

**Minutes of Meeting
Elected Officials
October 20, 2021
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 Clerk Jim Brannon, Coroner Warren Keene, M.D., Prosecutor Barry McHugh, KCSO Sheriff Robert Norris, Treasurer Steve Matheson, Chief Deputy Assessor Allyson Knapp, Chief Deputy Clerk Jennifer Locke, Human Resources (HR) Director Sylvia Proud, KCSO Undersheriff Dan Mattos, Chief Deputy Treasurer Jill Smith, Information Technology (IT) Network Administrator Grant Kinsey, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem 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 (Discussion):**

Internet Technology Cyber Survivability

Kootenai County Resident William Le entered the meeting at 9:01 a.m.

Information Technology (IT) Network Administrator Grant Kinsey updated the Elected Officials on the current state of the County's ability to protect itself from ransomware attacks. He explained that ICRMP (Idaho Counties Risk Management Program) had reduced their coverage for damages incurred in such an event from \$1 million to \$50,000, which would leave the County liable for all expenses incurred in excess of that amount.

Resource Management Office (RMO) Grants Technician Kaitlin Smith entered the meeting at 9:02 a.m.

Mr. Kinsey provided details about the sort of damage a ransomware attack could cause and steps that could be taken for better protection. He asked the Elected Officials to consider supporting his recommendation that the County invest in an updated product called Rubric, which he felt would provide a significant improvement.

Assessor Bela Kovacs entered the meeting at 9:10 a.m.

Treasurer Steve Matheson asked how attractive a target Kootenai County would be to these criminals and how well protected the entities that had been victimized previously had been.

Mr. Kinsey commented that Kootenai County had a level of protection he would score at about a "B," while the entities that had been hit had protection he would rank at about "C" or "C-." He added that the improvement he was suggesting would bring Kootenai County's protection to an "A," in his opinion. He indicated that it was difficult to assess the County's relative attractiveness as a target, but similar entities had been victimized.

Mr. Kinsey stated that the system he was recommending would cost about \$500,000, including both the software and a five year support agreement. He said it was possible that this could be paid for by ARPA (American Rescue Plan Act) funds.

After additional discussion, it was generally agreed that Mr. Kinsey should prepare all necessary materials to submit this proposal to the team reviewing ARPA requests.

Admin Campus Fire Drill

Chair Pro Tem Duncan commented that the Administrative Building was supposed to have at least one fire drill every two years. She asked the Elected Officials for their input on having one over the next couple of months.

Mr. Kinsey exited the meeting at 9:30 a.m.

After some discussion, it was generally agreed that fire drills would be held at the Administrative building and the Justice Center, but not at the Elections Office at this time. The drills would be planned taking into account the Treasurer's tax collection schedule and all affected Elected Officials would be informed, in confidence, of the exact date and time.

Elected Official Meeting Format

Chair Pro Tem Duncan said she had received a suggestion that one Elected Official offer a brief presentation on the latest news from his/her department in each monthly meeting. She asked if anyone was interested in participating.

Treasurer Matheson said he would not be interested. He explained that this had been tried a couple of times in the past and had not been continued.

Assessor Kovacs said he felt this was essentially already being done. He remarked that any Elected Official that had news was able to request an agenda item or simply bring it up under the current meeting structure.

It was generally agreed that this change would not be made.

Holiday Schedule

Chair Pro Tem Duncan asked if any Elected Officials had any requests or suggestions as the holidays approached. She indicated that the current plan was to close the Administrative Building to the public at 3 p.m. on the Friday after Thanksgiving and allow staff to continue working or take accrued time off.

Treasurer Matheson asked whether the whole day could be given as a floating holiday and indicated his staff might like to take it in place of Juneteenth, since they would have to work that day due to the tax deadline.

Human Resources (HR) Director Sylvia Proud commented that a general floating holiday probably would not work, since the courts would be open on the Friday after Thanksgiving and closed on Juneteenth.

KCSO Sheriff Robert Norris suggested allowing each individual Elected Official decide whether his/her departments would be open.

After additional discussion, it was generally agreed that the previously accepted plan of closing to the public at 3 p.m. on the Friday after Thanksgiving would be followed. It was also agreed that offering floating holidays would be discussed further in an HR meeting.

American Rescue Plan Act (ARPA) Update

Treasurer Matheson reminded those present that they had expected to receive final guidelines for use of ARPA funds by the end of September. He remarked that this had not happened and it could be weeks or months in coming. He provided a draft of the evaluation format they planned to use to determine whether a given expense was eligible to be covered using ARPA money. He asked that people share any comments or suggestions about the draft with him. He stated that they would begin the evaluation process next month, regardless of whether the final rules had been provided.

Routine Cleaning Personnel

Assessor Kovacs remarked that the Administrative Building no longer had a person for ongoing sanitizing during the work day. He said this was a particular concern for Vehicle Registration and Driver's License, since they were with members of the public all day and COVID had reappeared among the staff.

Chair Pro Tem Duncan responded that Buildings & Grounds (B&G) had been given permission to hire temporary workers but had not yet been able to fill the positions.

Mr. Le exited the meeting at 9:48 a.m.

- 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.

Prosecutor Barry McHugh said that court backlog was expected to continue for the foreseeable future, since the State Supreme Court had cancelled trials through December 6, 2021. He remarked that the backlog numbers provided in the local papers varied widely and he did not feel they were reliable.

E. Adjournment (Action): Chair Pro Tem Duncan adjourned the meeting at 9:50 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
