

Minutes of Meeting
Human Resources Personnel Changes
April 4, 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 KCSO Sheriff Ben Wolfinger, KCSO Undersheriff Dan Mattos, KCSO Captain Kevin Smart, KCSO Records Supervisor Linda Mattos, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Auditor’s Office Administrative Assistant Ronnie Davisson, Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Court Services Director Marissa Garza, Resource Management Office (RMO) Director Jody Bieze, 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 11:18 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist – Employee Relations Kimberly Buffin pointed out the position to be discussed in item eight on the agenda was Senior Program Manager, not Senior Program Director. Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that a motion was not needed to make the correction.

Ms. Buffin also asked if the Board would allow Public Defender (PD) Anne C. Taylor’s item to be heard first instead of ninth. She explained that Ms. Taylor had an unavoidable commitment. Chairman Fillios agreed.

C. Business:

Salary Increase Request, AT4 & AT5/Public Defender (Action)

Ms. Taylor noted that she had submitted an additional memo to the Board regarding her request for salary increases for AT4 and AT5 positions at the Public Defender’s (PD) Office. She explained that she would be able to cover the expense for the remainder of FY19 through salary salvage her department had accrued. She said that she could bring her Budget request for FY20 in with no increased demand to the County by moving funds from her B Budget to the A Budget and using grant money if necessary to supplement her B Budget. Ms. Taylor stated that she had four AT4 positions and Six AT5 positions she would like to see considered.

Finance Director Dena Darrow reported that the total expense for the loaded, annual increase for FY20 would be \$49,409; the FY19 expense would be \$24,705. Ms. Darrow confirmed that the PD would have enough salary salvage to cover the FY19 cost.

Commissioner Leslie Duncan remarked that the two critical positions in the proposal were the Chief Deputies and said she would support a \$5,500 increase for each of them. She

added she was not inclined to approve the other increases, in part because they would be midyear adjustments and could create demands from other departments. Ms. Duncan stressed that the Board was in the process of addressing the compensation plan problems as a whole and she felt these additional increases should be deferred until that process has been completed.

Commissioner Bill Brooks voiced his support for Commissioner Duncan's position. Human Resources (HR) Director Sylvia Proud added that she also agreed the entire compensation system needed to be fixed.

Ms. Taylor asserted that attorneys at the same levels at the Prosecutor's office were paid more than those at the PD. She stated that attorneys working for the same organization, in the same job, should be paid the same amount. She also pointed out that the PD had the additional burden of being more heavily regulated than the Prosecutor's Office. She said that the PDC (Public Defense Commission) required her attorneys to have additional training, monitored their caseloads and were considering implementing a time-tracking system in her department.

Commissioner Brooks revised his position, based on the information presented by Ms. Taylor and the lack of budgetary impact.

Commissioner Brooks moved that the Board approve increases for the four AT4s and six AT5s, excluding the Public Defender herself, as proposed by the Public Defender and increases of \$5,500 annually to the two Chief Deputy Public Defenders, all increases to become effective in the next pay period. 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.

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)

No material requiring an Executive Session was presented.

Ms. Taylor and PD Administrative Supervisor II Jamie Woods exited the meeting at 11:41 a.m.

Temporary Employee Request/Records Specialist/Sheriff (Action)

KCSO Captain Kevin Smart requested the Board's approval to renew a temporary Records Specialist position for another five months. He explained that the department had a long-running vacancy that they were trying to fill and the temporary employee was needed to prevent them from falling behind. Captain Smart noted that the position had been previously paid for from salary salvage but that those funds would be exhausted soon, so

they might need to request funding from the BOCC Temporary Budget Pool. Ms. Darrow confirmed that this would be an appropriate funding source.

Ms. Buffin informed the Commissioners that the estimate she had received from Ms. Darrow was that the expense would be \$5,963 at the current rate; if the next agenda item regarding pay grade reclassification of the Records Specialist position were approved, the expense would be \$6,700.

