

Minutes of Meeting
Human Resources: Personnel Changes
June 23, 2022
11:00 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 Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Accounting Manager Grace Blomgren, Staff Accountant – Budget Brandi Falcon, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, KCSO Lieutenants Ryan Higgins and William Klinkefus, KCSO Administrative Manager Marcia Heglie, Chief Deputy Treasurer Jill Smith, Juvenile Detention Director JT Taylor, Juvenile Probation Director Debra Nadeau, Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, Civil Deputy Prosecuting Attorney R. David Ferguson, Community Development Administrative Manager Reba Grytness, Certified Building Official Christina Garland, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Ms. Smith was present via teleconference.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:02 a.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan remarked that no items needed to be added or removed, but some would be addressed out of the order listed on the agenda.

C. Business:

Chairman Fillios indicated that item 10 from the agenda would be addressed first.

#10 Contract Approval for Sheriff Services at Fairgrounds for Candlelight Christian Fellowship (Action)

KCSO Lieutenant William Klinkefus requested the Board’s approval of a contract which would permit the Sheriff’s Office to provide services at the Fairgrounds for Candlelight Christian Fellowship on June 26, 2022. He stated that the group would reimburse the full cost of the deputies’ services.

Commissioner Bill Brooks suggested that a policy be created that would require groups to request such coverage 30 days in advance, to avoid complications.

Commissioner Duncan moved that the Board approve the contract for Sheriff services at the Fairgrounds for Candlelight Christian Fellowship. 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.

Lieutenant Klinkefus exited the meeting at 11:04 a.m.

Treasurer Steve Matheson entered the meeting at 11:04 a.m.

#1 Conversion of a Permit Tech Position to Administrative Assistant to Code Enforcement – Community Development (Action)

Community Development Administrative Manager Reba Grytness requested the Board's approval of the conversion of a Permit Technician position to Administrative Assistant to Code Enforcement. She noted that this would remove a requested position from their FY23 Budget proposal.

Commissioner Brooks moved that the Board approve the conversion of a Permit Tech to Administrative Assistant to Code Enforcement. 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.

#2 New Building Inspector/Plans Examiner Position Request – Community Development (Action)

Certified Building Official Christina Garland explained that the additional Plans Examiner/Building Inspector position was needed because the department was extremely overloaded. She stated that they were about 11 working days backlogged on inspection requests.

Chairman Fillios remarked that the department had a recent resignation and asked if that person would be replaced.

Ms. Garland confirmed that the recently vacated position would be filled but noted that this was a request for a new post in addition to that.

Commissioner Duncan moved that the Board approve the new Building Inspector/Plans Examiner position for Community Development. 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.

Commissioner Duncan asked that item 3 from the agenda be moved to the end of the meeting, since it would require an Executive Session.

#4 Request for Overlap Pay – Juvenile Probation

Juvenile Probation Director Debra Nadeau asked the Board to approve her request to permit a two week overlap with the new Director of Juvenile Probation, Brian Alexander.

She noted that the Auditor’s analysis showed that the overlap would be budget neutral; there would actually be a savings for FY22 in the long run due to the salary difference.

Commissioner Brooks moved that the Board request for overlap pay from Juvenile Probation. 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.

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – BOCC Division (Closes Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

#5 Retention Bonus Request for 911 (Action)

KCSO Lieutenant Ryan Higgins requested the Board’s approval for retention bonuses for ECOs (Emergency Communication Officer), Call Takers and Supervisors. He explained their current staffing situation, with twelve vacancies, one frozen position, three trainees and five new hires still awaiting background checks. He proposed a monthly bonus from June through the end of FY22, based on position and years of service. He suggested that each month a Supervisor/Trainer would get \$1,000, staff with 10 years of service \$750, staff with five years of service \$600, staff with four years of service \$400.

Lieutenant Higgins reported that he had consulted the Auditor’s Office and was told this would be budget neutral, since it would use salary savings. He added that the total cost would be about \$60,000.

Chairman Fillios stated that a County-wide retention bonus would be addressed in another agenda item.

Human Resources (HR) Director Sylvia Proud said item 9 on the agenda proposed a \$500 per person monthly retention bonus for all staff meeting certain, basic requirements.

Commissioner Duncan suggested that this item be held until after the County-wide bonuses were discussed. She stressed that the Board was not rejecting his request; it would be covered later in the meeting.

No objections were voiced.

#6 Request for Variance Pay – KCSO/911

KCSO Captain Andy Deak said that the former 911 Operations Manager had transferred to the Sheriff’s Office IT department a few years ago but had still kept her Dispatch Certifications updated. He explained that he would like to have her fill in for up to 16 hours per week through the end of FY22 to cover absences, but felt it would be appropriate for her to be compensated for the extra work. She is an exempt employee, so would not be eligible for overtime pay normally.

HR Generalist – Employee Relations Dorothy Cross commented that the person could not legally be paid “overtime” but a stipend for an equivalent amount could be arranged.

Commissioner Duncan asked Captain Deak to return mid-September to review their staffing situation, in case any additional action would be required.

Captain Deak added that the request would be paid for out of salary salvage, so it was budget neutral.

Commissioner Brooks moved that the Board approve the request for variance pay from KCSO 911, as described. 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.

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.

#7 Request for New Position – Treasurer (Action)

Treasurer Steve Matheson requested the Board’s approval for a new Full Time Treasury Specialist II. He explained how the position would be funded for the remainder of FY22 through elimination of a temporary position and 50% coming from Solid Waste, which he said would cover almost all of the cost. He described the adjustments that would need to be made to his FY23 Budget request.

Commissioner Duncan moved that the Board approve the request for a new position for the Treasurer's Office. 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.

#8 Position Conversion Request – Treasurer

Chief Deputy Treasurer Jill Smith reported that an employee had requested a voluntary demotion. She explained that, to accommodate the request, it would be necessary to convert a Treasury Specialist IV position to Treasury Specialist III. She also explained the internal adjustments that would take place and noted that the change would entail an expense of less than \$150 for the remainder of FY22.

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

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.

#9 Request for County-wide Retention Bonuses – Human Resources (Action)

Ms. Proud remarked that the County currently had 118 positions vacant, across all departments. She proposed that a \$500 per month bonus be offered to employees who met certain basic requirements. She explained that, if an employee was already scheduled to receive a retention bonus of less than \$500, the amount would be increased to \$500 and if an employee was scheduled to receive a retention bonus in excess of \$500, they would receive only the higher bonus.

Ms. Proud said the cost of this would be about \$1.3 million, but that it would be covered by the \$2.3 million in salary savings present due to the vacant positions.

The Commissioners addressed Lieutenant Higgins, in relation to item 5 and KCSO 911. The changes to the 911 retention bonuses were outlined. Lieutenant Higgins voiced his understanding of the suggestion and voiced no objection.

Ms. Proud noted that part time employees would receive \$250 per month for the three remaining months of FY22.

Commissioner Duncan moved that the Board approve the request for County-wide retention bonuses, in the amount of \$500 for those full time employees who have been with the County for 90 days or more, starting in Pay Period 15, with restrictions as outlined in regard to performance plans and \$250 for eligible part time employees also starting Pay Period 15. 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.

Chairman Fillios stated that they would now make a motion for item #5, the retention bonuses for KCSO 911.

Commissioner Duncan moved that the Board approve the retention bonus request for KCSO 911 as outlined, with the \$400 proposed for one level increased to \$500, and the other tiers \$1,000, \$750 and \$600. 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.

#3 Hiring Decision – Juvenile Detention

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(a). 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.

Chairman Fillios invited Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:30 a.m.

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – BOCC Division (Closes Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 11:40 a.m.

Commissioner Duncan moved that the Board exit Executive Session and authorize JT Taylor to make a job offer to Linda Hoss for Juvenile Detention Director, starting August 1, 2022, at Grade 15, Step 6. 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.

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