

Minutes of Meeting
Human Resources: Personnel Changes
March 13, 2019
1:00 p.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 Prosecutor Barry McHugh, Civil Deputy Prosecutors R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Finance Director Dena Darrow, Building & Grounds (B&G) Director Shawn Riley, Assistant Manager Tom Reed, Maintenance Operator Greg Manley, Resource Management Office (RMO) Program Manager Kimberli Riley and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:00 p.m.
- B. Changes to the Agenda (Action):** HR Generalist – Employee Relations Kimberley Buffin said the discussion on Public Defender’s Wages would be rescheduled to a later date and could be removed.

Commissioner Leslie Duncan moved to remove Public Defender Employee Wages from the agenda. 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.

C. Business:

1. Personnel Changes (Open Session)

a. New Position Request – Building & Grounds, Administrative Secretary (Action)

Ms. Buffin said HR had completed the scoring process for the Administrative Secretary request and it had ended at a pay grade “G”. She said there had been one small edit performed prior to the meeting, which had removed the supervisory responsibilities portion as the position, would not be supervising any other employees.

Commissioner Duncan pointed out that their current BOCC Front Desk Coordinator was a pay grade “D”, who already performed many of the same tasks as the proposed new position, and asked why that position was graded three grades higher. Ms. Buffin said that the administrative positions throughout the County ranged from a “D” to a “G” and that they utilized the Hay Method and a separate template to compare the position.

B&G Director Shawn Riley said that this position would help manage three Budgets; Juvenile Detention Center, Jail and B&G and would liaise with the corresponding managers.

The Board opted to defer the discussion on the position for one week.

Mr. Riley, B&G Assistant Manager Tom Reed and Maintenance Operator Greg Manley exited the meeting at 1:15 p.m.

b. Prosecuting Attorney – New Position Follow-Up, Funding Sources (Action)

Prosecutor Barry McHugh asked if the onboarding costs for the three new positions he had been granted could be paid for using Asset Forfeiture Funds. The Board discussed the Asset Forfeiture Funds at length and if there would be any concerns utilizing it for onboarding costs.

Commissioner Duncan moved to approve the use of Contingency Funds to pay for the three previously approved positions (Legal Secretary and 2 AT 3's) and Asset Forfeiture Funds to use for onboarding costs. 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.

~~c. Public Defender Employee Wages (Action) – PULLED~~

d. Temporary Position Request – BOCC, Front Desk Coordinator (Action)

Ms. Buffin presented a request for a temporary employee to serve as BOCC Front Desk Coordinator while the current employee was on leave. She said the pay would range from \$15 to \$16 hourly for three weeks, potentially longer if necessary.

Commissioner Duncan moved to approve the temporary position of BOCC Front Desk Coordinator for approximately \$15-\$16 hourly, using the BOCC Temp Budget, until April 5, 2019 with the option to extend if needed. 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.

~~2. A. 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)~~

~~B. Decisions/Direction (Open Session – Action) – 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)
B. Decisions/Direction (Open Meeting – Action) – 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. **Adjourn:** Chairman Fillios adjourned the meeting at 1:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
