

**Minutes of Meeting**  
**Human Resources**  
**July 6, 2023**  
**10:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Court Services Director Kally Young, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, KCSO Lieutenant Ryan Higgins, Chief Deputy Assessor Ben Crotinger, Interim Airport Director Phil Cummings, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was excused.

- 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:**

**Bonus Payments Request – 911**

KCSO Lieutenant Ryan Higgins requested the Board’s approval of providing bonus payments to 911 staff. He reminded those present of the staffing issues which 911 had been experiencing. He said he would like to offer retention bonuses for the rest of the FY23 fiscal year: supervisors and trainers would receive \$1,500 per month, ECOs (Emergency Communications Officer) who worked overtime and covered vacation shifts would receive \$1,000 per month and all the other ECOs would receive \$500 per month. He said the total cost, according to the Auditor’s Office, would be \$75,726, loaded, and that they currently had salary savings to cover the expense.

Commissioner Bruce Mattare moved that the Board approve the bonus payment request for 911. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
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.

**Step Increase Request – Assessor/Residential Appraisal Division**

Chief Deputy Assessor Ben Crotinger requested the Board’s approval of a Step Increase for one of their Residential Appraisers. He explained that the person had not been placed appropriately in the matrix and would be shifted from a Step 7 to a Step 8.

Commissioner Mattare moved that the Board approve the Step Increase as requested by the Assessor’s Office for the Residential Appraiser. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
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. – Assessor Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted.

**Step Increase Request – Dist Court Clerk/Civil**

Court Services Director Kally Young requested the Board’s approval of a Step Increase for a Clerk III. She said this was appropriate due to the person’s years of service and other factors. She stated this had been reviewed and approved by Human Resources (HR).

Commissioner Mattare moved that the Board approve the Step Increase request from District Court, retroactive to May 22, 2023. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
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. – Clerk Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted

**Temporary Staffing – Prosecuting Attorney (Action)**

Prosecutor Stanley Mortensen remarked that his office was short staffed for court coverage at this time. He said they had only one paid intern in the budget, but two other interns had agreed to work the summer unpaid. He stated that they had been very useful, since they were able to appear in court under their limited licenses. He asked the Board to approve payment for the two, including back pay, in recognition of the good work they were doing. He said the total amount would be just over \$26,000, including the back pay, and that the request was budget neutral.

Commissioner Mattare moved that the Board approve the temporary staffing request as presented by the Prosecutor, to include back pay. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
Commissioner Mattare:        Aye  
Chair Duncan:                   Aye

The motion carried.

Prosecutor Mortensen exited the meeting at 10:08 a.m.

**Additional FTE Request – Coroner (Action)**

Chair Duncan commented that no representative of the Coroner’s Office was present. She reported that the Coroner’s Office had previously been approved for FY24 for a part-time position, mid-year, but that they had realized they really needed a full time person. She said they had asked to shift the request over to full time and that they had informed her that they already had someone in mind for the job.

Commissioner Mattare moved that the Board approve the additional Full Time Equivalent request for the Coroner. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
Commissioner Mattare:        Aye  
Chair Duncan:                   Aye

The motion carried.

Coroner Duke Johnson, M.D. entered the meeting at 10:10 a.m.

Chair Duncan told Dr. Johnson that the item had already been addressed and approved. He offered no objections.

Dr. Johnson exited the meeting at 10:10 a.m.

Chair Duncan stated that the Board would cover both item 6 and item 7 from the agenda in Executive Session. She reported that the Interim Airport Director had given notice of his departure for later in July, so they needed to discuss his replacement.

Commissioner Mattare moved that the Board enter into Executive Session pursuant to Idaho Codes §74-206(1)(b) and (1)(a). Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

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

**Airport Director – Airport**

**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)**

**Independent Contractor Status – Airport**

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

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

The Board exited Executive Session at 10:27 a.m.

Commissioner Mattare moved that the Board exit Executive Sessions (1)(b) and (1)(a). Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Chair Duncan stated that the Interim Airport Director would step down into a part-time position.

Chair Duncan moved that the Board appoint Gaston Patterson as the new Interim Airport Director as of July 23, 2023. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Chair Duncan reported that item 7 had been discussed and would be brought forward at the Business Meeting this coming Tuesday.

- 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 10:28 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk