

Minutes of Meeting
Human Resources: Personnel Changes
August 27, 2020
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 Coroner Dr. Warren Keene, KCSO Captain Kim Edmondson, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Solid Waste Director Cathy Mayer, Community Development Director David Callahan, Chief Building Official John Mills, Senior Building Inspector Christina Garland, Civil Deputy Prosecutors R. David Ferguson and Darrin Murphey, BOCC Communications Manager Nancy Jones, and Deputy Clerk Ronnie Davisson.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.

- B. **Changes to the Agenda:** HR Generalist – Employee Relations Kimberley Van Slate asked that an executive session be added to agenda item four, the Solid Waste Director/Recruitment item due to the time sensitivity. She explained the time sensitivity was based upon the need of a promotion of an employee to a critical position.

Commissioner Leslie Duncan moved to add Executive Session (1)(a) to item four. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

C. **Business (Action):**

Bonus Request for Deputy Coroner – Coroner’s Office

- a. 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 – Discussion)

There was no request for an Executive Session for this item.

- b. Decisions/Direction (Open Meeting – Action)

Coroner Dr. Warren Keene explained that on-call pay had been eliminated during the budget discussions; however, without the on-call pay, the part-time Deputy Coroner would take a pay cut. He explained that Commissioner Duncan suggested a possible pay increase to the market rate, which was approximately \$2000. Coroner Dr. Keene further explained that after that raise had been approved, there was still a salary shortfall of \$2303. Dr. Keene requested the authority to make the Deputy Coroner whole for FY21.

Commissioner Duncan asked Dr. Keene about the state of budget; he explained that he had not yet received all the invoices from the plane collision, but did not expect to overspend his budget.

Commissioner Duncan moved to approve the bonus request of \$2303 to come out of the Coroner's FY21 Budget. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Request to Convert Building Inspector/Plans Examiner Position – Community Development

Community Development Director David Callahan explained that the position was previously a part-time position, but were requesting to convert it to a full time position. He explained that the current arrangement was not conducive, which was the reason for the request. Finance Director Dena Darrow explained that it would be an approximate \$27,000 increase to their budget, but Community Development would be able to absorb the costs in the current year's budget.

Chairman Fillios inquired about the amount of permits/inspections they were doing; Senior Building Inspector Christina Garland said they were doing roughly 10-15 per person a day.

After a discussion, it was decided to postpone the decision to an upcoming Business Meeting.

Position Conversion Request – Parks & Waterways

Commissioner Duncan explained that with the addition of Snowgroomers to Parks & Waterways (P&W)/Noxious Weeds, the maintenance workers needed to be reclassified to Heavy Equipment Mechanics. She explained that P&W/Noxious Weeds/Snowgroomers Director Nick Snyder was requesting to convert two of his maintenance workers to the Heavy Equipment Mechanics. HR Generalist – Employee Relations Kimberley Van Slate noted that one of the positions was an existing position, while the other was a new position for FY21.

Commissioner Bill Brooks moved to approve the conversion request from Parks & Waterways. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Commissioner Duncan asked to address the last item next, as it would not require an Executive Session. There was agreement among the Board.

Request for Employee Bonus for Property Evidence Specialist – Sheriff’s Office

- a. 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 – Discussion)

- b. Decisions/Direction (Open Meeting – Action)

Captain Kim Edmondson explained that she had initially requested a \$1500 bonus for an employee in November, but was asked to wait until the 4th Quarter of FY20. She explained that she wished to recognize the employee because they brought over 20 years of experience to the position.

Commissioner Duncan moved to approve the request for an employee bonus for the Property Evidence Specialist in the amount of \$1500. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Solid Waste Director Recruitment/Replacement – Solid Waste

Commissioner Duncan moved to enter into Executive Session §74-206(1)(a). Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

The Board entered into Executive Session at 11:23 a.m.

The Board was joined in Executive Session by Civil Deputy Prosecutor R. David Ferguson.

The Board exited Executive Session at 11:29 a.m.

Commissioner Duncan moved to exit Executive Session with staff to proceed as discussed. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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:** Chairman Fillios adjourned the meeting at 11:31 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
