

Minutes of Meeting
Human Resources
April 9, 2020
11:00 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 Public Defender Anne C. Taylor, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, Solid Waste (SW) Director Cathy Mayer, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Alliant Employee Benefits Representative Scott Burkhardt. Commissioner Bill Brooks, Ms. Plouffe, Mr. Murphey, Mr. Ferguson, Ms. Taylor, Ms. Mayer and Ms. Westbrook attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Items):**

Request to Reclassify Existing Attorney Positions – Public Defender

Public Defender Anne C. Taylor requested the Board’s approval to reclassify a number of existing attorney positions in order to better fill her department’s current needs. She asked that three of her attorneys currently in AT3 positions be converted to AT4. She explained that the employees all had the training and experience needed to qualify as AT4 and were needed to manage the large felony caseload.

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate entered the meeting at 11:10 a.m.

Finance Director Dena Darrow explained the fiscal impact of moving the people from their current salary levels as AT3 to a similar levels at AT4, as opposed to moving them to the minimum pay for an AT4 position.

Commissioner Leslie Duncan asked that the request be postponed until the next Human Resources meeting to allow time to examine the situation more closely. She asked Ms. Taylor to meet with her to discuss the details. Ms. Taylor agreed.

Chairman Fillios stated that no motion was required at this time.

Request for Temporary Intern – Public Defender

Ms. Taylor explained that her department had an intern position available for 34 hours per week that had been vacant for several months. She said she had two qualified applicants she planned to interview soon and hoped to select one of them. She added that she also had a law student with time available this coming summer who was very interested in an intern slot. She asked the Commissioners to approve a one-time

temporary intern placement for this student for the summer. She remarked she hoped this would attract the student to a permanent placement in the future. She said her department did have enough in salary savings to cover the cost.

Commissioner Duncan moved that the Board approve the request for a temporary intern for the Public Defender's office for a period of 13 weeks, for \$5,650 according to projections. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Regence COVID-19 Member Cost Sharing – Human Resources

Human Resources (HR) Director Sylvia Proud reminded the Board that Regence had modified the contractual agreement with approval of the BOCC due to COVID-19.

Alliant Employee Benefits Representative Scott Burkhardt explained that, during the state of emergency declared by the State of Idaho on March 13, 2020 related to COVID-19, several amendments had been made to the employee coverage.

He stated that the plan would waive cost-sharing (deductible, copay, coinsurance) for recognized COVID-19 treatment, including medications, through June 30, 2020. He noted this would include treatment at an office visit, emergency room, urgent care, hospital, telehealth, virtual care or other facilities that might be necessary due to safety or capacity concerns. He said if out-of-network services were accessed, Regence would pay the allowed amounts and balance billing might apply. He added that the plan would cover services performed virtually to support social distancing and would extend appeal time limits by 60 days.

Mr. Burkhardt remarked that the County would probably see some savings in the insurance plan during FY20 because many elective procedures were postponed until the pandemic passed. He said there would be a corresponding bubble in expenses next fiscal year as those were caught up.

Ms. Proud reported that Civil Deputy Prosecuting Attorney R. David Ferguson had reviewed the related documents and had voiced no objections.

Commissioner Duncan moved that the Board authorize the Chairman to sign the Regence COVID-19 Member Cost Sharing Agreement. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

FY21 Budget/Job Description Project, Initial Reclassification Results, Heavy Equipment Mechanic – Solid Waste

Solid Waste (SW) Director Cathy Mayer requested the Board’s approval of the reclassification of the SW Heavy Equipment Mechanic from a Grade 7 to a Grade 8. She explained this came from the 2019 Wage Study, which had classified the Heavy Equipment Mechanic at the same level as a Vehicle Mechanic.

Commissioner Duncan moved that the Board approve the FY21 Budget job description project initial reclassification of Heavy Equipment Mechanic to be brought forth in accordance with Policy 600. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Temporary Staffing of Emergency Operations Center – Sheriff’s Office

Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook requested the Board’s approval of a temporary logistics position. She explained they needed a person in the position who understood the importance of tracking expenses for reimbursement.

Commissioner Duncan suggested that, instead of hiring a temporary worker, they look at current County employees who were on administrative leave. She remarked that the BOCC Senior Business Analyst Nanci Plouffe had voiced her willingness to assist the EOC (Emergency Operations Center) in this role.

Ms. Westbrook indicated they would prefer to place a person in the position that they had already trained in its requirements. She said they had a volunteer from Search & Rescue they wanted to use.

Finance Director Dena Darrow confirmed that payment for the temporary employee would come from the BOCC temp pool. She said there was a balance in that account of \$52,558 right now and, if the person were kept through the end of April, the cost would be about \$1,300. She added that the cost would be about \$2,000 if the person stayed through the end of May.

Commissioner Brooks said he had no objections, so long as the position remained temporary. He did voice his agreement with Commissioner Duncan’s point about using one of the employees on leave.

Chairman Fillios stated that the Board would act as quickly as possible to find an alternate person for the position, from among the staff on leave. He added that no motion was required at this time.

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 11:39 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
