

Minutes of Meeting
Human Resources Personnel Changes
May 31, 2018
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Pro Tem Chris Fillios and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Assessor Mike McDowell, KCSO Captain Neal Robertson, Community Development Director David Callahan, Human Resources (HR) Generalist – Employee Relations Kimberley Buffin, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Tina Ginorio. Chairman Marc Eberlein was excused.

- A. Call to Order:** Chairman Pro Tem Chris Fillios called the meeting to order at 11:02 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

Personnel Changes (Open Session)

- **Community Development Mid-year Increase for Staff**

Community Development Director David Callahan requested the Board’s approval of a 5% increase to the salary of a staff member who would be moving laterally into a position as a Planner II. He explained that the shift would result in a reduction to their Budget of \$4,828. He added that Community Development had salary salvage of about \$45,000 at this time.

Commissioner Bob Bingham moved that the Board approve the increase for a Community Development employee to move into the Planner II position as presented by Director David Callahan. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Chairman Pro Tem Fillios: Aye
Chairman Eberlein: Excused

The motion carried.

- **KCSO Position Reclassification**

KCSO Captain Neal Robertson explained he was present at the request of Undersheriff Dan Mattos and requested Board approval of a reclassification of a position formerly held by a civilian employee to one for a sworn officer. He said that having a sworn officer in the part-time Background Investigator position would allow the person to help investigate property crimes in addition to other duties.

Commissioner Bingham inquired how many hours per week the position would include. Human Resources (HR) Generalist – Employee Relations Kimberley Buffin said the position would be for nineteen and a half hours maximum per

week; it would not include benefits or PERSI. Commissioner Bingham asked who would keep track of the employee's hours to ensure that the maximum was never exceeded. Ms. Buffin said that the Human Resources Department and the Payroll staff oversee the Sheriff's Department in making sure these limits were followed. Captain Robinson said that the individual employee, the employee's supervisor, and the Sheriff's Administrative Assistant are also responsible for keeping track of part time hours.

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Commissioner Bob Bingham moved that the Board approve the request from KCSO for a position reclassification from a part-time, civilian position to a part time Detective Investigator. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Chairman Pro Tem Fillios: Aye
Chairman Eberlein: Excused
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)

No items were brought forward requiring an Executive Session.

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 items were brought forward requiring an Executive Session.

- 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.

Assessor Mike McDowell inquired what Mr. Callahan meant when he spoke of the Sheriff's method for using salary salvage dollars. Mr. Callahan explained that the theory was to look at the overall salvage, come to the Board with a proposal for how to spend it and ask the Board to sign off on it. He said he hoped to use the salvage that his department had accrued for signing bonuses, with the requirement that the person must remain in the job with Community Development for a set period of time or the bonus would have to be returned.

Mr. McDowell asked how the 720 Compensation Project conversations were proceeding. Commissioner Bingham reminded Mr. McDowell that the topic could not be discussed in this meeting because it was not on the agenda. He encouraged Mr. McDowell to meet privately with one of the Commissioners to get an update on that project.

Chairman Pro Tem Fillios adjourned the meeting at 11:25 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
