

**Minutes of Meeting
Elected Officials
September 21, 2022
9:00 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 Coroner Warren Keene, M.D., Prosecutor Barry McHugh, KCSO Sheriff Robert Norris, Chief Deputy Clerk Jennifer Locke, Finance Director Brandi Falcon, Deputy Prosecuting Attorney Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, KCSO Undersheriff Brett Nelson, Office of Emergency Management (OEM) Director Tiffany Westbrook, Chief Deputy Treasurer Jill Smith, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident William Le. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 9:06 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Introduction of Stanley Mortensen (Discussion)

Chair Pro Tem Duncan remarked that this would be Prosecutor Barry McHugh's final Elected Officials meeting and thanked him for his service.

Prosecutor McHugh introduced his replacement, Deputy Prosecuting Attorney Stanley Mortensen, who would begin as Prosecutor on October 1, 2022.

Mr. Mortensen thanked everyone and expressed his enthusiasm for the position.

Emergency Plan (Discussion)

Office of Emergency Management (OEM) Director Tiffany Westbrook pointed out that there were several Elected Officials who had their primary offices at the Administrative Building Campus. She said that there was a lack of clarity regarding who was responsible for declaring that the offices were closed due to a weather or other type of emergency.

There followed substantial discussion among those present regarding the different aspects of the issue, with suggestions ranging from choosing a single person or rotating the responsibility among all the Elected Officials situated on the campus. Prosecutor McHugh noted that a backup should also be selected.

It was mutually agreed to consider the proposals further and return to the topic in the future.

Ms. Westbrook urged the Elected Officials to provide her department with direction at the soonest possible time.

Chairman Chris Fillios entered the meeting via teleconference at 9:12 a.m.

Hiring Practices per Policy 120 and Open Positions Funded at 50% (Discussion)

Chair Pro Tem Duncan provided additional clarification on hiring for positions that had been funded at 50%. She stressed that the positions were not paid at 50% of the listed salaries and that the positions were not for half the year. She said the funding would be restored to individual positions as hires occurred.

Chair Pro Tem Duncan also reminded those present that she had been working with Human Resources (HR) Director Sylvia Proud to regularize County hiring practices as laid out in Policy 120. She explained how parity issues would be handled by the Board in the future.

Ms. Proud explained how an “employee improvement plan” would impact movement on the relevant pay matrix.

- 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 9:29 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk