

**Minutes of Meeting  
Elected Officials  
November 21, 2018  
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios, and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Assessor Mike McDowell, Prosecutor Barry Black, Chief Deputy Assessor Rich Houser, Chief Deputy Treasurer Laurie Thomas, KCSO Undersheriff Dan Mattos, Human Resources (HR) Interim Director Kimberley Buffin, Office of Emergency Management (OEM) Director Sandy Von Behren, BOCC Communications Manager Nancy Jones, BOCC Senior Financial Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Commissioner-Elect Leslie Duncan and Kootenai County Resident Robert Norris.

- A. **Call to Order:** Chairman Marc Eberlein 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:**

**Security Issue: County Campus Emergency Plans on KCPlace (Action)**

Office of Emergency Management (OEM) Director Sandy Von Behren informed those assembled that of the ten County Emergency Plans, six have been recently updated and the remaining four are almost done. She said that they have done away with the phone tree method for internal notification of emergencies; the Kootenai Alert system is now fully functional so all departments could be notified at the same time in an emergency. She called on all Elected Officials to be sure their staff has reviewed the relevant emergency plans and are prepared to follow them.

KCSO Sheriff Ben Wolfinger entered the meeting at 9:08 a.m.

Ms. Von Behren said that the emergency plans are currently loaded on KC Place. She explained this was done so all the County employees could have access. She added that someone had then expressed a concern that the emergency plans could be hacked. Ms. Von Behren checked with Information Technology (IT) Director James Martin and he told her that it was a possibility. She asked the Commissioners for their input on whether the plans should be kept on KC Place or not. Chief Deputy Assessor Rich Houser suggested that the plan be edited and specific place references be removed to prevent a potential attacker from knowing staff evacuation locations. Ms. Von Behren agreed but stressed that it was vitally important for department heads to train their staff ahead of time.

Ms. Von Behren exited the meeting at 9:14 a.m.

### **County Record Custodian Resolution/Records Request Policy & Processes (Action)**

Commissioner Bob Bingham informed those assembled that a new law that came into effect in July 2018 required the appointment of Custodians for County Records. He added he had also discussed with BOCC Communications Manager Nancy Jones the need to acquire software or develop a process to track public record requests.

Ms. Jones stated she had recently spoken to ICRMP (Idaho Counties Risk Management Program) and the Legal Department and it was recommended that the Board appoint Record Custodians through a resolution. She exhibited a draft resolution and a list of custodians for the BOCC departments that had been prepared. She asked the other Elected Officials to contact her if they were willing to add their departments to the resolution. Additionally, Ms. Jones asked those assembled whether the custodians should be listed on the County's Public Records page so people making information requests know whom to contact for follow-ups. She added that she would welcome suggestions on the creation and implementation of a consistent process for all departments to use in responding to public information requests.

KCSO Sheriff Ben Wolfinger stated his department was in compliance with the law as of July 1, 2018 and had a Records Supervisor and a designated alternate. He said Ms. Jones could add KCSO to the list of participants.

Chairman Eberlein inquired whether anyone had changes they would like to see made in the draft Resolution. Commissioner Bingham stated he would like to see Ms. Jones included in all public record requests involving all of the BOCC departments. Ms. Jones said the BOCC department heads were already working on a process for that. Assessor Mike McDowell suggested some alterations to the wording of the last section of the draft.

Ms. Jones informed those assembled that the original legislation had directed there to be a single custodian for the each County. She warned that this idea might come forward again. Sheriff Wolfinger stated that he did not think that would pass, due to rules relating to the sovereignty of each Elected Official. Commissioner Bingham inquired about the limits of that rule. Sheriff Wolfinger explained that the Commissioners have only budgetary authority over the other Elected Officials according to case law.

Commissioner Bingham urged that the website offer simple instructions for the public to make records requests. Ms. Jones pointed out the problem was the people often do not know what department they need to contact to access the information they want.

### **Human Resources Director Hiring Process Update (Discussion)**

Sheriff Ben Wolfinger stated that Prosecutor Barry McHugh had asked him to handle this item. He reported that the first round of interviews had been completed. He added that there were four people interviewed out of forty-five applications received.

## **720 Wage Plan Update (Discussion)**

Chief Deputy Assessor Rich Houser stated he asked for this to be added to the agenda since he had learned that there had been some discussion of the 720 Wage Plan last week and that the other Elected Officials had not yet received updates.

Commissioner Bingham said the figures were currently with the Auditor's Office awaiting verification. BOCC Senior Business Analyst Nanci Plouffe confirmed the information had been sent to the Auditor's Office yesterday, November 20, 2018. Commissioner Chris Fillios stated that the BOCC had voted two to one to distribute the funds in a meeting last week. Commissioner Bingham stated that he was the dissenter on that vote. Commissioner Fillios said once the numbers were verified, the balance of the funds would be executed, retroactive to 10/1/2018.

Ms. Plouffe remarked that there was \$525,000 (loaded) to be distributed. Mr. McDowell said the amount had been \$538,000 the last he had heard and asked what had happened to the difference. Ms. Plouffe said it had been distributed to the Prosecutor's Office.

KCSO Undersheriff Dan Mattos said that the distribution plan would mirror the original suggested by former Human Resource Director Skye Mercer and Civil Deputy Prosecuting Attorney Darrin Murphey, adjusted to reflect the pay increases in October, 2018. Commissioner Fillios agreed that this was essentially the case. Commissioner Bingham remarked that there were two hundred people on the list. He said the formula which was applied by Ms. Plouffe was time-based and sought to review those who had been in a position for a certain length of time and granted increases based on longevity. He stated it did not fix the many problems in the County pay plan, which he felt needed to be completely rebuilt.

Commissioner Fillios said the rebuilding of the pay plan would have to be taken up by the new Board, but this did address some of the potential liability issues that had been facing the County. Ms. Plouffe added that the people receiving increases had lengths of service of about eight years or more. Interim Human Resources (HR) Director Kimberley Buffin said that she expected that when the new HR Director was hired, a new plan would be submitted for the new Board's approval in January. She said she estimated this project would take about two years to complete.

Mr. McDowell urged all assembled to encourage the new Board to read the County's Personnel Policy, especially the section that dealt with pay administration. He said that section had been crafted with input from all the Elected Officials and all had agreed to it at that time. He expressed his doubts that any Board in the past eight to ten years had read it, because it had not been followed.

- 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 was no public comment.
- E. **Adjourn (Action):** Chairman Eberlein adjourned the meeting at 9:38 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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