

**Minutes of Meeting  
Human Resources  
September 21, 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 Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Accounting Manager Isaac Ohm, Staff Accountant – Budget Arrow Gidney, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, KCSO Undersheriff Brett Nelson, KCSO Captain Kevin Smart, 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 10:24 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Temporary Staffing – Prosecuting Attorney (Action)**

Prosecutor Stanley Mortensen reminded the Commissioners that they had approved his previous request to have one of his retired employees return to his office in a temporary position. He reported that one of the three people she had trained had already resigned and a second one had notified him of plans to resign within two weeks. He said they had hired one replacement and were attempting to hire another for the upcoming vacancy, so he needed to extend her temporary assignment. He stated that he would like the Board to approve an extension of 180 days, with the hope that they would only need to use 90. He reported that the employee’s current term was due to expire on September 30, 2023.

KCSO Sheriff Robert Norris entered the meeting at 10:25 a.m.

Prosecutor Mortensen explained that, had this person not retired, she would have received Step increases and a 4.5% COLA (Cost of Living Adjustment) going into the new fiscal year. He said he would ask that her pay as a temporary employee reflect that. He noted that the projection he had received showed this would be budget neutral, because his office was not fully staffed.

Prosecutor Mortensen stated that the third part of his request related to bonuses. He said that bonuses for his department had been approved at the last Human Resources meeting and \$1,000 would not be distributed because those two people were leaving. He asked the Board’s approval to direct that \$1,000 to this employee because, had she not retired, she would have received a \$1,500 bonus. He added that he wanted to incentivize this person to stay as long as possible. He said that both he and the employee would be

glad to accept any safeguards the Commissioners wanted to place on the award of the bonus.

Finance Director Brandi Falcon stated that the bonus would have to be paid in FY23 and that normal procedure was that the person would have to pay the bonus back if they left before the agreed term was completed.

Civil Deputy Prosecuting Attorney Darrin Murphey confirmed that they had a form already available for this situation.

Commissioner Mattare moved that the Board approve the temporary staffing request for the Prosecuting Attorney to extend the position for 180 days, to include a \$1,000 bonus with the agreement that if the person leaves before her commitment is fulfilled the bonus would be returned and to reflect the COLA and Step increase the person would have had. 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.

#### **Approval of FY24 Reclassifications and Salary Increases – Human Resources (Action)**

Human Resources (HR) Director Sylvia Proud requested the Board’s approval of the FY24 reclassifications and salary increases. She stated that these reclassifications had gone through the HR and Korn Ferry job evaluation process, had been proposed previously to the Board and the affected departments, and would go into effect October 8, 2023.

Ms. Proud reported that there had been some corrections needed to the FY24 information previously provided. She explained the type of corrections required, including placing employees on the correct Step or correcting the amount listed on the spreadsheet. She commented that, as HR transitioned to OnBase, they were having some challenges that they still needed to work on with Information Technology (IT).

Commissioner Mattare inquired whether this would affect the Budget.

Ms. Proud said that they might need to draw on the Contingency Fund set aside for Mid-Year Adjustments.

Ms. Falcon asked for additional information about the corrections.

Ms. Proud stated that some employees’ longevity figures had to be corrected and some had been placed on the correct Step and entered into New World properly but the spreadsheet had the incorrect figures entered.

Ms. Falcon stated that the figures entered in New World were what had been put in the Budget. She said that the cases in which longevity had to be recalculated would have some impact, but the amount could be taken from the Midyear Changes Pool.

Commissioner Mattare moved that the Board approve FY24 reclassifications and salary increases. 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.

### **Countywide Proposed Step Anniversary Criteria – Human Resources (Action)**

Ms. Proud reminded those present that, in yesterday's Elected Officials meeting, they had discussed the proposed Step Anniversary Criteria. She said she had tried to create an updated draft based on those conversations. She asked that they finalize the criteria because HR needed to know whether they would need to withhold Step increases from some individuals. She pointed out the changes were to begin in the pay period starting September 24, 2023, so they only had a few days to prepare.

There followed substantial discussion regarding inclusion in the criteria of materials related to written reprimands, Personal Improvement Plans (PIP), the dates on which such were issued, and how these would impact an employee's achievement of a Step Anniversary. There was also discussion regarding the differences between a written warning and a written reprimand and how these should be illustrated in the policy documents.

Chair Duncan stated she wanted the difference between a verbal warning and a written warning or written reprimand clearly outlined in the document.

KCSO Undersheriff Brett Nelson remarked that the documentation of a verbal warning was what they called a Performance Log Entry.

Chair Duncan asked whether a separate document for KCSO should be prepared, since the Sheriff's Office had its own additional proposed performance requirements and language.

Civil Deputy Prosecuting Attorney Darrin Murphey indicated that including the information in a separate document would be acceptable.

Commissioner Mattare asked that the clarification referencing written warning or reprimand be included.

Chair Duncan said she would agree with that request.

Mr. Murphey stated that the item could be approved in this meeting and did not have to be moved to a Business Meeting.

Commissioner Mattare moved that the Board approve the County-wide Step Anniversary Criteria, amended 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.

**Step Anniversary Performance Metrics for Sworn Ops – Sheriff (Action)**

KCSO Undersheriff Brett Nelson reported that the Sheriff's Office were still working on the measurables required for staff to progress up their 5-Year Matrix. He discussed the impact of advanced certificates, college degrees, disciplinary issues and other items as they related to both Matrix progression and the proposed longevity pay. He said he wanted to be certain that the policy they produced applied properly to both Jail and Patrol Staff. He described the current status of staff who would qualify for longevity pay and the situation of one individual he said he would like to have grandfathered in under the policy, because that person only needed a few more training hours to qualify.

Chief Deputy Clerk Grace Blomgren exited the meeting at 10:51 a.m.

Commissioner Mattare commented on the difficulty the Sheriff's Office had in enabling deputies to find time to train when they were so short on staff.

Sheriff Norris acknowledged that was a concern.

There followed substantial discussion about the appropriate amount of training hours the policy should require.

Clerk Jennifer Locke exited the meeting at 10:55 a.m.

Chair Duncan remarked that she would like to see high performers rewarded. She noted that people who had received advanced degrees had not received proper consideration in the past.

Undersheriff Nelson pointed out that an advanced degree was not a requirement for them.

There followed continued discussion regarding the training requirements for moving up in the 5-Year Matrix and what reasonable requirements would entail now and when full staffing was achieved.

Chair Duncan indicated that she did not feel comfortable approving the document today because it was still a work in progress. She asked for suggestions, since they were rapidly approaching the deadline by which this needed to be completed.

There followed detailed discussion and negotiation on the aspects of the progression that had to be settled before the deadline.

Ms. Falcon suggested that, if the procedure as a whole was not going to be approved today, then the deputies could get their Steps in FY24 automatically, like all the other County employees. She added that the Auditor's Office had a meeting planned with KCSO Personnel Administer/Administrative Manager Marcia Heglie and a representative from IT later today to talk about these issues.

Commissioner Mattare remarked that the Board needed to avoid a situation in which people were penalized because a new requirement was implemented for which they did not have enough preparation time. He offered suggestions on coping with the staffing shortage and gradual increases in required POST hours.

Chair Duncan expressed her continued concerns about the document and noted that longevity pay and lateral hires had not even been included in the draft.

There followed additional detailed discussion on the topics of career development plans, longevity pay requirements, the difference between hire dates and sworn dates, and when specific policy requirements should become effective.

The situation of the one individual Undersheriff Nelson had asked be grandfathered in under the policy was also examined. Chair Duncan suggested that this be addressed in a future Executive Session. Retroactive compensation was suggested as a possible solution.

Chair Duncan proposed that the Board wait for a perfected document to be presented this coming Tuesday, in the regular Business Meeting.

No objections were voiced.

**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.

The Board entered into Executive Session at 11:14 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 11:36 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 11:36 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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