

Minutes of Meeting
Human Resources: Personnel Changes
May 27, 2020
11:00 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 Community Development Director David Callahan, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Information Technology (IT) GIS (Geographic Information System) Manager David Christianson, Recording Manager Melinda Roeder, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, KCSO Personnel Technician Marcia Heglie, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Ms. Roeder, Mr. Ferguson and Ms. Heglie were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios 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 (Action):**

Request for Salary Increase for Planner II – Community Development

Community Development Director David Callahan requested the Board’s approval for a salary increase for Planner II Adam Knight. He explained that Mr. Knight’s contribution beyond his normal assigned duties had been of great value to Community Developments portion of GIS (Geographic Information System). He stated that they might be able to refrain from adding another full-time position due to Mr. Knight’s efforts. He said the raise would be just over \$4,000 per year.

Information Technology (IT) GIS Manager David Christianson voiced his support for Mr. Callahan’s request.

Commissioner Leslie Duncan noted that she would normally prefer to handle such an adjustment during budget discussions, but the situation seemed to be that the Board could spend \$4,000 and to save about \$60,000.

Mr. Christianson noted that substantial IT staff time was saved by Mr. Knight’s abilities to assist others in Community Development.

Commissioner Duncan moved that the Board approve the request for salary increase for a Planner II in Community Development to a new salary of \$73,998, fully loaded. Commissioner Bill 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.

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 Item)

Decisions/Direction (Open Session – Action Item)

No information requiring an Executive Session was submitted.

Request for Lateral and Relocation Deputy Bonus – Sheriff’s Office

KCSO Personnel Technician Marcia Heglie reported that a new hire would qualify for both the lateral movement bonus of \$2,500 and the relocation bonus of \$2,500. She asked the Board to approve payment of the bonuses.

Commissioner Leslie Duncan moved that the Board approve the request for lateral and relocation deputy bonuses to Jonathan Fontaine in the amount of \$2,500 for relocation and \$2,500 for lateral. 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.

Request for Lead Records Technician Increase – Recorder’s Office

Recording Manager Melinda Roeder requested the Board’s approval to increase Kim Reynolds pay by \$2,590, fully loaded, or from \$15.97 per hour to \$17.00 per hour, to reflect her promotion to Lead Records Technician. She noted that her department had sufficient salary savings from other positions to cover this.

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate stated that HR would support the request.

Commissioner Duncan moved that the Board approve the request for Lead Records Technician increase, which would give a total of \$55,265 annual pay, loaded. 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.

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 Item)

Decisions/Direction (Open Session – Action Item)

No information requiring an Executive Session was submitted.

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 11:12 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
