

Minutes of Meeting
Human Resources: Personnel Changes
May 14, 2020
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 Clerk Jim Brannon, Finance Director Dena Darrow, Administrative Assistant Ronnie Davisson, KCSO Captain Andy Deak, Public Defender Anne C. Taylor, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Civil Deputy Prosecuting Attorney Darren Murphey, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Mr. Murphey attended via teleconference.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:07 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Discussion Item):**

Compensation for Combination of Elections/County Assistance Manager Position after Trial Period – Auditor’s Office

Commissioner Leslie Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

Chairman Fillios invited Civil Deputy Prosecuting Attorney Darren Murphey to remain present on the line during the Executive Session.

The Board entered into Executive Session at 11:08 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 Meeting – Action)

The Board exited Executive Session at 11:25 a.m.

Commissioner Duncan moved that the Board exit Executive Session with no decisions being made. 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 moved that the Board, with regard to the position of Elections/County Assistance Manager, approve an increase to \$61,127 per year. 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.

Clerk Jim Brannon and Administrative Assistant Ronnie Davisson exited the meeting at 11:26 a.m.

Request for Pay Grade Review for Booking Clerk Employee – Sheriff’s Office

KCSO Captain Andy Deak explained that the employee in question had twenty years of relevant experience prior to being hired by KCSO. He said that the request for an improved pay grade was based upon that, the employee’s excellent performance since being hired, and the fact that they actually hired the person at the wrong rate initially.

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 Meeting – Action)

No information requiring an Executive Session was submitted.

After a substantial discussion, Human Resources (HR) Director Sylvia Proud remarked that she felt the proposed change was fair to the employee.

Commissioner Brooks agreed, with some general reservations about requesting changes of this type happening outside of budget season.

Commissioner Duncan expressed her reservations and suggested offering a bonus instead.

Chairman Fillios moved that the Board move the unloaded salary for the Bookings Clerk in question from \$27,389, a rate of \$13.168 per hour, to a wage of \$15.082 per hour, or \$31,371 annually, in recognition that the individual was hired at a rate less than she should have received. Commissioner Brooks 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.

Commissioner Duncan qualified her refusal by stating it was not that she felt the person did not deserve the increase but that she did not want to set a precedent.

Captain Deak exited the meeting at 11:38 a.m.

Update on Employee on Paid Leave – Public Defender

Commissioner Leslie Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

Chairman Fillios invited Mr. Murphey to remain present on the line during the Executive Session.

The Board entered into Executive Session at 11:38 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 Meeting – Action)

The Board exited Executive Session at 11:46 a.m.

Commissioner Duncan moved that the Board exit Executive Session with staff 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.

Public Defender Anne C. Taylor exited the meeting at 11:46 a.m.

Draft Telecommuting Policy and Procedure – Human Resources

Ms. Proud reviewed the provisions of the draft Telecommuting Policy and Procedure document. She remarked she was bringing this for the Commissioners to review and consider, but that no action was required at this time.

It was generally agreed that Ms. Proud would bring the draft document to a Business Meeting for approval.

- 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 11:53 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