Commissioner Duncan moved that the Board approve the request for renewal of the temporary employee, using salary salvage calculated on the loaded figure, with remainder made up by the BOCC Temp Pool. 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.

Pay Grade Reclassification Results/Records Specialist/Sheriff (Action)

Ms. Buffin informed the Commissioners that HR had completed a reclassification of the Records Specialist position. She noted that there were a number of people holding this position at KCSO. Ms. Buffin added that the position had not been reevaluated since 2011 and an increase of two grades had been determined appropriate. She said the Elected Officials had been notified, as required, and asked the Board to approve the reclassification.

Commissioner Duncan moved that the Board accept the pay grade reclassification results for the Records Specialist position at the Sheriff'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.

Pay Increases Due to Reclassification Results/Sheriff

KCSO Sheriff Ben Wolfinger provided the Commissioners with a list of his employees who would be affected by the Records Specialist Pay Grade reclassification. He noted that there were six people, plus one vacant position, which were below the minimum of the new pay grade just approved. He pointed out that their second longest serving person was going to retire on April 5, 2019 and the longest serving person would be retiring on June 2, 2019. He said that when those vacancies were filled, they would be paid at the minimum rate.

Commissioner Duncan stated that she was not in favor of midyear raises and asked if there was a funding source proposed. Sheriff Wolfinger said he did not have a funding source but the positions needed to be raised to the minimum for their new pay grade.

Ms. Proud confirmed that the Board would have to address the compensation of those employees who were now being paid below their grades. She said they would have to be brought up to the minimum for their pay grades.

Commissioner Duncan asked that these positions be brought back next week with a funding source proposed. Sheriff Wolfinger said that was not his department's role; since the pay grade change had been approved, it was the Commissioners' responsibility to find the funding. Resource Management Office (RMO) Program Manager Kimberli Riley suggested recalculating use of the BOCC Temp Pool and KCSO salary salvage in order to make these changes work.

Ms. Darrow said she would recalculate the impact of the proposals and provide the information to the Board for the HR meeting next week. Chairman Fillios agreed and suggested the matter be deferred until then.

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)

No material requiring an Executive Session was presented.

Sheriff Wolfinger, KCSO Undersheriff Dan Mattos, Captain Smart and KCSO Records Supervisor Linda Mattos exited the meeting at 12:06 p.m.

Request for New Position/Float Clerk, Grade G/District Court (Action)

Court Services Director Marissa Garza informed the Commissioners that her department was understaffed. She said there was enough salary salvage to hire a Float Clerk at grade G to assist the overburdened in-court clerks. She noted that there would also be enough salvage left over to allow her department to return some money to the General Fund.

Ms. Darrow provided the Commissioners with data for both item four and item five on the agenda. She noted that when Ms. Garza was hired as the new Court Services Director, she was brought on at the minimum for that position. Ms. Darrow said Ms. Garza had received her ninety-day evaluation some time ago and was recommended for an increase in pay.

Ms. Darrow stated that a Float Clerk and Ms. Garza's ninety-day increase would be more than covered by salvage. She added that additional Float Clerks would probably be requested during the Budget discussions, but she felt that the amount of salvage available and the expressed need at District Court made it reasonable to request both of these items now. Ms. Darrow concluded that if the two requests were approved, the General Fund would still receive about \$15,446 back from District Court Services at the end of FY19.

Commissioner Duncan moved that the Board approve new Float Clerk position, at grade G, as requested by District Court. 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.

90 Day Evaluation Increase/District Court Services Director/Clerk (Action)

Commissioner Duncan moved that the Board approve the ninety-day increase for the District Court Services Director as discussed. 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.

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)

No material requiring an Executive Session was submitted.

Office Reorganization Plan/Auditor (Action)

Ms. Darrow provided the Commissioner with spreadsheets outlining the reorganization of the Auditor's Office. She noted that the Auditor's Office had a long-term vacancy; some of the salvage had been used earlier in FY19 for a position reclassification. Ms. Darrow remarked that the Auditor's Office was cross-training people in order to maximize efficiency and savings at the same time.

