

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**September 27, 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 Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Public Defender Anne Taylor, Community Development Director David Callahan, Chief Building Official John Mills, Civil Deputy Prosecutors R. David Ferguson and Darrin Murphey, and Deputy Clerk Ronnie Davisson.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. **Changes to the Agenda (Action):** HR Generalist – Employee Relations Kimberley Buffin said that item #3, Request to Hire Above 95% of Market, would be postponed.
- C. **Business:**

**Personnel Matrix Guideline, Human Resources (Action)**

HR Director Sylvia Proud said that in April 2019 the Board had suspended certain HR related items for the remainder of FY19. Since FY19 had ended, she was asking to revisit those items and decide how to approach the Board with any unbudgeted items for FY20. Ms. Proud asked to discuss the addition of another item to the guideline that referenced bonuses. Commissioner Leslie Duncan opined that she wished to maintain the current guidelines, as she wanted all salary increases and all new positions to be asked for during the budget season. Further, if there were a reorganization that would lead to a decrease in the department's overall budget, then it would be worth contemplating mid-year. Ms. Proud suggested adding "reorganization" to the guideline; Commissioner Duncan said she felt it should be added so that way it would be recognized as either cost savings or budget increase.

Ms. Proud said it had been brought to her attention by Legal that the process used for bonuses needed to be revised and would be looking at making those revisions. She explained that in the past, an Elected Official could use salary salvage to provide bonuses at the end of the Fiscal Year. Finance Director Dena Darrow presented a document that showed how much in discretionary bonuses were given, noting that the bonuses were within the constraints of the Elected Officials budgets. She asked to clarify if that was an incorrect process and whether the Board should be approving bonuses. Civil Deputy Prosecutor Darrin Murphey recalled the process being different and the Board did in fact approve all bonuses. He explained that the Board had spending authority related to compensation, which meant that the Board had to approve any individual bonuses. Mr. Murphey suggested ratifying the bonus requests that had already been made, but needed to change that practice moving forward and pointed out that the bonuses already requested could be ratified at a future Business Meeting.

Chairman Fillios said that he was in favor of supporting the bonuses brought forth by the Public Defender and Community Development and asked that they be brought forth for ratification at the October 8, 2019 Business Meeting.

**Reclassification Results, Client Services Administrator, Public Defender**

Ms. Buffin presented the reclassification results of the proposed Client Services Administrator for the Public Defender’s Office and requested approval. Commissioner Duncan asked Public Defender Anne Taylor how expansive the position would be; Ms. Taylor explained that due to the amount of new positions she would be hiring, the onboarding for those positions would prove burdensome without an additional management-level position. She anticipated not having to ask for any additional positions and that if, the results were accepted by the Board, she did not believe there would be an increase to the Budget to add the position to the department.

Commissioner Duncan said she wanted to make sure that if there was a policy, the policy was being followed because the request was brought forward outside the policy; she saw value in the request because it was not something that was expected – it was merely due to the mandated positions being added; but said she was amenable to sending it to the other Elected Officials for review.

Commissioner Duncan moved to approve the reclassification results and to be released to the other Elected Officials. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Aye
- Chairman Fillios: Aye

The motion carried.

**~~Request to Hire Above 95% of Market, PC Network Specialist, Information Technology~~  
– PULLED**

**Renewal of Part Time Temp, Community Development**

Community Development Director David Callahan requested renewal of a part time temp that worked doing plan review. He explained that the temp was a prior full time employee but had retired; upon his retirement, he had come back to conduct plan review and had proven to be invaluable. Mr. Callahan verified that it was in his budget, that he anticipated it would be the last year for this part time temp, and that he should have an idea by May or June if it should be a permanent part time position.

Commissioner Duncan moved to approve the renewal of the part time temp position for Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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. **Adjourn:** Chairman Fillios adjourned the meeting at 11:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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