

**Minutes of Meeting
Elected Officials
May 26, 2021
9:00 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 Assessor Bela Kovacs, Clerk Jim Brannon, KCSO Sheriff Robert Norris, Treasurer Steve Matheson, Chief Deputy Clerk Jennifer Locke, KCSO Undersheriff Dan Mattos, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, BOCC Communications Manager Nancy Jones, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Clerk Brannon was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:07 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

Policy 930 – Expenditures Policy

Commissioner Leslie Duncan reminded those present that she had brought Policy 930 up for discussion when she discovered that the County policy was in violation of state statute. She stated that she had provided the other Elected Officials with copies of all the relevant documents last Friday and noted that the only significant change would be in Section “B.” She pointed out that there had already been discussions about raising the spending threshold from \$5,000 per transaction up to \$10,000. She said the final point she wanted to discuss was the statement that, “Unapproved expenditures, outside a “B” Budget organizational set (division) are prohibited without the express approval of the Board.”

Commissioner Duncan said she had provided each Elected Official with a list of organizational sets (“org. sets” or “divisions”) for the different departments and explained the mechanics of the budgetary adjustments that would be affected.

Prosecutor Barry McHugh entered the meeting at 9:09 a.m.

Assessor Bela Kovacs requested additional clarification of the policy, in relation to his departments.

BOCC Communications Manager Nancy Jones and BOCC Administrative Supervisor Leighanna Keiser exited the meeting at 9:13 a.m.

Commissioner Duncan further explained the relationship of Budget Line Items to an “org. set” or division, and how funds could or could not be shifted. In response to a question from Chief Deputy Clerk Jennifer Locke, she called attention to the statement included in

the policy that, “no reasonable request could be denied.” She also confirmed that “organizational set” and “division” could be used interchangeably.

Ms. Locke remarked that the Clerk was responsible for setting up these divisions in the New World program used by the Auditor’s Office. She said that, in the past, when an Elected Official had spent 92% of their “B” budget by division, the Auditor’s Office would flag the account and send the Elected Official a notice.

Clerk Jim Brannon reported that he had discussed this procedure with the Commissioners and his staff and it had been agreed that the notification would be sent when an Elected Official reached 85% of their “B” budget. He explained this should offer the Elected Official sufficient time to approach the Board for approval to make an adjustment, if necessary.

Undersheriff Mattos asked for additional clarification, since KCSO had to work with restricted or dedicated funds, as well.

Commissioner Duncan said she would look more closely at the KCSO organizational sets and try to provide additional guidance for them.

Undersheriff Mattos asked that no final vote be taken on this item until all the Elected Officials understood clearly how to operate within the updated language.

Commissioner Duncan confirmed that she would meet with KCSO and seek additional information as needed from the Auditor’s Office before bringing the updated Policy 930 language to a Business Meeting.

Civil Deputy Prosecuting Attorney Darrin Murphey explained the legal aspects of the state statute and its application at the County level, including provisions for emergency situations that could not be handled under the normal procedures.

Idaho Association of Counties Board Position

Commissioner Duncan asked if the other Elected Officials had any comments or questions about her assumption of the IAC (Idaho Association of Counties) position as the representative for Kootenai County and Prosecutor Barry McHugh’s shift to Alternate.

Since no one requested any additional information, Prosecutor McHugh moved that Commissioner Duncan become the IAC Board Member representing Kootenai County. Clerk Jim Brannon seconded the motion. There being no further discussion, Chairman Fillios called for a hand vote. When no negative responses were received, Chairman Fillios acknowledged that the motion had passed unanimously among the Elected Officials.

Compensation 2021, Bonuses and Bonus Policy

Commissioner Duncan stated that she felt the County needed to properly define recruitment, retention and performance bonuses in order to begin work on a general policy and include appropriate coverage in the FY22 Budget. She reminded those present

that bonus requests, as a category, had been removed from the Budget during Deliberations in order to take a more holistic view of compensation. She said her goal for FY22 was to see employees' wages increased by about 2% and to provide a 2% COLA (Cost of Living Adjustment). After that, she said the Board should consider providing for recruitment and retention bonuses. She asked that all Elected Officials consider what a retention bonus would look like in their departments.

There followed an in-depth discussion of retention bonuses, compression and the potential effects on salary ranges.

Commissioner Duncan reminded those present that the Board had set aside \$2.5 million, as a placeholder in the Budget, with the intent of trying to put all the General Pay Plan Employees on a matrix similar to the one used by KCSO. She expressed her doubts that County finances in the future would be sufficient to guarantee funding a General Pay Plan matrix every year. She stressed her conviction that personnel was the County's most important asset and that personnel needs should be a priority, but suggested that the 4% total increase she had proposed for FY22 was a better choice for now. She pointed out that this would allow them the flexibility to provide for recruitment and retention incentives.

There followed a discussion of different options for improving General Pay Plan Employee compensation.

Chairman Fillios asked for those present to offer a general consensus on the proposed matrix. No Elected Official present voiced specific opposition. He stated he would take that as an unanimous approval and the Board would proceed as indicated during further Budget Deliberations.

Chairman Fillios asked for input on how to handle adjustments to Elected Officials' salaries. He pointed out that the compensation had to be enough to attract qualified people to run for office.

Commissioner Duncan said she felt any adjustments should come into effect after the next election, for the next set of Commissioners in January 2023.

Commissioner Brooks disagreed and said he felt any adjustments should be made immediately.

Chairman Fillios asked whether it was the will of the Board to effect the increase of Commissioners' salaries to market as indicated on the documents they had received, to go into effect at the start of the new fiscal year. Commissioner Brooks agreed. Commissioner Duncan did not agree. Chairman Fillios said that he supported the proposal and it would thus be included in the current Budget Deliberations.

Undersheriff Mattos exited the meeting at 10:36 a.m.

Vehicle Licensing Division Special Services for County Employees and Departments

Assessor Kovacs asked for the expectation of accelerated service from staff and certain departments from the Vehicle Licensing Division to cease.

Ms. Locke and Treasurer Matheson exited the meeting at 10:37 a.m.

Assessor Kovacs explained that it had become normal practice for departments that routinely needed services from the Vehicle Licensing Division to enter by the back door and deliver their requests in the expectation that these would receive immediate attention. He said individual employees who needed to register vehicles had been told in the past to come in before 8 a.m. and their requests would be handled similarly. He stated this was a disruption to his staff and, in the future, departments' requests would be added to the normal workflow and handled in the order in which they had been received. He asked that individual employees follow the same processes as all other residents.

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 10:48 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
