

Minutes of Meeting
Human Resources: Personnel Changes
January 23, 2020
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 Van Slate, Finance Director Dena Darrow, Administrative Assistant Ronnie Davisson, Airport Director Steven Kjergaard, First Judicial District Trial Court Administrator Karlene Behringer, Jury Commissioners Chief Bailiff Pete Barnes, Community Development Administrative Manager Sandi Gilbertson, 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 11:00 a.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan requested that item seven from the agenda be handled first. Chairman Fillios agreed.

C. Business:

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:02 a.m.

Commissioner Bill Brooks entered the meeting at 11:02 a.m.

Review/Approval of County Vehicle Policy 429 – Human Resources (Action)

Human Resources (HR) Director Sylvia Proud reported that Legal had reviewed the proposed changes to County Vehicle Policy 429. She went over the changes that were to be made and requested the Commissioners' approval.

Commissioner Duncan moved that the Board approve the County Vehicle Policy 429 to be part of either Personnel Policy or the Procedure Manual, as appropriate. 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.

Assessor Rich Houser exited the meeting at 11:06 a.m.

Request for Pay Adjustment, Security Screener – Bailiff's Office (Action)

Jury Commissioners Chief Bailiff Pete Barnes stated that his department had an employee who was experiencing salary compression issues. He explained that this person had been with them for about three years, but new hires were coming in at a higher rate of pay due

to the recent salary adjustments. He said that a 34 cent increase would correct the situation and asked the Board's approval.

Finance Director Dena Darrow confirmed there would still be a net savings to their budget.

Commissioner Duncan moved that the Board approve the request for pay adjustment for the Security Screener as presented. 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.

Request for Exception to Policy 120 to Hire – Bailiff's Office (Action)

Mr. Barnes explained that a person who had worked at the Bailiff's Office for about a year and a half, then transferred to another department in the County, now wants to return. Mr. Barnes commented that this person had been a great employee and they would be glad to get him back. He asked the Board to approve an offer of fifty cents more an hour than the rate that would normally be offered because the person would be taking a pay cut of almost \$244 per month to return at the standard wage.

Ms. Darrow remarked that there would still be salary savings left to the department if the Board approved the request.

Commissioner Duncan moved that the Board approve the request for an exception to Policy 120 to hire at the Bailiff's Office for Security Screener, raising the pay rate by fifty cents per hour. 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.

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent. (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

No material requiring an Executive Session was presented.

Bailiff's Office Budgeted Bonus Distribution Request – Specialty Court (Action)

First Judicial District Trial Court Administrator Karlene Behringer requested the Board's approval of a budgeted bonus be awarded to Mr. Barnes.

Commissioner Duncan moved that the Board approve Bailiff's Office budgeted bonus per budgeted item. 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.

Ms. Behringer and Mr. Barnes exited the meeting at 11:16 a.m.

Request to Extend Temporary Worker Assignment in County Assistance – Auditor (Action)

Ms. Darrow reported that County Assistance was requesting an extension of their temporary worker assignment for their Front Desk Clerk because the eleven week temp period was about to expire. She explained that they would like to hire the person permanently. She provided a spreadsheet showing the cost to hire the person at entry level or at 95% of market. She noted that there were more than enough salary savings from their budget to fund either option, with some left over to return to the General Fund.

Administrative Assistant Ronnie Davisson commented that they needed the temp period extended to allow the fingerprint process and background check to be completed. She explained that they hoped the Board would authorize paying for the extension from the BOCC Temp Pool through about February 14, 2020.

Commissioner Duncan moved that the Board approve request to extend the temporary worker assignment, paid through the BOCC Temp Pool, until the end of the work day, February 14, 2020. 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.

Request for Higher Duty Pay, Policy 120, Section 3.10 – Community Development (Action)

HR Generalist Kimberley Van Slate reminded the Commissioners that Community Development Director David Callahan was going to have a planned leave of about a month. She explained that Planning Manager Mary Shaw would be taking on his duties during his absence. She asked that the Board approve higher duty pay for Ms. Shaw for that period, as directed in Policy 120, Section 3.10.

Commissioner Duncan moved that the Board approve the request for higher duty pay according to Policy 120, Section 3.10 for Community Development while the Director is on vacation. 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.

Request to Temporarily Convert AP Operations Lead to Operations Specialist – Airport (Action)

Airport Director Steven Kjergaard informed the Commissioners that he had recently had an Operations Lead leave employment. He explained that he had an Operations Specialist that he would like to train to eventually fill that slot. He said he would like to convert the Operations Lead slot to Operations Specialist for the time being and hire a second Operations Specialist. When the current employee is fully prepared, he said he would promote him to Operations Lead. He asked the Board’s approval to convert the Lead Position as described.

Commissioner Duncan moved that the Board approve request to temporarily convert AP Operations Lead to Operations Specialist. 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 11:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
