

Minutes of Meeting
Human Resources
October 5, 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 Prosecutor Stanley Mortenson, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, KCSO Undersheriff Brett Nelson, KCSO Captain Jeremy Hyle, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, Chief Deputy Clerk Grace Blomgren, Accounting Manager Isaac Ohm, Accountant – Budget Arrow Gidney, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Commissioner Bill Brooks was present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

New Hire Bonus Distribution Proposal – Sheriff (Action)

KCSO Undersheriff Brett Nelson requested the Board’s approval for a New Hire Bonus Distribution Proposal. He said the Sheriff’s Office had an approved budget of \$100,000 for new hire bonuses. He explained how the different bonuses would be paid as follows:

- \$5,000 New Hire Bonus to lateral Deputies and Emergency Communications Officers
- \$1,500 New Hire Bonus to entry-level Deputies and Emergency Communications Officers
- \$1,000 Sign-On Bonus to Custody Techs and Senior Building Maintenance Operators
- \$2,500 Relocation Bonus, as appropriate, to entry and lateral-level Deputies and Emergency Communications Officers in addition to the New Hire Bonus.

Commissioner Bruce Mattare inquired about current staff retention and Undersheriff Nelson said they were okay in light of the newly approved pay matrix.

Chair Duncan stated she wanted to make sure there were enough funds for the Emergency Communications Officers. Undersheriff Nelson stated there were 21 applicants who were undergoing the background process at that time.

Commissioner Mattare moved that the Board approve the New Hire Bonus Distribution Proposal with the Sheriff's Office. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Temporary Overtime Policy Extension – Sheriff (Action)

Undersheriff Nelson requested the Board's approval for an extension to the Sheriff's Office temporary overtime policy. He requested the policy be extended permanently or at least for the next fiscal year due to their low staffing levels.

Commissioner Mattare asked Undersheriff Nelson if he would be open to a 6 month extension as some positions might be filled by the current applicants and Undersheriff Nelson answered yes. Commissioner Mattare said that a more in-depth conversation would have to occur if the overtime was still needed in six months.

Accounting Manager Isaac Ohm asked for the March 31st payroll to be included if approved.

KCSO Sheriff Robert Norris entered the meeting at 10:08 a.m.

Commissioner Mattare moved that the Board approve the temporary overtime policy extension from October 1, 2023 through and including the payroll that includes March 31, 2024. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Separation w/Release Agreement – Sheriff

Chair Duncan said that items 3 and 4 would be handled in the same Executive Session.

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

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Chair Duncan invited Prosecutor Stanley Mortensen and Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey to remain for the Executive Session.

The Board entered into Executive Session at 10:11 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)

Personnel Funding Percentage Distribution – Resource Management Office

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)

Decision/Direction (Open Meeting – Action)

The Board exited Executive Session at 11:02a.m.

Commissioner Mattare moved that the Board exit Executive Session pursuant to Idaho Code §74-206(1)(b) with staff to proceed as discussed for items 3 and 4. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago 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 11:02 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk