

Minutes of Meeting
Human Resources: Personnel Changes
July 23, 2020
10:30 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 Community Development Director David Callahan, Community Development Chief Building Official John Mills, Community Development Senior Building Inspector Christina Garland, Finance Director Dena Darrow, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio. Mr. Murphey was present via teleconference.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 10:34 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Action):**

Adoption of Reclassification, Front Desk Coordinator to Administrative Secretary – BOCC

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate reported that the reclassification of the Front Desk Coordinator position, Grade 3, to Administrative Secretary, Grade 5, had been circulated to all Elected Officials. She said no objections had been voiced and asked the Board to approve the change.

Commissioner Leslie Duncan moved that the Board approve the adoption of reclassification for the Front Desk Coordinator to Administrative Secretary. 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.

Request for Extension to Temporary Custodian – Buildings & Grounds

Commissioner Duncan remarked that the Temporary Custodian position had begun a couple of months ago. She asked that the Board approve extending the position through December 30, 2020, with the understanding it might be ended before then, if it was no longer required.

Ms. Van Slate confirmed that the prior person had left and a new person had not yet been hired.

Commissioner Duncan moved that the Board approve the request for extension to Temporary Custodian with Building & Grounds through December 30, 2020, using COVID funds. 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 for New Position and Position Conversion – Community Development

Community Development Director David Callahan requested the Board’s approval to bring on a new Plans Examiner Building Inspector position and convert their temporary Plans Examiner position to a regular, part-time position. He cited the increased workload at Community Development as the cause and explained that wait times for customers had been getting longer due to lack of staff.

Commissioner Duncan moved that the Board approve the request for new position, Plans Examiner Building Inspector, and the position conversion from the temporary Plans Examiner to a regular, part-time Plans Examiner. 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: 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 were no public comments.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 10:40 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
