

Minutes of Meeting
Human Resources Personnel Changes
March 7, 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 Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Auditor's Office Administrative Assistant Ronnie Davisson, Chief Deputy Assessor Joe Johns, KCSO Captain Matthew Street, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Resource Management Office (RMO) Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

Personnel Changes (Open Session)

Policy 600 Overview: Job Evaluation/Classification (Discussion)

Human Resources (HR) Director Sylvia Proud provided a presentation to the Board explaining the processes involved with job evaluations and classifications. She stated these processes were begun when a significant change was made to a job description or a new position was created which lacked a job description. She said these are often triggered by County or departmental organizational changes, change due to the development of new processes, or acquisition of new technology. Ms. Proud explained this policy affects all benefited, non-elected employees, including part-time staff but excluded temporary or seasonal staff. She walked the Commissioners through the steps of the process.

Commissioner Bill Brooks inquired about the public notification aspect of the policy. In response to his questions, Ms. Proud said that the postings are placed on a bulletin board near the Human Resources Office. Commissioner Brooks suggested it also be placed on the County website, since the bulletin board was not widely visible. Civil Deputy Prosecuting Attorney R. David Ferguson remarked that he did not see any legal issue with putting the information on the website; it would be entirely at the Board's discretion whether to do it or not.

Chairman Fillios questioned how much weight the input of other Elected Officials should be given in the process, other than the Elected Official who supervised the department to which the given position belonged. Ms. Proud indicated that this step was part of the policy as it was written now. She commented that the entire process was very time-consuming and suggested that it would be most efficient to approach all proposed changes at once, each year, or to minimize the number of times it was taken up.

Chairman Fillios suggested the annual Budget period as the best time to undertake the majority of the cases.

Chairman Fillios exited the meeting at 11:27 a.m. He requested Commissioner Leslie Duncan to take over as Chair Pro Tem.

Treasurer Steve Matheson requested confirmation that classification of a position would be held in Open Session, while a discussion of whether a particular individual in a newly classified position would receive additional compensation would be done in a closed Executive Session. Ms. Proud and Ms. Buffin confirmed this.

Ms. Proud concluded her presentation with the comment that all job descriptions should be reviewed every two years.

Chief Deputy Clerk Jennifer Locke, Treasurer Matheson and Auditor's Office Administrative Assistant Ronnie Davisson exited the meeting at 11:38 a.m.

Temporary Employee Request (Action)

KCSO Captain Matthew Street stated that Captain Kim Edmondson had asked him to bring this matter to the Board for her, since she was not able to attend. He explained that the Sheriff's Office was requesting the Board's approval to hire a temporary employee to assist with completing applicant background checks. He stated that the Auditor's Office had confirmed the cost would be \$5,905, which KCSO could cover with salary salvage. He added that they planned to have a former employee, who already knew the process fully, fill the position.

Commissioner Brooks moved that the Board approve the Sheriff's Office request for a temporary employee position for a period of three months, as described. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:	Aye
Commissioner 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 presented.

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 11:45 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: _____

Tina Ginorio, Deputy Clerk