

Minutes of Meeting
Human Resources: Personnel Changes
October 28, 2021
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Lieutenant Ryan Higgins, KCSO Personnel Technician Marcia Heglie KCSO Patrol Administrative Assistant Stephanie Drobny, Chief Deputy Assessor Allyson Knapp, Assessor’s Office Administrative Manager Reba Grytness, Juvenile Detention Director JT Taylor, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Auditor’s Office Accounting Manager Grace Blomgren, Staff Accountant – Budget Michelle Chiaramonte, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, Information Technology (IT) Applications Systems Manager Jack Duffield, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Leslie Duncan was excused.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:12 a.m.

B. Changes to the Agenda (Action):

Commissioner Bill Brooks remarked that the agenda had been amended within 24 hours before the meeting, so the change needed to be approved.

Commissioner Brooks moved that the Board approve the change to the agenda to add item three, “Career Progression to Personal Property Appraiser II Conversion - Assessor.” Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye
The motion carried.

C. Business Items (Action):

Temporary Modification of Emergency Communications Officer FTE – KCSO

KCSO Lieutenant Ryan Higgins explained that Carol Furtado was going to retire November 20, 2021, but due to the staffing problems at 911 she had agreed to continue on at 36 hours per week until October 1, 2022. He said the contract had been written by Civil Deputy Prosecuting Attorney Darrin Murphey.

Commissioner Brooks moved that the Board approve the temporary modification of the Emergency Communications Officer FTE position for KCSO. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
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.

Request for Once a Year Budgeted Stipend to Judicial Assistants – Specialty Court

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate requested the Board’s approval for the yearly budgeted stipend for Specialty Court Judicial Assistants.

Commissioner Brooks moved that the Board approve the request for the once a year budgeted stipend for Judicial Assistants at Specialty Court. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

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Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Career Progression to Personal Property Appraiser II Position Conversion – Assessor

Chief Deputy Assessor Allyson Knapp explained that a member of their staff had completed the requirements to qualify for promotion to Personal Property Appraiser II. She asked the Board to approve the conversion of the person’s position.

Commissioner Brooks moved that the Board approve the career progression to a Personal Property Appraiser II position for the Assessor’s Office as requested. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
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.

Commissioner Leslie Duncan entered the meeting via teleconference at 11:17 a.m.

Holiday Compensation Policy #312 Discussion – Auditor

Auditor's Office Accounting Manager Grace Blomgren described issues which had arisen from the recent change in Policy #312, regarding accumulation of holiday time. She offered suggestions on ways to correct them.

Mr. Murphy confirmed that the Board was empowered to change employee benefits at will. He explained the procedure which the Sheriff's Office had decided to use when an employee was leaving them and had holiday time still banked.

Finance Director Dena Darrow outlined the problems entailed by having holiday time banked before and after the policy change took effect and offered additional guidance on how the issues could be managed.

HR Director Sylvia Proud reviewed Policy #312's terms.

KCSO Sheriff Robert Norris and Undersheriff Dan Mattos expressed their concerns regarding the application of the policy to their staff.

Ms. Proud asked the Board to offer direction on how they should proceed.

Commissioner Duncan recommended that a payout for any terminating employees be allowed for the time being and that the employees that currently have more than the allowed 80 hours of banked holiday time be encouraged to use it up. She noted that the circumstances of departments whose employees had been unable to use vacation time due to staffing shortages also needed to be considered.

Chairman Fillios summed up by stating that Ms. Darrow would perform an analysis to determine how much a payout would cost the County.

Ms. Proud expressed her understanding of how the Board wished to handle departing staff until the matter was fully analyzed and settled.

KCSO Personnel Technician Marcia Heglie, KCSO Patrol Administrative Assistant Stephanie Drobny, Ms. Knapp and Assessor's Office Administrative Manager Reba Grytness exited the meeting at 11:37 a.m.

Budgeted Bonus Request for Veterans' Service Officer – BOCC

Commissioner Brooks stated that the Veterans' Services Officer had been told he would receive a \$5,000 bonus. He asked whether there was a problem in the distribution of the bonus.

Chairman Fillios indicated that he was concerned about equity of treatment of other staff in similar positions. He said that with the 3.4% increase and \$750 bonus given, the

Veterans' Services Officer had received about \$2,500. He suggested an additional \$2,500 be provided.

Commissioner Duncan voiced her objections to the proposal, under the grounds that it could be perceived as preferential treatment. She commented that the thirteen department heads under her direction were equally deserving of bonuses, but would not be offered them.

Mr. Murphey outlined the County's legal position regarding whether they were obliged to provide the \$5,000 bonus because it had been previously discussed with the staff person.

Information Technology (IT) Applications Systems Manager Jack Duffield exited the meeting at 11:46 a.m.

Chairman Fillios moved that the Board provide for a bonus of \$2,500 to the Veterans' Services Officer, to represent the difference between the raise and bonus already provided and apparent assurance given to the individual, subject to review by Legal. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Nay

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.

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): Chairman Fillios adjourned the meeting at 11:47 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
