

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**January 24, 2019**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Bill Brooks and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney R. David Ferguson, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Human Resources (HR) Interim Director Kimberley Buffin, Finance Director Dena Darrow, Buildings & Grounds (B&G) Director Shawn Riley, Resource Management Office (RMO) Program Director Kimberli Riley and Deputy Clerk Tina Ginorio.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:04 a.m.

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

There were no changes to the agenda, however Human Resources (HR) Interim Director Kimberley Buffin suggested that item 1b of the agenda, Additional Adult Misdemeanor Probation Personnel, be handled first.

**C. 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.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:06 a.m.

**D. Business:**

**Personnel Changes (Open Session)**

• **Additional Adult Misdemeanor Probation Personnel (Action)**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson asked the Board to approve his request for two additional staff. He told the Commissioners that his department had received over one thousand cases as of this date and that their case numbers had run higher than ever before consistently, for a number of months. He provided packets of information, including case counts for the past three years and budget information on hiring additional staff members. Mr. Hutcheson explained that the larger caseload was preventing his staff from assessing clients in a timely fashion. He said he prefers first contact with a new client within one week and assessment of their living arrangements within two, but it is taking three weeks to make first contact now.

Commissioner Leslie Duncan asked Prosecutor Barry McHugh for his input. Prosecutor McHugh commented that AMP staff are working hard and doing a

great job, but were stretched thin. He said that people receive better supervision through AMP than they do through the state's felony probation program.

Resource Management Office (RMO) Program Manager Kimberli Riley reminded those assembled that it was important to be cautious about mid-year budget adjustments. She said that the budget can be increased mid-year for unanticipated expenses and pointed out that Mr. Hutcheson had stated this situation arose after his budget request had been submitted. She said she felt he was justified the request for more staff.

Commissioner Duncan suggested that the Board approve one position right away, with the understanding that a second one would be approved during the upcoming budget cycle. Commissioner Bill Brooks voiced his agreement.

Commissioner Duncan moved that the Board approve one additional AMP position, including associated onboarding costs, at approximately 95% of market salary, not to exceed \$84,010.50, if a sufficiently qualified applicant was found, with the understanding that another position would be brought forth during the budget cycle. Commissioner 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.

Mr. Hutcheson presented the Commissioners with a floor plan of his department's current location and offered some suggestions on how the space might be reallocated. Buildings & Grounds (B&G) Director Shawn Riley suggested this be discussed with First District Court Trial Court Administrator Karlene Behringer. Mr. Hutcheson said he would meet with Ms. Behringer, Mr. Riley, Prosecutor McHugh and Judge Vanvalin, and then return to the Board with their input.

**Buildings & Grounds – Shawn Riley, Contract (Action)**

Commissioner Duncan moved that the Board enter Executive Session pursuant to Idaho Code §74-206(1)(a). Commissioner 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.

Chairman Fillios invited Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:35 a.m.

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

The Board exited Executive Session at 11:56 a.m.

Commissioner Bill Brooks moved that the Board exit Executive Session and direct staff to proceed as discussed. 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.

**Decisions/Direction (Open Session – (Action Item)**

No additional decisions or directions were given.

**E. Public Comment:** Human Resources (HR) Interim Director Kimberley Buffin remarked that the weekly HR meetings had begun about two years ago in an effort to improve communications with the Board, maintain consistency in the handling of personnel issues, and lighten the burden of paperwork on the Commissioners.

**F. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:58 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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