

Minutes of Meeting
Human Resources Personnel Changes
September 27, 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 Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, KCSO Undersheriff Dan Mattos, KCSO Captain Andy Deak, KCSO Sergeant Kevin Smart, Human Resources (HR) Director Skye Mercer, HR Generalist – Employee Relations Kimberley Buffin, Finance Director Dena Darrow, Civil Deputy Prosecuting Attorney Darrin Murphey, Civil Deputy Prosecuting Attorney R. David Ferguson 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):** There were no changes to the agenda.
- C. Business:**

Personnel Changes (Open Session)

- **Recorder’s Office – 90 Day Merit Increase for Manager (Action)**

Finance Director Dena Darrow asked the Board’s approval to award the new Recorder’s Office Manager a 58 cent/hour raise in recognition of her completion of her first ninety days in her new position. Ms. Darrow explained the new Manager had begun at a lower rate initially with the understanding that she would receive an increase after a successful initial period. She added that the new Manager is doing an excellent job.

Commissioner Bob Bingham moved that the Board approve the 58 cent/hour merit increase for the Recorder’s Office Manager 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)**

KCSO Captain Andy Deak requested the Board’s approval of a position request for a Civil Deputy Technician II. He explained that this would rectify some points made in an audit of his department, bringing them into better compliance with accepted operation practices. Captain Deak suggested the position be funded partly through use of the \$14,500 returned to the County through a restructuring at KCSO in which a Captain’s position was replaced with a Lieutenant and the net savings from reduction in future overtime demands.

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

Chairman Pro Tem Fillios asked Civil Deputy Prosecuting Attorney Darrin Murphey and Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:11 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 of individual agent (Closed Session – Discussion)

The Board exited Executive Session at 11:26 a.m.

Commissioner Bingham moved that the Board exit Executive Session. 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.

Decisions/Direction (Open Session – Action)

Commissioner Bingham remarked that KCSO has a position that had gone unfilled for over four hundred days now and inquired how long they thought it would take to fill the Civil Deputy Technician II spot. Captain Deak said they already had a Technician I that they would move into that spot; they would have to hire a replacement for the vacated slot. Commissioner Bingham asked how long they thought it would take to find a replacement for the Civil Deputy Technician I. Captain Deak said it would probably only take a couple of months.

Commissioner Bingham moved that the Board approve the request for a Civil Deputy Technician II position, with a budget amount of \$50,876, funded by \$14,500 from the KCSO restructuring, \$9,300 from an overtime demand reduction and the remaining balance of about \$27,000 to come from the General Fund. 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 of individual agent (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

No material requiring an additional 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 of individual agent (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

No material requiring an additional Executive Session was submitted.

Public Defender’s Office – Temporary Extension Request

Public Defender Anne C. Taylor requested that the temporary secretarial position in her office be extended by another six months. She explained that their workload required the ongoing help and there were grant funds to cover the expense.

Commissioner Bingham moved that the Board approve the extension of the temporary position at the Public Defender’s Office as requested, with the cost to be covered by grant funds. 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.

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.

E. Adjournment:

Chairman Pro Tem Fillios adjourned the meeting at 11:38 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
