

Minutes of Meeting
Human Resources: Personnel Changes
September 22, 2022
11:00 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan, Chairman Chris Fillios and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, KCSO Sheriff Robert Norris, Undersheriff Brett Nelson, KCSO Lieutenants Kyle Hutchison, Nancy Ellis and Ryan Higgins, Chief Deputy Public Defender Jeanne Howe, Chief Deputy Treasurer Jill Smith, Chief Deputy Assessor Ben Crottinger, Resource Management Office (RMO) Director Jody Bieze, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Finance Director Brandi Falcon, Civil Deputy Prosecuting Attorneys R. David Ferguson, Darrin Murphey and Stanley Mortensen, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Chairman Fillios and Ms. Bieze were present via teleconference.

- A. Call to Order:** Chair Pro Tem Leslie Duncan 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:**

Request for 2023 Summer Intern – Public Defender (Action)

Chief Deputy Public Defender Jeanne Howe explained that the department currently had one intern position authorized for 34 hours per week but the full number of hours would not be used up each week during the coming summer. She said they would like to create a temporary second intern position, for up to 30 hours per week at the same rate of pay, from mid-May through mid-August of 2023. She stated that the request would be budget-neutral.

Chairman Chris Fillios moved that the Board approve the Public Defender’s request for a 2023 Summer Intern as presented. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Request for Approval of MOU with Shoshone County – Prosecutor (Action)

Prosecutor Barry McHugh suggested that, since both Kootenai County and Shoshone County were having staffing shortages, they jointly fund an attorney who would split time between both locations. He said no motion was required at this time; he had wanted to get the Board’s opinion of the MOU (Memorandum of Understanding) before proceeding.

All three Commissioners urged Prosecutor McHugh to proceed with the MOU.

Request for Extension of Variance Pay – KCSO/911

KCSO Lieutenant Ryan Higgins reminded the Commissioners that former 911 Operations Manager Cheryl Hallgren, who had been transferred to KCSO Information Technology, had been helping out during their staffing shortage by taking shifts back at 911. He said the Board had previously approved additional pay for her and asked that the arrangement continue through the end of December 2022, at which point the need for her help at 911 would be re-evaluated. He noted that Finance Director Brandi Falcon had said the action would be budget neutral since it would be paid out of salary savings.

Commissioner Brooks moved that the Board approve the request for an extension of variance pay for KCSO 911 through the end of this calendar year. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Aye

The motion carried.

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. – Sheriff Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for New Jail Sergeant Position, Restructuring of Supervision – KCSO/Jail (Action)

KCSO Lieutenant Kyle Hutchison reported that they had assigned a Jail Sergeant to assist in the POST (Peace Officer Standards and Training) academy at North Idaho College. He asked the Board to approve a new Jail Sergeant position, since there was now a gap in their staffing. He said that they would like to convert two positions which had been vacant for a significant length of time into the new Detention Sergeant position, resulting in a budget savings of over \$6,000.

Commissioner Brooks moved that the Board approve the request for a new Jail Sergeant position, in line with the restructuring of supervision at KCSO Jail, as described. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Prosecutor McHugh, Lieutenants Hutchison, Higgins, Nancy Ellis, Undersheriff Brett Nelson and Sheriff Robert Norris exited the meeting at 11:11 a.m.

Chair Pro Tem Duncan noted that item five on the agenda would require an Executive Session, so she suggested that it be moved to the end of the meeting and handled at the same time as item nine.

No objections were voiced.

Request for Compression Increase – RMO

Resource Management Office (RMO) Director Jody Bieze requested the Board’s approval of adjustments to the salaries of the Fleet Maintenance Manager, Program Manager and Senior Program Manager to correct a compression issue.

Human Resources (HR) Director Sylvia Proud provided additional details about positions’ compensation and the requested increase.

Commissioner Brooks moved that the Board approve the request for compression increase for RMO, Grade 10, Step 8. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Chair Pro Tem Duncan pointed out that this would be grant-funded; no General Fund dollars would be involved.

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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Parks & Waterways Reduction in Force – Parks

Ms. Proud reported that the affected employee had agreed to the proposed action and signed off on all necessary documents. She asked the Board to ratify their previous direction, effective October 1, 2022.

Commissioner Brooks moved that the Board approve the request for a reduction in force for Parks & Waterways, effective October 1, 2022. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Aye

The motion carried.

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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request for Approval of Pay Changes and Reclassifications Related to FY23 Budget – HR (Action)

Ms. Proud requested the Board’s approval of pay changes and reclassifications related to the FY23 Budget.

Commissioner Brooks moved that the Board approve the pay changes and reclassifications related to the FY23 Budget. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Chair Pro Tem Duncan stated that they would now return to item 5 from the agenda, in addition to item 9, both of which required Executive Sessions.

Commissioner Brooks moved that the Board enter into Executive Session. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

The Board entered into Executive Session at 11:20 a.m. with Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey in attendance.

Request to Transfer between Departments outside Policy 120 Compensation – Assessor

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – Assessor Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

Executive Session – BOCC/HR

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. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 11:32 a.m.

Commissioner Brooks moved that the Board exit Executive Session. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Chair Pro Tem Duncan stated that, in regard to item 5, “Request to Transfer between Departments outside Policy 120,” no action would be taken at this time because the proposal was actually within the bounds of policy. She said that, in regard to item 9, staff would proceed as discussed.

- 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.

- E. Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 11:33 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk