

Minutes of Meeting
Human Resources: Personnel Changes
September 10, 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 Chief Deputy Assessor Joe Johns, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, HR Generalist – Compliance Cecilia Sweet, Finance Director Dena Darrow, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Insurance Northwest Representative John Goedde.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

Employee Lateral/Relocation Bonus – Sheriff’s Office

Human Resources (HR) Generalist – Employee Relations asked the Board to approve a lateral bonus of \$2,500 for Kellie Forness and both a lateral and a relocation bonus totaling \$5,000 for Marcus Bentley.

Commissioner Leslie Duncan moved that the Board approve the employee lateral and relocation bonuses for Marcus Bentley and the lateral bonus for Kellie Forness. 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.

Request for Relocation Reimbursement – Assessor’s Office

Chief Deputy Assessor Joe Johns asked the Board to approve a relocation reimbursement for the newly hired Appraiser II, who came to the County from Virginia. He noted that the reimbursement would be refunded if the person left within six months, which was their normal procedure.

Commissioner Brooks moved that the Board approve the Assessor's Office request for relocation reimbursement. Commissioner Duncan 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.

ICRMP Insurance Policy Changes Related Employment Practices Liability – BOCC

Commissioner Duncan stated she wanted to bring this item to everyone's attention and ask if the BOCC would require its department heads to follow the new guideline of contacting ICRMP (Idaho Counties Risk Management Program) before any adverse employment action was taken.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:05 via teleconference.

Mr. Murphey confirmed that the BOCC could require its own department heads to do this, but not those answering to other Elected Officials. He commented that other incentives could be put in place to encourage other Elected Officials to comply.

Commissioner Duncan said she would discuss this in greater depth with Mr. Murphey and inform the other Commissioners.

No motion was made.

Northwest Insurance Representative John Goedde exited the meeting at 11:10 a.m.

Approval of FY21 Salary Increases for General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan, Sworn Officer Matrix and Elected Officials – Human Resources

HR Director Sylvia Proud requested the Board's approval for the listed FY21 salary increases. She commented that HR had provided the Commissioners with a spreadsheet listing all the County employees showing the COLA (Cost of Living Adjustment) for which each would be eligible.

Commissioner Brooks moved that the Board approve the spreadsheet and pay plan as submitted by Human Resources. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Nay
Chairman Fillios: Aye

The motion carried.

Approval of FY21 Salary Schedules for General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan and Sworn Officer Matrix – Human Resources

Ms. Proud explained these salary schedules would guide HR throughout the coming year when new employees started and be used for recruitment purposes. She reviewed the information provided.

Commissioner Leslie Duncan moved that the Board approve the FY21 salary schedules for the General Pay Plan, Attorney Pay Plan, Chief Deputy Pay Plan and Sworn Officer Matrix. 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.

FY20 One-Time Flat Rate Bonus Stipend for General Pay Plan, Attorney Pay Plan and Chief Deputy Pay Plan Employees – Human Resources

Chairman Fillios remarked that he thought the use of “bonus” in this case was incorrect.

Ms. Proud explained that, in the July 16, 2020 Final Budget Deliberation Meeting, there had been discussion about an adjustment being made for other employees, since the Sworn Officers were going to be receiving 1.8% COLA, plus a step on the matrix. She said that they had not been able to afford a 2.5% COLA for the General Pay Plan. She commented that there had been discussion that some amount would be awarded at the end of FY20 if there had been salary savings to fund it.

Ms. Proud reported that BOCC Senior Business Analyst Nanci Plouffe had done some preliminary evaluation of salary savings, which totaled about \$1.182 million. She said this could fund an amount for the eligible employees and asked how to proceed.

Chairman Fillios confirmed that this would not include Elected Officials or Sworn Officers.

Ms. Proud said the Comp Team had estimated that a \$700 amount, loaded, could be offered and would total \$558,603.50, leaving remaining salary savings of over \$623,000.

Ms. Plouffe commented that the average step increase for Sworn Officers was \$1,650 per year.

Discussion involving Mr. Murphey ensued regarding proper definition of the amount to be offered non-sworn employees and the parameters under which it could be offered to avoid liability for the County. The amount was defined as an “equity payment,” not a bonus.

Commissioner Brooks moved that the Board approve the payment of \$500 for all non-sworn County employees, with the exception of Elected Officials. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Nay

Chairman Fillios: Aye

The motion carried.

Mr. Johns exited the meeting at 11:27 a.m.

Request for Employee Bonuses – Parks and Waterways/Noxious Weeds

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder pointed out that since he had been Director he had never requested a non-budgeted bonus for his staff. He stated that considering the additional efforts his staff had needed to make to maintain County services since the COVID-19 pandemic had been so great that he felt he should. He asked for a one-time bonus, predicated on their exceptional performances. He noted that the bonuses, fully loaded, would come to just under \$3,000 for a total of four individuals.

Chairman Fillios commented that additional compensation had just been approved for all non-sworn employees. He said that many people in other departments went above and beyond normal duties to keep up County Services and said he was not comfortable offering an additional bonus.

Commissioner Duncan noted that the prior amount had been an “equity payment” not a “bonus.” She stated she supported this request.

Commissioner Duncan moved that the Board approve the requested employee bonuses for Parks and Waterways as outlined. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Abstain

The motion carried.

Chairman Fillios stated that he abstained because last year the Board had decided against offering mid-year increases.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No material requiring an Executive Session was submitted.

- D. **Public Comment:** 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 were no public comments.
- E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:33 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
