

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**May 30, 2019**  
**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 Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Community Development Director David Callahan, Finance Director Dena Darrow, Assessor’s Office Administrative Manager Reba Grytness, 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 11:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Position Adjustment, Customer Service Technician I to Customer Service Clerk III – Assessor (Action)**

Assessor’s Office Administrative Manager Reba Grytness requested the Board’s approval of a position adjustment from Customer Service Technician I to Customer Service Clerk III. She explained that their Tech I had been promoted to Residential Appraiser I; the Assessor’s Office would like to fill the open slot with a new hire as a Customer Service Clerk III. Commissioner Leslie Duncan pointed out that there would be a salary savings of about \$4,532 from this adjustment.

Commissioner Duncan moved that the Board approve the position adjustment from Customer Service Technician I to Customer Service Clerk III as requested by the Assessor’s Office. 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.

Ms. Grytness exited the meeting at 11:01 a.m.

**Veteran’s Service Officer Recruitment Overview – Human Resources (Action)**

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin informed the Commissioners that HR had received twenty-four applications for the opening for a Veterans’ Service Officer. She reminded the Commissioners that Idaho statute requires honorably discharged veterans with a current service-connected disability of 30% or more to be offered an interview if s/he could be considered a qualified applicant. Ms. Buffin noted that fifteen of the applicants had disabilities at that level. She said the statute

further stated that employers were not required to interview more than ten such applicants.

Ms. Buffin noted that the County normally tries to interview the top three or so of applicants for a position, so there would be more interviews than normal held this time. She said she planned to have a Neogov training session for the Commissioners on Friday, May 30, 2019 to show them how to access and review applications on-line.

Ms. Buffin suggested that the Commissioners review all the submitted applications and choose the candidates they wish to interview in an Executive Session during next week's Human Resources meeting. All three Commissioners agreed.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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 Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:07 a.m.

**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)**

The Board exited Executive Session at 11:13 a.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to proceed as discussed. 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 11:14 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_

Tina Ginorio, Deputy Clerk

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