

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**June 6, 2019**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Finance Director Dena Darrow, Veteran Services Officer Scott Thorsness, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was excused.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.

**B. Changes to the Agenda (Action):**

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin requested that item two on the agenda be covered first. Chairman Fillios agreed.

**C. Business:**

**Assignment Extension: Temporary Investigator – Sheriff (Action)**

Ms. Buffin requested the Board’s approval of an extension of the assignment for a Temporary Investigator at KCSO for an additional thirty days. She reminded the Commissioners that they had approved a ninety-day, part-time, temporary position in March 2019. She noted the term for that position would end on June 11, 2019; the extension would allow it to continue through July 9, 2019.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:03 a.m.

Finance Director Dena Darrow stated that they would also like permission to cover the cost of the extension through the Temp. Pool Fund. She explained that KCSO might run out of salary salvage; this would allow them to make the appropriate adjustments at the end of the Fiscal Year, if necessary.

Commissioner Leslie Duncan moved that the Board extend the assignment for the Temporary Investigator for KCSO through July 9, 2019, using salary salvage, unless that was exhausted, at which point it would be covered with funds from the Temp. Pool. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:           Excused

Commissioner Duncan:        Aye

Chairman Fillios:               Aye

The motion carried.

Commissioner Bill Brooks entered the meeting at 11:05 a.m.

**Recruitment Update/Interview Selection: Veteran’s Service Officer – Board of Commissioners (Action)**

Ms. Buffin reported that HR had received a total of forty-nine applicants for this position, of which twelve were not sufficiently qualified and four did not complete certain paperwork, leaving a pool of thirty-three for the Commissioners to consider.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(a). 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. Murphy and Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:07 a.m.

**Executive session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of the individual are to be evaluated in order to fill a particular vacancy or need. (Closed Session – Discussion)**

**Decisions/Direction (Open Session – Action)**

The Board exited Executive Session at 11:31 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 11:32 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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