

**Minutes of Meeting  
Human Resources  
February 16, 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 Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, KCSO Sheriff Robert Norris, KCSO Chief Budget Officer Stephanie Drobny, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, 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 R. David Ferguson, 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:**

**Administrative Specialist Reclassification – Juvenile Detention**

Human Resources (HR) Generalist – Employee Relations Dorothy Cross reported that Juvenile Detention Director Linda Hoss had redone all the job descriptions in her department to bring them into alignment with all the other organization in the state. She said that they had an Administrative Specialist listed at Grade 4, but it appeared to be equivalent to the Administrative Secretary positions in other County departments. She proposed that the position be reclassified as a Grade 5 Administrative Secretary.

Chair Duncan noted that an adjustment in pay had not been included in the agenda item specifically.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that the new salary could be set along with the Grade.

Commissioner Mattare moved that the Board approve the reclassification in Juvenile Detention of the Administrative Specialist position from a Grade 4, Step 6 to a Grade 5, Step 6, to include the appropriate adjustment in pay. 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)(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.

**Proposed Revision to Unpaid Personal Time Off Policy, Human Resources (Action)**

Clerk Jennifer Locke reported that she had met with Sheriff's Office representatives a few weeks ago related to staff who worked 10 hour shifts and how that affected them on holidays. She said that some KCSO staff used unpaid personal time instead of taking the extra hours out of their accruals. However, she said, Policy 321 required that all vacation and compensatory time had to be exhausted before using unpaid time.

Ms. Locke said she had asked HR Director Sylvia Proud if the policy could be revised to permit using unpaid personal time to offset holiday pay for employees working alternative work schedules of more than 8 hours.

In response to a question from Chair Duncan, Clerk Locke confirmed that District Court had some people working similar alternative schedules. She said that the revised policy would specify that a person's Elected Official would have to approve participation in the revised policy.

Chair Duncan pointed out that the Sheriff's Department already had some difficulty in using up accrued time and asked if this would make that issue worse.

Clerk Locke suggested that accruals be reviewed in September or October to help manage problems with staff reaching the end of the year with too much accrued time for the permitted carryover.

Chair Duncan said that she would feel more comfortable with the suggestion if a limit were set, for example, a person with 100 or more hours accrued would not be able to use unpaid time.

KCSO Sheriff Robert Norris stated that staff at Driver's License had been doing it this way for years and he had only recently found out that it was outside of policy.

KCSO Personnel Administrator/Administrative Manager Marcia Heglie confirmed that there had been no issues with Driver's License staff having more than the allowed amount of accrued time. She added that only some of the Driver's License employees had been doing this; most took 2 hours of vacation to make up the full 40 hours on weeks with a holiday.

Chair Duncan said that, since this would be a County-wide policy, she wanted to be sure problems were not created elsewhere.

Clerk Locke suggested that accruals be tracked as needed and that a clause be included in the policy that, if a given employee reached the maximum accrual, unpaid personal time could not be used.

Mr. Ferguson remarked that this seemed like a business decision which could be made at the discretion of the Board.

Ms. Proud said she would add language to the draft as suggested to cover this issue. She asked that the Board act on the proposal quickly, so it could be in effect for the coming Monday holiday.

Clerk Locke asked that the Board make an official exception to Policy 321 for the coming holiday, if needed.

Civil Deputy Prosecuting Attorney Darrin Murphey confirmed that the Board could approve the language today and then the Resolution presented at the next Business Meeting could make it effective as of today as well.

Commissioner Mattare moved that the Board approve the proposed revisions to Policy 321, to include a limit specifying that an employee with greater than 200 hours of time accrued, accrued time must be reduced before unpaid personal time could be used. 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 suggested that the Board enter Executive Session once and cover both the items, then exit and declare decisions separately.

No objections were voiced.

Commissioner Brooks moved that the Board enter Executive Session pursuant to Idaho Code, as listed. 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.

The Board entered into Executive Session at 10:12 a.m.

#### **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)**  
**Executive Session, BOCC**

**Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code. – BOCC Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

The Board exited Executive Session at 11:00 a.m.

Commissioner Mattare moved that the Board exit Executive Session pursuant to Idaho Codes §74-206(1)(b) and §74-206(1)(d). 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 moved that the Board, in relation to the (1)(b) session, hire outside counsel, due to a conflict with the Prosecuting Attorney'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.

Chair Duncan stated that, for the rest of the items for (1)(b) and for the (1)(d), staff proceed as discussed.

- 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 11:01 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk