

**Minutes of Meeting
Board of County Commissioners
September 30, 2021
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Airport Director Steven Kjergaard, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, 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 was HARSB (Hayden Area Regional Sewer Board) System Administrator Ken Windram. Commissioner Brooks, Chairman Fillios and Ms. Van Slate were present via teleconference.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 11:03 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Wage Adjustment for Director of Office of Emergency Management – KCSO

KCSO Undersheriff Dan Mattos reported that Office of Emergency Management (OEM) Director Tiffany Westbrook had received a firm job offer from Kootenai Health for about \$70,000 per year. He said Ms. Westbrook had told him she would prefer to remain with the County and had asked if her salary could be moved to 95% of midpoint. He stated that he had discussed this with Human Resources (HR) Director Sylvia Proud and she had indicated that the new matrix next step for Ms. Westbrook would be 97% of midpoint, or about \$63,000.

Undersheriff Mattos stressed that they really wanted to keep Ms. Westbrook in her position because of her excellent performance.

Sheriff Robert Norris agreed and offered details of her achievements during the pandemic.

Chair Pro Tem Duncan remarked that they would never be able to replace her for less money.

Both Chairman Chris Fillios and Commissioner Bill Brooks voiced their agreement.

Chair Pro Tem Duncan said that the money to cover the increase would have to come from KCSO's Budget, since the BOCC had exhausted all available funds in the FY22 budget set aside for increases. She remarked that KCSO had many open positions, so they should be able to cover the cost out of salary savings. She added that the increase would start as of the first pay period in October.

Chair Pro Tem Duncan moved that the Board approve the wage adjustment for the Director of the Office of Emergency Management, to be effective at the October 10, 2021 pay period, for the amount listed and to be paid out of salary savings by KCSO. 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: 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)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Chair Pro Tem Duncan asked for Chairman Fillios and Commissioner Brooks' authorization to use their signature stamps to finalize the documents. Both gave their permission.

Finance Director Dena Darrow and Staff Accountant – Budget Michelle Chiaramonte exited the meeting at 11:12 a.m.

Memorandum of Agreement for the Hayden Area Regional Sewer Board to Purchase a Bulldozer from the Kootenai County Airport (Action)

Chair Pro Tem Duncan announced that Hayden Area Regional Sewer Board (HARSB) had expressed an interest in buying a bulldozer from the Airport. She asked if the other two Commissioners were willing to consider the arrangement.

Both Chairman Fillios and Commissioner Brooks said they were.

There followed a discussion with Airport Director Steven Kjergaard and HARSB System Administrator Ken Windram regarding payment conditions. They came to a mutually satisfactory agreement.

Mr. Windram expressed concern about potentially transgressing on the rule that prohibits actions which would obligate a future Board.

Mr. Kjergaard explained that his suggestion would not violate this rule.

Chair Pro Tem Duncan moved that the Board approve the use/purchase agreement for Hayden Area Regional Sewer Board of a bulldozer from the Kootenai County Airport. 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: Aye

The motion carried.

Mr. Kjergaard and Mr. Windram exited the meeting at 11:20 a.m.

Chair Pro Tem Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(d). Commissioner 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.

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 11:20 a.m.

Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided by law. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

The Board exited Executive Session at 12:19 p.m.

Chair Pro Tem Duncan moved that the Board exit Executive Session, with staff to proceed as discussed. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem 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): Chair Pro Tem Duncan adjourned the meeting at 12:20 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
