

Minutes of Meeting
Human Resources: Personnel Changes
April 18, 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 Assessor Rich Houser, Chief Deputy Assessor Joe Johns, KCSO Sheriff Ben Wolfinger, KCSO Captain Kevin Smart, KCSO Records Supervisor Linda Mattos, Chief Deputy Treasurer Laurie Thomas, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Finance Director Dena Darrow, Resource Management Office (RMO) Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:01 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist Kimberley Buffin requested that items three and four be removed from the agenda. There were no objections.

C. Business:

Position Modification, Appraisal Tech I to Appraisal Tech II/Assessor (Action)

Assessor Rich Houser explained that the employee who currently holds an Appraisal Technician I position had been performing the duties of an Appraisal Technician II for some time. He reported that the employee had recently completed the final class requirement to qualify for a Tech II position and he wanted to ask the Board's approval for the promotion. Mr. Houser noted that the employee would be going from a pay grade of "F" to a pay grade of "G."

Chairman Fillios noted remarked that the expense to the County would not be very significant. Commissioner Leslie Duncan said it would be about \$692 per year more. She asked if the Assessor's Office would be able to absorb the \$288 cost of the promotion for the rest of FY19. Assessor Houser confirmed he could.

Commissioner Duncan moved that the Board approve position modification, along with the increase in pay, \$288 to be absorbed by the Assessor's Office for FY19. 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.

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.

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

KCSO Sheriff Ben Wolfinger informed the Board that he was requesting that the Records Specialists whose positions had recently been reclassified have their pay adjusted so they would occupy the same position relative to market as they had before the reclassification. He noted that this had been the recommendation of the Board and the Human Resources Director Sylvia Proud. Sheriff Wolfinger said the total cost of the adjustments would be \$11,760.52, including benefits, for the rest of FY19. He added that salvage from the twenty-four positions KCSO had open would cover the cost for FY19.

Finance Director Dena Darrow reported that the increased cost for FY20 would be \$27,016. Chairman Fillios pointed out that there would be continued salvage accrued from the open positions going into FY20, if they were not filled by that time. Sheriff Wolfinger noted that the unspent wages were also called on to cover overtime pay for employees who had to work additional time caused by the vacancies.

There was general discussion on the most appropriate way to handle the individual case of one of the employees who would retire in June 2019. Ms. Proud recommended that this person receive the same adjustment as the others in the same position.

Commissioner Duncan moved that the Board approve the pay increases due to reclassification results in the projection provided by the Auditor and that the FY19 impact would be \$11,760.52. 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.

Sheriff Wolfinger, KCSO Captain Kevin Smart and KCSO Records Supervisor Linda Mattos exited the meeting at 11:17 a.m.

~~**Reclassification Results/Request to Adopt Grades/Resource Management Office (Action)**~~ - Pulled

~~**Attorney AT3 New Hire Adjustment/Relocation Bonus Approval/Prosecutor (Action)**~~

~~**Executive Session pursuant to Idaho Code 574-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. (Closed Session – Discussion)**~~

~~**Decisions/Direction (Open Session – Action)**~~ - Pulled

Personnel Matrix Guide Update/Classification for Weekly Personnel Meetings/Human Resources (Action)

Ms. Proud stated that she had made an updated matrix that showed the actions that would be suspended for the remainder of FY19. She noted that she had also provided a copy of the most recent previous matrix, approved June 20, 2017. She listed the suspended actions as: new position requests, promotions outside of policy and budget, position changes with increase outside of policy and budget, reclassification of positions and mid-year increases (outside of budget). She pointed out some additional changes in wording and corrections that were made in the revised matrix.

Commissioner Duncan moved that the Board adopt the Personnel Matrix Guide update, with the effective date of April 18, 2019, specifying the suspension of non-budget personnel requests. 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 11:26 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
