

**Minutes of Meeting
Elected Officials
April 28, 2020
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were 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, Deputy Finance Director Keith Taylor, Human Resources (HR) Director Sylvia Proud, Chief Deputy Treasurer Laurie Thomas and BOCC Administrative Supervisor Leighanna Keiser. Commissioner Bill Brooks, Dr. Keene and Ms. Proud attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:04 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Item):**

Governor’s Rebound Guidelines and Continuity of Operations Timelines

Chairman Fillios reminded those present that the Governor had announced the phased-in return to normal business, beginning May 1, 2020. He said that the intent of the meeting today was to cover how each Elected Official planned to proceed.

Chief Deputy Assessor Joe Johns reported that the DMV (Department of Motor Vehicles) would be opened for appointments starting May 4, 2020 at both the Coeur d’Alene and Post Falls locations. He said the counters had been equipped with acrylic panels as “sneeze screens.”

Treasurer Steve Matheson said his office had been taking in person appointments as needed during the building shut down but handling most needs through telephone and email. He stated that the Treasurer’s Office would have an open customer service desk as soon as the building was open to the public once more. He remarked that a reminder for the June deadline for tax payments would be sent to the public in 10 – 14 days. He suggested that they be allowed to use Meeting Rooms 1A & 1B to accept payments while still maintaining social distancing when the time came.

Commissioner Leslie Duncan confirmed that the Administration Building would be reopened to the public on Friday, May 1, 2020. She added that a KCSO Deputy would be in place at the second floor information desk starting Monday.

Chairman Fillios stressed that, while the stay at home order had been lifted, we were still expected to maintain social distancing.

Chief Deputy Clerk Jennifer Locke stated that the Recorder’s Office had been accepting in-person appointments for marriage licenses and passports. She noted that they had

been discussing having Saturday hours available again, but would need to arrange for a KCSO Deputy to be present in the building. She said that other departments under the Clerk had been helping out at Elections during the efforts to prepare and send Absentee Ballots, especially from District Court and County Assistance.

Ms. Locke stated that signs would be posted at every polling location for the May 19, 2020 Primary Election to explain what to do. She added that many people probably would still come to the Elections Office on the 19th, so they planned to have six lines available for voters. She said gloves and masks would be available for staff. She confirmed that the deadline to receive ballots was June 2, 2020 at 8 p.m.

KCSO Sheriff Ben Wolfinger reported that the Idaho Supreme Court had ordered that anyone entering a court building must wear a mask as of May 1, 2020. He asked whether our District Court had enough masks.

Ms. Locke replied that she would check with Court Services Director Marissa Garza about their supply of masks and let him know if they needed more.

Prosecutor Barry McHugh commented that he had participated in a conference call yesterday in which it had been stated that persons not using a public entrance to the court building would not be required to wear a mask. He said that anyone, including County staff, who tried to use a public entrance and did not have a mask on would probably be turned away.

Prosecutor McHugh said that jury trials had been delayed to early August and civil trials until October, which will cause a substantial backlog. He stated that magistrate judges had been discussing holding preliminary hearings and other sorts of actions for persons not in custody, where the focus before had been on those in custody only. He added that some judges had been using Zoom for some hearings because only a very few types of hearings were actually required to be done in person.

Prosecutor McHugh confirmed that staff in Civil had been mostly working from home. He said they planned to discuss returning to the office shortly.

Sheriff Wolfinger said KCSO would begin offering appointments for concealed carry permits and other services. He stated his office had been offering fingerprinting and background check services as needed to retired health care workers who returned to work to help out during the crisis. He reported that some of his staff were working from home and some in the vulnerable categories would continue to do so for now. He said that Patrol and Jail Deputies were going through lots of PPEs (Personal Protective Equipment) but were keeping up with their duties. He explained that they were had not yet had any cases of COVID-19 at the Jail and were taking great care to screen new admissions.

Prosecutor McHugh commented that having a couple of additional laptops available at the Jail for use in hearings would be a great help. He asked how to apply for funding.

Commissioner Duncan replied that he should request the laptops as usual and the cost would be paid from Fund Balance. She added that the expenses would be coded for later reimbursement from the federal government as COVID-19 related expenses.

Finance Director Dena Darrow confirmed that this was the correct procedure.

Coroner Warren Keene, M.D. said his office was coping well, with just one of his staff teleworking. He stated they had been delayed in moving into their new office space due to fire code regulations that needed to be satisfied.

In response to questions from the Commissioners, Sheriff Wolfinger stated that the EOC (Emergency Operations Center) would remain active but scale back its activities during Phase I of the recovery. He said Logistics would remain in place in order to see that masks and other necessary items were provided to staff. He cautioned that, should the number of cases go up locally, Phase I might be reversed. He added that the informational phone lines would remain staffed for the time being.

Chairman Fillios reported that the fifteen departments under BOCC supervision were functioning well. He said some staff were working from home, while others worked from their offices or rotated between home and office. He stated that social distancing was being maintained as much as possible within all departments.

Chairman Fillios read the highlights of Airport Director Steven Kjergaard's response into the record. He said the Airport was following all requirements and, additionally, was implementing procedures to spread out the arrival and departure time of staff to facilitate limited contact. He said Mr. Kjergaard reported that the Airport office was accepting in-person customers by appointment only and planned to continue this because so many of their clients were potentially in the high risk category.

Chairman Fillios stated that most Community Development staff were working from home, but were keeping up with demands for permits.

Prosecutor McHugh inquired whether the COVID-19 pandemic would have a budgetary impact for Kootenai County in the current fiscal year or in FY21.

Treasurer Matheson assured those present that Kootenai County would not suffer significant damage from the situation even if there was a delay in tax collections.

Commissioner Duncan pointed out that the first FY21 Consolidated Budget Review meeting was due to be held this coming Friday, May 1, 2020. She commented that projections for FY21 revenues were down, so the County might have to rely more on income from property taxes.

Chairman Fillios said that public hearings would soon be held once more, with the first scheduled for May 19, 2020, related to proposed ordinances that would affect the Spokane River. He stated that interested persons and organizations were encouraged to designate a single speaker for each group of ten or more. He stressed that about twenty four people could be accommodated in Meeting Rooms 1A and 1B under social distancing

requirements, in addition to the Commissioners and staff. He urged people to participate via Zoom, if possible.

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 9:36 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
