

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**November 10, 2022**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Chris Fillios met to discuss the following agenda items. Also present were KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, KCSO Chief Budget Officer Stephanie Drobny, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, Chief Deputy Assessor Ben Crotinger, Assessor's Office Administrative Manager Shelly Amos, Chief Deputy Prosecutor Art Verharen, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Finance Director Brandi Falcon, Auditor's Office Accounting Manager Grace Blomgren, BOCC Administrative Supervisor Leighanna Keiser, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chair Leslie Duncan called the meeting to order at 11:02 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Request for Pay Increase for Two Sheriff's Office Temporary/Seasonal Employees – Sheriff's Office**

KCSO Captain Stuart Miller requested the Board's approval of pay increases for two of the Sheriff's Office Temporary/Seasonal staff. He explained that these were former full-time employees who had retired after many years of service and had come back to the department in clerical positions. He said that these positions had not received increases during the recent adjustments and asked that their rates be moved from \$18.50 per hour to \$20 per hour. He noted that there were salary savings available to cover the increase to their budget of \$4,869 for FY23 and \$5,387 for FY24.

Human Resources (HR) Director Sylvia Proud said that Temporary/Seasonal staff had not been placed on a matrix.

Commissioner Brooks moved that the Board approve the request to increase the pay of the two Temporary/Seasonal Employees to \$20 per hour, as requested by Captain Miller. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: 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. – Sheriff Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

Captain Miller and KCSO Undersheriff Brett Nelson exited the meeting at 11:08 a.m.

**Request to Convert Residential Appraiser I to Residential Appraiser II – Assessor’s Office**

Assessor’s Office Administrative Manager Shelly Amos reported that Landen Butterfield had completed all requirements to qualify as an Appraiser II, Grade 8, Step 1. She asked that his position be upgraded, effective October 15, 2022. She said that the increase in salary had been included in their Budget.

Finance Director Brandi Falcon confirmed that there were enough funds in salary savings to cover the change.

Chair Duncan remarked that the Assessor’s Office informed the Board of the projected number of conversions they expected in the coming year during budget discussions.

Commissioner Fillios moved that the Board approve the request to convert a Residential Appraiser I to a Residential Appraiser II for the Assessor’s Division. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Fillios:           Aye
- Commissioner Brooks:         Aye
- Commissioner Duncan:         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. – Assessor Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

**Request for Relocation Stipend – Assessor’s Office**

Chief Deputy Assessor Ben Crotinger requested the Board’s approval of a relocation stipend for a new hire in the amount of \$2,000. He noted that such stipends for the Sheriff’s Office had been approved for \$2,500 in the past. He stated that language had been included in the agreement to ensure that, should the person depart within one year of the hiring date, the amount would be returned to the County via salary deduction.

Mr. Crotinger said that Ms. Proud and Ms. Falcon had reviewed the request and no objections had been made. He added that this was related to a Manager position.

Commissioner Fillios moved that the Board approve the relocation stipend for the Assessor's Office for a Commercial Division Manager for \$2,000, consistent with County Policy. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: Aye

The motion carried.

**Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – Assessor Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

**Request for Distribution of Annual Budgeted Stipends – BOCC**

BOCC Administrative Supervisor Leighanna Keiser requested the Board's approval for the distribution of the BOCC's annual budgeted employee stipends.

Commissioner Brooks moved that the Board approve the request for distribution of the annual budgeted stipends to BOCC Administrative Staff. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: 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. – BOCC Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

**Request for Position Overlap, Juvenile Diversion Probation Officer – Prosecuting Attorney's Office**

Chief Deputy Prosecutor Art Verharen explained that a Juvenile Diversion Caseworker was going to retire this January and they wanted to hire a replacement with a two week overlap so the out-going person could train the new one. He added that their department had enough salary savings to cover the additional expense.

Ms. Falcon commented that she placed her projected cost at the highest level, loaded, for a three week period, since she could not know what experience the new hire would bring.

Commissioner Fillios moved that the Board approve the request for position overlap for the Juvenile Diversion Probation Officer, for a period of two weeks. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: Aye

The motion carried.

**Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – Prosecuting Attorney Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

Undersheriff Nelson reentered the meeting at 11:15 a.m.

**Reclassification Results & Request for New Grade Adoption, Legal Executive Assistant – Human Resources (Action)**

Mr. Verharen requested the Board’s approval to have a Legal Assistant upgraded to Executive Legal Assistant, Grade 8, Step 5. He noted that this would involve an increase of only 53 cents per hour to the person’s wages and the expense would be covered from salary savings. He explained that the person’s responsibilities made such an adjustment appropriate.

HR Generalist – Employee Relations Dorothy Cross stated that she had done an analysis of the position and felt the duties did support the change requested.

Commissioner Brooks moved that the Board approve the reclassification results and request for new grade for the Legal Executive Assistant, as presented by Human Resources. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: Aye

The motion carried.

**Request for Pay Increase as a Result of Reclassification, Legal Executive Assistant – Prosecuting Attorney’s Office**

Mr. Verharen requested the Board’s approval of the pay increase which would result from the reclassification of the Legal Executive Assistant position.

Commissioner Fillios moved that the Board approve the pay increase as a result of the reclassification of the Legal Executive Assistant, going from a Grade 6 to a Grade 8, retroactive to pay period 22. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: 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. – Prosecuting Attorney Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

Chair Duncan commented that an effective date for the change in pay approved in item 2 had not been included in the motion. She asked that the motion be amended to include an effective date retroactive to October 15, 2022.

Commissioner Fillios moved that the Board amend the motion for item 2, “Request to Convert Residential Appraiser I to Residential Appraiser II,” previously approved, to show that the increase would be retroactive to October 15, 2022. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Mr. Verharen exited the meeting at 11:19 a.m.

**Holiday Policy – BOCC (Action)**

Ms. Proud reminded those present that there had been discussion about a straight swap of Juneteenth for the day after Thanksgiving at the last Elected Officials meeting. She asked whether the Board would give direction to make a policy change on this issue.

Chair Duncan added that this question had originally come up because the Treasurer’s Office could not take Juneteenth as a holiday since it fell on the day before property taxes were due. She stated that a revision to the official policy would be needed if the Elected Officials were to decide how their departments would handle the holiday each January.

Chair Duncan said that the BOCC departments needed to make a decision about the holiday also. She suggested that it be discussed at the Department Head Luncheon next week. She said she knew of three departments already that wanted to make the exchange and she hoped that they could be consistent across all seventeen departments.

No motion was required at this point.

Chair Duncan asked that the Board move on to item 10 at this point, if the other Commissioners agreed that no Executive Session was needed.

No objection was voiced.

Chair Duncan stated that item 9 on the agenda, which would require an Executive Session, would be handled last.

**Request for Executive Session – Civil/Human Resources**

Chair Duncan indicated that items 10 and 11 could be handled together, since no Executive Session was needed.

**Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code. – Prosecuting Attorney Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

No information requiring an Executive Session was submitted.

**Temporary Overtime Policy – Human Resources (Action)**

Chair Duncan indicated that item 10 could be handled together with item 11.

Ms. Proud stated that there were three pay periods remaining until the current temporary overtime policy was scheduled to end and be given further review. She said that there had been discussions with Payroll and the Sheriff's Office and they all wanted to check with the BOCC for any further direction.

Ms. Proud reviewed the current temporary overtime pay rules, including holiday pay and pre-approved vacations for non-exempt employees and sworn employees.

It was generally agreed that the currently observed temporary overtime rules were acceptable for the remaining three pay periods.

Chair Duncan listed the portions of the temporary policy that she would like to see become permanent. Direction was given to HR to amend the policy for the future and bring it back for final approval at a later time.

No motion was required at this point.

**Request for Executive Session – BOCC**

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

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner Duncan: Aye

The motion carried.

Chair Duncan invited Civil Deputy Prosecuting Attorney Darrin Murphey to remain for the Executive Session.

The Board entered into Executive Session at 11:29 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. – BOCC Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

The Board exited Executive Session at 11:45 a.m.

Commissioner Fillios moved that the Board exit Executive Session with staff to proceed as discussed and to acknowledge the presence of Deputy Civil Prosecuting Attorney Darrin Murphey. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye  
Commissioner Brooks: Aye  
Commissioner 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 11:45 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk