

Minutes of Meeting
Human Resources Personnel Changes
February 28, 2019
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 Chief Deputy Treasurer Laurie Thomas, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Finance Director Dena Darrow, Buildings & Grounds (B&G) Director Shawn Riley, B&G Maintenance Operator II Greg Manley, Resource Management Office (RMO) Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Personnel Changes (Open Session)

Reclassification Results – Budget Accountant – Auditor (Action)

Finance Director Dena Darrow provided a spreadsheet illustrating a reclassification process in the Auditor’s Office. She explained that the Auditor’s Office Budget Accountant position had been given the original classification of M and was being changed to K. She noted this would provide salary salvage. She said that they would be moving their current DC (District Court) Accountant into that position, leaving the DC Accountant slot open. Ms. Darrow noted that they intend to hire for that slot at the minimum salary level, yielding additional salvage of over \$2,000.

Commissioner Leslie Duncan moved that the Board accept the reclassification results for the Budget Accountant position in the Auditor’s Office. 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

New Position Request – Buildings & Grounds Administrative Assistant (Action)

Buildings & Grounds (B&G) Director Shawn Riley requested the Board’s approval of a proposed new position. He reminded the Commissioners that he and Human Resources (HR) Generalist – Employee Relations Kimberley Buffin had been asked to create a job description for a B&G Administrative Assistant. He said they had borrowed the

template from a similar position in the Noxious Weeds Department and adjusted it as needed. He added that the position would be graded as a G, if approved.

Ms. Buffin reminded the Board that this was not yet an existing position, so HR would have to do an initial classification. She said the Board would have to direct HR to assign points to it. She stated, in response to a question from Commissioner Duncan, that this action would not include approval to hire to fill the slot, just to classify and assign a grade to the position.

Chairman Fillios reminded those assembled that this position was intended to relieve the BOCC of certain duties they had been performing for Buildings & Grounds, such as doing their payables. Chairman Fillios suggested that HR be directed to proceed and the item be deferred until their work is completed.

Chairman Fillios inquired if the two Executive Sessions on the agenda would be required. Civil Deputy Prosecuting Attorney Darrin Murphey stated that the Executive Sessions had been set up for the RMO (Resource Management Office) job descriptions, but the descriptions were not exempt from public disclosure. Human Resources (HR) Director Sylvia Proud suggested that another HR meeting be held in a week to discuss the job classification process so the new Elected Officials could become familiar with it. Commissioner Duncan commented that there were positions in IT (Information Technology), KCSO and other departments besides RMO that also needed to be covered.

Commissioner Duncan moved that the Board remove the two Executive Sessions from the agenda. 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)(d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code (Closed Session – Discussion)**~~

~~**Decisions/Direction (Open Meeting – Action)**~~ - Pulled

~~**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)**~~

~~**Decisions/Direction (Open Meeting – Action)**~~ - Pulled

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 11:08 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
