

**Minutes of Meeting
Human Resources
February 3, 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 Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Juvenile Detention Director Linda Hoss, Juvenile Detention Assistant Director Eric Sheffield, 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 10:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Stipend for Higher Duty – Sheriff’s Office

KCSO Captain Stuart Miller explained that they had a Sergeant out on extended IOD (Injured on Duty) and the Deputy that had previously been taking on the extra duties had been promoted. He said that a new Deputy would be taking on the additional responsibilities, so he was asking that the pay be adjusted accordingly.

Captain Miller stated that this would cause an increase for FY23 of \$7,629 but, since the Sergeant that was out was able to collect Worker’s Compensation, the department received back 60% of her wages. He said that amount was \$26,652, so this request was technically budget neutral.

Commissioner Bruce Mattare moved that the Board approve the stipend for higher duty pay for the Sheriff’s Office, as described. 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.

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 exited the meeting at 10:06 a.m.

Position Overlap – Juvenile Detention

Juvenile Detention Assistant Director Eric Sheffield requested the Board’s approval for an eleven week overlap of a Shift Supervisor position for training purposes. He said the overlap would run from February 12, 2023 through May 1, 2023 and would be budget neutral, since it would be funded by salary savings.

Commissioner Brooks moved that the Board approve the position overlap for Juvenile Detention. 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. – Sheriff Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Parity Adjustment Request for Payroll Technician – Auditor’s Office

Clerk Jennifer Locke reported that the Auditor’s Office had been able to fill the Payroll Technician position that had been left empty by a series of internal promotions. She stated that there had been salary savings created by this process of \$10,917 for FY23 and \$17,739 for FY24. She asked that the existing Payroll Technician be moved to Step 4 for parity purposes.

Commissioner Mattare moved that the Board approve the parity adjustment request for the Payroll Technician for the Auditor’s Office. 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.

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

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Payment Adjustment Request – Clerk

Clerk Locke asked that the new Chief Deputy Clerk, who has been with the County for 12 years and had over 25 years of management experience, be placed at Step 5, at market level. She said that salary savings would cover this increase for FY23.

Commissioner Brooks moved that the Board approve the payment adjustment request for the Clerk's 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)(a) to consider hiring a public officer, employee, staff member or individual agent. – Clerk Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for New Employee – Adult Misdemeanor Probation

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board's approval for a new Probation Officer position. He explained that there had been an increase in both the number of offenders and the level and complexity of the offenders' cases. He stated that he had planned to ask for this in the FY24 Budget, but his department's situation was too urgent to put it off for another six months. He provided details on the AMP caseload.

Mr. Hutcheson said he was asking that the position be created as Grade 9, Step 1. He indicated that, once a successful candidate was found, he might need to return to the Board with a parity request. He stated that he did not have the money in his FY23 Budget for this.

In response to a question from Commissioner Mattare, Mr. Hutcheson predicted that they would need another new position about once every two and a half to three years, if the number of cases continued to increase at about the same rate. He described the differences in the cases they were now receiving, such as probations that last as much as six years, which meant that these cases were not completed and dropped off their rolls as quickly.

In response to questions from Chair Duncan, Mr. Hutcheson explained his reasoning on bringing the new hire in at the stated Step and Grade and the potential impact on parity within his department.

Chair Duncan suggested that the new position be approved up to Step 3, with the understanding that Mr. Hutcheson would return to address parity issues if necessary.

KCSO Sheriff Robert Norris remarked that his department did transport for AMP and this was becoming a burden for his staff. He asked why AMP could not transport probationers to the Jail themselves.

Mr. Hutcheson stated that they had researched this in the past and had found that such transport had to be done with a “caged” vehicle and would require his staff to commit time to this instead of working directly with probationers. He listed other complications such as ICRMP (Idaho County Risk Management Program) participation to cover insurance needs. He said that the laws involving prisoner transport were also very complicated.

Chair Duncan noted that this aspect was not directly on topic for the agenda item. She said that Mr. Hutcheson had indicated that he would be working on alleviating the transportation needs.

Commissioner Mattare moved that the Board approve the request for a new employee for Adult Misdemeanor Probation up to a Step 3, Grade 9, plus onboarding costs. 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.

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring 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.

Chair Duncan said that the next item could be dropped from today’s agenda and addressed at another time.

Parity Adjustment Request – Adult Misdemeanor Probation

This item was dropped from today’s agenda

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

Decisions/Direction (Open Meeting – Action)

- 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.

Commissioner Brooks asked Sheriff Norris what the census at the Jail was today.

Sheriff Norris said there were about 519 inmates. He remarked that the increase in cases requiring special handling was especially concerning. He said that additional personnel were needed to manage these cases; there were about 160 such inmates present right now.

E. Adjournment (Action): Chair Duncan adjourned the meeting at 10:24 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk