

**Minutes of Meeting  
Elected Officials  
March 25, 2020  
10:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Coroner Warren Keene, M.D., Prosecutor Barry McHugh, Treasurer Steve Matheson, Chief Deputy Assessor Joe Johns, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, KCSO Undersheriff Dan Mattos, Chief Deputy Treasurer Laurie Thomas, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios 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:**

**Continuity of Operations Continuation (Discussion)**

Chief Deputy Treasurer Laurie Thomas asked whether it would be appropriate to lock the outer doors of the Administration Building, since the offices were only currently open to the public by appointment.

Human Resources (HR) Director Sylvia Proud noted that the HR office was still open to a certain extent, to allow delivery of tort claims.

Chief Deputy Assessor Joe Johns reported that the Assessor’s office was functioning entirely by mail, phone or appointment. He announced that there had been a 90-day extension to deadlines on driver’s licenses by ITD (Idaho Transportation Department).

Commissioner Leslie Duncan remarked that open meetings must allow free public access.

Prosecutor Barry McHugh responded that the public could be informed to attend meetings at Meeting Room 1A & 1B, and access to the rest of the building could be blocked.

Finance Director Dena Darrow pointed out that there had been no KCSO Deputy at the front desk on the main floor for several days.

KCSO Undersheriff Dan Mattos explained that the front desk position would not be filled for the duration of the emergency, due to staffing shortages.

Residential Appraisal Manager Darin Krier entered the meeting at 10:08 a.m.

Chief Deputy Clerk Jennifer Locke reported that County Assistance had indicated they had received about seven in-person payments over the past week. She said they wanted to keep someone present at all times to answer the phone and be ready to admit people for appointments.

Ms. Locke stated that the Elections Office had a drop box set up outside and that absentee applications, voter registration and public record request forms were all available. She said they had restricted access to the office and that residents had been very cooperative and understanding of the policies.

Coroner Warren Keene, M.D. stated that he felt the Administrative building should not be locked. He remarked that we were not in New York City and he felt it was unnecessary.

Commissioner Duncan and Commissioner Bill Brooks agreed.

Chairman Fillios announced that the Governor was going to offer a press release at noon and he felt any decision should be delayed until after they received it.

BOCC Communications Manager Nancy Jones commented that a number of retired nurses had expressed their desire to return to work for the duration of the emergency. She asked Undersheriff Mattos if the necessary KCSO fingerprinting services could be made available to them. Undersheriff Mattos responded that they would make arrangements to accept appointments to accommodate the requests.

Ms. Proud called attention to the Families First Act, which had been passed by the Legislature and would become active April 1, 2020. She explained the provisions of the act, which would make emergency paid sick time available to staff under certain conditions. She noted that Family Medical Leave Plus also included provisions for situations when an employee had to provide childcare unexpectedly. She listed the provisions and requirements of the Family Medical Leave Act.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting via teleconference at 10:20 a.m.

#### **FY21 Compensation – Prosecutor’s Office (Action)**

Ms. Proud provided a PowerPoint presentation regarding the FY21 Compensation Plan’s progress. She reminded those present of the County’s stated compensation philosophy, the compensation plan directives, and the different COLA (Cost of Living Adjustment) indexes available for use. She reviewed the status of the FY20 Wage Study, including employees whose increases had been capped at 5%, salary range modifications for Grades 3 through 12, and the creation of an AT6 position for Chief Deputy Attorneys at both the Prosecutor’s Office and the Public Defender’s Office. She offered details of the 14 Step & Grade system for the General Pay Plan and the Attorney and Chief Deputy Plans.

Mr. Murphey exited the meeting at 10:27 a.m.

Ms. Proud offered projections for the Wage Study continuation, with a total cost of \$254,640.61. She also went over Cost of Living Adjustments for the current Pay Plan

structures using different CPI (Consumer Price Index) rates of 1.80%, 2.60% and 2.50% and showed the resulting projected total costs.

Ms. Proud also detailed the expense entailed in giving Cost of Living Adjustments to the Elected Officials, at the same CPI rates. She closed with the grand totals:

- Matrix/Steps Based on Grade and Time in Position and a 0% CPI Rate: \$1,956,450.78
- Matrix/Steps Plus CPI-U (US City Average – all items) of 1.80%: \$2,588,792.82
- Matrix/Steps Plus CPI-U (Mountain-all items) of 2.60%: \$2,869,822.72
- Matrix/Steps Plus CPI-W (Mountain – all items) of 2.50%: \$2,824,703.61

After a substantial discussion of Ms. Proud’s information, she asked the Board for direction as to the next steps in the process. Chairman Fillios encouraged some additional discussion between all of the Commissioners, the Auditor’s Office and other involved staff.

BOCC Senior Business Analyst Nanci Plouffe exited the meeting at 10:55 a.m.

Ms. Darrow asked the Commissioners to consider which level of COLA they wished to implement and which process they preferred.

Ms. Proud remarked that, according to what she was hearing from employees, COLA was very important. She said she also had received an impression that staff really wanted to have a clearer idea of salary plan direction in the future.

Chairman Fillios noted that paying for the increases would represent a major budget challenge.

**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. There was no public comment.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:05 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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