

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**June 21, 2018**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Human Resources (HR) Director Skye Reynolds, Community Development Director David Callahan, KCSO Undersheriff Dan Mattos, Grants Management Office (GMO)/Transit Director Jody Bieze, Civil Deputy Prosecuting Attorney Darrin Murphey, Civil Deputy Prosecuting Attorney R. David Ferguson, Financial Performance & Compliance Senior Manager Kimberli Riley and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chairman Marc Eberlein 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)**

- **Grant Management Office Program Specialist Reclassification**

Grants Management Office (GMO)/Transit Director Jody Bieze asked the Board's approval to reclassify an Administrative Assistant position as a Program Specialist, with an accompanying change of duties, pay grade and salary. Chairman Eberlein asked if there would be an impact to the Budget. Ms. Bieze explained that, while there would be about \$16,071 increase in the pay rate for the position, this would be covered entirely by their FTA (Federal Transit Administration) grant and create no additional expense to the County.

Commissioner Chris Fillios moved that the Board approve the Program Specialist Reclassification as requested by the Grants Management Office from a grade of G to a grade of K, with the individual to be hired at a rate not to exceed 95% of market value. Commissioner Bob Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Ms. Bieze exited the meeting at 11:19 a.m.

- **Community Development**
  - **Planner II Promotion**

Community Development Director David Callahan reminded the Board of the discussion they had previously had about one employee's duties

shifting to include what another's previously had covered. He pointed out that if this person were a new hire, he could bring her on at 95% of market. He requested Board approval of offering the employee 95% of market for the new position, which would be a 20% raise from her previous salary.

Commissioner Bingham asked if Mr. Callahan considered the person to be a fully trained, lateral hire, deserving of this rate. Mr. Callahan said he did.

- **Staff Changes**

No additional staff changes were brought to the Board.

Commissioner Bingham moved that the Board approve the promotion adjustment from Planner I to Planner II at 95% of market value in the J pay range. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Mr. Callahan exited the meeting at 11:22 p.m.

- **KCSO Buyout**

KCSO Undersheriff Dan Mattos requested the Board's approval of a buyout of a Captain who had served about thirty years in KCSO. He explained that if they were to offer the officer this buyout, it would result in the County saving about \$10,365.36 over the next eight years. He said this would come from hiring a new Captain at a lower rate of pay, plus about 22.35% in benefit related savings over that period. He added the buyout would include 1% per year of service times his annual rate of pay as a one-time buy-out compensation, eighteen months of COBRA insurance coverage, reimbursement for unused vacation time and 60% of unused sick time going to a VEBA Account.

Chairman Eberlein asked why the County would want to offer a buy-out if the officer is ready to retire anyway. Civil Deputy Prosecuting Attorney Darrin Murphey stated that there were reasons but the Board would need to go into Executive Session to discuss them.

Commissioner Fillios moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Chairman Eberlein invited Mr. Murphey and Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:30 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)**

- **Personnel Item – Skye Reynolds**

The Board exited Executive Session at 11:42 a.m.

Commissioner Fillios moved that the Board exit Executive Session. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye

Commissioner Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

Commissioner Fillios moved that the Board direct staff to proceed as discussed, in reference to the memo dated June 11, 2018 from KCSO Sheriff Ben Wolfinger and that the Board authorize the buyout for the employee referenced for a one-time payment of \$30,231.72, in addition to eighteen months of COBRA payments, at a cost to the County of \$9,327.42, all of which would be paid for from salary salvage. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye

Commissioner Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

Commissioner Fillios moved that the Board enter Executive Session pursuant to Idaho Code §74-206(1)(b). Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye

Commissioner Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

Chairman Eberlein invited Mr. Murphey and Mr. Ferguson to remain for the second Executive Session.

The Board entered into Executive Session at 11:43 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)**

- **Personnel Item – Skye Reynolds**

The Board exited Executive Session at 11:51 a.m.

Commissioner Fillios moved that the Board exit Executive Session with no additional direction to be given or decisions made. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye  
Commissioner Fillios: Aye  
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)**

No material appropriate to this category was submitted.

**D. Decisions/Direction (Open Session)**

No additional decisions or directions were announced.

**E. 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 11:51 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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