

Minutes of Meeting
Human Resources
July 20, 2023
10:00 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Chief Deputy Treasurer Jill Smith, Public Defender Anne Taylor, Client Services/Investigations Administrator Jennifer Jenquine, Information Technology (IT) Network Administrator Grant Kinsey, KSCO Captain Jeremy Hyle, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Chair Leslie Duncan was excused.

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

Higher Duty Pay Request – Sheriff - Jail

KCSO Captain Jeremy Hyle requested higher duty pay for an employee who had been performing the higher-level duties of an employee who was on a leave of absence.

Commissioner Bill Brooks moved that the Board approve the higher duty pay request from the Sheriff’s Office. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

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.

Bonus Payments Request – Information Technology

Information Technology Network Administrator Grant Kinsey requested the Board’s approval to pay a hiring bonus to an employee who had recently passed a background

check and had accepted a PC Technician position for the Jail, as per a prior Board-approved agreement.

Commissioner Brooks moved that the Board approve the bonus payment request by Information Technology for the jail. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

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. – BOCC Division (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Bonus Payments Request – Public Defender

Public Defender Anne Taylor requested the Board’s approval to pay bonuses to all employees in the Public Defender’s Office as they had been short-staffed and performed the same workload.

Commissioner Brooks asked what the bonus payments would cost and Finance Director Brandi Falcon stated the projected costs would be \$78,000 from County funded salary savings and \$19,000 from Core grant funded salary savings.

Ms. Taylor said that there had been funds brought in to the County by the work that she and Chief Deputy Public Defender Jay Logsdon did and those payments should be credited to the Public Defender’s Office.

Further discussion ensued regarding funded positions that were unfilled, workloads and how salary savings impacted the budget.

Commissioner Brooks moved that the Board approve the Public Defender’s request for bonus payments. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

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. – BOCC Division (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Step Increase Request – Public Defender

Ms. Taylor requested the Board’s approval to increase the steps in pay for two Legal Assistants who had not received their extra steps in pay when the previous salary matrix had been updated. She said that these two employees had taken on additional responsibilities. She requested the two employees be moved up a step now, with the increased pay step retrograded to October 1, 2022 and for them to be eligible for any step increase in the upcoming budget year.

Commissioner Brooks asked HR Director Sylvia Proud for her input on the situation and Ms. Proud confirmed that there had been paperwork that showed those two employees had been given additional pay for additional duties but that information had not been calculated into the new pay scale and the step increase request is valid.

Commissioner Brooks moved that the Board approve the step increase request by the Public Defender. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

- Commissioner Brooks: Aye
- Chair Pro Tem Mattare: Aye
- Chair Duncan: Excused

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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Parity Increase Request – Public Defender

Ms. Taylor requested the Board’s approval to raise the starting wage for the Secretary position and to raise the salary for the two other secretaries.

Commissioner Brooks said that he was in favor of this request but that he would like to have further conversation about parity concerns within the County.

Commissioner Brooks moved that the Board approve the parity increase request by the Public Defender. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

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. – BOCC Division (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Parity Increase Request – Public Defender

Ms. Taylor requested the Board’s approval to raise the starting wage for the Attorney position as there were currently 11 vacancies. She requested that the wages be raised for those attorneys who would be affected by the parity caused in raising the starting wage.

Substantial discussion followed regarding FY24 Budget and the potential impact on the salaries. Chair Pro Tem Mattare recommended that the Public Defender work with HR to review the FY24 proposed attorney salaries and to bring this issue back to the Board after establishing the new salary range.

Chair Pro Tem Mattare asked Civil Deputy Prosecuting Attorney Darrin Murphey if a motion was needed and Mr. Murphey said that one was not needed.

There was no motion made.

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Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

- C. 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.

D. Adjournment (Action): Chair Pro Tem Mattare adjourned the meeting at 10:36 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk