

**Minutes of Meeting**  
**Human Resources**  
**May 18, 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 Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Deputy Clerk Tina Ginorio, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Kevin Smart, KCSO Lieutenants William Klinkefus and Zachary Sifford, KCSO Detective Harvey Ballman, KCSO Sergeants Chris Boots, Nate Norris, Jeff Howard and Jeremy Geurin, KCSO Deputies James Roach, Nick Franssen, Tanner Cox, Brett Fletcher, Arek Brock, Robert Imthurn, Dale Caleb Law, Walter Johnston, Nicholas Kerfoot, Benjamin Whipple, Aaron Roach, Nicholas Gies, Dustin Lee, Josh Cox, Ryan Flory, Gabriel Joling, Cody Ragan, Blake Moreno, Steven Spruill, and Patrick O’Neill, Personnel Administrator and Administrative Manager Marcia Heglie, Chief Bailiff Pete Barnes, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, HR Generalist – Recruiting Zachary Newkirk, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Also present were Jordan Franssen, Gabriel Garcia, Brandon Taheri, Amy Clark, Tanner Moon, Lainey Moreno, Jameson Moreno, Jay Lilleflore, Joshua Orr, and Jacob Dexter.

- A. **Call to Order:** Chair Leslie Duncan called the meeting to order at 10:01 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

KCSO Lieutenant Zachary Sifford joined the meeting at 10:05 a.m.

**Hayden Ramsey Road Right of Way Purchase - Airport (Action)**

Chair Duncan said that although this item was not Human Resources related, it was added to the agenda based upon its time-sensitive nature. She said that the agreement to purchase the property and construct the road had been reviewed by the legal department, signed off by the FAA (Federal Aviation Administration), and will be ratified at the next BOCC business meeting.

Commissioner Bruce Mattare moved that the Board approve the Hayden Ramsey Road Right of Way Purchase for the Airport. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

### **Recruitment Discussion – Sheriff’s Office (Action)**

KCSO Undersheriff Brett Nelson recapped prior discussions regarding overtime pay and pay comparisons with other local law enforcement agencies. He said that last year there had been 3 vacancies in the patrol unit and they now had 12 vacancies. He said that Coeur d’Alene Police Department had 10 vacancies last year and now they have 0 for which he credited the \$10,000 signing bonus they offered, among other things. He explained some of the results from a cost-analysis that had been performed.

- \$132,300 is the average expense in hiring and training one deputy and that amount included salaries for the trainee and the trainer.
- The three components to the cost-analysis include pre-employment, uniform/equipment, and training.
- The estimated financial impact for 2022 that the County expended in hiring applicants was \$100,000.

Undersheriff Nelson explained that most of the \$3,900 uniform/equipment costs are recouped and that the KCSO no longer issued several Class A uniforms at a cost of \$250 but instead issued one Class A uniform and one jumpsuit for a total cost of \$600. He also explained that the FTO training cost included costs related for both officers, the trainee and the trainer, and that the training officer is unable to handle calls during the training period.

KCSO Sheriff Robert Norris said that some view the KCSO as a training department and in order to change that the County needed to pay competitive wages. He remarked that the Coeur d’Alene Police Department offered a \$10,000 hiring bonus and were at full staffing levels as they had recently hired several officers.

Commissioner Mattare noted that in order to fill the 12 patrol vacancies, the County would need to have approximately 250-300 people apply. He requested additional information regarding attrition rates and a cost-analysis of hiring one deputy, with the additional costs associated with those applicants that were interviewed but not hired.

Human Resources Director Sylvia Proud said that she will provide the Board with attrition rates.

Chair Duncan took public comment at this time and the following people addressed the Board:

KCSO Deputy and Kootenai County Sheriff’s Employee Association FOP (Fraternal Order of Police) Lodge #43 Nick Franssen said that the KCSO salary pay scales needed to be more competitive in order to recruit and retain more staff.

Chair Duncan asked Deputy Franssen if he thought the upcoming onsite medical clinic would be a benefit to employees and he replied that it would be a limited benefit depending on the clinic’s location and hours of operation.

KCSO Deputy Arek Brock said the Sheriff's department was short-staffed and the pay was not competitive enough to both attract new staff and retain current staff.

Chair Duncan asked Deputy Brock if he would be willing to advocate to the community why the KCSO was a great organization to work for and he said he did that every day.

Commissioner Brooks asked KCSO Sheriff Robert Norris if there was someone whose sole job responsibility was recruiting KCSO staff and Sheriff Norris said there was not.

Commissioner Mattare asked for a status update on the TV advertisements and HR Generalist – Recruiting Zachary Newkirk said preliminary results from the advertisements and the initial round of emails showed an increase in KCSO webpage hits from 600 in 7 days to 1000 in 10 days. Mr. Newkirk also said they would have additional information after their June 8<sup>th</sup> meeting with KXLY.

Commissioner Mattare remarked that the County hired one deputy for every 25 applications received. He requested further analysis on what the cost of hiring one deputy was after the \$4,000 monthly recruitment expense was added.

There was no motion made.

**iiiA Mental Health Plan – Sheriff's Office**

Chair Duncan said that items 3 and 4 would be handled in the same Executive Session.

Commissioner Mattare moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

The Board entered into Executive Session at 10:38 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. – Sheriff Division (Closed Session – Discussion)**

**Decision/Direction (Open Meeting – Action)**

**Separation/Release Agreement & Admin Pay – Court Security**

**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. – Court Security Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

The Board exited Executive Session at 10:59 a.m.

Commissioner Mattare moved that the Board exit Executive Session and for staff to proceed as discussed for item 3 with the approval of the Separation and Release Agreement for item 4. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: 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. No additional comments made.

**E. Adjournment (Action):** Chair Duncan adjourned the meeting at 11:00 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Rosanna Santiago, Deputy Clerk