

Minutes of Meeting
Human Resources Personnel Changes
January 31, 2019
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Bill Brooks and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, Treasurer Steve Matheson, Public Defender Anne C. Taylor, Finance Director Dena Darrow, Buildings & Grounds (B&G) Director Shawn Riley, Resource Management Office (RMO) Program Manager Kimberli Riley and Deputy Clerk Tina Ginorio.

- 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.
- C. **Business:**

Personnel Changes (Open Session)

New Hire Request, Exception to policy #120 – Public Defenders (Action)

Public Defender Anne C. Taylor asked the Commissioners’ approval to increase the salary offered for an open AT2 position. She explained she had hired one AT2 at the lesser rate but had not been able to attract a qualified applicant for the second slot. Ms. Taylor said she would like to increase the offered salary from \$52,510 to \$60,000. She added that her department could cover the extra through salary salvage, so there would be no budget impact.

Commissioner Leslie Duncan moved that the Board make an exception to policy #120 for the Public Defender’s AT2 position as discussed, the expense to be funded from salary salvage, with no impact to the budget. 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.

Promotion Discussion – Buildings and Grounds, Shawn Riley (Action)

Buildings & Grounds (B&G) Director Shawn Riley reminded the Board that he planned to step down and stated that there were two in-house applicants for the B&G Director position. He asked that the Board enter into Executive Session to review the applications.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(a). 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.

The Board entered into Executive Session at 11:06 a.m.

Chairman Fillios invited Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

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)

The Board exited Executive Session at 11:23 a.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to set up interviews. 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.

Decisions/Direction (Open Session – Action Item)

No additional decisions or directions were announced.

Mr. Riley exited the meeting at 11:24 a.m.

Employee Wage Adjustment – Human Resources (Action)

Prosecutor Barry McHugh requested the Board’s approval of an adjustment to Kimberley Buffin’s salary. He explained that she would have been eligible for a salary adjustment under the 720 Employee Compensation Project, but she had filled in as Interim Human Resources (HR) Director. He said her salary adjustment had been delayed but now that she was able to return to her prior position, he would like them to authorize the raise she would have received.

Commissioner Duncan moved that the Board approve the employee wage adjustment under the 720 Plan, as presented, to increase the hourly pay of Kimberley Buffin by \$1.26 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 Item)

No material requiring a second 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 11:27 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
