

Minutes of Meeting
Human Resources: Personnel Changes
July 25, 2019
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Assessor Rich Houser, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.

Finance Director Dena Darrow entered the meeting at 11:02 a.m.

- C. Business:**

Request for Administrative Manager Pay Increase, Assessor’s Office (Action)

Assessor Rich Houser stated that his current Administrative Manager had initially been hired at the lower end of the pay range for the position and had been doing a truly exceptional job. He noted that his department had accrued some salary salvage for FY19 due to moving a vacant position down to the Department of Motor Vehicles. He asked the Board’s approval to increase the Administrative Manager’s pay beginning in FY19.

Commissioner Leslie Duncan reminded those assembled that a cut off on mid-year pay increases had been implemented.

Finance Director Dena Darrow stated that, due to the salary salvage available in the department, there would be no impact to the current Budget. She asked if the change would affect the ongoing wage study undertaken by Human Resources. Human Resources (HR) Director Sylvia Proud said that the wage study would be affected, but the recalculation would not present a real obstacle.

Commissioner Duncan moved that the Board approve the request for the Assessor’s Office Administrative Manager pay increase, to take effect October 1, 2019, with the start of the new fiscal year. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

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)

No material requiring an Executive Session was submitted.

Request to Convert Appraiser I to Appraiser II, Assessor’s Office (Action)

Assessor Houser announced that Brady Bircher had completed the requirements to be promoted from an Appraiser I position to Appraiser II. He stated that Mr. Bircher had actually completed the requirements back in May 2019, but due to time constraints, Mr. Bircher’s manager had not been able to bring the request forward sooner. He asked the Board’s approval to make the promotion, with the appropriate wage adjustment, applied retroactively.

Commissioner Duncan suggested that, in the future, the Assessor make provisions in his yearly budget request to cover possible promotions of this sort. Assessor Houser noted that he could not completely predict when people would achieve certain educational goals, but he would try to accommodate this request. Chairman Fillios voiced his support for the suggestion.

HR Generalist – Employee Relations Kimberley Buffin requested that HR be informed of such potential movements in advance as well, so they could facilitate the process.

Ms. Darrow commented that this would also help to make Budget calculations more accurate.

Commissioner Duncan noted that the final presentation of the FY20 Budget had not been made, so there was still time for the Assessor’s Office to submit this information. Chairman Fillios confirmed this. Assessor Houser said he would work on it right away. Chairman Fillios stated that he would ask BOCC Communications Manager Nancy Jones to draft an announcement for any other departments that might be in the same situation.

Commissioner Duncan moved that the Board approve the conversion of the Appraiser I position to Appraiser II, as discussed, with a financial impact of \$1,741 for the FY19 Budget. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Excused
- Commissioner Duncan: Aye
- Chairman Fillios: Aye

The motion carried.

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)

No material 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 11:17 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
