

Minutes of Meeting
Human Resources Personnel Changes
May 8, 2019
10:00 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 Treasurer Laurie Thomas, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Resource Management Office (RMO) Director Jody Bieze, RMO Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 10:01 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

Reclassification Results: Resource Management Office Director & Senior Program Manager – Human Resources (Action)

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin informed the Commissioners that the results of the reclassification study for the Resource Management Office (RMO) Director and Senior Program Manager had been received and circulated to the other Elected Officials. She asked the Board to approve the results.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 10:03 a.m.

Commissioner Leslie Duncan asked what the primary focus of the Grants Management Office had been and what the primary focus of the Resource Management Office would be. RMO Director Jody Bieze stated that there had been no change in the focus of her department. She said it was to do public transportation, grants management and offer support services.

Commissioner Duncan asked what current or future problems would be solved by the change. Ms. Bieze replied that there was no change in the work they were doing. She added that the services her department offered were the same that had been offered before Senior Program Manager Kimberli Riley had joined them in July 2018.

Commissioner Duncan asked Ms. Bieze to give some examples of projects her department had worked on, other than grants or public transportation. Ms. Bieze declined to answer the question in open session but said she would discuss it further in an Executive Session. Civil Deputy Prosecuting Attorney Darrin Murphey noted that a description of the projects would be appropriate for open session. Civil Deputy Prosecuting Attorney R. David Ferguson commented that the work, function of projects

of RMO were not confidential information. Ms. Bieze declined to list specific projects undertaken with specific departments or Elected Officials.

RMO Senior Project Manager Kimberli Riley remarked that Transit Program Specialist Amber Conklin had worked on the BOCC County website video project. She also said that Kelly Soske had been active with Fleet Management.

Chairman Fillios moved that the Board approve reclassification of the Resource Management Office Director from the pay grade of "N" to the pay grade of "O" and the reclassification of the Resource Management Office Senior Program Manager from the pay grade of "L" to the pay grade of "M." Commissioner Bill Brooks 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.

Pay Increase Due to Reclassification Results – BOCC (Action)

Chairman Fillios reminded those present that he had suggested the Board take the percentage of market that each employee had occupied in their original pay grades and apply it to the new pay grades.

HR Director Sylvia Proud explained that the Director had been at 98.53% in the prior pay grade and the Senior Project Manager had been at 99.28%. She noted that Finance Director Dena Darrow had provided projections for the positions; the net increase for FY19 was about \$377.56 and for FY20 was about \$13,507. Ms. Proud added that RMO had salary salvage of approximately \$4,879.83 for FY19, which would more than cover the expense for the current year.

Commissioner Duncan requested the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). Chairman Fillios and Commissioner Brooks stated they did not feel an Executive Session to further discuss the pay increases was merited.

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 Session – Action)

No material requiring an Executive Session was submitted.

Commissioner Brooks moved that the Board approve pay increases for the positions of Resource Management Office Director and Senior Program Manager due to reclassification results, in the amount recommended by Human Resources, to take effect in the next pay period. 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.

Resource Management Office – Department Name Clarification – BOCC (Action)

Ms. Buffin reminded the Commissioners that it had been suggested in a previous meeting that it would be beneficial to recognize the change from Grants Management Office to Resource Management Office in a public meeting. Mr. Ferguson expressed his support for the suggestion, saying it would eliminate confusion in other departments. Mr. Murphey assured the Board that the word “Office” was acceptable in the department title.

Chairman Fillios moved that the Board approve the name change officially from Grants Management Office to Resource Management Office, effective immediately. 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.

D. 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.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 10:27 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
