

**Minutes of Meeting
Human Resources
June 15, 2023, 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 Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Chief Deputy Treasurer Jill Smith, KCSO Captain Kevin Smart, 1st Judicial District Trial Court Administrator Karlene Behringer, Buildings & Grounds (B&G) Operations Manager Greg Manley, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Commissioner Brooks was present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Overlap Pay Request – District Court Judges (Action)

1st Judicial District Trial Court Administrator Karlene Behringer stated that this request was for Judge Meyer’s Staff Attorney position. She explained that the Judge’s current Staff Attorney would be leaving in July and they would like him to train his replacement for a two week period.

Commissioner Bruce Mattare moved that the Board approve the overlap pay request for the District Court Judges. 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.

Ms. Behringer exited the meeting at 10:02 a.m.

Position Conversion Request – Treasurer

Chief Deputy Treasurer Jill Smith reported that her department had a vacant supervisor position last year and an employee had stepped into the job to see if she liked it. Ms. Smith said the employee did not want to keep the position and had asked to return to her previous station. She confirmed that, at this time, the Treasurer’s Office did not intend to appoint a new supervisor.

Commissioner Mattare moved that the Board approve the position conversion request from the Treasurer's Office. 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.

Ms. Smith exited the meeting at 10:04 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. – Treasurer Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Overlap Pay Request – Prosecutor (Action)

Prosecutor Stanley Mortensen explained that his office had three Victim Services Coordinators, one of whom planned to retire on July 17, 2023 and the other two had only a year or two of experience.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 10:06 a.m.

Prosecutor Mortensen explained that the retiree planned to return on a temporary basis to complete training the other Coordinators and her replacement.

Chair Duncan pointed out that this was not actually an overlap pay request, as stated in the agenda.

Mr. Murphey agreed and said the item would need to be brought back at another meeting with an accurately worded agenda entry.

No motion was made at this time.

Request for Higher Duty Pay – Sheriff's Office

KCSO Captain Kevin Smart reminded those present that that one of their Patrol Sergeants was out on an extended FMLA (Family Medical Leave Act). He asked for the Board's approval to offer a temporary assignment to Deputy Travis Fanciullo, until such time as the person returns from FMLA or the permanent Sergeant's position was filled.

Chair Duncan moved that the Board approve the request for higher duty pay for the FMLA position, such pay to be continued until the person on leave comes back or the person leaves permanently and the position is filled through the normal hiring process. 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.

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)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Captain Smart exited the meeting at 10:12 a.m.

Request for New FTEs – Buildings and Grounds (Action)

Chair Duncan explained that these three positions would replace the County's outside contractor for cleaning the Administrative Building. She said that "B" (Operations) Budget dollars would be shifted over to the "A" (Personnel) Budget to cover the expense.

Buildings & Grounds (B&G) Operations Manager Greg Manley said that, if they were going to move forward with this, it should be done promptly because the current janitorial workers were not doing a good job. He said that, if they decided not to move ahead, that the Board should consider shifting the cleaning contract to the other company that had offered a bid. He remarked that he would recommend that the County shift over to the second company for the outlying buildings.

Commissioner Mattare moved that the Board approve the request for the new Full-Time Equivalent (FTE) for Buildings and Grounds. 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.

Finance Director Brandi Falcon reviewed the way in which funding for these positions would be handled.

- 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 10:14 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk