

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**July 26, 2018**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein and Commissioner Chris Fillios met to discuss the following agenda items. Also present were Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, Finance Director Dena Darrow, Community Development Director David Callahan, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) – Employee Relations Kimberley Buffin and Deputy Clerk Tina Ginorio. Commissioner Bob Bingham was excused.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 11:04 a.m.

Commissioner Bob Bingham entered the meeting at 11:04 a.m.

- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

**Personnel Changes (Open Session)**

- **Community Development Retention Bonus and Pay Adjustments (Action Item)**

Community Development Director David Callahan explained he was requesting a \$5,000 retention incentive for ten key staff members, which would be paid from salary salvage. He said his department has had a great deal of employee turnover and he hoped to eliminate it. Chairman Eberlein remarked that he felt this would set a bad precedent. Commissioner Bob Bingham confirmed with Mr. Callahan that the incentive would be paid in two installments, one immediately and one in a year's time. Commissioner Bingham asked Mr. Callahan if he felt that his department was in imminent danger of losing more people. Mr. Callahan said he did. He said he would also recommend a pay increase of 6% to all Community Development staff employed as of July 17, 2018.

Commissioner Chris Fillios moved that the Board approve the one-time bonus of \$5,000 for the ten positions listed as described in Community Development Director David Callahan's July 17, 2018 memo. Commissioner 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.

Mr. Callahan exited the meeting at 11:26 a.m.

- **Public Defender Salary Salvage (Action Item)**

Chairman Eberlein suggested that this item be handled next, although it was listed fourth on the agenda.

Ms. Taylor requested Board approval of giving a pay raise to one of her AT2 attorneys and offering moving expenses to a newly hired AT2 for \$1,500. She said the raise would total \$2,542.22 and would be funded through salary salvage. Ms. Taylor added that she also has enough in her budget to cover the \$1,500 moving expenses.

Commissioner Bingham moved that the Board approve the increase in salary of \$2,542.22 for the AT2 employee as described in Public Defender Anne C. Taylor’s memo dated July 19, 2018 and to approve moving expenses in the amount of \$1,000 for the new AT2. Commissioner Fillios 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.

Chairman Eberlein specified that he was voting no to the moving expenses.

- **Public Information Officer Classification (Action Item)**

Human Resources (HR) Generalist – Employee Relations Kimberly Buffin requested Board approval of the final draft of the job description for Public Information Officer. She said that once the job description was approved, HR could complete the reclassification of the position.

Commissioner Fillios moved that the Board authorize Human Resources staff to proceed to grade the Public Information Officer position reporting to the BOCC as described in the Request for Job Evaluation/Classification form received on July 26, 2018. Commissioner 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.

- **Vacation Policy (Action Item)**

Ms. Buffin provided the Board with copies of a letter from an employee who began work for the County on April 16, 2018. She said the employee pointed out that a change in vacation accrual policy made after she was hired meant that an employee hired three months later than she was would accrue forty hours of vacation time at the successful completion of the first six months on the job, while she would not. Ms. Buffin said the employee was requesting that all employees

hired in 2018 be offered this benefit. All three Commissioners agreed that this was not possible.

**Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent (Closed Session – Discussion Item)**

No material appropriate to an Executive Session (1)(a) was submitted.

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

No decisions or directions were announced.

**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**

No material appropriate to an Executive Session (1)(b) was submitted for any of the following items. No decisions or directions were announced.

- 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 was no public comment.

Chairman Eberlein adjourned the meeting at 12:01 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

\_\_\_\_\_