

Minutes of Meeting
Human Resources Personnel Changes
July 12, 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 Assessor Mike McDowell, Chief Deputy Assessor Rich Houser, Assessor's Office Administrative Manager Jan Lindquist, Assessor's Office Administrative Secretary Reba Grytness, Chief Deputy Prosecutor Barry Black, Civil Deputy Prosecuting Attorney Darrin Murphey, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Director Skye Mercer, Finance Director Dena Darrow and Deputy Clerk Tina Ginorio. Commissioner Chris Fillios was excused.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. New Business:**
- D. Personnel Changes (Open Session)**

- **Restructure of Assessor Administration (Action Item)**

Chief Deputy Assessor Rich Houser explained that Assessor's Office Administrative Manager Jan Lindquist's upcoming retirement had given an opportunity to restructure the Assessor's Office Administrative Staff. He outlined the shifts of different employees to backfill each level of staff and explained that the overall process would result in a yearly reduction in department expenses of about \$1,806. He requested Board approval of the changes.

Commissioner Bob Bingham moved that the Board accept the Assessor's Office Administrative Department restructure as submitted. 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.

Assessor Mike McDowell, Mr. Houser, Ms. Lindquist, and Assessor's Office Administrative Secretary Reba Grytness exited the meeting at 11:07 a.m.

- **Prosecuting Attorney Pay (Action Item)**

Chief Deputy Prosecutor Barry Black requested this item be covered in 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)

- **Personnel Item – Skye Mercer (Action Item)**
- **Personnel Item – Skye Mercer (Action Item)**

Commissioner Bob Bingham moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

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

The Board entered into Executive Session at 11:09 a.m.

Commissioner Bob Bingham moved that the Board exit Executive Session and to promote Civil Deputy Prosecuting Attorney Jamila Holmes to an AT5 position, retire her previous AT4 position, and set her salary at \$78,000, the additional amount to be paid from salary salvage in that department and from the 720 Compensation Fund. 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.

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

Commissioner Bob Bingham moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

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

The Board entered into Executive Session at 11:28 a.m.

The Board exited Executive Session at 11:41 a.m.

Commissioner Bob Bingham moved that the Board exit Executive Session with no additional decisions made or directions given. 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) (Action Item)

No material requiring an Executive Session §74-206(1)(a) was introduced.

E. Decisions/Direction (Open Session)

No additional decisions or directions were announced.

F. 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 11:42 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
