

**Minutes of Meeting
Human Resources
August 17, 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 KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Jeremy Hyle, Prosecutor Stanley Mortensen, Chief Deputy Prosecutor Art Verharen, Chief Criminal Prosecuting Attorney Laura McClinton, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Payroll Technician Debbie Vaughan, Trial Court Administrator – First Judicial District Trial Court Administrator Karlene Behringer, Deputy Trial Court Administrator Samantha Wallis, Administrative Assistant – Trial Court Acacia Hildreth, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. 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):** Chair Duncan said that Item #3 would be pulled from the agenda and that other items would be moved on the agenda so that all Executive Session items could be addressed at the same time.
- C. Business:**

New Hire > 97% of Market – Specialty Court - Jail

Deputy Trial Court Administrator Samantha Wallis requested the Board’s approval for a newly hired law clerk to be placed at Step 7 on the Attorney 1 pay plan with a salary of \$79,851.20, which would be above the 97% market. She said that this employee had experience as a prosecutor.

Chair Duncan informed Ms. Wallis that FY24 wages were one month away from being implemented and asked Ms. Wallis if this request could wait until then as the FY24 proposed Step 5 wage would then be approximately \$500 less than the current Step 7 wage.

Ms. Wallis was agreeable to that.

No action was taken at this time.

Ms. Wallis and Administrative Assistant – Trial Court Acacia Hildreth exited the meeting at 10:03 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 (Closed Session – Discussion)
Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

Position Conversion – Sheriff - Jail

KCSO Captain Jeremy Hyle requested the Board’s approval for the last Control Room Operator Supervisor position to be converted to a Custody Technician position as it would soon be vacated by a retiring employee. This was the last Control Room Operator Supervisor position as the others had been converted to Custody Technician positions.

Chair Duncan asked if the Control Room Operator Supervisors had been supervising Custody Technicians and Captain Hyle answered yes.

Commissioner Mattare moved that the Board approve the position conversion with the Sheriff’s Office at the Jail. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago 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. – BOCC Division (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

~~**Parity Increase Request – Public Defender**~~ - Pulled

FY24 Proposed Pay Ranges for Position Vacancy Postings – Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested the Board’s approval to allow Human Resources to post the open positions with the proposed, higher salary ranges along with a disclaimer that the salary would go into effect on September 24, 2023. She said that pending Board approval, the salary ranges would be higher because of COLA (Cost Of Living Adjustment) increases.

Commissioner Mattare moved that the Board approve the FY24 Proposed Pay Ranges for Position Vacancy Postings. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

Proposed Step Anniversary Criteria – Human Resources (Action)

Ms. Proud requested the Board’s approval for her proposed criteria for employee anniversary step increases. One of the criteria would stipulate that employees would not be eligible for a step increase on their anniversary date if they had had more than one (1) written reprimand within the prior nine (9) months.

Commissioner Mattare asked about the written reprimand process and Ms. Proud said that depending on the severity of the issue, supervisors typically would coach employees along the process, accommodate if possible, issue verbal warnings and then written reprimands. He said that he would be inclined to set the criteria at one written reprimand.

Significant discussion ensued regarding written reprimands, progressive discipline, and multiple policy violations. Additional discussion was had on the effective dates of the new policy, employee expectations, and the dissemination of information to the employees.

Civil Deputy Prosecuting Attorney R. David Ferguson suggested that, since only two (2) of the Commissioners were present and the topic seemed contentious, it be deferred to allow other Elected Officials to offer input.

Chair Duncan suggested the item be addressed at the September 20th Elected Officials Meeting and then ratified at the subsequent Business Meeting in order to meet the payroll processing deadline.

Her suggestion received general agreement.

No action was taken at this time.

New Hire Benefit Premium Deductions – Human Resources (Action)

Ms. Proud requested the Board’s approval to allow the health, dental and vision premiums for newly hired employees to be split into two (2) monthly deductions, with signed acknowledgments from employees that they will pay the premiums if they separate from employment prior to the deductions. She shared feedback with the Board from some managers who had stated that employees said the first month’s premiums were a hardship as some of them were almost \$500.

Commissioner Mattare noted that some employers had a 60 or 90 day waiting period for benefits to become effective. Ms. Proud said that the County changed the effective date for benefits to the first day of the month following their hire date in order to recruit more employees.

Commissioner Mattare moved that the Board approve the new hire benefit premium deductions with HR to go into effect for Pay Period 19, August 27, 2023. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Captain Hyle exited the meeting at 10:29 a.m.

KCSO Proposed Performance Metrics – Sheriff (Action)

KCSO Undersheriff Brett Nelson requested the Board’s approval for the KCSO Proposed Performance Metrics with the change in verbiage of “voluntary performance plan” to “career development plan or assigned specialty assignment” for Step 5. He informed the Board that several issues arose from the intermediate post certification issue as there were some employees who would only put in for the 20 minimum hours POST requires. He said that this would burden the Department due to staffing issues and he said that the Coeur d’Alene Police Department did not require the intermediate certificate for seniority pay.

Chair Duncan remarked that she understood the issue with the training. She said that Coeur d’Alene Police Department was a police department and the Ada County Sheriff’s Office had the basic, intermediate, advanced and 4 year degree in their 5 year pay plan.

Commissioner Mattare said that he would like additional time to review the metrics and suggested that Commissioner Brooks be a party to this decision.

The Commissioners agreed to pick up the discussion at the September 7, 2023 Human Resources meeting.

No action was taken at this time.

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

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Chair Duncan invited Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney Darrin Murphey and Mr. Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 10:38 a.m.

BOCC Executive Session 1(f) – BOCC (Action)

Executive Session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. – BOCC Division (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

BOCC Executive Session 1(d) – BOCC (Action)

Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. – BOCC Division (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

BOCC Executive Session 1(b) – BOCC (Action)

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)

The Board exited Executive Session at 11:27a.m.

Commissioner Mattare moved that the Board exit Executive Session pursuant to Idaho Code §74-206(1) (f), 1(b) and 1(d) with staff to proceed as discussed. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

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 Duncan adjourned the meeting at 11:27 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk