

**Minutes of Meeting
Elected Officials
January 18, 2023
9:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Coroner Duke Johnson, M.D., KCSO Sheriff Robert Norris, Chief Deputy Assessor Ben Crotinger, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Chief Criminal Prosecuting Attorney Laura McClinton, Human Resources (HR) Director Sylvia Proud and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chair 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:**

All Hazards Mitigation Policy (Discussion)

Chair Duncan asked for reactions to the draft All Hazards Mitigation Policy she had circulated.

Commissioner Bruce Mattare remarked that guidelines for situations in which offices were considering closing would be good, since continuity of services for citizens is important. He said he understood that each Elected Official was responsible for his/her own departments and they might not agree. He stated that the question was whether a County-wide standard should be established and followed. He noted that the Court system had their own standard, which was a higher bar, and asked if that would be the best level to choose. He suggested that, if the courts were closed, the rest of the departments would be closed.

Clerk Jennifer Locke indicated that she felt this might be too high a bar.

Chair Duncan responded that the ADJ (Administrative District Judge) had said that, if the circumstances warranted, she would close the Court and then contact the Supreme Court.

Assessor Bela Kovacs entered the meeting at 9:02 a.m.

There followed a substantial discussion among all present regarding the potential standards for closing the Administrative Campus due to weather concerns or other issues.

Chair Duncan said that she would prefer there to be one County Commissioner, perhaps rotated on a six-month or yearly basis, who would make a decision on whether the Administrative Building would close. She added that the Commissioner would check with District Court before making the decision. She said that this would impact when employees could be offered Administrative Pay. She stated that employees who wished

to leave under other circumstances would need to draw from their own accumulated leave time.

KCSO Sheriff Robert Norris remarked that the BOCC possessed the “power of the purse,” so it was expected for them to decide when Administrative Pay would be given.

Clerk Locke expressed concern regarding employee safety in cases when the Court did not close but an Elected Official might judge it hazardous to be present.

Chief Deputy Treasurer Jill Smith entered the meeting at 9:19 a.m.

Substantial discussion continued, with input from all present, both in agreement with aspects of Chair Duncan’s proposed Policy and with suggested refinements.

Chair Duncan stated that the proposed policy would be brought before an upcoming Business Meeting. She noted that both temporary and seasonal employees would be included in the final version.

Fleet Management Policy Update (Discussion)

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson reviewed the last year of events related to the development of a Fleet Management group and a consistent policy. He called attention to the old policy and the updated version which had been provided to those present. He went over the high points of the revised policy.

Sheriff Norris asked to return to the first item on the agenda and asked for additional clarification on which departments would be impacted by that policy.

Chair Duncan said that the Administration Building offices, Elections and Juvenile Justice had been affected by the decision to close some offices during the severe winter storm some weeks ago. She confirmed that no allowance of Administrative Leave in the past would be revoked; she wanted to clarify how it would be handled in the future.

Clerk Locke explained that Payroll staff would have to receive clear instruction on who was eligible for Administrative Leave and who had to draw on their accumulated vacation time in future incidents.

Additional substantial discussion took place regarding the All Hazards Mitigation Policy and the circumstances under which Administrative Pay would be allowed.

Chief Deputy Clerk Grace Blomgren provided additional information regarding the impact on Payroll staff’s efforts to appropriately document time cards.

Human Resources (HR) Director Sylvia Proud discussed provisions of the updated Policy as presented.

Clerk Locke brought up the issues presented by people that were able to work from home and rules that applied to exempt versus non-exempt employees.

Designate June 19th or Day after Thanksgiving Holiday 2023 (Discussion)

Chair Duncan asked which of the two possible holidays each Elected Official's departments would take. She said that the Clerk and Prosecutor had chosen the June 19th holiday, the Treasurer's Office would take the day after Thanksgiving, BOCC departments had different selections based on need, and the question did not apply to KCSO and the Coroner since they had to be open all the time. She said the Assessor had not yet provided an answer for his departments and that he would need to let them know before the end of January.

Reports (Discussion)

Commissioner Mattare said that it was important for Elected Officials to be able to get information when needed. He explained that a BOCC staff member had access to the SQL tables in the software, which enabled customized reports to be generated upon request. He pointed out that this staff member planned to retire this year. He suggested that the Elected Officials consider what reports they might need and discussed some of the issues caused by different departments having different software. He offered to help anyone that needed it.

Mr. Hutcheson exited the meeting at 9:57 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. There were no public comments.

- E. Adjournment (Action):** Chair Duncan adjourned the meeting at 9:58 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk