

Minutes of Meeting
Human Resources: Personnel Changes
September 9, 2022
11:00 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Assessor Bela Kovacs, Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Brandi Falcon, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Coeur d’Alene Press Reporter Kaye Thornbrugh. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 11:04 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Request for Higher Duty Pay for Assessor Administrative Staff – ASR

Assessor Bela Kovacs explained that he had four staff members who had taken on extra duties because his department had a number of unfilled positions. He asked that they receive higher pay during the time they covered the additional responsibilities. He noted that the effective dates for the higher pay varied by person and that the request would be budget neutral.

Human Resources (HR) Director Sylvia Proud remarked that these would be paid out as stipends to make it simpler for Accounting and Payroll.

Chair Pro Tem Duncan moved that the Board approve the request for higher duty pay for the Assessor Administrative Staff as outlined on the projection sheet with the stipends effective for the time frames outlined. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: 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. – Assessor Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for Higher Duty Pay – Patrol Deputy to Temporary Sergeant – KCSO

KCSO Undersheriff Brett Nelson explained that, due to an FMLA (Family Medical Leave Act) situation, the Sheriff's Office would like to have a Patrol Deputy act as a temporary Sergeant. He asked the Board to approve higher duty pay for the person during the period the additional responsibilities were undertaken. He said that the request would be budget neutral, according to the information he had received from the Auditor's Office and HR.

Finance Director Brandi Falcon confirmed that this arrangement had been included in the budget.

Undersheriff Nelson said that they hoped to have the change become effective for Pay Period 20.

Commissioner Brooks moved that the Board approve the request for higher duty pay for the Patrol Deputy to Temporary Sergeant, effective Pay Period 20. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: 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.

Pay Adjustment Request for Civil Deputy Technicians – HR/KCSO

KCSO Captain Andy Deak reported that there were two KCSO Civil Department Technicians that had worked for the County for five years and seven years, respectively. He stated that they were currently earning less than a new employee who started this summer. He asked the Board to approve a salary adjustment for the two senior employees.

Ms. Falcon confirmed that the adjustment would be budget neutral for the remainder of FY22. She stated that the \$9,100 for FY23 would be unbudgeted and that they might exceed their budget by that amount next year.

Chair Pro Tem Duncan indicated that this issue would be discussed further later in the meeting. She said she did not have a problem with the request, since KCSO had reduced their original number of requests by such a large number.

Ms. Proud asked that the adjustments be made effective as of July 5, 2022.

Commissioner Brooks moved that the Board approve the pay adjustment request for Civil Deputy Technicians at KCSO, as requested by HR, with the change retroactive to July 5, 2022. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: 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.

County Assistance Reclassification as a Result of Restructure – HR (Action)

HR Generalist – Employee Relations Dorothy Cross reported that County Assistance had undergone a restructuring, with updated job descriptions. She said this had resulted in some changes for staff and asked that the Board adopt the reclassification.

Commissioner Brooks moved that the Board approve the County Assistance Reclassification as a result of their restructuring. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

County Assistance Restructure and Resulting Pay Adjustments – Clerk

Clerk Jim Brannon expressed his regrets at needing to reduce the Grade and salary of one of the County Assistance staff. He remarked that the person was a long-term County employee and had given fantastic service over the years. He stated that, due to mandated changes by the State, not to any lack of performance on the person's part, the individual would be moved from an exempt category to hourly and receive a pay reduction of \$2.80 per hour. He asked the Board to approve the change, effective September 25, 2022.

Chair Pro Tem Duncan moved that the Board approve the County Assistance restructuring and resulting pay adjustments, effective September 25, 2022. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: 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. – Clerk Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Chair Pro Tem Duncan suggested that item six from the agenda be moved to the end of the meeting since both it and item nine would require Executive Sessions.

No objections were voiced.

Approval of FY23 Salary Increases (Action)

Ms. Proud asked the Board to approve the FY23 salary increases included in the General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan and Sworn Officer’s plan. She noted these were the result of the recently completed Wage Study and the agreed upon COLA (Cost of Living Adjustment). She provided a general overview of the calculations which had been made. She noted that the changes would become effective September 25, 2022, for Pay Period 21.

Commissioner Brooks moved that the Board approve the FY23 salary increases. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Process for Filling Positions Funded at 50% for FY23 – HR (Action)

Ms. Proud stated that the County currently had 55 positions that had been open 100 days or more. She said these positions were funded at 50% under the FY23 Budget but explained that they would be adjusted to be fully funded as people were hired. She and Chair Pro Tem Duncan provided clarification of the process.

No motion was required at this point.

Chair Pro Tem Duncan indicated that the meeting would now address items six and nine.

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

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

Chair Pro Tem 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 11:23 a.m.

Reduction in Force – Parks & Waterways

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)

BOCC Division

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)

The Board exited Executive Session at 11:55 a.m.

Chair Pro Tem Duncan moved that the Board exit Executive Session on item six, per Idaho Code §74-206(1)(b), with staff to proceed as discussed and also exit Executive Session on item nine, per Idaho Code §74-206(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
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
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 Pro Tem Duncan adjourned the meeting at 11:56 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk