

Minutes of Meeting
Human Resources: Personnel Changes
July 11, 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 Assessor Rich Houser, Assessor's Office Administrative Manager Reba Grytness, Chief Deputy Treasurer Laurie Thomas, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey, Buildings & Grounds (B&G) Operations Manager Greg Manley and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Position Adjustment, Customer Service Clerk III to Title Clerk II – Assessor's Office (Action)

Assessor Rich Houser requested the Board's approval to change an open position from Customer Service Clerk III in the Assessor's Office to Title Clerk II in the Department of Motor Vehicles. He explained that the person would be cross-trained to assist in the Assessor's office during busy times.

Commissioner Leslie Duncan pointed out this change would save the County about \$2,370.

Commissioner Duncan moved that the Board approve the position adjustment from Customer Service Clerk III to Title Clerk II for 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.

Initial Classification Results: Maintenance Operator II – Resource Management Office (Action)

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin reported that the initial classification of the new Maintenance Operator II position for the Resource Management Office (RMO) had been completed. She said they had concluded the appropriate pay grade was "G," based on the job description. She asked for the Board's approval to circulate this to the other Elected Officials.

Resource Management Office (RMO) Director Jody Bieze explained that the person hired would perform maintenance at bus stops and the transit center, help with light repairs on buses and mow the grass, among other duties.

Ms. Buffin noted that the position would be grant funded.

Commissioner Duncan moved that the Board approve circulating the initial classification results 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 (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 11:09 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
