

**Minutes of Meeting  
Human Resources  
September 24, 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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorneys Darrin Murphey, Art Verharen and R. David Ferguson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, HR Generalist – Compliance Cecilia Sweet, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Public Defender Anne C. Taylor, Chief Deputy Assessor Joe Johns, Finance Director Dena Darrow, Court Services Director Marissa Garza, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Mr. Murphey was present via teleconference.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.

**B. Changes to the Agenda (Action):**

Chairman Fillios stated that he would not consider addressing any employee bonuses today. He said he felt they needed to wait for an updated bonus policy.

Commissioner Bill Brooks voiced his agreement.

Human Resources (HR) Director Sylvia Proud read the current bonus language in Policy 120 into the record.

Chairman Fillios moved that the Board strike item two, regarding bonuses for the Public Defender’s Office, from the agenda. 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.

**C. Business (Action):**

**Prosecutor’s Office Promotions and Salvage Distribution – Prosecutor’s Office**

Prosecutor Barry McHugh outlined the steps he wished to take based upon the upcoming retirement of Chief Deputy Prosecutor Barry Black. He explained that he wished to promote one person from AT4 to AT5 to fill Mr. Black’s position, promote one person from AT3 to AT4 and then, rather than hiring an AT3, hire a new AT2. He said he would also like the Board to move the position that was authorized to be hired in April 2021 from AT3 to AT4. He confirmed that the net effect of all the changes was a \$1,992 decrease to his budget, going forward through FY21.

Finance Director Dena Darrow confirmed Prosecutor McHugh's figures.

Prosecutor McHugh also confirmed that he had not had this information available to him when he planned his budget in April.

Commissioner Leslie Duncan moved that the Board approve the Prosecutor's Office promotions and salary distribution 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.

Prosecutor McHugh and Civil Deputy Prosecuting Attorney Art Verharen exited the meeting at 11:13 a.m.

**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 Meeting – Action)**

No material requiring an Executive Session was presented.

**Request for Bonuses from Unused A Budget – Public Defender**

~~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 Meeting – Action)~~

This item was pulled from the agenda.

**Position Conversions and Request for Pay Increase – Assessor's Office**

Chief Deputy Assessor Joe Johns reported that their Personal Property Appraiser was departing. He said the Assessor's Office would like the Board's approval to move one of their Customer Service Technicians (CST) into that position and downgrading the vacant CST position for hiring purposes.

Mr. Johns said, since the new Personal Property Appraiser would be taking on some additional responsibilities, they would like to offer a salary adjustment. He confirmed that the net effect of the changes was an annual savings of just over \$11,000.

Commissioner Duncan moved that the Board approve the position conversions as requested and that the one position budget code 10.4.001.2 be retroactive to pay period 19 with that amount only being taken out of 2020 Budget dollars. 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.

**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 Meeting – Action)**

No information requiring an Executive Session was submitted.

**Request for One Time Employee Pay Adjustment – Airport**

Airport Director Steven Kjergaard was not available via teleconference. Chairman Fillios suggested this item be deferred. No objections were voiced.

Commissioner Duncan pointed out that this was a bonus request and Chairman Fillios confirmed he did not intend to consider it.

**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 Meeting – Action)**

No information requiring an Executive Session was submitted.

**Request to Convert Position – District Court**

Court Services Director Marissa Garza requested that a staff member in the Civil Division be converted from a Clerk II to Clerk III. She remarked that the person was highly skilled and had taken on substantial additional responsibilities. She confirmed that the full year net increase would be just over \$5,200, going forward into FY21.

Commissioner Duncan moved that the Board approve the request to convert the position District Court Services Clerk II to District Court Services Clerk III. 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.

**Request to Retain Employee Pay with Position Change – District Court**

Ms. Garza explained that this individual, who worked at their new Compliance/Collections Department, had recently needed some schedule changes. She said that the actual position was undergoing some changes as well. She stated that, to accommodate the employee’s needs, they would like to shift this person into a temporary slot for a limited period of time, but allow the employee to retain her same pay rate.

Commissioner Duncan moved that the Board approve the request to retain employee pay with position change for District Court. 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.

**Employment Practices Procedure Related to Adverse Employment Actions Effective October 1, 2020 – Board of County Commissioners**

Commissioner Duncan stated that they had been provided with a sample of how to include the new request by ICRMP (Idaho Counties Risk Management Program) that they be consulted in the event of adverse employment actions. She said this was a memo from the Latah County Board of Commissioners to their Elected Officials and Department Heads.

Civil Deputy Prosecuting Attorney Darrin Murphey offered an explanation of the requested procedure. He suggested that the Board send out a memo similar in nature to the one from Latah County’s.

Chairman Fillios read the Latah County memo into the record.

Commissioner Duncan remarked that Human Resources would create specific language for Kootenai County.

No motion was required.

**FY21 Salary Increases Updated Employee List and Revision – Human Resources**

Human Resources (HR) Director Sylvia Proud requested the Board’s approval of the updated list of FY21 employee salary increases. She explained that the County had new hires added to the list, as well as corrections and changes.

Commissioner Duncan moved that the Board adopt, include and approve the updated employee list and revisions. 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.

**Personnel Matrix Guidelines – Human Resources**

Ms. Proud requested the Board’s approval of the updated Personnel Matrix Guidelines. She remarked that a couple of items were added to the status change type listing: employee overlap on positions and position conversion. She explained the requirements for each type of status change.

Commissioner Duncan moved that the Board adopt the Personnel Matrix Guidelines effective October 1, 2020. 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.

Treasurer Steve Matheson exited the meeting at 11:32 a.m.

**Correction to Grade for Parks and Waterways Heavy Equipment Mechanic – Human Resources**

HR Generalist – Employee Relations Kimberley Van Slate reminded the Board that Parks & Waterways (P&W) Director Nick Snyder had requested for two of his positions to be converted to Heavy Equipment Mechanic at a meeting in August. She explained this would have entailed moving from a Grade 5 for both positions to Grade 7. She said that they had reclassified Heavy Equipment Mechanic for Solid Waste during the budget process and moved it to Grade 8. She asked that the Board make the P&W positions Grade 8 as well. She said it would cost about \$4,800 more.

Ms. Van Slate confirmed this had not been included in the budget.

Commissioner Duncan moved that the Board adopt the Grade 8 for the Parks & Waterways Heavy Equipment Mechanic positions. 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:** 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 (Action):** Chairman Fillios adjourned the meeting at 11:41 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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