

**Minutes of Meeting  
Human Resources  
April 18, 2023  
11:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, KCSO Sheriff Robert Norris, Public Defender Anne C. Taylor, Interim Airport Director Phil Cummings, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Request for Retention and Parity Increases – Public Defender**

Prosecutor Stanley Mortensen entered the meeting at 11:01 a.m.

Public Defender Anne C. Taylor requested the Board’s approval for Step increases for several of her attorneys. She explained that the requests were based on merit, retention and parity and that she wanted it to be in addition to any increase the County might make during Budget season. She stated that she had four attorneys set at Grades and Steps which were too close together and did not account for caseload complexity or the levels of experience they possessed. She said that she had salary savings in her Budget to cover this year’s cost.

Chair Duncan pointed out that the Public Defender’s Office would shortly become State-funded, so there was not a long term cost to the County from property taxes.

Commissioner Bill Brooks moved that the Board approve the request for retention and parity increases from the Public Defender. Commissioner Bruce Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Aye  
Commissioner Mattare:        Aye  
Chair Duncan:                 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. – BOCC Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted.

Ms. Taylor exited the meeting at 11:03 a.m.

**Request for Adoption of Grade for Associate Accountant Classification – Human Resources (Action)**

Human Resources (HR) Generalist – Employee Relations Dorothy Cross reported that the Auditor’s Office had brought forward all Accountant positions, which had been regraded. She said this request would affect two people who would be moved from Grade 6 to Grade 8.

Chair Duncan stated that this item would approve the new classifications and the salaries would be handled separately.

Commissioner Mattare moved that the Board approve the adoption of Grade 8 for Associate Accountant classification as requested by Human Resources. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Aye  
Commissioner Mattare:         Aye  
Chair Duncan:                    Aye

The motion carried.

**Request for Increase Due to Reclassification to Associate Accountant – Auditor’s Office**

Finance Director Brandi Falcon noted that this request was related to the two positions that had just been regraded. She stated that she and Clerk Jennifer Locke had asked HR to perform an analysis on the Accounts Payable and Accounts Receivable positions. She said that the Auditor’s Office had found there were two employees performing the same job duties but were placed in different Grades.

Ms. Falcon stressed that there would be no long-term budget increase due to the change, since there were salary savings which would cover the cost in the future.

Commissioner Brooks moved that the Board approve the request for increases due to reclassification to Associate Accountant by the Auditor’s Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Aye  
Commissioner Mattare:         Aye  
Chair Duncan:                    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. – Clerk Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted.

**Request for Adoption of Grade for Staff Accountant Position – Human Resources (Action)**

Ms. Cross explained that this request would affect only one of three Accountants. She said that the Tax Accountant had been classified at a lower Grade and the change would bring that position up from a Grade 9 to a Grade 10, the same as the others.

Commissioner Mattare moved that the Board approve the adoption of Grade 10 for the Staff Accountant position as requested by Human Resources. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

**Request for Increase Due to Reclassification of Staff Accountant Position – Auditor’s Office**

Ms. Falcon stated that this was a request to increase the Staff Accountant’s salary in line with the change in Grade approved in the previous motion. She provided a description of the duties performed by the person and noted that it was a very challenging and critical position. She added that this would also be a budget-neutral change for the department.

Commissioner Brooks moved that the Board approve the request for increase due to reclassification of the Staff Accountant position in the Auditor’s Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: 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. – Clerk Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted.

**Request for Adoption of Grade for New Airport Compliance Administrator Position – Human Resources (Action)**

Ms. Cross explained that they planned to eliminate the Administrative Assistant slot at the Airport and create a new Compliance Administrator position. She noted that the

person would handle leases and some grant activity. She said it would be a change from a Grade 6 to a Grade 8.

Commissioner Mattare moved that the Board approve the request for adoption of Grade 8 for the new Airport Compliance Administrator position. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

**Request to Promote Employee to New Position – Airport**

Interim Airport Director Phil Cummings provided additional information regarding the new Airport Compliance Administrator position which had just been approved.

Ms. Falcon reported that HR had asked her to provide projections for both a Step 4 and Step 5.

Chair Duncan said she would favor placing the person at a Step 5, based on prior performance.

Chief Deputy Clerk Grace Blomgren exited the meeting at 11:12 a.m.

Commissioner Brooks moved that the Board approve the request to promote an employee to the new position at the Airport, at Grade 8, Step 5. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: 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. – BOCC Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted.

**Request for Discussion of Deputy Airport Director Position – Airport**

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

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chair Duncan: Aye  
The motion carried.

The Board entered into Executive Session at 11:17 a.m.

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

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

The Board exited Executive Session at 11:31 a.m.

Commissioner Mattare 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 Mattare: Aye  
Chair Duncan: Aye  
The motion carried.

Chair Duncan said that instead of approving an Airport Deputy Director position today, the Board could select one of the Airport Junior Managers and have that person stand in as Interim Director when the current Interim Director was out of town.

Mr. Cummings agreed that this would be satisfactory to him.

Chair Duncan stated that the person chosen would be paid at Grade 10, Step 11 while acting in the capacity of Interim Director.

Commissioner Mattare moved that the Board approve the higher duty pay, to Step 11, for an Airport Duty Manager to step in as Interim Airport Director when the existing Interim Airport Director had to go out of town. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chair Duncan: Aye  
The motion carried.

- D. Public Comment:** 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 were no public comments.

**E. Adjournment (Action):** Chair Duncan adjourned the meeting at 11:34 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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