

Minutes of Meeting
Human Resources Personnel Changes
February 22, 2019
9:00 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 Assessor Rich Houser, Prosecutor Barry McHugh, Chief Deputy Prosecutor Barry Black, Deputy Prosecutor Becky Perez, Civil Deputy Prosecutors R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Undersheriff Dan Mattos, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Budget Accountant Michelle Chiaramonte, Resource Management Office (RMO) Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe, and Deputy Clerk Ronnie Davisson. Also present was citizen Michael Price.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:02 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

1. Personnel Changes (Open Session)

- **Request for Position Adjustment – Assessor’s Office (Action)**

Assessor Rich Houser explained that there were two Appraiser positions, one vacant (Appraiser II) and one currently filled (Appraiser III), and requested to downgrade them both to Appraiser I positions. He said that his current Appraiser III had turned in her resignation citing pay issues and that by downgrading the two positions to Appraiser I, it would help for hiring. There would approximately \$13,000 in savings moving forward with the downgrades.

Commissioner Leslie Duncan moved to approve the position adjustment for the Assessor’s Office. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

- **Command Change – Sheriff’s Office (Action)**

Undersheriff Dan Mattos said that Captain Lee Richardson would be retiring on March 15, 2019 and they would be promoting Lieutenant Kevin Smart to fill the Captain vacancy. He requested permission to promote Lieutenant Smart as quickly as possible so he would have ample time to train for his new position.

Commissioner Duncan moved to approve the Command Change at the Sheriff's Office to allow for the overlap of Captains during a training period. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

- **Parity with Public Defender's Office (Action)**

Prosecutor Barry McHugh said that there had been a memo circulated that had outlined the shortage in the Criminal Division of the Prosecutor's Office. He referred to the memo, in which he pointed out that there were multiple areas that they lacked the staffing. Mr. McHugh said he was requesting two AT3's and one Legal Secretary.

Commissioner Duncan moved to approve one AT3 and one Legal Secretary beginning on April 1, 2019 and one AT3 beginning on June 1, 2019, with the Auditor providing a more detailed analysis of the finances. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. McHugh, Mr. Houser, Chief Deputy Prosecutor Barry Black and Deputy Prosecuting Attorney Becky Perez exited the meeting at 9:30 a.m.

- **RMO Reclassifications (Action)**

HR Generalist – Employee Relations Kimberley Buffin said that it had been her impression that Commissioner Duncan needed to speak to the other Commissioners concerning the RMO Reclassifications. She said she was requesting authority to distribute the reclassifications to the other Elected Officials and needed two of the three Commissioners approval.

Ms. Buffin presented copies of the reclassifications to the Board and explained that the Senior Program Manager was reclassified from an "L" to an "M" and the Director position had been reclassified from an "N" to a "P".

Commissioner Duncan said that in her opinion, it was too early to release the reclassifications to the other Elected Officials, because she felt that there was broader discussion needed. Commissioner Duncan also stated the reclassifications had taken out some BOCC oversight and could be an overlap of some of the Auditor's Office duties, and had no interest in entertaining any pay increases. She had explained that they were in a Budget position where they should look at mandated services first and was not ready to ask for additional

input at this time. Commissioner Brooks agreed with Commissioner Duncan, stating that if it was not mandated and cost extra money, he was not interested and was not ready to approve the pay grade changes.

Chairman Fillios said that he had looked at each Department Head that reported to the BOCC and had found that each one was an "N" or an "O" pay grade. He said in terms of the Director, he could leave the pay grade at an "N", but would support the increase of the Senior Program Manager to an "M". Commissioner Brooks said he still felt as though he did not want to distribute the reclassifications to the Elected Officials, pointing out that it could be done in the future. Chairman Fillios asked Ms. Buffin to add it to the agenda for discussion the following week, and if they were not ready to discuss it, it could be removed.

- **Personnel Confidentiality Overview of Procedures (Action)**

Chairman Fillios reminded the other Commissioners that what business was discussed in Executive Sessions needed to stay within Executive Sessions.

~~2. A. 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 Item)~~

~~B. Decisions/Direction (Open Meeting – Action Item) – PULLED~~

~~3. A. 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 Item)~~

~~B. Decisions/Direction (Open Meeting – Action Item) – PULLED~~

D. Public Comment: 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 were no public comments.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 9:41 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
