

**Minutes of Meeting
Human Resources: Personnel Changes
September 12, 2019
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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney R. David Ferguson, Administrative Supervisor Patti Surplus, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Treasurer Steve Matheson, KCSO Undersheriff Dan Mattos, Public Defender Anne C. Taylor, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Items):**

Bank of America Purchase Card Policy/Auditor's Office

Finance Director Dena Darrow requested the Board's approval of the updated P Card Policy. She explained the policy had been revised to include the new Bank of America vendor and had been reviewed by Legal. Ms. Darrow said the updated policy would be added to the employee manual, once the Board approved it.

Commissioner Leslie Duncan moved that the Board approve the new P Card policy reflecting the vendor change to Bank of America. 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.

Follow up Regarding Hiring Temporary Full-Time Secretary Position/Prosecutor's Office

Prosecutor Barry McHugh reported that the potential salary salvage figures had been calculated for his office and it appeared that they would be able to cover the previously discussed temporary, full-time secretary themselves, rather than asking the Board to cover it from the Temp Pool Funds. He provided a print out of the data collected by the Auditor's Office.

Prosecutor McHugh noted that Administrative Supervisor Patti Surplus would be departing in about four months, rather than the three months originally planned.

Prosecutor McHugh also asked the Board to authorize the new hire be allowed to accumulate time towards benefits accrual during the initial four-month period, since they

planned to roll the person into the full-time position. He said that the figures he had provided the Commissioners included the benefits. Ms. Darrow confirmed this.

Commissioner Duncan moved that the Board approve using the salvage funds from the Prosecutor’s Office to fund the temporary position, as described. 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.

Ms. Surplus exited the meeting at 11:07 a.m.

Position Grade and Salary Ranges for FY20

Human Resources (HR) Director Sylvia Proud called the Commissioners’ attention to the list of FY20 Proposed Position Changes as of September 12, 2019. She explained these were additional changes recommended, based on feedback from department directors. Ms. Proud reminded the Commissioners that the original list of changes had been submitted and approved on July 31, 2019. She requested the Board’s approval of the submitted changes.

Commissioner Duncan moved that the Board approve the proposed position changes as presented. 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.

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

Chairman Fillios invited Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:14 a.m.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

The Board exited Executive Session at 11:43 a.m.

Commissioner Duncan moved that the Board exit Executive Session with no decisions made and no direction given to staff. 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 (Discussion): 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.

Ms. Proud announced that HR had received the final stop loss projection numbers from the insurance; the planned savings of \$140,000 were still accurate.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 11:44 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
