

Minutes of Meeting
Human Resources Personnel Changes
February 8, 2019
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Assessor Rich Houser, Chief Deputy Assessor Joe Johns, Treasurer Steve Matheson, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, HR Generalist – Compliance Cecelia Sweet, Buildings & Grounds (B&G) Director Shawn Riley, Resource Management Office (RMO) Director Jody Bieze, RMO Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney Darrin Murphey, Department of Motor Vehicles (DMV) License Manager Holly Thompson, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Leslie Duncan attended via teleconference.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:01 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin informed the Board that the Sheriff’s Office had requested their item 1a, New Hire Request, Exception to Policy #120, be removed.

Commissioner Bill Brooks moved that the Board remove item 1a from the agenda. Commissioner Leslie Duncan 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.

C. Business:

1. Personnel Changes (Open Session)

a. ~~New Hire Request, Exception to Policy #120 – Captain Deak – Sheriff’s Office (Action)~~

This item was pulled from the agenda.

b. Request for New Position – BOCC - Chris Fillios (Action)

Chairman Fillios explained this request was for an Administrative Assistant for the BOCC. He said he had hoped to present it today for approval, but it needed to have a job description and be graded by Human Resources. He said the position would mainly entail working with Buildings & Grounds to handle some of the work being done currently by the BOCC, including the payables, among other responsibilities. He suggested the item be deferred. Buildings & Grounds

(B&G) Director Shawn Riley requested direction from the Board to consult with Ms. Buffin on the job description and the grade. He said he would then ask the Auditor's Office for a budget projection and bring it back to the Board for approval. Mr. Riley speculated that the item could be brought back to the Board in one week, unless snow removal duties consumed too much of his time. In that case, he said it would be two weeks. There was general agreement that he should proceed as described.

c. DMV Compensation Issue – Rich Houser (Action)

Assessor Rich Houser requested the Board's approval of a salary change. He explained that the 720 Compensation Project's final adjustment had resulted in one of the staff at the Department of Motor Vehicles (DMV) being paid more than the branch's Manager or Assistant Manager because it focused on the length of employees' service rather than any other factors. He said that salvage dollars from the Assessor's Office would be used to correct the other two positions' salaries. He asked the Board's approval to increase the Branch Manager's pay from \$20.34 to \$21.75 and the Assistant Manager's from \$21.59 to \$22.25.

Chairman Fillios inquired whether this adjustment would have a budget impact in future years. Finance Director Dena Darrow replied that it would, unless other measures were taken.

Commissioner Duncan moved that the Board approve the DMV compensation changes as presented to the Board, using salary salvage. 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.

HR Generalist – Employee Relations Kimberley Buffin stated that the two Executive Sessions on the agenda would not be needed.

Commissioner Brooks moved that the Board remove the two Executive Sessions § 74-206(1)(a) from the agenda. Commissioner Duncan 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. ~~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)~~

This item was pulled from the agenda

- e. ~~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)~~

This item was pulled from the agenda.

- 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.

Chairman Fillios welcomed Kootenai County’s new Human Resources Director Sylvia Proud.

Chairman Fillios commented that the Board had identified a source of funding for the BOCC Administrative Assistant. He said more detail would be provided when the position was brought forward for approval.

- E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:12 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____

Tina Ginorio, Deputy Clerk
