

Minutes of Meeting
Human Resources
March 2, 2020
10:30 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 Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Veteran Services Officer Thomas Freeman and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:32 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Items):**

Request for BOCC Temp Funding to Cover Staffing Shortage – Veteran Services

Commissioner Bill Brooks recused himself from this meeting because someone he knew was interested in the position at Veteran Services.

Commissioner Brooks exited the meeting at 10:33 a.m.

Veteran Services Officer Thomas Freeman said that his assistant had left and that the volume of work his office receives made a quick replacement critically necessary.

Human Resources (HR) Director Sylvia Proud explained that the assistant had decided to retire effective April 1, 2020 and would be on paid leave for the month of March. She stated that Finance Director Dena Darrow had provided a projection that illustrated the expenses. Ms. Proud said that Mr. Freeman had requested that a temporary be paid for out of the BOCC Temp Fund, at a cost of about \$3,042. She pointed out that there was \$58,298 left in that fund at this time.

Ms. Proud explained that the projection covered HR doing the recruitment or using Express Employment. She noted that, Veteran Services would have salary savings available in the budget to cover the cost starting in April.

HR Generalist – Employee Relations Kimberley Van Slate asked that the Board permit HR to potentially add PERSI to the position, in case someone was hired as a temp and transitioned to a regular position. She said this would not be necessary if Express Employment were used, but would be needed for an internal hire. She stated this would cost about an additional \$340.

Ms. Proud said that they were seeking clarification on whether the position had to be filled by a veteran. She stated they were waiting to hear from Legal.

Commissioner Leslie Duncan moved that the Board approve the request for funding from the BOCC Temp Funding Pool to cover the staffing shortage for Veteran Services in an amount not to exceed \$3,500. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Recused

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)

Decisions/Direction (Open Session – Action Item)

No information 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): Chairman Fillios adjourned the meeting at 10:40 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
