

Minutes of Meeting
Human Resources: Personnel Changes
February 13, 2020
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, Criminal Deputy Prosecuting Attorney Arthur Verharen, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberley Van Slate, Public Defender Anne C. Taylor, Chief Deputy Assessor Joe Johns, KCSO Captain Andy Deak, Information Technology (IT) Director James Martin, Community Development Director David Callahan, Planning Manager Mary Shaw, Chief Building Official John Mills, Senior Building Inspector Christina Garland, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:04 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate requested that item ten be removed from the agenda. Chairman Fillios agreed.

C. Business (Action Items):

Treasurer Steve Matheson entered the meeting at 11:04 a.m.

Request to Move A Budget Dollars – Information Technology

Information Technology (IT) Director James Martin explained that his department had received funding in FY2020 for a consulting contract for Stan Brennan, for the last four months of the fiscal year, after he retires. He said funding had been authorized at \$10,456 but the total amount needed for the contract was \$18,920. Mr. Martin stated he had consulted Finance Director Dena Darrow, who recommended that his department's remaining A (Personnel) Budget salary savings be moved to the account from which consulting was paid. He requested Board authorization to move the \$8,463 required.

Commissioner Leslie Duncan moved that the Board approve the request to move A Budget dollars in the amount of \$8,463 to B Budget (Operating) for IT. 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.

Exception to Hiring Policy #120 – Information Technology

Mr. Martin reminded the Commissioners he had been interviewing for the position of Applications System Manager, to replace a staff member who was being promoted. He explained the applicant he was considering wanted a salary of \$55,000. He said this was about \$1,200 more than he could authorize by himself and pointed out this would still be below midpoint for Grade 10.

In response to questions from Chairman Fillios, Mr. Martin said that, once all the related adjustments had been made to his personnel, this would eventually result in a budget decrease for his department.

Commissioner Duncan moved that the Board approve the exception to Hiring Policy #120 to offer a salary of \$55,000 per year for the position of Applications System Manager, as described. 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 Item)

Decisions/Direction (Open Session – Action Item)

No information requiring an Executive Session was presented.

Request for Additional Positions – Prosecutor’s Office

Prosecutor Barry McHugh explained that the upcoming post-conviction relief petition for a death penalty case would place a large strain on his department. He said that the process might continue for two to three years and require the attention of two to three attorneys.

He said that the Idaho Attorney General had agreed to let Lamont Anderson work on the case because he was the most experienced person available. Prosecutor McHugh said the County would need to provide Mr. Anderson with support. Ultimately, he said he would like to hire two AT3 level attorneys and two legal secretaries for FY20 and another attorney for FY21. He explained that the attorneys would not have cases assigned to them but would be expected to request work if they were not actively pursuing their primary responsibility of that one case.

Finance Director Dena Darrow reported that Staff Accountant – Budget Michelle Chiaramonte had assembled data that showed the financial impact for FY20 would be \$162,311. She added that the next year it would be \$490,409 and would go up, year by year, thereafter due to inflation and other factors.

Ms. Darrow commented that, if the Board considered the situation for FY20 to constitute an emergency, they could authorize pulling the money from the Contingency Fund to pay for the one-time cost this year. She said they would have to fund it as an ongoing personnel expense for the future.

Prosecutor McHugh stated he could accept the Board's suggestion of one AT3 and a Senior Legal Secretary for FY20.

Commissioner Duncan moved that the Board approve two new positions for the Prosecutor's Office, one being an AT3 starting salary of \$70,433 per year and senior legal secretary starting at \$31,370.98 coming out of Contingency. 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.

Prosecutor McHugh and Criminal Deputy Prosecuting Attorney Arthur Verharen exited the meeting at 11:25 a.m.

Request for Higher Duty Pay, Policy 120, Section 3.10 – Sheriff's Office

KCSO Captain Andy Deak explained that one of the Jail Lieutenants was participating in special training at Quantico and a Sergeant had taken over his duties during this absence. He asked the Board to approve increased duty pay for the Sergeant, retroactively from December 30, 2019, through March 23, 2020. He stated that KCSO had budgeted for the training expenses but not for the extra duty pay.

