group. In response to a question from Clerk Locke, she said that District Court would not be included at this time because of the focus on Kootenai North rather than those involved in the Justice Center Expansion.

#### **Commissioners' Memo Regarding Two Commissioners Required to Approve an HR Agenda Item Request (Discussion)**

Sheriff Norris indicated that he found the requirement that two Commissioners approve the insertion of an item on to a Human Resources agenda too restrictive. He said he felt that an Elected Official should only need the support of one Commissioner.

Chair Duncan commented that the intention of the rule was to avoid spending staff time on creating projections when a proposed item was not going to receive the support it would need to pass a vote.

Commissioner Brooks said he felt requiring two Commissioners to agree to insert an item was too much like taking a vote before a meeting was held.

Assessor Kovacs said he agreed with Sheriff Norris and Commissioner Brooks.

Commissioner Mattare remarked that he hoped Elected Officials would respect the Auditor's Office's time and not make frivolous requests. He said he would be inclined to agree with Sheriff Norris's request also.

Chair Duncan expressed concern that this would result in doubling the number of meetings, since things would be coming in for discussion, with none of the background done, and would have to be completed at another session.

Clerk Locke suggested that Elected Officials consider internal alignment in their departments and potential impact on internal alignment and parity in other departments throughout the County before submitting an HR item. She urged that Elected Officials consider Policy 120 and the overall budgetary impact of items they want to bring before the Board. She said she felt both sides of the question had merit.

Chair Duncan asked if any of the Elected Officials had experienced problems in getting two Commissioners to approve an item for an agenda.

Clerk Locke stated that it had not happened under the current Board.

Sheriff Norris said he had not, but he felt that the restriction was not appropriate.

Commissioner Brooks remarked that he felt it was a matter of the Board showing respect to the other Elected Officials.

Clerk Locke said she would like some time to discuss the proposal with her staff. She suggested that HR might also like to be involved in the discussion.

Assessor Kovacs suggested the Clerk's Office provide a template to the other Elected Officials so that they could perform the initial calculations themselves, before bringing something to the Board.

Ms. Falcon said that departments could always ask the Auditor's Office for projections. She added that she had already provided a budget form to all departments that could be used to run their own projections for personnel requests.

Chair Duncan suggested this item be added to the next HR meeting for further discussion. She said that BOCC departments would still need two Commissioners at this time.

Commissioner Mattare said he agreed to that.

**Request for Deputies (BOCC Meetings, Elections, etc.) (Discussion)**

Sheriff Norris said he would like to ask all the Elected Officials and BOCC departments that, if they were having an event and needed Deputies in attendance, they please include the expense in their own budgets and schedule it in advance. He indicated that this would prevent issues in providing coverage to the community.

Chair Duncan suggested that the BOCC could provide the funds to cover the Sheriff's Office's expense in these cases. She said that it was not always known much in advance whether a meeting was likely to have a large or volatile response.

Assessor Kovacs commented that DMV (Department of Motor Vehicles) and Driver's License often had a large volume of customers and sometimes needed a Deputy to come to their office and provide assistance. He said that it was impossible to know in advance if an incident was going to occur. He stated that he had recently learned that the Deputy typically stationed at the Administrative Building was going to be removed.

Sheriff Norris replied that no final decision had been made regarding the Administrative Building Deputy.

Clerk Locke suggested that a line item could be added to the BOCC Budget to cover overtime for KCSO coverage for events.

Chair Duncan indicated that she did not think that would be required; that it just needed to be acknowledged that such demands would impact the Sheriff's budget and appropriate allowances be made.

Commissioner Mattare suggested a method of tracking the expense be created, so the overtime data would be immediately available when needed.

- 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.

Kootenai County Resident William Le expressed concerns regarding the proposed PMR Onsite/Near Site clinic. He said he felt it created a disparity in treatment to the advantage of government employees. He said it would cost the County money which the taxpayers had to provide.

Chair Duncan replied that such services can substantially improve retention of staff and reduce employee turnover costs. She said that staff turnover had cost the County \$9 million recently, which had also been at the taxpayers' expense.

Mr. Le protested against any actions which would tend to increase the size of government. He asked if the Board would consider passing a moratorium to stop new development in the County.

Chair Duncan stated that a moratorium had been explored by a prior Board and found not to be legal.

**E. Adjournment (Action):** Chair Duncan adjourned the meeting at 9:57 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk