

Minutes of Meeting
Human Resources: Personnel Changes
April 20, 2020
1:00 p.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, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, HR Generalist – Benefits & Compensation Dorothy Cross, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Finance Director Dena Darrow, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks, Ms. Sweet, Mr. Ferguson, Mr. Murphey, Mr. McHugh and Ms. Cross attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:02 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Items):**

Families First Coronavirus Response Act (FFCRA) – Federal Law

Human Resources (HR) Director Sylvia Proud reviewed the provisions of the Families First Coronavirus Response Act (FFCRA) as it applied to the employees of Kootenai County. She called attention to the need for employees who believe they are eligible for coverage under its provisions to contact HR Generalist – Compliance Cecilia Sweet to complete an application. She stressed that an application for coverage must be made and approved.

Civil Deputy Prosecuting Attorney Darrin Murphey outlined the basic parameters of the discretion offered to Elected Officials by the Board of County Commissioners on the handling of individual cases.

Finance Director Dena Darrow confirmed that payroll would be processed as documented on employees' time sheets through May 1, 2020, then the Board would reassess and issue new instructions.

Commissioner Leslie Duncan moved that the Board, in regard to the people qualified for 2/3 pay under the Families First Coronavirus Response Act, allow the remaining 1/3 pay to be made up from accrued leave per employee's discretion to make them whole or with Administrative Leave Pay up until May 1, 2020. 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.

Administrative Leave with Pay Considerations by the BOCC

Ms. Proud reminded the Commissioners that they had given direction through April 15, 2020 regarding Administrative Leave for employees with non-working hours due to COVID-19 stay home orders if they were not able to tele-work. She said this had included employees with members of their households being tested for the disease, being allowed Administrative Leave with pay. She asked the Board to update their instructions.

Chairman Fillios noted that the only exception to Ms. Proud’s statement would be for employees who would be able to work but chose not to. Ms. Proud agreed.

Commissioner Duncan said she felt an employee with a household member undergoing testing should remain at home on paid Administrative Leave until the test came back.

Ms. Proud asked the Board to consider the situation for departments that had scaled back their services during the pandemic and had sent employees home, many of whom could not tele-work. She added that there were about 236 that had received Administrative Leave benefits during parts of pay periods seven and eight.

There was general agreement among the Commissioners that any employees who could, would be brought back to work.

Ms. Proud asked for direction for those departments that had not yet been able to bring employees back.

Commissioner Duncan said if it were not possible to bring some employees back to work or provide them with tele-work, the individual cases would be evaluated for continued leave.

Ms. Darrow remarked that people from DMV (Department of Motor Vehicles) and Driver’s License had been compelled to stay home and could not tele-work. She confirmed that people from District Court were working to help out at Elections.

Chief Deputy Assessor Joe Johns entered the meeting at 1:26 p.m.

Mr. Johns confirmed that he had staff that were not fully engaged by the available workload. He described the current level of activities in the Assessor’s Office.

Ms. Darrow reviewed a spreadsheet that illustrated the breakdown of the COVID-19 related costs. She noted that the expense, to date, had been \$236,399.

Commissioner Duncan moved that the Board request Department Heads and Elected Officials to provide work for as many employees as possible to allow them to return from Administrative Leave, but allow for individual assessment of those who could not yet return. 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.

Continuity of Operations Next Steps

Ms. Proud remarked that all departments were all going to have to start planning for the incremental return to normal operations. She suggested that tele-work opportunities be continued, where appropriate, and that departments move toward in-person staffing at a measured pace. She noted that the Board would have to consider potential overtime issues for some departments, as well as plans for social distancing, sanitizing of the premises, and installation of plastic shields in customer service areas. She added that employees who needed face masks could request them from the County's Logistics section staff.

Commissioner Duncan commented that some positions might remain as tele-work, if it seems beneficial to the County and the employees involved. She said this might be considered when space requirements for the proposed new building were taken up again.

Ms. Darrow pointed out that some allowances might need to be made for staff who live in Washington, since the governor of each state may schedule the resumption of business on different timetables.

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 1:46 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