Ms. Darrow said she would like to use some of the salvage that had been created to reward her managers who had been passed over during the 720 Compensation Project. She stressed that these would be minimal increases and all covered by salvage. She added that an additional funding source in the Clerk's Division would be provided by a vacant position in the Recorder's Office, which would actually be eliminated before FY20.

She summed up with the statement that, even taking all of these items into account, the Clerk's Division as a whole would have a lower payroll starting number for FY20. Chief Deputy Clerk Jennifer Locke stated that Clerk Jim Brannon fully supported these requests.

Commissioner Duncan moved that the Board approve the office reorganization plan as presented by the Auditor'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.

Initial Pay Grade Reclassification Results/RMO Director/BOCC (Action)

Ms. Buffin explained the position was currently scored as an "N" and after reclassification was recommended to be moved to a "P". She asked the Board to sanction the next step of sending the results to the other Elected Officials. Chairman Fillios remarked that he thought the Board would not approve the pay grade increase to a "P" and recommended that it be considered at a pay grade of "O" instead.

Buildings & Grounds (B&G) Operations Manager Greg Manley, B&G Assistant Manager Tom Reed and BOCC Administrative Supervisor Leighanna Keiser entered the meeting at 12:21 p.m.

Commissioner Duncan mentioned that she had found a typo on page four of the job description submitted. She also inquired if the required skills listed, such as advanced knowledge of Department of Transportation, Homeland Security, etc. would make it difficult to recruit someone for the position in the future. RMO Director Jody Bieze said the future Board would not have trouble recruiting based on those requirements if they were willing to pay appropriately. Commissioner Duncan also recommended an alteration in the job description to preserve the stated authority of the BOCC over the department. Chairman Fillios agreed. Ms. Buffin said she would correct the wording as suggested.

Commissioner Duncan moved that the Board amend the pay grade from P to O for the position of Director of the Resource Management 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.

Initial Pay Grade Reclassification Results/RMO Senior Program Manager/BOCC (Action)

Ms. Buffin told the Commissioners that this position had been sent out to the consultant agency, Korn Ferry/Hay Group, and it was judged to be an "M". She asked the Board's approval to send the results to the other Elected Officials, as per normal procedure. She added that the position had previously been graded "L".

Commissioner Duncan recommended an alteration to the wording of the job description. The other Commissioners voiced agreement.

Commissioner Duncan moved that the Board approve the initial grade classification results for the RMO Senior Program Manager position and allow circulation to the other Elected Officials. 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.

Pay Grade Adoption Request/Administrative Assistant/Buildings & Grounds (Action)

Ms. Buffin reminded the Commissioners that the results of this pay grade adoption request had been circulated among the other Elected Officials. She asked that the Board give final approval for it. Commissioner Duncan noted that there was still a question about the final pay grade of "G". She said there had been "D's" and "F's" doing the same work for Buildings and Grounds for a number of years and was not convinced that the "G" grade was appropriate. Commissioner Duncan stated she would approve the "G" grade if the person were actually handling the financial matters. Ms. Buffin replied that the "G" grade directly related to the amount of experience the person would need to have in order to be considered to fill the position.

Commissioner Duncan moved that the Board adopt the pay grade request for the Administrative Assistant for Buildings & Grounds. 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.

Temporary Employee Extension Request/Front Desk Coordinator/BOCC (Action)

Ms. Keiser requested the Board's approval for an extension of the temporary employee coverage for the BOCC Front Desk Coordinator. She explained that the temporary employee would be needed for one additional week, after which the full time employee would return.

Commissioner Duncan moved that the Board extend the temporary employee request for the Front Desk Coordinator position. 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.

Personnel Discussion/Board of County Commissioners Division

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 12:34 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)

Personnel Discussion/Board of County Commissioners Division

The Board exited Executive Session at 12:45 p.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to proceed as discussed. 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 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 12:45 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 1:17 p.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to proceed as discussed. 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.

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 1:17 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____

Tina Ginorio, Deputy Clerk
