

**Minutes of Meeting
Elected Officials
March 20, 2019
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Assessor Rich Houser, Coroner Warren Keene, M.D., Prosecutor Barry McHugh, KCSO Sheriff Ben Wolfinger, Treasurer Steve Matheson, Chief Deputy Assessor Joe Johns, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Chief Deputy Prosecutor Barry Black, Human Resources (HR) Director Sylvia Proud, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was excused.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 9:02 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

Elected Officials' Pay (Discussion)

KCSO Sheriff Ben Wolfinger provided those assembled with a memo in which he discussed concerns regarding inequities in the pay of Kootenai County Elected Officials. In it, he noted that three Elected Officials received lower pay than their Chief Deputies did and only the Prosecuting Attorney had an agreement with the BOCC to assure that no one in his office would have a higher base salary. He also noted that only the Prosecuting Attorney received an increase in base salary in the current fiscal year. He pointed out that there was no adjustment for experience or dedication to the County for Elected Officials and no consideration regarding career track for their positions. He reminded those assembled that the BOCC had created an ad-hoc advisory committee several years ago to look at Elected Officials' pay, but the findings were never implemented.

Sheriff Wolfinger suggested that County Policy 120, which recommends a salary increase between 5% and 15% when a person was promoted to a supervisory position be applied to the rates of chief deputies and elected officials.

Kootenai County Resident John Robideaux entered the meeting at 9:18 a.m.

Finance Director Dena Darrow stated that, if the Board decided to follow these suggestions, they would need to determine a sustainable funding source to cover them. There followed a general discussion of new growth, generation of property taxes, an explanation of the mechanics of the levy rate and the potential effects of taking foregone taxes.

Treasurer Steve Matheson exited the meeting at 9:45 a.m.

General Compensation/Discuss current efforts, if any, to address pay bands and wage progression (Discussion)

Prosecutor Barry McHugh remarked that he had discussed this topic extensively with Human Resources (HR) Director Sylvia Proud. He noted that the County had ordered a number of internal and external surveys of employee compensation in the past and all had shown the employees were about 10% below the market rate in their positions. Prosecutor McHugh stated past Boards had received the result of the surveys, then rejected them for various reasons and no changes had been made. He said the 720 Compensation Plan had affected this somewhat, but not solved the problem. He concluded that the critical issue in solving the compensation problem would be whether the Board had the will to spend the money, once a fresh analysis was made.

Prosecutor McHugh suggested that the BOCC authorize the \$2,200 cost for a contract with BDPA, which would provide needed comparisons to market rates for about 75% of County positions. Then, he said HR staff could make individual determinations for the remaining jobs. He commented that another possibility would be for the Board to agree to a nominal increase in salaries across all positions in fiscal year 2020, with the understanding that HR would analyze every position in the County to determine what further adjustments would be needed in the next fiscal year to finish the corrections.

Prosecutor McHugh said he would like the Board to commit itself to following through with the entire process before he encouraged Ms. Proud and the HR staff to begin work on it. He noted that the previous HR Director had invested a great deal of time and resources in the project but never had been able to bring it to completion.

Mr. Matheson re-entered the meeting at 9:55 a.m.

Finance Director Dena Darrow pointed out the implementation of any changes could be broken down into a number of chunks, in order to allow it to be funded without creating a crisis. Chairman Fillios voiced his agreement.

Mr. Robideaux exited the meeting at 10:18 a.m.

Assessor Rich Houser exited the meeting at 10:22 a.m.

Job Description Distribution Process/Discuss current process of circulating job descriptions for Elected Officials' comment (Discussion)

Chairman Fillios offered his suggestion that the current procedure of circulating job descriptions among all Elected Officials be changed. He pointed out that Human Resources staff were the ones that should be evaluating job descriptions for consistency. Prosecutor McHugh added his suggestion that reclassification of positions be limited as well. He pointed out that the County had about two hundred and seventy separate job descriptions at this time, some of which he felt should be standardized. BOCC Senior Business Analyst Nanci Plouffe noted that job descriptions should not be based on individual currently holding the job, but on the required duties.

BOCC Senior Business Analyst Nanci Plouffe exited the meeting at 10:41 a.m.

Ms. Proud stated that mid-year adjustments should also be much more limited. She said most adjustments should occur during the Budget process.

Chairman Fillios suggested that a list be identifying all the needed tasks be made, then the question of a sustainable funding source should be considered.

D. Public Comment (Discussion): 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.

Chief Deputy Assessor Joe Johns reported that the Vehicle Registration Manager had asked Elected Officials to remind their staff to minimize parking in the lot by their office to allow more space for customers.

Chairman Fillios reported he had received a call from Clerk Jim Brannon and that he was doing well. Chairman Fillios said he would be sending an email to that effect out to all employees.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 10:54 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
