

Minutes of Meeting
Human Resources: Personnel Changes
May 12, 2022
11:00 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Captain Kevin Smart, KCSO Detective Sergeant Ken Lallatin, KCSO Detective Todd Jackson, KCSO Personnel Technician Marcia Heglie, Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Coordinator CK Kirkpatrick, HR Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberley Van Slate, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Community Development Director David Callahan, Certified Building Official Christina Garland, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Information Technology (IT) Senior Applications Systems Manager Carrie Cole, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Jeff Hentges. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem 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:**

Mid-Year Increase Sex Offender Registry Specialist – Sheriff’s Office

KCSO Captain Kevin Smart reported that their employee had been offered another position elsewhere in the County at a higher grade and salary rate. He stated that the position did not have a backup, at this time. He asked the Board’s approval to offer the employee a salary adjustment to remain in place.

Human Resources (HR) Director Sylvia Proud confirmed that the request would not cause compression elsewhere in the department.

Captain Smart remarked that KCSO had asked HR to review the position for a possible reclassification.

Commissioner Bill Brooks moved that the Board approve the mid-year increase for the Sex Offender Registry Specialist, as outlined. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

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. – Sheriff Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Temporary Detention Deputies New Positions Request – Sheriff’s Office (Action)

KCSO Sheriff Robert Norris requested clarification of a previous decision by the Board. He stated that KCSO currently hired retired or departed-from-service Kootenai County Deputy Sheriffs but Civil Deputy Prosecuting Attorney Darrin Murphey had suggested that officers from other entities, with similar qualifications, be considered as well. He asked the Board to approve this extension and clarification.

Commissioner Brooks moved that the Board approve the temporary Detention Deputies new position request, allowing any retired or departed-from-service law enforcement who meets certification requirements to be hired at \$30 per hour. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Sheriff Norris, Captain Smart, KCSO Detective Sergeant Ken Lallatin, KCSO Detective Todd Jackson and KCSO Personnel Technician Marcia Heglie exited the meeting at 11:05 a.m.

Mid-Year Pay Increase, Planner II – Community Development

Community Development Director David Callahan explained that this request would allow him to adjust the pay for one of his Planners, who had been with the County for three years. He stated that this person was now training newly hired people who were receiving a higher rate than she did.

Ms. Proud stated that this seemed appropriate, from an HR standpoint.

Commissioner Brooks moved that the Board approve the mid-year pay increase for a Planner II for Community Development. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

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 New Plans Examiner Position – Community Development (Action)

Mr. Callahan requested the Board’s approval of establishing a new Plans Examiner position. He reminded the Commissioners that his department had needed to resort to hiring consultants for about year in order to keep up with the work load. He said that this was not a satisfactory, permanent solution.

Certified Building Official Christina Garland described the backlog of permit requests at this time and how an additional position would relieve the situation.

Commissioner Brooks moved that the Board approve the request for a new Plans Examiner position for Community Development. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Callahan and Ms. Garland exited the meeting at 11:10 a.m.

Reclassification Results, Applications Systems Manger II – Human Resources (Action)

HR Generalist – Employee Relations Kimberley Van Slate requested the Board’s approval of reclassification of an Applications Systems Manager II.

Information Technology (IT) Senior Applications Systems Manager Carrie Cole explained that the employee had been in this position for about fifteen years and for the past five years had stepped more into a management role. She said that their organizational chart did not have such a slot included at this time. She stated that IT had sufficient funding to allow the change to be made now, without waiting for FY23.

Commissioner Brooks moved that the Board approve the reclassification results for Applications Systems Manager II. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Employee Pay Increase Approval as a Result of Reclassification – Information Technology

Ms. Cole asked the Board to approve the pay increase resulting from the reclassification in the prior item.

Commissioner Brooks moved that the Board approve the employee pay increase as a result of the reclassification for IT. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Ms. Cole exited the meeting at 11:14 a.m.

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Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Higher Duty Pay for Maintenance Operator II – Resource Management Office (Action)

Resource Management Office (RMO) Director Jody Bieze requested the Board’s approval of higher duty pay for a Maintenance Operator II. She explained that the current employee had been covering additional duties from the Kootenai County’s Public Transportation’s Transit Specialist position, which had been vacant since February 23, 2022. She asked that the additional pay be made retroactive to February 23, 2022.

Commissioner Brooks moved that the Board approve the higher duty pay for the Maintenance Operator II for RMO, retroactive to February 23, 2022. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mid-Year Increase Request for Multiple Positions – Resource Management Office

Ms. Bieze requested the Board’s approval for mid-year salary increases for multiple positions at RMO. She stated that the request would not cost the County any money because Public Transportation had received additional funds to cover compression, recruitment and retention. She explained the source of the money and said the changes would be budget neutral.

Chair Pro Tem Duncan said that she would prefer to look at the positions individually and that the Board was not prepared to do the whole department today.

Commissioner Brooks agreed.

There was no motion required at this time.

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Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Request to Convert HR Coordinator to HR Generalist – Human Resources (Action)

Ms. Proud commented that she had examined the role and responsibility of the HR Coordinator position. She said that the person had been working at an HR Generalist level for the past three years, so she felt it would be appropriate to convert the position. She added that the change would be budget neutral for FY22 but would entail a budget increase of \$13,932, loaded rate, for FY23.

Commissioner Brooks moved that the Board approve the request to convert HR Coordinator to HR Generalist. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:	Aye
Chair Pro Tem Duncan:	Aye
Chairman Fillios:	Excused

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): Chairman Fillios adjourned the meeting at 11:28 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk