

**Minutes of Meeting  
Elected Officials  
October 21, 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 items. Also present were Clerk Jim Brannon, Coroner Warren Keene, M.D., KCSO Sheriff Ben Wolfinger, Chief Deputy Assessor Joe Johns, Deputy Finance Director Keith Taylor, KCSO Undersheriff Dan Mattos, Human Resources (HR) Director Sylvia Proud, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Chief Deputy Secretary of State Chad Houck and Coeur d'Alene Press Reporter Madison Hardy. Mr. Houck, Clerk Brannon and Ms. Hardy were present via teleconference.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:06 a.m.

**B. Changes to the Agenda (Action):**

Chairman Fillios stated that he would provide an update on the COVID situation at the Elections Office.

KCSO Sheriff Ben Wolfinger asked that the internal reporting process for COVID be reviewed.

Chairman Fillios said he would also like to discuss the Internal COVID Task Force.

**C. Business (Action):**

**COVID Update at Elections Office**

Chairman Fillios announced that there had been positive COVID results among staff at the Elections Office, which presented some challenges. He said that Chief Deputy Secretary of State Chad Houck had arrived to help with the situation.

Mr. Houck confirmed that a positive test for COVID had been reported at the Elections Office. He said that as of midnight last night the office had been cleaned and sterilized by Servpro as of midnight last night and was ready to open on time this morning. He stated that other staff who could have been exposed were being tested and all appropriate precautions had been taken.

Treasurer Steve Matheson entered the meeting at 9:09 a.m.

Clerk Jim Brannon thanked Mr. Houck for his help and stated that the situation at the Elections Office was under control.

Mr. Houck stressed that there had been no failure of service or downtime for the public. He commented that people might have to leave a message and have their calls returned due to the office being short on staff at the moment.

### **2020 County Holiday Schedule – Operating Hours**

Sheriff Wolfinger stated that it did not seem appropriate for staff to have to use their accrued vacation or personal time to receive their full paid hours in cases when the building was closed at 3:00 p.m. for a holiday.

Human Resources (HR) Director Sylvia Proud commented that the Board could direct that the employees be given paid time, if they wished to add this to their policy.

Commissioner Leslie Duncan noted that some offices had to remain open despite partial or full holidays: KCSO staff, some employees at District Court and some of Prosecutor Barry McHugh's staff had to remain at work. She suggested offering a floating holiday to those people.

Chairman Fillios voiced his willingness to consider just making the hours after an early holiday closing paid time this year. He stated that policy should be adjusted to cover this question, since it had been raised year after year. Both Commissioner Bill Brooks and Commissioner Duncan agreed.

BOCC Communications Manager Nancy Jones pointed out that an official motion would have to be made for this to be changed. The Commissioners all agreed that it should be included in the next Business or Human Resources meeting.

### **Topics for Upcoming Legislative Luncheon**

Commissioner Duncan asked if anyone wished to bring up topics for discussion at the upcoming legislative luncheon.

Sheriff Wolfinger stated that he would like to see the Clark Decision discussed. He explained this placed limits on the determination of probable cause for events not occurring in the presence of an officer. He said he would also like to see an increase in Driver's License fees discussed because the amount taken in was not covering expenses in that department.

Ms. Proud said that Prosecutor Barry McHugh had told her that he would contact the Board with any issues he wished addressed.

### **Update on County Facilities**

Commissioner Duncan remarked that the Office of Emergency Management (OEM) would be moving to the Armory building and the University of Idaho Extension Office was finishing its shift to its new Post Falls location. She said that County Assistance was considering a move into some of the opened space at the Elections Office. She pointed

out that their old offices at the Administrative Building would then be available for someone else.

Commissioner Duncan said she was not able to reveal any details of the office building the County was in the process of purchasing, but the escrow account had been set up.

Chairman Fillios confirmed that more information would be released once the purchase had been finalized. He said it would probably be in five or six weeks. He commented that Resource Management Office (RMO) Director Jody Bieze was moving out of the Annex and some Public Defender's Office attorneys would probably be moved in there as a temporary measure. He reminded all present that a new building was being planned to accommodate the Public Defender's Office, the Prosecutor's Office, AMP (Adult Misdemeanor Probation) and some judges.

Commissioner Duncan added that they planned to select an architect for the new building in a meeting later today.

#### **General Pay Plan Matrix for FY22**

Chairman Fillios remarked that Community Development, in particular, was in great difficulty regarding staff retention. He said that this was not the only department having trouble and said he felt that work needed to be done on a general pay plan matrix for FY22.

Ms. Proud reported that she had done some work on this topic already that could be updated and brought forward for consideration. She said that Prosecutor McHugh had told her he would like to see some equity with the Sworn Officer Matrix.

Commissioner Duncan agreed that the matter needed to be addressed, but cautioned that the County's budget needed to be kept under control.

#### **COVID-19 Point of Vaccination Site**

Chairman Fillios announced that Panhandle Health wanted to the County to become a point of vaccination site.

Ms. Proud said that Panhandle Health was asking many large employers to provide space for vaccination drives. She explained order in which people would be offered vaccinations: essential workers, those particularly vulnerable to disease and then the general public.

General interest and approval was expressed by those present.

Treasurer Matheson asked whether the Board thought vaccinations would be made mandatory for staff and cautioned that this might be a problem in the future.

All three Commissioners indicated they would not be in favor of mandated vaccination.

**COVID Internal Reporting Memo**

Sheriff Wolfinger expressed his concerns about the COVID internal Reporting memo provided by Ms. Jones on October 20, 2020. He commented that he did not feel that the Board had the ability to dictate whom in his organization he informed in the case of a staff member with COVID. He objected to the requirement of the Board then informing Information Technology (IT), Buildings and Grounds (B&G), Reprographics and Human Resources, since this was not their job. He said he had sent these points and others to Legal for review.

Chairman Fillios suggested they wait to hear from Civil Deputy Prosecuting Attorney Darrin Murphey on the topic.

**Internal COVID Task Force**

Chairman Fillios said that the Internal COVID Task Force conducted initial reviews of charges before they were submitted to CFAC (Coronavirus Financial Advisory Committee). He asked whether this could be causing unnecessary delays and provided some examples in which it seemed to be a hindrance. He remarked that he had heard that Kootenai County was the only one with such a task force.

Commissioner Duncan suggested streamlining the process but cautioned against jeopardizing any future Airport grants by not following the rules.

- 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 10:00 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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