

Minutes of Meeting
Human Resources: Personnel Changes
July 9, 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 KCSO Undersheriff Dan Mattos, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Chief Bailiff Pete Barnes, First Judicial District Trial Court Administrator Karlene Behringer, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:07 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate requested that item two be removed from the agenda. Chairman Fillios agreed.

C. Business (Action)

Request for Hiring Bonuses for Two Deputies – Sheriff’s Office

HR Director Sylvia Proud requested the Board’s approval to give a \$2,500 relocation bonus to Deputy Cody Pohren and a \$2,500 relocation bonus plus a \$2,500 lateral move bonus to Deputy Brett Nelson.

Commissioner Leslie Duncan moved that the Board approve the request for hiring bonuses for the two Deputies as outlined by Human Resources. 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.

KCSO Undersheriff Dan Mattos exited the meeting at 11:08 a.m.

~~Initial Reclassification Results for Accounts Receivable Specialist – Solid Waste~~

This item was pulled from the agenda.

Request for Temporary Services – Court Security

Chief Bailiff Pete Barnes requested the Board’s approval to hire three temporary staff to help with data entry. He estimated that all three would be needed for four to six weeks, but he might be able to reduce the number after that.

Commissioner Duncan noted that a new Bailiff position had been budgeted for FY21. She asked if the need for temporary help might be reduced, if that position were filled early.

Chief Bailiff Barnes replied that, by the time the new person was trained to a minimum amount, it would still be mid-September. He expressed uncertainty about the staff needed to manage the volume of questionnaires that they would have to process within a six to eight week period.

Commissioner Duncan remarked that hiring the new Bailiff two months early might be an option. She suggested he consider it and bring it forward at the next Business Meeting if he agreed.

Commissioner Duncan moved that the Board approve the hiring of three temporary workers for the Bailiff’s Office for data entry, to come out of the COVID account, Fund 11. 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.

First Judicial District Trial Court Administrator Karlene Behringer and Chief Bailiff Barnes exited the meeting at 11:17 a.m.

Initial Classification Results of Front Desk Coordinator to Administrative Secretary

Ms. Van Slate requested the Board’s approval to circulate the initial reclassification results for conversion of the BOCC Front Desk Coordinator to Administrative Secretary to the Elected Officials. She said HR scored the position as a Level 5.

Commissioner Duncan moved that the Board approve the initial classification results of the Front Desk Coordinator to Administrative Secretary to be put forward to the Elected Officials, per policy. 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:** 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 were no public comments.

- E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:20 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
