

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**February 27, 2020**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Chief Deputy Treasurer Laurie Thomas, KCSO Captain John Holecek, Finance Director Dena Darrow, Auditor’s Office Administrative Assistant Ronnie Davisson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomer Director Nick Snyder, Community Development Chief Building Official John Mills, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan 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 (Action Items):**

**Position Conversion from Float to Judicial Assistant – District Court**

Auditor’s Office Administrative Assistant Ronnie Davisson reported that Court Services Director Marissa Garza was unable to attend the meeting today. She explained that Ms. Garza would like to Board to approve converting a Court Services Float to Judicial Assistant. She said that the employee in question had been performing the job for about five years and had been with the County since 2007. Ms. Davisson added that the conversion would include a pay increase of \$1.34 per hour.

Ms. Davisson stated that Finance Director Dena Darrow had prepared a salary projection for the position and had confirmed there would be sufficient salary savings to offset the cost for FY20.

Commissioner Bill Brooks moved that the Board approve the position conversion from Float to Judicial Assistant in District Court, as described, with pay increased to \$22 per hour. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Aye  
Chair Pro Tem Duncan:        Aye  
Chairman Fillios:               Excused

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 information requiring an Executive Session was presented.

**Request for Exception to Policy #120, and Adjustment to Status of Building Inspector/Plans Examiner – Community Development**

Community Development Chief Building Official John Mills reminded the Commissioners that they had approved the addition of a full-time, permanent Building Inspector/Plans Examiner position two weeks ago. He explained that the individual selected was currently receiving PERSI retirement benefits, which presented some complications.

Mr. Mills stated that the person could be hired as part-time, working 19 ½ hours per week, or to hired full time for five months, removed from County employment for one month, and then hired again for five months. He remarked that the second option would be the one he preferred.

Chair Pro Tem Duncan inquired about the administrative costs involved in the process of an employee being repeatedly hired and terminated.

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate replied that there would be a \$25 drug test each time the person was rehired, plus administrative time spent by HR for the exit packet and return packets. She added that there would be additional time spent by Payroll staff as well.

Mr. Mills said that the person they want is especially highly qualified and he felt it would be worth the extra effort. He pointed out that KCSO had employees who were handled in a similar way.

KCSO Captain John Holecek confirmed they had staff employed under the same conditions.

After substantial discussion, Commissioner Brooks stated he would support the request, while Chair Pro Tem Duncan expressed reservations. Since Chairman Fillios was not present, Chair Pro Tem Duncan asked that the item be moved to the Business Meeting on March 3, 2020 for a vote.

**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 information requiring an Executive Session was submitted.

**Reclassification Results, Noxious Weeds Superintendent – Noxious Weed Control**

Ms. Van Slate reported that HR had scored the Superintendent position at Grade 7. She asked that Board to approve sending the information to the other Elected Officials for comment, per policy.

Commissioner Brooks moved that the Board approve the reclassification results for Noxious Weeds Superintendent to be circulated to the Elected Officials. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Chair Pro Tem Duncan: Aye  
Chairman Fillios: Excused

The motion carried.

**Exception to Policy 120 – Sheriff’s Office**

Captain Holecek explained that a Detention Deputy who had been with KCSO for about sixteen and a half years, but had left to explore a different field about five months ago, had asked to return to the Jail.

Captain Holecek requested the Board’s approval to bring the person back at the same salary as previously received. He stated the person had a Master’s Degree as well as a Detention Master’s Certificate. He pointed out that the reduction in overtime demands on other staff alone would make it worthwhile.

Ms. Darrow noted that the Jail had a total of sixteen open positions at this time.

Civil Deputy Prosecuting Attorney Darrin Murphey said he foresaw no legal issues with Captain Holecek’s suggestion.

Commissioner Brooks moved that the Board make an exception to Policy 120 regarding the Sheriff’s Office, as discussed. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Chair Pro Tem Duncan: Aye  
Chairman Fillios: Excused

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 an 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):** Chair Pro Tem Duncan adjourned the meeting at 11:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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