

Minutes of Meeting
Human Resources Personnel Changes
April 11, 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 Records Supervisor Linda Mattos, Chief Deputy Treasurer Laurie Thomas, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Buildings & Grounds (B&G) Operations Manager Greg Manley, Civil Deputy Prosecuting Attorney Darrin Murphey, Civil Deputy Prosecuting Attorney R. David Ferguson, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Administrative Supervisor Leighanna Keiser 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:**

Staff Accountant – Budget Michelle Chiaramonte entered the meeting at 11:03 a.m.

Request for New Position/Administrative Secretary/Buildings & Grounds (Action)

Finance Director Dena Darrow said that, if the Board opened the position at the minimum, the cost would be \$14,075 for FY2019. She said if they opened it at 95% of market, the cost would be \$15,926 for FY2019. She noted that there were open positions in the BOCC Division that could provide enough salary salvage to cover the cost for FY19. She said that, if the BOCC decided to retire any of its currently open positions, those could be used to fund the FY2020 costs. She concluded that there was about \$59,000 total available in different BOCC areas that could be drawn on for the FY19 expense.

Chairman Fillios pointed out that BOCC Administrative Supervisor Leighanna Keiser had been putting in ten to fifteen overtime hours per week to handle the responsibilities that would be taken on by the new position. He stated he would prefer not to continue to make such a demand on her.

Chairman Fillios stated that the annual, loaded cost of the position at the minimum for pay grade “G” would be \$51,078 while the annual, loaded cost at 95% of market would be about \$56,000. Commissioner Leslie Duncan said that the particular applicant being considered would probably not accept the job at the minimum rate; that person would probably require at least 95% of market. She said she was not in favor of approving the position now, but would rather see it postponed until the new Fiscal Year began.

Commissioner Bill Brooks offered his opinion that Ms. Keiser should not be required to continue to cover the additional duties that long. Chairman Fillios noted that these

additional duties had been an issue for about two years and said he felt it needed to be handled sooner than October.

B&G Operations Manager Greg Manley stated that the applicant they were considering was already employed by the County and possessed all the training and experience needed to handle the job responsibilities from the start. He said the person was willing to take a moderate pay cut to switch over to the B&G position, but not down to the minimum rate.

Commissioner Brooks offered his opinion that having someone able to take over fully, right away, would be worth some additional expense. He noted that he was not entirely comfortable with immediately settling on a particular person without examining a wider field of applicants.

Commissioner Duncan suggested that if that individual did not accept the position, the job be advertised further at the minimum for the pay grade. The other Commissioners agreed.

Commissioner Brooks moved that the Board approve the request for an Administrative Secretary in Buildings & Grounds at a pay grade of "G," with the understanding that if the person currently under consideration accepts the position, they be hired at 95% of market, while if that person does not accept the position, it be advertised at the minimum for the pay grade. 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.

Mr. Manley exited the meeting at 11:14 a.m.

Pay Grade Results/System Analyst/Information Technology (Action)

Information Technology (IT) Network Administrator Grant Kinsey requested the Board's approval to put the pay grade of "L" into effect for the Systems Analyst position as he had previously outlined. He noted that the intent was to promote a current employee; the department would retire the old position. Mr. Kinsey said they were asking for a total pay increase of \$5,000.

Commissioner Duncan moved that the Board approve the pay grade results for System Analyst for Information Technology. 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 Increase Due to Reclassification Results/Information Technology (Action)

Commissioner Duncan moved that the Board approve pay increase due to reclassification results for the Information Technology Systems Analyst, effective pay period nine. 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 (Discussion)

Decisions/Direction (Open Session – Action)

No material requiring an Executive Session was submitted.

Pay Increases Due to Reclassification Results/Records Specialist/Sheriff (Action)

KCSO Sheriff Ben Wolfinger reminded the Board that this item had been deferred from the last week’s Human Resources meeting. He stated that Ms. Darrow had prepared an analysis of the positions and requested adjustments.

Ms. Darrow explained that there were two possible options. She said that Option A moved the current employees from pay grade “D” to pay grade “F” at the same proportion of market. She noted this was Sheriff Wolfinger’s preferred solution. She reminded the Commissioners that two of the employees were retiring or had retired, so she had adjusted her figures to reflect that. She said the full year impact of this option would be \$32,759, annually. Ms. Darrow pointed out that the FY19 cost would include about five months, or about \$14,070.

Ms. Darrow said that Option B would just move those employees who fell under the minimum pay for the new pay grade up to minimum and not give a raise to those employees whose pay fell within the pay grade “F” range. She said the annual impact of this would be \$15,752 for FY20 and \$6,563 for the remainder of FY19.

Ms. Darrow stated that salvage would probably cover the FY19 expense but the FY20 costs would probably require additional funding.

Commissioner Duncan moved that the Board enter 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 Civil Deputy Prosecuting Attorney Darrin Murphey and Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:32 a.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 (Discussion)

Decisions/Direction (Open Session – Action)

The Board exited Executive Session at 12:08 p.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to proceed as discussed and the understanding that the topic would be revisited in the next Human Resources meeting. 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 12:08 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
