

Minutes of Meeting
Human Resources
March 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 Coroner Duke Johnson, M.D., Chief Deputy Coroner Lynette Acebedo, Treasurer Steve Matheson, KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, 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, HR Generalist – Recruiting Zachary Newkirk, Finance Director Brandi Falcon, Accounting Manager Isaac Ohm, Staff Accountant – Budget Arrow Gidney, Information Technology (IT) Network Administrator Grant Kinsey, IT Application Systems Manager Matt Snow, 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 to Promote to Senior PC Network Specialist – IT

Information Technology (IT) Network Administrator Grant Kinsey explained that a PC Network Specialist had achieved the necessary qualifications to be promoted to Senior. He asked the Board to approve movement from a Grade 8 Step 4 position to Grade 10, Step 3.

Human Resources (HR) Director Sylvia Proud indicated that she saw no problems with this request.

Commissioner Bill Brooks moved that the Board approve the request to promote a person to Senior PC Network Specialist in IT, from Grade 8, Step 4 to Grade 10, Step 3. Commissioner Bruce 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)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

KCSO Sheriff Robert Norris entered the meeting at 10:03 a.m.

Independent Contractor Request – IT

IT Application Systems Manager Matt Snow explained that a person was leaving and they would like to present him with an Independent Contractor’s Agreement, since he had been working on vitally important projects. He said that they hoped they would not need to call on this person, but wanted to be prepared in case they did.

Commissioner Mattare moved that the Board approve the Independent Contractor Agreement request for IT, not to exceed \$4,375. 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)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Mr. Kinsey and Mr. Snow exited the meeting at 10:05 a.m.

Request for Two New Part-Time Positions – Coroner (Action)

Coroner Duke Johnson, M.D. requested the addition of two part-time positions to his staff for FY23. He said that this would ease scheduling challenges, since a member of his staff must be available at all times.

Chief Deputy Coroner Lynn Acebedo explained their plans for bringing the proposed new hires up to speed on their office procedures and their on-call schedule.

Chair Duncan clarified, for the Record, that this would not create a double-staffing situation, it would bring in more people to alleviate potential gaps in part time hours. She asked that the Coroner’s Office include additional details for the FY2024 Budget season.

Finance Director Brandi Falcon reported that the cost projection had been based on two part-time positions starting at Step 5, so if people were hired at a lesser Step, the projection would be affected.

Human Resources (HR) Director Sylvia Proud said if the new staff were kept at 19.5 hours per week, they would not be eligible for medical coverage or PERSI.

Dr. Johnson commented that these positions were very difficult to fill. He asked for some flexibility, in case he encountered one person willing to do 30 hours as part-time and another who wanted to do 10 hours a week.

Ms. Proud noted that this would change the benefits which would need to be offered.

The Commissioners indicated understanding of her statement.

Commissioner Mattare moved that the Board approve the request for two new part-time positions for the Coroner'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.

Dr. Johnson and Ms. Acebedo exited the meeting at 10:16 a.m.

Request for Higher Duty Pay – Sheriff's Office

KCSO Captain Stuart Miller reminded those present that the Jail had a Detention Sergeant out since June 2022, due to an injury sustained while on duty. He noted that the Board had given permission for them to pay a Lead Deputy a stipend to compensate for taking on supervisory duties.

Captain Miller reported that this Lead Deputy had recently been promoted to a different Sergeant position, so they would like permission to transfer the temporary stipend to another Lead Deputy for the duration of the Detention Sergeant's absence. He said that, due to the 60% Worker's Compensation, this would continue to be a budget neutral request.

Chair Duncan suggested that the Board approve the higher duty pay for the duration of the Detention Sergeant's absence, regardless of which specific officer took on the additional duties.

Civil Deputy Prosecuting Attorney Darrin Murphey and Ms. Proud voiced approval of the suggestion.

Commissioner Mattare moved that the Board approve the request for higher duty pay for the position as described, for the Sheriff'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)(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)

Decision/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Temporary Overtime Policy – Sheriff’s Office (Action)

KCSO Undersheriff Brett Nelson reminded those present that the Sheriff’s Office had engaged in ongoing discussions with HR and the Auditor’s Office regarding Overtime issues. He reported that KCSO currently had 42 openings across the entire department, including Deputies, Emergency Communications Officers and Custody Technicians. He called attention to the draft proposal which would impact County Policies 211 and 213.

Undersheriff Nelson explained that the proposal included a request for all hours over the listed limits of 40 or 80 hours be considered overtime, to include actual hours worked, holiday comp. pay, vacation hours and compensatory time used. He provided additional description of the parameters of the request.

Undersheriff Nelson suggested that the proposal be enacted for at least six months to a year period to allow evaluation of its impact on staffing issues. He stated that the Auditor’s Office had made a projection showing the cost would be about \$17,400 per month.

Ms. Proud indicated that this strategy had been employed by the Sheriff’s Office last year for a period of time. She added that the policy had been offered County-wide last year.

There followed substantial discussion regarding the positive impact this could have on staff recruitment and retention.

Mr. Murphey explained that the federal government treated the County as a single entity, so the County tried to avoid policies which could create situations of disparate impact. He said he would recommend a County-wide policy, for this reason, unless a rationale for a unique situation could be articulated. He noted that the staffing challenges at the Sheriff’s Office could be considered such a situation.

Chair Duncan asked if reports per pay period could be generated during the trial period so that the situation could be closely monitored.

Ms. Falcon confirmed that such a report could be generated.

Commissioner Mattare moved that the Board approve the temporary overtime policy for the Sheriff’s Office for six months, running through September 30, 2023. 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.

KCSO Sheriff Robert Norris, Undersheriff Nelson, Captain Miller, Chief Budget Officer Stephanie Drobny, Personnel Administrator/Administrative Manager Marcia Heglie and Mr. Murphey exited the meeting at 10:33 a.m.

BOCC Approval Process for HR Meeting Agenda Items – HR (Action)

Ms. Proud reminded those present that the Board had instituted a change in the way items were placed on the HR meeting agenda in June of 2022. She noted that two Commissioners were required to approve the inclusion of each item. She asked that the original memo be updated, if this was the way the Board would like to continue.

All three Commissioners voiced agreement.

Commissioner Mattare moved that the Board approve the described process be continued for HR meeting agenda items, requiring that two Commissioners agree that an item be included. 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.

Separation and Release Agreement (Court Security) – HR

Ms. Proud called attention to the Employment Separation and Release Agreement for an individual from Court Security. She said the person would depart from County employment on March 31, 2023. She reported that the document had been reviewed by Legal and that the employee understood the terms of the agreement.

Chair Duncan said that items 7 and 8 would be handled in the same Executive Session.

Commissioner Mattare moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b) and §74-206(1)(a). 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 10:36 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. – Prosecuting Attorney (Closed Session – Discussion)

Decision/Direction (Open Meeting – Action)

Airport Director Recruiting – BOCC

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)

The Board exited Executive Session at 10:50 a.m.

Commissioner Mattare moved that the Board exit Executive Sessions (1)(b) and (1)(a), with the approval of the Separation and Release Agreement from Session (1)(b) and for staff to proceed as discussed for (1)(a). 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.

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 10:50 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk