

Minutes of Meeting
Human Resources: Personnel Changes
July 18, 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 Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Coordinator Carole “CK” Kirkpatrick, 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 and Deputy Clerk Tina Ginorio.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:16 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Director Sylvia Proud stated that item four on the agenda, Temporary Employee Extension – Sheriff’s Office, was not needed.

C. Business:

Request to Adopt Initial Classification Results/Maintenance Operator II /Resource Management Office (Action)

Ms. Proud stated that the initial classification results for the Maintenance Operator II position for the Resource Management Office (RMO) had been circulated to the other Elected Officials, per policy. She said she did receive one comment from Sheriff Ben Wolfinger to the effect that other Maintenance Operators had not received a pay grade this high. She reported that HR Generalist – Employee Relations Kimberley Buffin had provided him with an explanation of the differences in the positions. She asked the Board to approve the classification of the position at pay grade “G.”

Commissioner Leslie Duncan moved that the Board approve and adopt the initial classification results for the Maintenance Operation II position. 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.

Request to Move Forward Filling the Maintenance Operator II Prior to FY20/Resource Management Office (Action)

Ms. Proud requested the Board’s approval to fill the Maintenance Operation II position for RMO before the beginning of FY20.

RMO Senior Program Manager Kimberli Riley provided the Board with cost projections for the position. She reported that RMO Director Jody Bieze had asked HR if the position could be filled before the beginning of FY20, because the Transit Center will open in August 2019. She added that RMO did have another open position that could provide salary salvage to pay for the position for the months of August and September. She confirmed that this position would be grant funded.

Ms. Bieze noted that the different jurisdictions had given no indications that they would not be able to provide their normal support for the year, so funding the position should not present a problem.

Commissioner Duncan asked whether RMO would be able to pay for the position if support from the jurisdictions did not appear, for some reason. Ms. Riley responded that they could re-arrange their finances to cover it. She asserted that this staff position was a priority, so they would have to shift funds from elsewhere, if required.

Chairman Fillios moved that the Board approve the position of Maintenance Operator II, grade "G," for the Resource Management Office as recommended by RMO. 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.

Express Direct Hire Fee/Human Resources (Action)

Ms. Proud explained that an employee who had been working as a temp in the Commissioners' Office was hired as full time by another department, then was then hired back to the Commissioners' Office as full time. She reminded the Commissioners that there had been a question about paying the remainder of the temporary agency contract. She reported that HR Coordinator CK Kirkpatrick had worked with Express Employment to resolve the situation. Ms. Proud said the initial request from Express Employment had been \$2,192 and Ms. Kirkpatrick had negotiated this down to \$1,400. She added that measures would be put into place to prevent a similar issue in the future.

Ms. Proud requested that the \$1,400 be drawn from the Temp Account.

Commissioner Duncan moved that the Board approve the payment of Express Direct Hire Fee in the amount of \$1,400 from the Temp Fund. 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.

Temporary Employee Extension/Sheriff's Office (Action) – Pulled

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 11:30 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
