

Minutes of Meeting
Human Resources
August 3, 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, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Juvenile Detention Director Eric Sheffield, KCSO Captain Jeremy Hyle, 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 said that item 5 from the agenda would be handled before item 4, to allow time for the Executive Session.

No objections were voiced.

C. Business:

Special Duty Pay for JDET FTOs – Juvenile Detention (Action)

Juvenile Detention Director Eric Sheffield requested the Board’s approval to offer increased special duty pay to Juvenile Detention (JDET) Facility Training Officers (FTO). He reported that they currently received \$1 per hour extra during training sessions; he would like to offer \$2 total per hour extra. He said that their training periods were six weeks long and the cost would be covered from salary savings.

Commissioner Bruce Mattare moved that the Board approve the special duty pay requested for Juvenile Detention Facility Training Officers. 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.

Mr. Sheffield exited the meeting at 10:03 a.m.

Parity Increase Request, Attorneys – Public Defender

Chair Duncan stated that this item would be deferred until the August 17, 2023 meeting because Public Defender Anne C. Taylor had not been able to attend today.

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)

This item was deferred until August 17, 2023.

Facilities Director Recruitment/Next Steps – BOCC (Action)

Chair Duncan reminded those present that the FY24 Budget would include a Facilities Director position. She asked the other Commissioners if they were inclined to start looking for candidates immediately.

Commissioners Brooks and Mattare voiced support for starting the search now.

Civil Deputy Prosecuting Attorney Darrin Murphey remarked that no motion was needed at this point in time.

Human Resources (HR) Director Sylvia Proud stated that her department would work with the Board to determine where they wanted to focus recruiting efforts.

Position Conversion, CRO Supervisor – Sheriff – Jail

There was a lack of clarity regarding the position titles for this request. It was generally agreed that KCSO Captain Jeremy Hyle would get the correct wording for the request and the item would be addressed in a future meeting. No motion was required at this time.

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)

This item was deferred to a future meeting.

Separation w/Release Agreement – Sheriff – Jail

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

Chair Duncan invited Mr. Murphey and Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 10:10 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. – Sheriff Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 10:14 a.m.

Commissioner Mattare moved that the Board exit Executive Session (1)(b) with staff to proceed as discussed. 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 10:15 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk