

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**September 6, 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 Assessor Mike McDowell, Chief Deputy Assessor Rich Houser, Chief Deputy Treasurer Laurie Thomas, KCSO Undersheriff Dan Mattos, Community Development Director David Callahan, Community Development Chief Building Official John Mills, Finance Director Dena Darrow, Human Resources (HR) Generalist – Employee Relations Kimberley Buffin and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 11:00 a.m.

Human Resources (HR) Director Skye Mercer and HR Generalist – Benefits & Compensation Dorothy Cross entered the meeting at 11:01 a.m.

- B. Changes to the Agenda (Action Item):** There were no changes to the agenda.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:02 a.m.

- C. Business:**

**Personnel Changes (Open Session)**

- **Community Development – Renewal of Part-Time Employee (Action Item)**

Community Development Director David Callahan requested the Board’s approval for a renewal of a temporary employee’s position at \$40.87 per hour, with no benefits, for a maximum of 19.5 hours per week. He said this employee singlehandedly completes about 50% of the plan reviews received by his office. Chairman Eberlein stated that this arrangement saved the County a substantial amount; the contract service previously used charged about \$150 per hour.

Mr. Callahan stated that the position had been funded out of salary salvage in the past, but since he hoped to hire a Planning Manager in the near future, the funding source might need to be changed. All three Commissioners said they felt that would be acceptable under the circumstances.

Commissioner Chris Fillios moved that the Board approve the part-time, temporary position for Plans Examiner, with compensation at \$40.87 per hour from October 31, 2018 through October 30, 2019, and a maximum of 19.5 hours per week. 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: Aye  
The motion carried.

Mr. Callahan and Community Development Chief Building Official John Mills exited the meeting at 11:08 a.m.

- **Assessor's Office – Personnel Action Form Approval (Action Item)**

Chief Deputy Assessor Rich Houser informed the Commissioners that his office had located a candidate for the Specialized Appraisal Manager position vacated when Rod Braun retired. He said this person had been employed in Alaska as an Assessor and had a valid commercial assessor's license for Idaho. Mr. Houser stated that the rate of pay being offered was \$32.25 per hour, which was less than the previous person was receiving. He added that his department has funds in their current Revaluation Budget to cover this.

Commissioner Fillios moved that the Board approve the hiring of the Specialized Appraisal Manager as proposed by the Assessor's Office at \$32.25 per hour. 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.

- **Sheriff's Office – Streamlining Upper Management (Action Item)**

KCSO Undersheriff Dan Mattos requested the Board's approval for adjusting upper management positions at the Jail. He explained that when Captain Neal Robertson retired at the end of September; they would like to eliminate that Captain's position and increase the number of Lieutenants from six to seven. He pointed out that there would be a savings to the County of about \$14,368 from this, according to the Auditor's Office.

Commissioner Bingham moved that the Board approve the Sheriff's Office proposal to streamline upper management, reducing the number of Captains from six to five and increasing the number of Lieutenants from six to seven. 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.

Undersheriff Mattos exited the meeting at 11:15 a.m.

**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)**

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

No material requiring an Executive Session was submitted.

**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 Item)**

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

No material requiring an Executive Session was submitted.

**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 Item)**

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

No material requiring an Executive Session was submitted.

**Employee Benefits Open Enrollment (Action Item)**

Human Resources (HR) Director Skye Mercer explained she needed to determine whether the County needed to hold an active or a passive open enrollment this year, according to State Statute, since the cost of the employee benefit plan was being increased. Civil Deputy Prosecuting Attorney Darrin Murphey said he had previously thought the County would be obliged to hold an active open enrollment this year, but upon discussion with Ms. Mercer and further examination of the statutes, he agrees a passive open enrollment will suffice. HR Generalist – Benefits & Compensation Dorothy Cross said that, if employees elect to continue their coverage after being informed of the change in premium, they are considered to have agreed to it. The Board agreed to accept Ms. Mercer and Mr. Murphey's recommendation to hold a passive open enrollment this year. Mr. Murphey added that no motion was required for this.

- 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 11:20 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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