Ms. Darrow confirmed that the cost would be about \$2,000.

Commissioner Duncan moved that the Board approve the higher duty pay request per Policy 120 as outlined on the temporary stipend document 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.

Captain Deak and Mr. Martin exited the meeting at 11:27 a.m.

Request for Approval of FY20 Salary Adjustments – Human Resources

HR Generalist – Benefits & Compensation Dorothy Cross requested the Board's approval of salary adjustments for staff that had been overlooked from the December 22, 2019 corrections. She listed the specific adjustments required.

Commissioner Duncan moved that the Board approve salary adjustments for Maintenance Supervisor for an annual increase of \$5,934, the Operations Manager for \$5,934 and the Judicial Staff Attorney for \$6,776. 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.

Salary Adjustment for Director – Parks & Waterways/Noxious Weeds

Commissioner Duncan reminded those present that Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder had taken on the additional responsibilities for the Snowgroomers. She asked approval to increase his pay up to market for his position. She said the annual impact would be \$1,467 and there was money in the Snowgroomers' Budget to cover it.

Commissioner Duncan moved that the Board approve the salary adjustment for the Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director to bring his salary range to the market amount of \$87,073. 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)(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 Session – Action)

No material requiring an Executive Session was presented.

Request to Approve Unpaid Leave of Absence – Public Defender

Public Defender Anne C. Taylor explained that one of her employees had been hit by a vehicle and was on an extended period of medical recovery. She stated the person had not been with the County long enough to qualify for FMLA (Family Medical Leave Act), but she would like to hold the position for her return. Ms. Taylor predicted it would be at least two months before the employee could return.

Commissioner Duncan moved that the Board approve the request for an unpaid leave of absence for the position at the Public Defender's Office for 60 days, to be reviewed and extended if necessary. 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)(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 Session – Action)

No material requiring an Executive Session was submitted.

Request for New Position, Plans Examiner/Building Inspector – Community Development

Community Development Director David Callahan reminded the Board that his department continued to see an increased work load. He said that the inspectors were having difficulty keeping up, especially since some had been out. He confirmed that permit requests had increased by about 30% from FY18.

Chief Building Officer John Mills stated that they recently had to set a maximum number of inspections that could be covered in a day. He said one of their existing inspectors had a medical issue requiring an upcoming absence from work, leaving them with only three inspectors on duty. He stated that this absence would make it a critical situation for them.

Mr. Mills said the person they were considering for the position was fully code certified and had many years of experience as both a builder and a building inspector.

Ms. Darrow reported that for FY2020 the impact would be \$42,810, with an annual cost for the position of \$73,388. She noted that there might be some salary savings in their budget which could cover some of the expense, but it was early in the fiscal year to be sure.

In response to a question from Commissioner Duncan, Mr. Mills stated that they were down in function by two positions currently and would be down three when the person went out for the medical issue, as described. He added that Community Development would be undergoing a reorganization and the new position would be a part of that.

Ms. Darrow commented that Community Development was reviewing their fee structure at this time. She pointed out that they were mostly self-funded, so updating their fees could offset the cost of reorganization.

Commissioner Duncan moved that the Board approve the request for a new position, which would be a combination Plans Examiner/Building Inspector for Community Development, not to exceed \$73,388 in loaded annual salary. 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 Salary Increase – Community Development

Mr. Callahan requested the Board’s approval to increase the Planning Manager’s salary by \$6,175.94. He explained he needed to backfill Laura Jones’ vacant position and wanted to promote from within. He noted this would create a compression issue with the Planning Manager and Planner III positions. He said this increase would alleviate the compression. He added that once these changes were made, he intended to hire two new, entry-level Planners.

Ms. Darrow stated that the total impact for both of Mr. Callahan’s requests would be just under \$10,000. She said she thought they should be able cover the expense in their budget.

Commissioner Duncan moved that the Board approve the request for salary increase for Community Development as described. 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)(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 Session – Action)

No material requiring an Executive Session was presented.

Request for Agreement with the City of Coeur d’Alene for Temporary Staffing – Community Development

~~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 Session – Action)~~

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. There was no public comment.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 11:45 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____

Tina Ginorio, Deputy Clerk
