

**Minutes of Meeting
Human Resources
September 7, 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 KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Jeremy Hyle and Kevin Smart, Prosecutor Stanley Mortensen, Chief Deputy Prosecutor Art Verharen, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Public Defender Anne C. Taylor, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Rae Ann Fritsche, Chief Deputy Treasurer Jill Smith, Certified Building Official Christina Garland, Resource Management Office (RMO) Director Jody Bieze, BOCC Executive Assistant Sara Masters, 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 7 from the agenda would be handled before item 6.

C. Business:

Bonus Payments Request – Treasurer

Chief Deputy Treasurer Jill Smith requested the Board’s approval to disburse the budgeted bonus payments.

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. – Treasurer Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Commissioner Bruce Mattare moved that the Board approve the bonus payments request by the Treasurer’s Office. 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.

Bonus Payments Request – Prosecuting Attorney

Prosecutor Stanley Mortensen requested the Board’s approval to pay out the proposed bonus payments. He explained that his office had seen a high degree of turnover, which had resulting in remaining staff members having to take on additional work. He stated that his 2023 Budget had \$420,000 in savings and the bonuses would cost only about \$35,000, \$42,000 loaded. He remarked that his staff were each doing the work of one and a half people.

Chair Duncan asked Finance Director Brandi Falcon whether the \$420,000 had been otherwise committed in any way.

Ms. Falcon confirmed that those funds had not been committed elsewhere.

Prosecutor Mortensen noted that bonuses would be calculated based on length of service. He added that he was not planning to take one himself.

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.

Commissioner Mattare moved that the Board approve the bonus payment request by the Prosecuting Attorney. 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.

Position Conversion – Split into Two Part-Time Positions – Public Defender

Public Defender Anne C. Taylor requested the Board’s approval to split one full time Secretary position into two part time positions. She explained that she currently had five Grade 2 Secretary positions allocated to her department, with three of them filled. She said they had experienced difficulty in filling the other two slots and she hoped that the part time offer would attract applicants.

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.

Commissioner Mattare moved that the Board approve the position conversion, splitting one full time position into two part time positions. 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.

Ms. Taylor exited the meeting at 10:06 a.m.

Temporary Staffing – Resource Management Office (Action)

Resource Management Office (RMO) Director Joday Bieze asked that the assignment of the temporary Administrative Assistant currently employed in her office be extended another six months. She stated that the funding was from FTA (Federal Transit Administration) in the amount of \$4,561, ARPA (American Rescue Plan Act) \$36,489 and County funds of \$4,561. She said that the County portion would come from salary savings from the vacant Senior Program Manager position.

In response to a question from Commissioner Mattare, Ms. Bieze confirmed that the funding split would be 10% FTA, 80% ARPA and 10% County.

Commissioner Mattare commented that he would prefer the funding remain at the 90% ARPA, 10% FTA.

Ms. Bieze explained the way that the apportioning of the person’s work hours on different projects impacted the way funding sources were determined.

Commissioner Mattare expressed concern related to the change in duties for the temporary position from its beginning in February to the current request.

Chair Duncan said she and Ms. Bieze planned to meet to discuss ways to consolidate employee’s duties so that a given individual would not be being paid from three different funding sources. She said she hoped that they would be able to simplify the situation. She added that the current request was for six months but indicated that she felt it would be clarified before then.

Commissioner Mattare said that he understood the temporary nature of this request and that he would agree to it, understanding that it would be adjusted in the future.

Commissioner Brooks indicated that he was not comfortable with the currently proposed arrangement as related to the funding sources for the temp.

Commissioner Mattare moved that the Board approve the temporary staffing request for six months for Resource Management. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Nay
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Higher Duty Pay Request – Resource Management Office

Chair Duncan explained that this was a continuation of previous discussions and would be resolved when they finished separating the duties and their associated funding sources, as previously mentioned.

Ms. Bieze asked that the Board approve the continuance of higher duty pay for three employees in RMO. She stated this was an FY24 Budget neutral request.

Commissioner Mattare expressed concern regarding the series of events related to workload division. He reminded those present that a full time employee had shifted to a contractor position, with the workload for that position reduced from 100% to 70% and the remaining 30% spread among the other RMO staff. He said that the temporary Administrative Assistant was also hired to cope with that portion of the workload and indicated he felt it might be excessive to offer the higher duty pay to the regular staff and to have the full time temp. as well.

Ms. Bieze responded that these were two separate requests which should not be conflated. She pointed out that the job descriptions for her staff, with additional duties, had been approved by Human Resources (HR) and the Board, so the higher duty pay was appropriate.

Commissioner Mattare pointed out that an annual Step increase had been approved for staff and indicated that he felt the request required additional discussion.

Chair Duncan commented that the newly approved grant process would impact the division of duties at RMO and the consequent determination of funding sources. She suggested that she and Ms. Bieze meet to review these items and try to get them worked out by September 21 or the first week of October.

Commissioner Mattare and Commissioner Brooks accepted the suggestion.

Chair Duncan said no action would be taken on this request 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)

No information requiring and Executive Session was submitted.

Approval of FY24 Salary Increases – Human Resources (Action)

HR Director Sylvia Proud thanked the Commissioners for their efforts on behalf of County employees for FY24. She also praised HR Generalist – Employee Relations Dorothy Cross and the teams from the Clerk’s Office and Information Technology (IT) that had participated. She requested the Board’s approval of the FY24 Salary Increases and outlined the precise items included.

Commissioner Mattare moved that the Board approve the FY24 Salary Increases as requested by Human Resources. 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.

Separation w/Release Agreement – Human Resources

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 Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 10:20 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 11:09 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 11:09 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk