

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**March 26, 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, Human Resources (HR) Generalist – Employee Relations Kimberley Buffin, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Recording Manager Paige Gissel, Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, Public Defender Anne C. Taylor, 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 1:02 p.m.
- B. Changes to the Agenda (Action):**

Commissioner Leslie Duncan informed Chairman Fillios that item four on the agenda, Personnel Discussion – Board of County Commissioners Division, would not be needed.

Commissioner Duncan moved that the Board strike item number four, Personnel Discussion – Board of County Commissioners Division, from the agenda. 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.

- C. Business:**

**Initial Pay Grade Reclassification Results – Systems Analyst, IT (Action)**

Information Technology (IT) Network Administrator Grant Kinsey informed the Commissioners that his department had a PC Network Specialist who had been consistently performing duties beyond the scope of the job description for some time. He explained that, in consultation with Human Resources, a Systems Analyst position had been created and they would like to promote this individual into that new position. He said the person would receive a \$5,000 raise, which would offset the overtime hours previously paid. Human Resources (HR) Generalist – Employee Relations Kimberley Buffin stated they were asking the Board’s approval of the initial pay grade assignment of “L”, and for permission to circulate this among the other Elected Officials per procedure.

Commissioner Duncan moved that the Board approve bringing forth the classification results of the Systems Analyst position, as per Policy 600. 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.

IT Director James Martin and Mr. Kinsey exited the meeting at 1:06 p.m.

**Pay Grade Reclassification Results – Records Technician, Recorder (Action)**

Recording Manager Paige Gissel reminded the Commissioners that the Records Office was restructuring. She asked the Board’s approval for reclassification of a position from Senior Records Clerk to Records Technician with no wage change. Ms. Gissel said the person in the position was already doing the work appropriate to the new level. Finance Director Dena Darrow noted that the position’s potential earning level would be increased with the change in grade, but confirmed that no change in pay was being requested at this time.

Commissioner Duncan moved that the Board approve the pay grade reclassification results for Records Technician in the Recorder’s Office. 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.

**Public Defender Wage Increase Request for Attorneys (Action)**

Public Defender Anne C. Taylor reminded the Commissioners of the memo provided to them last week that related to individual conversations she had with each Commissioner. She noted that the primary question had been where the funding would come from to permit adjusting her attorneys’ pay to achieve equity with the Prosecutor’s Office. She stated the money for the remainder of 2019 would come from salary salvage and she would adjust her Budget request for 2020 as needed. She explained she could move money from her B Budget to make the A Budget increase possible, without the County increasing the total Budget of her department.

Ms. Taylor explained that she would be able to use grant money she would receive to offset the drain on her B Budget in FY2020. She confirmed that her grant funding would increase for the next fiscal year. Ms. Darrow confirmed it would not be inappropriate to shift funds as described and then use grant money to cover any resulting shortfall in the B Budget.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

Chairman Fillios invited Mr. Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 1:15 p.m.

**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)**

**Decisions/Direction (Open Session – Action)**

The Board exited Executive Session at 1:51 p.m.

Commissioner Duncan moved that the Board exit Executive Session. 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.

Chairman Fillios stated that discussion would continue on this topic without reference to specific individuals.

Commissioner Duncan said she would approve the change discussed for the AT2 positions but not the others because she felt these adjustments should be taken up during the Budget process.

Commissioner Brooks moved that the Board approve a total of \$2,400 for two AT2 positions at the Public Defender's Office, one to be funded from grant dollars and one from salary salvage. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Nay

Chairman Fillios: Aye

The motion carried.

Commissioner Brooks moved that the Board approve a total of \$2,500 each for three AT3 positions at the Public Defender’s Office, to be funded from salary salvage for FY2019, with Public Defender Anne C. Taylor stating that if there were not sufficient grant funding for FY2020, the continued increase would be funded by a shift of money from the department’s B to the A Budget. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Nay  
Chairman Fillios: Aye  
The motion carried.

Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 2:03 p.m.

Commissioner Duncan said she hoped that, with Human Resources working on the countywide issue, most additional salary adjustments in different department could be handled in the coming Budget meetings. Chairman Fillios suggested that discussion of compensation adjustment for the AT4’s and AT5’s be deferred until the next Human Resources meeting. Ms. Taylor agreed.

**Personnel Discussion – Board of County Commissioners Division**

**~~Executive Session pursuant to Idaho Code 574-206(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)~~**

**Decisions/Direction (Open Session – 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 2:06 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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