

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**March 26, 2020**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Accounting Manager Grace Blomgren, Administrative Assistant Ronnie Davisson, Public Defender Anne C. Taylor, Chief Deputy Assessor Joe Johns, Solid Waste (SW) Director Cathy Mayer, Veteran Services Officer Tom Freeman, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Public Defender Anne C. Taylor, Veteran Services Officer Tom Freeman and Solid Waste (SW) Director Cathy Mayer attended via teleconference. Commissioner Bill Brooks was excused.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:06 a.m.

**B. Changes to the Agenda (Action):**

Human Resources (HR) Generalist Kimberley Van Slate requested that item three on the agenda be postponed to a future meeting. There were no objections.

**C. Business (Action Items):**

**Request for Training Overlap for Payroll Technician New Hire – Auditor’s Office**

Accounting Manager Grace Blomgren reported that the senior Payroll Technician intended to retire as of June 5, 2020. She noted that this was a highly skilled position and said she would like to ask the Board to authorize bringing in a new hire one month early for training.

Commissioner Bill Brooks entered the meeting at 11:08 a.m. via teleconference.

Finance Director Dena Darrow reported that the department had sufficient salary savings to cover the overlap of positions.

Chairman Fillios remarked that he was reluctant to vote on this, not because he disagreed with the request, but because he felt there was too much information presented at once to digest.

Commissioner Leslie Duncan moved that the Board approve the request for training overlap for Payroll Technician and that the Board approve the activation of the Payroll Technician/Accounting Technician position once the temporary position period expired. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

**Request for Extension of Temporary Appointment – Solid Waste**

Solid Waste (SW) Director Cathy Mayer reminded the Board that they had authorized a temporary position in December 2019 for an equipment operator for a period not to exceed twelve weeks. She noted that they have continued to be short of equipment operators. She asked the Board to extend the temporary assignment to a period not to exceed six months. She stressed that this was a highly skilled position, operating heavy equipment.

Commissioner Duncan moved that the Board approve the request for the extension of temporary appointment with Solid Waste, not to exceed six months. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: 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. (Closed Session – Discussion Item)**

**Decisions/Direction (Open Session – Action Item)**

No information requiring an Executive Session was submitted.

**Holiday Buy Back – Sheriff’s Office** – postponed to a future date.

**Temporary Split/Conversion of AT2 Attorney Position – Prosecutor’s Office**

Prosecutor Barry McHugh requested the Board’s approval to temporarily split an AT2 Attorney position into two part-time positions. He explained that his department had received the services of a very talented intern and wished to make the accommodation to allow the person to continue with them. He said the intern would work full time for the Prosecutor’s Office during the summer break and part time during the school year. He stated that he planned to rehire a retired employee to cover the other half of the part time position as required. He added that he hoped the intern would come to work for him full time after passing the bar exam.

Prosecutor McHugh asked that the salary savings in his department be applied toward the purchase of additional computers needed and toward the fund from which expert witnesses were paid.

Commissioner Duncan confirmed that there would be salary savings in the Prosecutor's Office of \$852 for FY20 and about \$18,000 for FY21, based on current calculations.

Commissioner Duncan moved that the Board approve the temporary split of the AT2 Attorney position, with the remainder salary savings to be used for computers and witness fees. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Prosecutor McHugh exited the meeting at 11:21 a.m.

#### **Request to Adopt Reclassification Results, Director – Parks & Waterways**

Ms. Van Slate requested the Board's approval to adopt the reclassification of the Parks & Waterways/Noxious Weeds/Snowgroomer Director's position to a pay grade of 16. She said the information had been circulated to the other Elected Officials and no objections had been made.

Commissioner Duncan moved that the Board adopt the reclassification results for the Director of Parks & Waterways/Noxious Weeds/Snowgroomers. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

#### **Request for Reclassification Increase, Director – Parks & Waterways**

Commissioner Duncan requested the Board's approval of increasing the salary of the Parks & Waterways/Noxious Weeds/Snowgroomer Director from market at Grade 15 to market at Grade 16. She said it would be about a \$10,000 annual increase. She explained that the combination of departments would actually result in savings to the County of about \$9,860 for FY20 and about \$4,800 per year going forward.

Commissioner Duncan moved that the Board approve an increase for the Director of Park & Waterways/Noxious Weeds/Snowgroomer to market of the new Grade 16. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: 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. (Closed Session – Discussion Item)**

**Decisions/Direction (Open Session – Action Item)**

No material requiring an Executive Session was submitted.

Public Defender Anne C. Taylor asked that item seven from the agenda be moved to the end of the meeting because she would need an Executive Session. Chairman Fillios agreed.

**Temporary Custodial Request, BOCC Temp Budget – BOCC**

Commissioner Duncan asked that the Board consider offering temporary custodial positions to custodial staff from local schools to assist with additional disinfection procedures needed due to the COVID-19 pandemic. She said it appeared this would not be needed right now, due to the Stay-At-Home Order, but might be something needed in the future.

Chairman Fillios thanked Commissioner Duncan for her suggestion and said the item would be deferred for the time being.

**Exception to Hiring Policy #120 – Veteran’s Services**

Ms. Van Slate reminded the Commissioners that they had approved a temporary placement for Terri Dickerson. She said they are very pleased with her performance and would like to offer her a permanent position. She stated that Veteran Services Officer Tom Freeman had asked to offer her the same rate the previous person had received.

Human Resources (HR) Director Sylvia Proud confirmed that Ms. Dickerson met all the qualifications and work experience needed to validate the pay level.

Ms. Van Slate reported that they had consulted Legal and it was not required by statute that the position be held by a veteran.

Commissioner Duncan moved that the Board approve the exception to Hiring Policy #120 for the Veteran Services position. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Abstain  
Commissioner Duncan: Aye  
Chairman Fillios: 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. (Closed Session – Discussion Item)**

**Decisions/Direction (Open Session – Action Item)**

No information requiring an Executive Session was submitted.

**Request for Exception to Policy Regarding Administrative Leave with Pay – Public Defender**

Ms. Taylor confirmed the need to enter Executive Session to discuss this item.

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

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

The motion carried.

Chairman Fillios invited Civil Deputy Prosecuting Attorney Darrin Murphey to remain for the Executive Session.

The Board entered into Executive Session at 11:32 a.m.

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

**Decisions/Direction (Open Session – Action Item)**

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

Commissioner Duncan moved that the Board exit Executive Session with administrative leave approved as discussed. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

- D. Public Comment (Discussion):** 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.

Chairman Fillios asked Mr. Murphey if it would be appropriate to cover some information during the public comments portion of the meeting. He said the Board had received a

number of questions from employees regarding compensation during the pandemic. He stated that the Board would like to clarify some issues, if this were not a problem.

Mr. Murphey confirmed that a general discussion of topics would be appropriate. He suggested that hourly employees do their best to document their time worked from home. He noted that it would not be an issue for salaried employees. He stated this would satisfy the FLSA (Fair Labor Standards Act) requirements.

Ms. Proud commented that she would have a proposal included in the upcoming Business Meeting regarding this issue. She asked for additional clarification from the Commissioners regarding the Idaho Stay-At-Home directive as it would impact allowing administrative leave.

Chairman Fillios said his opinion was that if employees were being forced to stay home, they should be paid, at least through the end of the order on April 15, 2020.

Commissioner Duncan remarked that most County departments had work from home options available. She said she thought it was a very small percentage of people who were at home but not working.

All three Commissioners agreed that people should be paid their normal time if it were compulsory for them to remain at home. Ms. Darrow asked if the time should be tracked and marked as COVID-19 related. All three Commissioners agreed with that also.

The Commissioners discussed different possible scenarios for employees with Ms. Proud, Ms. Darrow and Ms. Blomgren. It was generally agreed that cases would be reviewed individually and anything related to COVID-19 closures would be tracked specifically.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 12:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_

Tina Ginorio, Deputy Clerk

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