

**Minutes of Meeting
Human Resources
June 1, 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 Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Accounting Manager Isaac Ohm, Staff Accountant – Budget Arrow Gidney, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

A. Call to Order: Chair Leslie Duncan called the meeting to order at 10:00 a.m.

B. Changes to the Agenda (Action):

Chair Duncan asked that item #2, “Request for Step Increase – Assessor,” be pulled from today’s agenda.

Human Resources (HR) Generalist – Employee Relations Dorothy Cross asked that item #1, “Request for Overlap Pay – Specialty Court,” be pulled from today’s agenda.

No objections were voiced.

C. Business:

~~**Request for Overlap Pay – Specialty Court (Action)**~~ - Pulled

~~**Request for Step Increase – Assessor**~~

~~**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. – Assessor Division (Closed Session – Discussion)**~~

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

This item was pulled from the agenda.

~~**Discussion of Juneteenth Holiday – BOCC (Action)**~~

Chair Duncan stated that there were internal paperwork issues which needed to be settled regarding the Juneteenth Holiday.

Auditor’s Office Accounting Manager Isaac Ohm reported that some departments had not fully understood the instructions about the new holiday as it related to payroll. He said that there were two departments that were split to provide essential coverage for each

of the two choices: Juneteenth and the day after Thanksgiving. He explained that he needed guidance regarding how new hires in those departments who came on after Juneteenth but before the day after Thanksgiving would be handled. He said that the departments affected were Buildings & Grounds (B&G) and Information Technology (IT). He asked if such new hires would automatically get the day after Thanksgiving or no holiday at all. He reviewed the possible options for the Commissioners.

There followed substantial discussion about all potential issues related to the Juneteenth Holiday and its impact on certain departments which needed to stay open at all times, the Treasurer’s Office which had a tax deadline which prevented them from taking Juneteenth off and the challenges faced by maintaining appropriate staffing coverage for B&G and IT.

Commissioner Bruce Mattare suggested that the holiday choice be attached to the particular position number, for tracking purposes. In this case, an employee would select which day off s/he wanted in January of that year and, if the position were vacated and a new person hired, that person would inherit the holiday choice. The new employee would be able to make a fresh choice in January.

Mr. Ohm said that it was possible to track the holiday choice by position number for those two departments.

Chair Duncan said that the Auditor’s Office would be provided with the needed position numbers during Budget Season.

No motion was required at this time.

Commissioner Mattare moved that the Board enter into Executive Session pursuant to Idaho Codes §74-206(1)(b) and (1)(d). Commissioner Bill 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.

The Board entered into Executive Session at 10:20 a.m.

Civil Deputy Prosecuting Attorney Darrin Murphey remained for the Executive Session.

Request for Executive Session – BOCC

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)

Request for Executive Session – BOCC

Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 11:15 a.m.

Commissioner Mattare moved that the Board exit Executive Session (1)(b) and (1)(d) with staff to proceed as directed. 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.

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): Chair Duncan adjourned the meeting at 11:16 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk