

Minutes of Meeting
Human Resources: Personnel Changes
May 25, 2022
11:00 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberley Van Slate, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Lieutenant William Klinkefus, KCSO Sergeant Zachary Sifford, Treasurer Steve Matheson, Juvenile Detention Director JT Taylor, Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Community Development Certified Building Official Christina Garland, Buildings & Grounds (B&G) Operations Manager Greg Manley, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Chief Executive Officer of Northwest Specialty Hospital Rick Rasmussen. Chairman Chris Fillios was excused. Commissioner Brooks was present via teleconference.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Chair Pro Tem Duncan stated that item one from the agenda would be handled at the end of the meeting.

Exception to Policy 120 – Prosecutor’s Office

Prosecutor Barry McHugh stated that he had an applicant for a Receptionist/Secretary position with 13 years of applicable experience. He asked the Board’s approval to start her at Grade 2, Step 10, rather than 97% of midpoint. He confirmed that this would cause no compression issues in his department.

Chair Pro Tem Duncan moved that the Board approve the exception to Policy 120 for the Prosecutor’s Office as outlined. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

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. – Prosecuting Attorney Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was presented.

Employee Retention Bonuses – Juvenile Detention

Juvenile Detention Director JT Taylor reported that his department was having the same issues with attracting and retaining quality employees that has been seen in other County offices. He asked the Board to approve a \$500 per month retention bonus for current Juvenile Detention staff, to continue through the end of the fiscal year.

Human Resources (HR) Director Sylvia Proud confirmed that similar actions had been taken for Detention Deputies, ECOs (Emergency Communication Officers) and Community Development staff.

Chair Pro Tem Duncan moved that the Board approve the employee retention bonuses for Juvenile Detention’s Post Certified Employees, for \$500 per month from now until the end of the fiscal year. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem 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 and Executive Session was submitted.

Hiring Incentive Bonuses – Juvenile Detention (Action)

Mr. Taylor requested the Board’s approval for hiring incentive bonuses for new staff members. He suggested that \$500 be given upon completion of the in-house training program and an additional \$500 upon the completion of POST Academy training.

Ms. Proud stated that there had been discussions about offering signing bonuses to KCSO employees, but nothing had been finalized at this time.

Chair Chris Fillios entered the meeting at 11:09 a.m.

Mr. Taylor said that the cost would be covered from his department’s salary savings and would also be included in their 2023 Budget request.

Commissioner Duncan moved that the Board approve the hiring incentive bonuses as outlined for the Post positions at 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.

Mr. Taylor and Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield exited the meeting at 11:11 a.m.

Mid-year Increase Due to Compression – Buildings & Grounds

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval of a mid-year salary increase for two of his staff. He explained that the two positions had experienced salary compression due to the hire of a new employee from Parks & Waterways. He asked that one person be moved to a Grade 5 Step 8, at \$20.78 per hour, and the other be moved to a Grade 5 Step 6, at \$19.90 per hour.

Ms. Proud reported that the job descriptions for these positions were under evaluation, to ensure equity across different departments with similar positions elsewhere in the County. She said these would be formally reclassified in the near future.

Mr. Manley confirmed that the cost would be covered by his budget.

Commissioner Duncan moved that the Board approve the mid-year increase due to compression for Buildings & Grounds, as outlined for the two positions. 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. Manley exited the meeting at 11:13 a.m.

Temporary Employee Request – Human Resources (Action)

Ms. Proud requested the Board's approval for a temporary staff position for HR while they were in the process of recruiting a new HR Generalist. She explained that she would use

Express Employment and asked that the cost be covered under the BOCC Temporary Staffing Budget.

Auditor's Office Staff Accountant – Budget Brandi Falcon confirmed that none of the \$70,000 set aside in that account had been used yet in this fiscal year.

Chairman Fillios moved that the Board approve the temporary employee request from HR, to be paid from the Temporary Staffing Budget. Commissioner Duncan 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.

General Discussion on Pay, Benefits, and the Pay Study – Sheriff's Office (Discussion)

Chairman Fillios remarked that the County's first FY23 Budget Deliberations meeting would be held this afternoon. He said that following meetings would focus on salaries first, then benefits would be discussed in later sessions. He urged County staff to be patient and assured them that progress would be made.

KCSO Sheriff Robert Norris asked that a moment of silence be offered in respect for the lives lost in the Texas Elementary School mass shooting.

General agreement was voiced and a moment of silence was observed.

Sheriff Norris stated that he had gone to the Coeur d'Alene Chamber of Commerce Executive Board meeting last week. He introduced the Chief Executive Officer of Northwest Specialty Hospital Rick Rasmussen and asked him to comment on the salary issues being experienced across Kootenai County.

Commissioner Duncan expressed concern that the guest speaker had not been included on the agenda.

Chairman Fillios asked Legal if Mr. Rasmussen's remarks should be included under the Public Comment section of the meeting.

Civil Deputy Prosecuting Attorney Darrin Murphey suggested that additional training be offered regarding items to be specifically included on meeting agendas. He said that best practices indicated that a guest speaker should be listed on the agenda. However, he offered his opinion that, since this was a discussion rather than an action item, it should be all right to proceed this time.

Mr. Rasmussen described the economic difficulties in Kootenai County as seen from his perspective, including issues of pay, benefits and housing costs. He stated that entities here needed to offer competitive rates in all areas in order to attract workers.

Sheriff Norris stated that he was continuing to receive resignations across all his departments at KCSO. He appealed to the Board for action.

Commissioner Duncan asked whether he intended to pursue the Permanent Override Levy as suggested by Treasurer Steve Matheson in a recent meeting.

Sheriff Norris expressed his reluctance to do so, saying he felt that the economic situation in November would be so bad that there was very little chance of such a proposal being approved. He said he intended to speak to the Governor and other state officials regarding limits placed on property taxes. He asked the Board to reconsider spending \$24 million on the Facilities Expansion project.

Commissioner Duncan replied that the Facilities Expansion project was \$22 million and that it would come from ARPA (American Rescue Plan Act) funds that could not legally be used for ongoing expenses such as salaries.

Sheriff Norris pointed out that an additional \$2 million would be used for the Administration Building.

Commissioner Duncan responded that this, too, would come from ARPA funds. She added that it was for necessary HVAC repairs and upgrade.

Chairman Fillios urged Sheriff Norris to put the Override Levy request forward for the November ballot. He remarked that the Board could also consider using some money from Forgone Taxes, but explained the limitations placed on those funds.

Ms. Proud said that HR was still working on applying the results from the recent Pay Study.

Commissioner Brooks thanked Mr. Rasmussen for his time. He remarked that the problems experienced by KCSO were being suffered across all the County departments.

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 11:41 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk