

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**October 10, 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 Assessor Rich Houser, Chief Deputy Assessor Joe Johns, Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Public Defender Anne C. Taylor, Chief Deputy Treasurer Laurie Thomas, Finance Director Dena Darrow, Community Development Director David Callahan, Community Development Chief Building Official John Mills, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

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

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

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin asked that item 6, Request to Hire PC Network Specialist at Market/Information Technology, be removed from the agenda.

**C. Business (Action Items):**

**Initial Classification Results/Plans Examiner/Community Development**

Ms. Buffin reminded the Commissioners that they had approved the initial classification of “J” for a Plans Examiner for Community Development. She asked their approval to circulate the information to the other Elected Officials for comment.

Commissioner Leslie Duncan moved that the Board allow the initial classification results for Plans Examiner in Community Development to be circulated, per policy. 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.

Community Development Director David Callahan and Community Development Chief Building Official John Mills exited the meeting at 11:04 a.m.

**Request to Adopt Initial Classification Results/ Client Services Investigations Administrator/Public Defender**

Ms. Buffin informed the Board that the initial classification for Client Services Investigations Administrator for the Public Defender’s Office had been circulated to the

Elected Officials and she had received no objections. She requested the Board to approve the adoption of pay grade "J" for the position.

Finance Director Dena Darrow confirmed that there would be sufficient salary salvage in the FY2020 to fund the reclassification of this existing position.

Commissioner Duncan moved that the Board adopt the initial classification results for Client Services Investigations Administrator for the Public Defender. 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.

#### **Ratification of Bonuses for FY19/Human Resources**

HR Director Sylvia Proud distributed a summary listing the FY19 staff bonuses and requested the Board's approval. She noted that the total amount of bonuses would be \$87,958.

Commissioner Duncan moved that the Board ratify the bonuses as presented for Fiscal Year 2019 in the amount of \$87,958. 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 Guideline Update/Human Resources**

Ms. Proud distributed the updated Personnel Matrix Guideline – FY20 and directed the Board's attention to several areas that had been changed. She requested the Board's approval of the document.

Commissioner Duncan moved that the Board approve the Personnel Matrix Guideline update effective October 10, 2019. 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 Convert Appraiser I to Appraiser II/Assessor's Office**

Assessor Rich Houser requested the Board's approval to convert an Appraiser I to an Appraiser II position. He noted that the employee had met all the requirements to qualify as an Appraiser II.

Ms. Darrow stated that, since the FY2020 Budget had just begun, she felt it was very likely that the Assessor's Office would have sufficient salary salvage to absorb the \$4,000 increase in pay. She recommended that the Board not increase the Budget at this time but wait until the end of FY20 to make any needed adjustments.

Assessor Houser confirmed that the employee's responsibilities would increase with the change in position. He said the person would be using the new Mobile Assessor program.

Commissioner Duncan moved that the Board approve the request to convert an Appraiser I to Appraiser II for the Assessor's Office. 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)(a) to consider hiring a public officer, employee, staff member, or individual agent. (Closed Session – Discussion Item)**

**Decisions/Direction (Action Item)**

No information requiring an Executive Session was presented.

~~**Request to Hire PC Network Specialist at Market/Information Technology**~~ – Pulled

~~**Executive Session pursuant to Idaho Code §74-201-6(1)(a) to consider hiring a public officer, employee, staff member, or individual agent. (Closed Session – Discussion Item)**~~

~~**Decisions/Direction (Open Session – Action Item)**~~

- 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.

Commissioner Duncan asked if the changes noted in the Personnel Matrix Guideline update had been communicated to all the departments yet. Ms. Buffin suggested that a message from the Board to the departments would be appropriate. Ms. Proud noted that Communications Manager Nancy Jones had circulated related information previously and recommended that HR work with her to create a message from the BOCC explaining the updated process.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:16 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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