

**Minutes of Meeting**  
**Human Resources Personnel Changes**  
**September 20, 2018**  
**11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Chris Fillios and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Finance Director Dena Darrow, Human Resources (HR) Director Skye Mercer, HR Generalist – Employee Relations Kimberley Buffin, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Administrative Supervisor Leighanna Keiser and Deputy Clerk Tina Ginorio. Chairman Marc Eberlein was excused.

- A. Call to Order:** Chairman Pro Tem Chris Fillios called the meeting to order at 11:01 a.m.
  
- B. Changes to the Agenda (Action):**

Human Resources (HR) Director Skye Mercer told the Commissioners that item two on the agenda, Executive Session pursuant to Idaho Code §74-206(1)(a), item four, Executive Session pursuant to Idaho Code §74-206(1)(b), and the third item under Personnel Changes (Open Session), Sheriff's Office – Civil Deputy Technician Request (Action), could be removed from the agenda.

Commissioner Bob Bingham moved that item one and item four Executive Sessions and the third item under Personnel Changes (Open Session) be removed from the agenda. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham:       Aye  
Chairman Pro Tem Fillios:     Aye  
Chairman Eberlein:           Excused

The motion carried.

- C. Business:**

**Personnel Changes (Open Session)**

- **Time Limit Before Position Budget is Moved to BOCC (Action)**

Commissioner Bingham offered a suggestion that if a position is open longer than a set length of time, the position might not be necessary and should be eliminated, rather than funding it at a reduced rate. He noted that positions open longer than one hundred days are only funded in the Budget at 60% now.

Finance Director Dena Darrow explained that jobs that have been open an extended period are reviewed yearly during the Budget process and the Department Heads are asked if the position is still required.

Commissioner Bingham pointed out that, if a position continued to be funded, the department in question accrued salary salvage, which could then be spent as the

department wished. He suggested that it might be better if such salvage reverted to the BOCC after a certain point to reduce taxpayer burden and ensure appropriate usage.

HR Director Skye Mercer assured the Board that her department monitored unfilled positions and the reasons that some remained open longer than desired. She said it often involves complications encountered in the hiring process. Ms. Mercer indicated that a procedure that automatically eliminated an unfilled position after a set number of days might do no more than create additional administrative work for a number of people to little purpose.

Ms. Darrow pointed out that in some cases a position that is hard to fill might be a sign that the rate of pay is too low to attract qualified candidates. She indicated she doubted that any departments purposely delayed filling positions in order to accrue salary salvage to use for inappropriate purposes.

Commissioner Bingham said he believes that there being eleven jobs in the County that have each been open for over one hundred and eighty days indicated there was a problem with the search and hiring process. He added he thought that bringing some pressure to bear on the situation might lead to improvements.

Ms. Mercer suggested that the Board send inquiries to the specific Elected Official and ask why a given position had not been filled. Chairman Pro Tem Fillios voiced approval of this suggestion. Commissioner Bingham assented. He asked Ms. Mercer to send the Board the Open Positions Reports and said the Board would follow up on each job.

- **Adult Misdemeanor Probation – Pay Adjustment Follow Up Request (Action)**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested Board approval of a pay adjustment for his Administrative Supervisor. He informed the Board that his department's new Senior Secretary would be starting at \$13.50 per hour.

Commissioner Bingham moved that the Board approve the pay adjustment for the AMP Administrative Supervisor as requested. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

- ~~**Sheriff's Office – Civil Deputy Technician Request (Action)**~~ - Pulled

~~**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)**~~

- ~~**Decisions/Direction (Open Session – Action)**~~ – Pulled

Commissioner Bingham inquired whether there were any materials appropriate to item three on the agenda. Ms. Mercer informed the Board that there were not.

Commissioner Bingham moved that item three be removed from the agenda. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

~~**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)**~~

- ~~• **Decisions/Direction (Open Session – Action)** – Pulled~~

~~**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)**~~

- ~~• **Decisions/Direction (Open Session – Action)** – Pulled~~

- 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 Pro Tem Fillios adjourned the meeting at 9:54 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN PRO TEM

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

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