

Minutes of Meeting
Human Resources: Personnel Changes
June 13, 2019
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 Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Administrative Assistant Ronnie Davisson, Staff Accountant – Budget Michelle Chiaramonte, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio.

- 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 asked that item one of the agenda be rescheduled for a future meeting. There was general agreement for this.
- C. **Business:**

~~**Request for new position – Community Development – David Callahan (Action) –**~~
Pulled.

Accounting Clerk – Pay Grade Reclassification Results – Auditor’s Office (Action)

Ms. Buffin noted that, while all reclassifications had been placed on hold by the Board, the ones being proposed today would have no budgetary impact.

HR Director Sylvia Proud commented that these were part of a process begun by the Auditor’s office before the freeze had been enacted.

Commissioner Leslie Duncan stated that these changes would result in a reduction of the FY2020 Budget for the departments.

Finance Director Dena Darrow confirmed that the items affecting the Clerk’s Office Divisions were the result of a continued effort to reorganize staff and streamline processes to increase efficiency and save taxpayers money.

Ms. Darrow explained that the Accounting Clerk position was currently open and had been regraded from an “E” to a “G” to allow the person to act as a backup for the tax disbursement technician. She said the new person would do payroll every other week, tax remittance and unclaimed property.

Prosecutor Barry McHugh entered the meeting at 11:06 a.m.

Commissioner Duncan moved that the Board approve the Accounting Clerk pay grade reclassification results for the Auditor's Office. 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.

Elections Clerk – Pay Grade Reclassification Results – Elections Office (Action)

Chief Deputy Clerk Jennifer Locke explained that the Elections Clerk III position had been revised. She said there would be two people employed as Elections Clerk III and a third person in the Elections Clerk II position. She stated that the Elections Supervisor job description had been revised and retitled as Lead Elections Clerk.

Ms. Darrow said, once all the adjustments had been accomplished, there would be an annual savings of about \$7,513. She noted that, depending on when the hire and promotions took place, the FY19 savings should be about \$1,878.

Commissioner Duncan moved that the Board approve Elections Clerk III pay grade reclassification results. 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.

Elections Supervisor – Pay Grade Reclassification Results – Elections Office (Action)

Commissioner Duncan moved that the Board accept the Elections Supervisor pay grade reclassification results 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.

Salary and Funding Options, Veteran Services Officer – BOCC (Action)

Chairman Fillios reminded those present that Scott Thorsness would be leaving his position within about three weeks. He reported that they had received forty-seven applications for the opening and five individuals had been interviewed earlier this week.

Ms. Buffin asked that the Record include the statement that the County had complied fully with Idaho statute's requirements by conducting an additional ten phone interviews with veterans with 30% or greater disability levels, plus three more who did not meet that level of disability.

Ms. Buffin reported that the candidate, Thomas Freeman, had accepted the offered position and would start on June 24, 2019. She said he qualified for the 95% of market per Policy 120, or \$43,398 per year at pay grade "I."

Commissioner Duncan moved that the Board approve the hiring of Thomas Freeman for the Veteran Services Officer, with a start date of June 24, 2019, at 95% of market for pay grade "I." 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.

Request to Shift AT Levels – Prosecuting Attorney’s Office – Barry McHugh (Action)

Prosecutor McHugh stated he would like to enter Executive Session in order to discuss specific individuals.

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

The Board entered into Executive Session at 11:16 a.m.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

The Board exited Executive Session at 11:27 a.m.

Commissioner Duncan moved that the Board exit Executive Session to continue the public discussion. 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.

Commissioner Duncan asked if there would be any FY2020 impact from this proposal. Prosecutor McHugh said there would not be any impact for FY2019 or FY2020.

Commissioner Duncan moved that the Board approve the Prosecuting Attorney's shift of AT levels and budgeted salary levels as presented in today's agenda. 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 11:29 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
