

**Minutes of Meeting**  
**Human Resources**  
**January 9, 2020**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Public Defender Anne C. Taylor, Chief Deputy Assessor Joe Johns, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Office of Emergency Management (OEM) Director Sandy Von Behren, OEM Preparedness Coordinator Tiffany Westbrook, Court Services Director Marissa Garza, Court Services Manager Kally Young, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Chairman Chris Fillios was excused.

- A. **Call to Order:** Chairman Pro Tem Leslie Duncan called the meeting to order at 11:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Action Items):**

**Personnel Request, Temporary Overlap for Director Succession – Office of Emergency Management**

Office of Emergency Management (OEM) Director Sandy Von Behren reminded the Commissioners she planned to retire this year and intended OEM Preparedness Coordinator Tiffany Westbrook to replace her. She noted that they would need to bring in someone to fill Ms. Westbrook’s position and asked the Board’s approval to bring the new person in two months early to smooth the transition. She said she also wanted the Board to allow funding the new person’s salary up to 95%. She explained that, if they found a candidate appropriate for that level of pay, they would need another \$730 to cover the expense.

Chairman Pro Tem Duncan asked if Ms. Von Behren thought her budget would be able to absorb the \$730.

Ms. Von Behren said she was not certain, since they were now part of the Sheriff’s Office and did not know how their process worked.

Finance Director Dena Darrow remarked that B Budget funds could probably be found to cover the cost if required.

Ms. Von Behren stated she would like the new person to start around April 15, 2020.

Commissioner Bill Brooks moved that the Board approve the personnel request for temporary overlap for Director succession for the Office of Emergency Management as described. Chairman Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

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 Meeting – Action)**

No material requiring an Executive Session was presented.

Ms. Von Behren and Ms. Westbrook exited the meeting at 11:05 a.m.

**Approval of Grade for Approved FY21 Lead Float Clerk Position – District Court**

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate requested the Board’s approval for the initial classification of grade 6 for a Lead Float Clerk Position for District Court. She noted that the information had been circulated to the other Elected Officials. She added that this new position had been included during the budget process.

Commissioner Brooks moved that the Board approve the grade as presented for the FY21 Lead Float Clerk position for the District Court. Chairman Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Driver’s License Examiner Pay Adjustment – Human Resources**

HR Director Sylvia Proud explained that a License Examiner had been hired on about December 9, 2019. She said the person came in on the new wage scale at \$12.91 per hour. She informed the Board that the new minimum had been raised to \$12.96 per hour as of December 22, 2019, so policy required the position be raised to that minimum.

Ms. Proud suggested that the person be brought to \$12.96 per hour as of December 22, 2019.

Commissioner Brooks moved that the Board approve pay adjustment for the Driver License Examiner to \$12.96, as of December 22, 2019. Chairman Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

### **Bonus Service Award Request 2019 – Parks & Waterways/Noxious Weeds**

Ms. Van Slate explained that the Bonus Service Award was a yearly occurrence for this department. She said it was a budgeted line item. She stated that Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder would like the Board's approval to implement it.

Finance Director Dena Darrow confirmed the budget amount.

Commissioner Brooks moved that the Board approve the Bonus Service Award request for 2019 by Parks & Waterways/Noxious Weeds. Chairman Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

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 Meeting – Action)**

No information requiring an Executive Session was presented.

### **Employee Pay Issue – Public Defender**

Public Defender Anne C. Taylor explained that her employee had brought an issue to her attention. She explained that the employee had had an amount less than \$100 deducted from her paycheck in a similar situation to those she had brought to the Board recently. Ms. Taylor said that, had she been aware of this before, she would have brought this case with the others. She asked the Board to authorize returning the amount to the employee or to approve offering the employee an extra vacation day in compensation.

Ms. Darrow explained that the employee at the Public Defender's Office happened to have the same name as another employee at Solid Waste and each had had a sick day on the same date, which was what had led to the error. She noted Worker's Comp requirements regarding PERSI and taxes had been involved.

Commissioner Brooks moved that the Board approve refunding the affected employee the amount required to correct the error made, not to exceed \$100. Chairman Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

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 Pro Tem Duncan adjourned the meeting at 11:13 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIRMAN PRO TEM

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

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