

Minutes of Meeting
Human Resources Personnel Changes
March 21, 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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, Coroner Warren Keene, M. D., Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, Finance Director Dena Darrow, Buildings & Grounds (B&G) Assistant Manager Tom Reed, B&G Maintenance Operator II Greg Manley, BOCC Administrative Supervisor Leighanna Keiser and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:03 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Personnel Changes (Open Session)

Buildings & Grounds: Classification Results – Administrative Secretary (Action)

Human Resources (HR) Director Sylvia Proud informed the Board that the proposed Buildings & Grounds (B&G) Administrative Secretary position had been placed at a grade of "G."

Commissioner Leslie Duncan questioned whether the grade was appropriate based on the duties required. She commented that if the position included doing the Budget for the department, the grade would be acceptable, but not if the only budget-related responsibility was running a report. She pointed out they would need additional details on this from B&G Director Shawn Riley before they could make a final decision.

Chairman Fillios informed those assembled that BOCC Administrative Supervisor Leighanna Keiser had been devoting about fifteen hours of overtime per pay period to handling the routine responsibilities that would be assigned to the new position.

Commissioner Duncan moved that the Board approve the classification results, which would then be circulated per Personnel Policy 600. 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.

Coroner: PTE Deputy Coroner Hours Increase (Action)

Coroner Warren Keene, M.D. requested that the Board approve an increase in hours to twenty-five per week for one of his part-time Deputy Coroners. He explained his department was not able to complete paperwork in a satisfactory period of time at the current staffing level. He pointed out that the increase in hours would require that benefits be given.

Chairman Fillios asked whether the Coroner’s Budget could absorb the additional cost. Dr. Keene said it might not for this fiscal year, but that he would include it in his Budget for the new fiscal year. Finance Director Dena Darrow offered a cost estimate of about \$4,931, loaded. She said that the County would be obligated to offer PERSI (Public Employee Retirement System of Idaho) only. Ms. Darrow suggested that, if the Coroner were not able to absorb the full cost in this year’s Budget, the BOCC could replace the remainder of the expense at the end of the fiscal year from the General Fund. She commented the cost would be about \$9,000 for the 2020 Budget.

Commissioner Duncan moved that the Board approve the increase of hours for the Deputy Coroner as proposed, to be funded from the Coroner’s A Budget, with a review at the end of the fiscal year, should he exceed his Budget. 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.

Dr. Keene, B&G Assistant Manager Tom Reed and B&G Maintenance Operator II Greg Manley exited the meeting at 11:18 a.m.

Public Defender Employee Wages (Action)

Public Defender Anne C. Taylor drew attention to three memos she had sent the Commissioners, each related to a different position. She said there was a six-month temporary secretary position, for which her office had been initially authorized and then had renewed for a second term. She asked the Board to make the job a permanent, full-time position. She explained that it had been funded through the Public Defense Grant and could continue to be. She added that the person they have was now fully trained and performing well.

Ms. Darrow confirmed that there were sufficient grant dollars to pay for the position.

Commissioner Duncan moved that the Board approve a permanent secretary for the Public Defender’s Office, to be paid out of grant dollars for 2019 and to be revisited in the 2020 Budget. 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.

Commissioner Brooks exited the meeting at 11:29 a.m.

Ms. Taylor asked the Board to approve a raise for her Legal Assistant, who was passed over for an increase during the 720 Compensation Project due to a job title/description change. She requested a \$4,000 per year raise for the person.

Commissioner Duncan reminded those assembled that the Board had committed itself to reviewing all matters related to compensation in the most recent Elected Officials meeting. She said she would be opposed to making the requested change now, but suggested it be brought forward during the 2020 Budget meetings. Chairman Fillios agreed, pointing out that this was not the only person who had been passed over.

Chairman Fillios suggested this item be deferred.

Ms. Taylor said her third item related to pay equity issues between the Prosecuting Attorney's Office and the Public Defender's Office. She stated that the attorneys who work for the Public Defender's Office are paid less.

Commissioner Duncan asked that this issue be held for consideration in the 2020 Budget meetings and pointed out that these meetings were only a month away.

Chairman Fillios suggested this item be deferred until all three Commissioners could be present for a vote.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:	Excused
Commissioner Duncan:	Aye
Chairman Fillios:	Aye

The motion carried.

Chairman Fillios invited Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:53 a.m.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider hiring a public officer, employee, staff member or individual agent (Closed Session – Discussion)

Decision/Direction (Open Session – Action)

The Board exited Executive Session at 12:16 p.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to proceed as discussed. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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)

Decision/Direction (Open Session – Action)

No material requiring an Executive Session §74-206(1)(b) 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 12:16 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
