

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**August 22, 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 Prosecutor Barry McHugh, Administrative Supervisor Patti Surplus, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Finance Director Dena Darrow and Deputy Clerk Tina Ginorio.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.

**B. Changes to the Agenda (Action):**

Human Resources (HR) Generalist – Kimberley Buffin requested that item one, KCSO Records Assistant Supervisor Pay Adjustment, be removed from the agenda.

**C. Business (Action Items):**

~~**KCSO Records Assistant Supervisor Pay Adjustment**~~ - Removed from agenda

**Request to Hire Temporary Full-time Secretary Position, Prosecutor's Office**

Prosecutor Barry McHugh explained that Administrative Supervisor Patti Suplus planned to retire in the near future. He said he wished to promote from within to fill her vacated slot, which would lead to a series of position changes resulting in the need to hire for an entry-level position at their front desk. He asked if the Board would approve the hire of a temp, with the intention of making the person a permanent employee after about three months of training and experience.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:04 a.m.

Commissioner Leslie Duncan asked if classifying the proposal as hiring a temp was accurate and said she felt this would be more hiring early to fill the anticipated opening.

Chairman Fillios pointed out that the new fiscal year would be starting in just over a month and asked how likely it would be for them to hire someone before it began, since that would affect funding the position. Prosecutor McHugh replied that they would like to find someone quickly, but that an opening would generally be advertised for at least two weeks.

Commissioner Duncan asked what other funding sources could be found for the new hire, if the Prosecutor's Office did not have sufficient salary salvage available. Finance Director Dena Darrow suggested the Temp Pool Account. Commissioner Duncan objected because she felt this really did not seem to meet the temporary pool description.

Prosecutor McHugh confirmed that the amount they would need to cover the additional person would be about \$7,600.

After discussion between the Commissioners, Human Resources (HR) Director Sylvia Proud, Ms. Darrow and Mr. Murphey, it was concluded that, since there would be two overlapping positions at the front desk for about three months, it would be appropriate to fund it through the temporary pool.

First Judicial District Trial Court Administrator Karlene Behringer entered the meeting at 11:06.

Prosecutor McHugh said that if the Board would approve the possibility of using some temp fund money if necessary, he would come back in two weeks with his office's expected salvage calculations, and a final plan could be made.

Commissioner Duncan moved that the Board approve the request to hire a temporary, full-time secretary position for the Prosecutor's Office as described, with funds coming from salary salvage or temp pool funds. 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.

**Supervising Law Clerk and Transfer Duties, District Court Judge**

Ms. Behringer explained that Judge Haynes' clerk, Ryley Siegner, planned to leave. She said Mr. Siegner had acted as the supervising law clerk and they would like to transfer those duties to the law clerk with the most seniority, Jane Watts. Ms. Behringer requested the Board's approval of giving Ms. Watts an increase in salary when she takes over the new duties. She also confirmed that the change would be budget neutral.

Commissioner Duncan moved that the Board approve the transfer of duties for supervising law clerk for Judge Haynes. 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.

**Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent (Closed Session – Discussion)**

No material requiring an Executive Session was produced.

**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 11:15 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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