

**Minutes of Meeting
Elected Officials
October 19, 2022
9:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Prosecutor Stanley Mortensen, KCSO Sheriff Robert Norris, Treasurer Steve Matheson, Chief Deputy Assessor Ben Crotinger, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Programs Lexi Smith, 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. Commissioner Chris Fillios was excused.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 9:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Emergency Plan (Discussion)

Chair Duncan suggested that the responsibility for deciding when the County Administrative Offices would be closed due to an emergency be rotated on a yearly basis between the three Commissioners. She noted that the Commissioners did not have the ability to shut down the District Court; that was the responsibility of the Administrative District Judge in conjunction with Idaho Supreme Court.

Chief Deputy Clerk Jennifer Locke entered the meeting at 9:02 a.m.

Prosecutor Stanley Mortensen said he agreed with Chair Duncan’s suggestion. He remarked that he would like to check with Judge Cynthia Meyer regarding times during which the Court might be shut down. He expressed concern about a breakdown of communications causing problems, if there should be only one person with the authority to make the decision, or having to wait for word from the Supreme Court.

KCSO Sheriff Robert Norris stated that, in the case of an active threat, an officer could contact the Incident Commander and have the facility closed. He said that this kind of situation would be handled differently than a weather emergency in which the administration wanted to tell people to stay home.

Ms. Locke agreed that, in the case of a wind storm or something similar, they would reach out to the Attorney General, who would then contact the Idaho Supreme Court for permission to shut down.

Chair Duncan agreed that if law enforcement ordered an evacuation, it would be carried out immediately, without waiting for other authority.

Commissioner Bill Brooks said he would prefer to err on the side of caution and close down in a case of any sort of physical threat, including weather.

Chair Duncan confirmed that a backup person would be named, should the Commissioner whose year it was not be available for some reason.

Office of Emergency Management (OEM) Director Tiffany Westbrook said she thought having a quarterly test would be advisable and that her department would work with the Commissioners on that.

Chair Duncan brought up the topic of the annual fire drill. She said it would be held before snow set in, but not near the Elections. She confirmed that she was working with Buildings & Grounds on setting a date.

Prosecutor Mortensen asked about designated evacuation locations. He commented that an emergency could be caused by an internal threat, such as a disgruntled employee. He said that such a person could know where people were going and create an ambush. He suggested that this be taken into consideration and perhaps an armed officer could be placed at each evacuation site.

Cleaning Contract vs. Internal Janitorial (Discussion)

Chair Duncan remarked that the services of the current janitorial service were not satisfactory and that the Board was considering going out for an RFP (Request for Proposals). She said they were also thinking about creating two full time janitorial positions and having the services covered in-house instead.

Chair Duncan explained that, if these duties were brought in-house, the janitors would be responsible for all public and shared areas and the staff would be responsible for their own spaces. She reported that Buildings & Grounds (B&G) Operations Manager Greg Manley had been talking to different departments about this possibility. She asked those present for their opinions.

Prosecutor Mortensen and Chief Deputy Assessor Ben Crotinger indicated that they thought this would be acceptable. Ms. Locke agreed, with the proviso that she would need to check with Elections staff, since they were in another building. Chief Deputy Treasurer Jill Smith expressed uncertainty about her staff's reaction to being told they would need to empty their own trash and vacuum their areas.

Chair Duncan said she felt the best option would be to get another company in to do the work but that she would keep everyone informed about their progress.

Holiday Schedule (Discussion)

Chair Duncan remarked that Juneteenth was causing some problems because the Treasurer's Office could not be shut down on that date. She noted that, if the Treasurer's Office was open, Buildings & Grounds would also have to stay open. She asked for input on whether Juneteenth would be kept as a general holiday with the Treasurer's Office the

only one allowed to take it as a floating holiday or whether other departments would be given a choice.

Chair Duncan pointed out that District Court would be closed that day, so the Clerk's Division and the Prosecutor's Office would be impacted.

Prosecutor Mortensen said his office would observe Juneteenth as a holiday, since the courts would be closed. He commented that there would probably be attorneys that chose to come in anyway, as they often did after hours or on weekends. He added that they are salaried staff, so no overtime pay was involved.

Kootenai County Resident William Le entered the meeting at 9:19 a.m.

Mr. Crotinger said he did not think this would be a problem for the Assessor's Office either way.

Ms. Locke said that there was always work that the Clerks at District Court could do but she felt she should check with Court Services Director Marissa Garza to see what she felt was reasonable.

Sheriff Norris said he would suggest allowing the individual Elected Officials decide for their own departments.

Ms. Smith reported that the Treasurer's Office was busy all day last year. She stated that a number of people had wanted to visit the Assessor's Office as well and were not happy that it was not open. She said several state and local officials had visited that day, perhaps as some type of test.

It was generally agreed that the Treasurer's Office would be open on Juneteenth.

Ms. Smith announced that the Treasurer's Office would be closed the day after Thanksgiving and that the public would be informed well ahead of time.

Commissioner Brooks said he would support giving as many people as possible time off on the holidays to be with their families.

Ms. Smith commented that the County Administrative Offices would be closing at 3:00 p.m. on the day after Thanksgiving.

Chair Duncan said notification of the 3:00 p.m. closing would be sent to employees over the next day or so. She confirmed that staff would be able to take vacation time for those two hours or work, with supervisor permission. She said the question of Juneteenth would be taken up again during the November 10, 2022 HR meeting. She stated that she would check with Civil Deputy Prosecuting Attorney Darrin Murphey, but that it was likely that it would be left to the individual Elected Official to decide, based on the needs of the particular department.

Ms. Proud reported that she had received some inquiries about whether a Juneteenth floating holiday could be used on the day after Thanksgiving.

Chair Duncan indicated this would be left to the particular Elected Official. She stated she would rather have it be a designated, specific exchange of one day for another rather than having people trying to keep track of a floating holiday.

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 9:25 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk