

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**September 9, 2021**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Public Defender Anne C. Taylor, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Accounting Manager Grace Blomgren, Administrative Assistant Ronnie Davisson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberley Van Slate, Juvenile Detention Director JD Taylor, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Alliant Employee Benefits Representatives Scott Burkhart and Koko Brockhoff. Commissioner Brooks was present via teleconference.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.

**B. Changes to the Agenda (Action):**

Human Resources (HR) Director Sylvia Proud asked that item nine on the agenda, “Approval of FY22 Salary Increases,” be covered first.

No objections were voiced.

**C. Business Items (Action):**

**Approval of FY22 Salary Increases – HR**

Human Resources (HR) Director Sylvia Proud requested Board approval of the salary schedules for FY22, with an effective date of October 10, 2021. She stated these included the General Pay Plan, Chief Deputies, Sworn Officers, Attorneys and Elected Officials. She pointed out that the new matrices for General, Attorneys and Chief Deputy Pay Plans would be implemented and explained how these would be managed.

Ms. Proud reported that \$2.4 million had been allocated in the FY22 Budget to cover salary increases, with an additional \$400,000 set aside to alleviate salary compression for supervisors. She said that almost the full amount had been used, aside from \$300,000 reserved specifically for adjustments to Detention salaries.

Commissioner Leslie Duncan moved that the Board approve the FY22 Salary Increases as outlined by Human Resources. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Commissioner Brooks stated that he would be exiting the meeting and said the other Board members had his permission to use his signature stamp for any required documents in his absence.

Commissioner Brooks exited the meeting at 11:07 a.m.

Buildings & Grounds (B&G) Operations Manager Greg Manley entered the meeting at 11:08 a.m.

**Prescription Management Update – Alliant Employee Benefits**

Alliant Employee Benefits Representative Scott Burkhardt announced that Regents had improved their prescription drug plan offer when they learned that the County was considering going to another provider. He said the improved offer more than matched that of the other company and that there would be no disruption to any employee treatment plans, if the County stayed with Regents.

Commissioner Duncan moved that the Board retain Regents as the County’s Prescription Drug Provider for the next fiscal year. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
Commissioner Duncan:         Aye  
Chairman Fillios:                Aye

The motion carried.

Commissioner Duncan asked that item seven from the agenda be handled next because Mr. Manley had pressing HVAC issues he needed to manage.

**Facility Staffing Request – Buildings & Grounds**

Mr. Manley asked the Board to approve hiring two temporary, seasonal employees at \$16 per hour, for about 1,000 hours of service. He said the first seasonal employee would shovel snow, remove leaves, set up rooms for meetings and cover the disinfecting needs in the building when time allowed. The second seasonal employee would start in the spring.

Commissioner Duncan confirmed that this would not have an effect on the Budget, since B&G had the \$16,000 for each position included in the budget. She said that they had offered \$14.50 per hour in the past, but it was doubtful that they would get anyone interested in the position at that rate.

Commissioner Duncan moved that the Board approve the \$16 per hour hiring amount for the two seasonal employees in the FY22 Budget for Buildings & Grounds. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
Commissioner Duncan:         Aye  
Chairman Fillios:                Aye

The motion carried.

Mr. Burkhardt and Alliant Employee Benefits Representative Koko Brockhoff exited the meeting at 11:11 a.m.

**Eligibility Period for County Benefits for Employees – HR**

Ms. Proud reminded those present that she had come before the Board in July and asked that the Medical and Dental eligibility period be changed to the first of the month following date of hire. She said it would be more efficient to align all County paid benefits at the same time period, so she was asking to modify the eligibility periods for Long Term Disability, Life Insurance, Accidental Death and Dismemberment, Employee Assistance Program and the Flexible Spending Account. She noted there was an additional cost of \$6,700 to the Budget, but she felt it could be covered for FY22. She added that the change would go into effect January 1, 2022, along with all the other benefit changes.

Ms. Proud stated that she had discussed this with Finance Director Dena Darrow and Ms. Darrow had supported the request.

Commissioner Duncan moved that the Board approve the eligibility period for County Benefits, as outlined by HR, to match the medical and dental coverage. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
Commissioner Duncan:        Aye  
Chairman Fillios:               Aye

The motion carried.

Mr. Manley exited the meeting at 11:15 a.m.

**Conversion of Temp. Part Time Payroll Tech. to Full Time Regular Position – Auditor**

Auditor’s Office Administrative Assistant Ronnie Davisson reported that the Payroll Division still needed the services of the temporary position that had been previously approved. She stated that the workload was still increasing. She asked the Board to approve the conversion of the temporary, part-time position to a full-time regular one, starting as of October 1, 2021. She confirmed that the person currently in the position would remain with the department.

Commissioner Duncan moved that the Board approve the conversion of the temporary part-time Payroll position to a full-time, regular position, beginning October 1, 2021. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused  
Commissioner Duncan:        Aye  
Chairman Fillios:               Aye

The motion carried.

**Temporary Conversion of ATP2 Attorney to ATP1 – Public Defender**

Public Defender Anne C. Taylor requested the Board’s approval of the conversion of an ATP2 position to ATP1, with the understanding that the position would be returned to an ATP2 once the person had qualified. She explained the candidate she was considering would be able to take the Idaho Bar Exam in February.

Ms. Proud confirmed that HR could make the necessary changes as requested, as long as they were appropriately noted in the motion.

Commissioner Duncan moved that the Board approve the temporary conversion of an ATP2 Attorney position to ATP1 for the Public Defender, with the understanding that in February, when the person qualifies as an ATP2 that Human Resources would handle the change. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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

**Decisions/Direction (Open Session – Action Item)**

No information requiring an Executive Session was submitted.

Ms. Taylor exited the meeting at 11:19 a.m.

**Wage Adjustment for Juvenile Detention Employees – Juvenile Detention/HR**

Ms. Proud reported that Juvenile Detention had been having great difficulty in recruiting qualified employees to fill their open positions at the pay currently offered. She said that Juvenile Detention Director JT Taylor had asked that HR create a salary projection to allow new hires to be brought on at 89% of market.

Ms. Proud stated that HR used the same rationale for Juvenile Detention as had been used in the other departments that had made similar requests. She said the impact for FY21 would be about \$5,770 and, for FY22, it would be \$77,356.

Commissioner Duncan remarked that six departments with similar challenges had been identified; adjustments had been provided for three and money had been set aside to address the needs of a fourth. She stated that justice-related services needed to be treated as high priority, since they were mandated.

Commissioner Duncan pointed out that the County had expended all its funds for additional FY22 adjustments, but that the problems of all departments were being taken seriously. She said that correcting all the problems would be a multi-year process but that a fresh wage study would be undertaken this year.

Chairman Fillios voiced his support of Commissioner Duncan's points.

Commissioner Duncan moved that the Board approve the wage adjustment for Juvenile Detention employees to attract more qualified applicants for open positions, as presented. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: 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. (Closed Session – Discussion Item)**

**Decisions/Direction (Open Session – Action Item)**

No information requiring an Executive Session was presented.

**Request for Exception to Policy 120 – Juvenile Detention**

Ms. Proud explained that Policy 120 had been based on years of experience, so in order to reach a pay level of 89% of market, an employee had previously been required to complete three years of service. She said she wanted to be sure the Board understood the pay rate Mr. Taylor would be offering new hires and that an exception to Policy 120 would be required, until that policy could be updated.

Commissioner Duncan moved that the Board approve the request for exception to Policy 120 for Juvenile Detention, as outlined. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Approval of FY22 Salary Matrices for General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan and Sworn Officers - HR**

Ms. Proud asked the Board to approve the new salary matrices for the General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan and Sworn Officer Pay Plan for FY22. She provided details of the different matrices.

Ms. Proud voiced her appreciation for the contributions to the project made by BOCC Senior Business Analyst Nanci Plouffe, HR Generalist – Benefits & Compensation Dorothy Cross and HR Generalist – Employee Relations Kimberley Van Slate.

Commissioner Duncan cautioned that the Board might not be able to fund steps on the matrices if a given year was especially tight, financially.

Chairman Fillios echoed Commissioner Duncan’s statement. He remarked that recessions were a fact of life but that he believed in job preservation. He said he would prefer to avoid layoffs, even if it meant not funding the matrices that year.

Commissioner Duncan moved that the Board approve the FY22 Salary Matrices for General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan and Sworn Officer Pay Plan. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: 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):** Chairman Fillios adjourned the meeting at 11:33 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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