

**Minutes of Meeting
Human Resources
January 19, 2023
10:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Undersheriff Brett Nelson, Resource Management Office (RMO) Director Jody Bieze, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Request for Bonus – Specialty Court

Human Resources (HR) Director Sylvia Proud explained that this represented a yearly bonus for the Judicial Assistant who works for the Administrative Judge. She said this would be a budget neutral item.

Finance Director Brandi Falcon pointed out that this had not been included in the budget.

The projection indicates that there are salary savings which would cover the cost.

HR Generalist – Employee Relations Dorothy Cross added that this was something the state handled, but the County actually paid.

Commissioner Bruce Mattare moved that the Board approve the request for bonus from Specialty Court, as presented. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson entered the meeting at 10:01 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. (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was presented.

Request for Higher Duty Pay – Resource Management Office

Resource Management Office (RMO) Director Jody Bieze stated that some duties previously performed by the Senior Program Manager were going to be reassigned to the Program Manager, Grant Manager and Grant Technician. She briefly listed the duties and how they would be divided. She noted that this would create an additional cost to the County of \$2,037 for FY23 but there would be about \$6,000 savings in group insurance, since the Senior Program Manager was taken off the County's coverage.

Commissioner Brooks moved that the Board approve the request for higher duty pay for the Resource Management Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair 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 New Employee – Resource Management Office (Action)

Ms. Bieze explained that some of the administrative duties previously performed by the Program Manager, Grant Manager and Grant Technician would be shifted over to a new Administrative Assistant. She listed the duties which would be shifted.

Chair Duncan suggested that the Board approve this as a temporary position through September 30, 2023 and then cover it in the Budget discussions as part of the reorganization planned for RMO in June of this year.

In response to a question from Commissioner Brooks, Ms. Falcon stated that she would have to review the list of duties provided by Ms. Bieze to determine whether there were any duplications of services. She remarked that the Auditor's Office did not handle grant compliance. She asked how the Board wished to allocate funding for the temporary position: from the BOCC Temp Fund or ARPA and/or FTA money.

Chair Duncan said she would suggest ARPA and FTA funds be used. She clarified her suggestion regarding the position be considered temporary until the new budget process.

Commissioner Mattare voiced agreement with Chair Duncan's suggestions.

In response to a question from Commissioner Brooks, Ms. Bieze confirmed that, although this involved ARPA funds, it was not specifically related to the Justice Center Expansion project. She further confirmed that, even if the Justice Center Expansion project no longer existed, this position would still be needed to work on other ARPA-funded projects.

Chair Duncan moved that the Board approve the request for a temporary new employee for the Resource Management Office, the term to end September 30, 2023, with the funds coming from ARPA and FTA. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Nay

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Ms. Bieze exited the meeting at 10:10 a.m.

Possible Reorganization of Buildings & Grounds Department – BOCC

Chair Duncan stated that a reorganization of the Buildings & Ground (B&G) department was being considered. She said that, with the expansion planned for the Justice Building, the addition of Kootenai North and the needs of the current facilities, she wanted to look at creating a Director of Facilities position. She reported that a job description had been created, which she would like to have approved today. She said her intent was for the question to then be tabled to await further developments and no other action to be taken at this time.

Ms. Proud stated that this position was initially being projected as a Grade 16.

Commissioner Brooks moved that the Board move forward with the Buildings & Grounds Department reorganization and approve the submitted job description. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair 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 presented.

Chair Duncan asked that items 5 and 6 from the agenda be handled in Executive Session together. She invited Civil Deputy Prosecuting Attorney Darrin Murphey to remain for the Executive Session.

Commissioner Mattare 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 Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

The Board entered into Executive Session at 10:14 a.m.

Executive Session – Sheriff’s Office

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)

Executive Session – BOCC

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 10:58 a.m.

Commissioner Mattare moved that the Board exit Executive Session. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Chair Duncan stated that they were not inclined to grant the request made in item 5. Commissioners Mattare and Brooks voiced agreement.

No further action was taken at this point.

Chair Duncan said the direction for item 6 would be for staff to proceed as discussed. Mr. Murphy confirmed that no motion was needed at this time for either item.

- 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 10:59 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk