

**Minutes of Meeting
Elected Officials
June 19, 2019
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Assessor Rich Houser, Clerk Jim Brannon, Prosecutor Barry McHugh, KCSO Sheriff Ben Wolfinger, Chief Deputy Assessor Joe Johns, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Chief Deputy Prosecutor Barry Black, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, KCSO Undersheriff Dan Mattos, KCSO Captain Kim Edmondson, KCSO Captain John Holecek, KCSO Captain Matthew Street, Chief Deputy Treasurer Laurie Thomas, Public Defender Anne C. Taylor, Community Development Director David Callahan, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Robert Norris.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 9:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.

KCSO Deputy Association Representative Jeremy Hyle entered the meeting at 9:01 a.m.

- C. **Business:**

Wage Adjustment Presentation by HR Director Sylvia Proud and Follow Up Discussion. (Action)

Chairman Fillios reminded those assembled that the study performed by Human Resources (HR) was based on data provided by BDPA, as previously approved by the Elected Officials. He noted that HR Director Sylvia Proud had provided an unbiased and objective analysis of wages. He added that both BOCC Senior Business Analyst Nanci Plouffe and HR Generalist – Benefits & Compensation Dorothy Cross had assisted in the project. Chairman Fillios also stressed that foregone taxes would not be considered as a funding source for any proposals.

Ms. Proud thanked Ms. Plouffe and Ms. Cross for their assistance in the project. She provided a PowerPoint to illustrate her presentation.

Ms. Proud reminded those assembled that the Elected Officials had agreed that an adjustment of the employee compensation plan would be a priority for Kootenai County this year. She said that the Elected Officials had also previously agreed on the markets that would be used for comparison for the different pay plans. She explained that the results should be considered preliminary at this time; further discussions with Elected Officials would be needed to fine tune specifics, but the current data should provide necessary cost estimates for Budget calculations.

Ms. Proud listed the markets on which the study was based: Bonner County, Coeur d'Alene, Hayden, Post Falls, Rathdrum, Spokane, Spokane County, State of Idaho and State of Washington were used for the Sworn Officer Matrix. The General Pay Plan and the Attorney Pay Plan reports included three additional sources: Bonneville County, Canyon County and Idaho Falls.

Ms. Proud explained that BDPA had selected eighty-two benchmark positions for their study. She said these were chosen using position qualifications, functions and skills, not position titles.

Ms. Proud then described the four different scenarios they had developed for the Board and the Elected Officials to evaluate. She said all four were based on the philosophy expressed by Policy 120, to allow the County to offer competitive, market-based wages and benefits with the goal of attracting and retaining qualified employees.

Treasurer Steve Matheson entered the meeting at 9:07 a.m.

Clerk Jim Brannon asked whether Human Resources had examined all the job descriptions before they were submitted. Ms. Proud stated time constraints had not allowed that but HR would continue to work on updates and consolidations.

Ms. Proud said the survey showed that, on average, the General and Attorney Pay Plans were about 8.10% below market and the Sworn Officer Matrix was about 5.74% below market. She noted that they also reviewed the total compensation packages, including benefits such as paid vacation, paid sick time, health plan, and retirement plan contributions. She stated that it appeared the General and Attorney Pay Plans were about 8.36% below market in this area and the sworn officers were about 6.81% below market.

Ms. Proud next called attention to the cost projections for each of the proposed scenarios.

With a Minimum 3% increase

- Scenario 1 Total Loaded Cost \$2,853,202.43
- Scenario 2 Total Loaded Cost \$3,191,665.31
- Scenario 3 Total Loaded Cost \$2,412,541.57
- Scenario 4 Total Loaded Cost \$2,916,228.49

With a Minimum 2% increase

- Scenario 1 Total Loaded Cost \$2,653,606.73
- Scenario 2 Total Loaded Cost \$3,030,481.23
- Scenario 3 Total Loaded Cost \$2,117,826.69
- Scenario 4 Total Loaded Cost \$2,687,020.72

Ms. Proud stated that the next step would be for the BOCC to select which of the four scenarios they preferred and decide whether they wished to implement it entirely in the FY2020 Budget or to split the implementation between FY2020 and FY2021. She said that HR would continue to develop the compensation plan details and determine where

individual employees should be placed. She noted that the Elected Officials would be consulted again after the next stage of work was completed.

Sheriff Ben Wolfinger stated he felt that eliminating the Sworn Officer Matrix, as proposed in two of the scenarios, would be very unwise.

Undersheriff Dan Mattos agreed with Sheriff Wolfinger and said he vehemently disagreed with the findings of the survey. He pointed out that KCSO had to compete for personnel with other entities that offered superior rates and benefits. Ms. Proud explained the reason the final figure seemed low was that it factored in both detention and law enforcement positions. She added that she could break the final figure down into those separate categories for additional clarity, if they wished.

KCSO Captain Kim Edmondson asked whether the updated matrix that HR would use in two of the listed scenarios was available for review. Ms. Proud said she needed to go over it with the Sheriff and Undersheriff before it was released.

Chairman Fillios reminded those present that the BOCC, in the end, would decide which of the scenarios to use, an amount to allocate, and a funding source. He added that HR would be responsible for working out how those choices would affect each individual's compensation. He warned that cuts to budget requests would have to be made.

Treasurer Matheson asked if the BOCC had a plan to allocate the limited dollars among all the Elected Officials' departments. Chairman Fillios stated the BOCC would consult with the Elected Officials, but the three Commissioners would make the final decisions.

Prosecutor Barry McHugh asked if an Elected Official made cuts to budget requests, would those cuts be used to benefit that Elected Official's departments or would they be spread to other areas. All three Commissioners agreed this would be a good incentive for Elected Officials to make cuts in other areas of their budgets.

Clerk Brannon asked why the General Pay Plan Employees had been grouped together with the Attorneys in the survey and which of the two groups were currently paid closer to the market rate. Ms. Proud explained that they had placed the sworn officers in one group because their compensation was calculated in a certain way and, since all the other employees' compensation was calculated in essentially the same way also, they grouped them together. She added that HR could split the two sets of data for review, if it were requested.

Assessor Rich Houser provided a worksheet showing the Allowable Property Tax Change Calculation for the Fiscal Year 2020 Proposed Budget. He noted that the General Pay Plan had historically received lower funding than Public Safety.

Chief Deputy Prosecutor Barry Black exited the meeting at 9:50 a.m.

Kootenai County Resident Bob Bingham entered the meeting at 9:51 a.m.

Commissioner Bill Brooks remarked that the Board's largest concern was the upcoming increase in health insurance cost. He said that deciding how much the County would fund of this would influence which scenario was chosen.

Chairman Fillios agreed and added that the preliminary estimate for the insurance increase was about 15% or 16%, somewhere in the range of 1.5 to 1.6 million dollars.

Chairman Fillios predicted that by mid-July, the Board would have been able to make enough cuts to the Budget requests to have a relatively firm number; then the Board would be able to make a choice among the different scenarios and inform Human Resources.

Sheriff Wolfinger pointed out that there were certain mandated services for his department such as inmate medical costs and food that could not be cut. He said he could not necessarily fund his employees' pay adjustments completely through cuts in his own budget because of limitations like these.

Clerk Brannon agreed and said County Assistance also provided certain mandated services such as involuntary police holds that also could not be cut.

Finance Director Dena Darrow stated the Finance Department needed a working number to use while working through the Budget and asked if the Board agreed that the temporary figure to use would be from Scenario #2, minimum 3% increase, which would be \$3,191,665.31. Commissioner Duncan said she would prefer to use the 2% figures as a target; Chairman Fillios said he was inclined to accept that choice.

Commissioner Duncan stated she was not in favor of doing the adjustment in one year because she felt there were vital areas that some of the Elected Officials would not be able to cover properly with the more stringent cuts that would be required. Chairman Fillios and Commissioner Brooks stated they did not want to have the adjustments done over two years.

- 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.

Assessor Houser noted that the emergency response on Monday, June 17, 2019 was less than optimal. He said there was a problem with communication again in the Administrative Building and suggested this should be given serious attention.

Clerk Tina Ginorio expressed her desire to be informed of the results of the Coeur d'Alene Police Department's investigation of the incident. She said she felt most of the employees would feel better if they knew how it turned out.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 10:43 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
