

Minutes of Meeting
Human Resources: Personnel Changes
May 2, 2019
10:30 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 Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey, Staff Accountant – Budget Michelle Chiaramonte, KCSO Personnel Technician Marcia Heglie and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:30 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Reclassification Results: Chief Budget Officer – Sheriff’s Office (Action)

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin reported to the Board that the reclassification results for the KCSO Chief Budget Officer had been received. She stated the position had been changed from a pay grade of “H” to a pay grade of “I.” Ms. Buffin said that the results had been circulated to the other Elected Officials for comment and posted for the public. She asked the Board to adopt the new pay grade.

Chairman Fillios inquired whether this reclassification had been in process before the Board had declared it would no longer consider mid-year changes of this type. KCSO Personnel Technician Marcia Heglie confirmed that it had.

Commissioner Leslie Duncan asked how long the employee had been performing duties appropriate to the higher pay grade. Ms. Heglie stated that it had been about two years. Commissioner Duncan pointed out that the reclassification ought then to have been made some time ago.

Ms. Heglie noted that the issue had been taken up recently due to the upcoming retirement of another employee, some of whose critical tasks would be passed on to the Chief Budget Officer. She said that their Budget had enough salary salvage to cover the increase in salary for the remainder of FY19.

Pay Increase Due to Reclassification Results – Sheriff’s Office (Action)

Chairman Fillios inquired whether items one and two on the agenda could be handled in one motion. Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that they could.

Chairman Fillios moved that the Board approve the reclassification of the Sheriff's Office Chief Budget Officer from pay grade "H" to pay grade "I," with the new amount to be \$18.9758 per hour, which was the same percentage the individual had been earning in the previous pay grade, to be effective starting in the next pay period. 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 under these agenda items.

Ms. Heglie exited the meeting at 10:45 a.m.

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 and Civil Deputy Prosecuting Attorney Darrin Murphey to remain for the Executive Session.

The Board entered into Executive Session at 10:46 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 (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

The Board exited Executive Session at 11:18 a.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 11:18 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____

Tina Ginorio, Deputy Clerk
