

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**May 17, 2018**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Chief Deputy Assessor Rich Houser, Human Resources (HR) Director Skye Reynolds, HR Generalist – Employee Relations Kimberley Buffin, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio. Commissioner Chris Fillios was excused.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 11:41 a.m.
- B. Changes to the Agenda:**

Human Resources (HR) Director Skye Reynolds informed the Board that she had no material requiring an Executive Session §74-206(1)(a) and suggested it be removed from the agenda.

Commissioner Bob Bingham moved that the Board remove item two, Executive Session pursuant to Idaho Code §74-206(1)(a), from the agenda. Chairman Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham:       Aye  
Commissioner Fillios:       Excused  
Chairman Eberlein:        Aye  
The motion carried.

- C. Business:**

**Personnel Changes (Open Session)**

- **Commercial Appraiser II to Commercial Appraiser III**

Chief Deputy Appraiser Rich Houser informed the Commissioners that one of his staff had completed all requirements to qualify as a Commercial Appraiser III. He requested the Board approve this shift from Commercial Appraiser II to III. Chairman Eberlein inquired whether there was a Commercial Appraiser III position open. Mr. Houser said there was. Chairman Eberlein also inquired whether the necessary funds were available within their Budget. Human Resources (HR) Generalist – Kimberley Buffin said funds were available.

Commissioner Bingham moved that the Board approve the status change of the employee in the Appraiser's Office from Commercial Appraiser II to Commercial Appraiser III. Chairman Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye  
Commissioner Fillios: Excused  
Chairman Eberlein: Aye  
The motion carried.

- **Promotion to Appraisal Technician I**

Mr. Houser requested Board approval for promoting an Appraisal Clerk III to Appraisal Technician I. He stated that the employee has met all the requirements for this promotion. Chairman Eberlein inquired whether there was a vacant position available. Ms. Buffin explained that the Appraiser's Office is requesting that the prior position be retired and the new position activated. Commissioner Bingham inquired whether the Auditor's Office had been properly informed of the status change. Ms. Buffin said they had.

Commissioner Bingham moved that the Board approve the promotion from Appraisal Clerk III to Appraisal Technician I. Chairman Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye  
Commissioner Fillios: Excused  
Chairman Eberlein: Aye  
The motion carried.

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

~~**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)**~~

No material requiring an Executive Session §74-206(1)(b) was submitted.

**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 was no public comment.

Chairman Eberlein adjourned the meeting at 11:47 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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