

Minutes of Meeting
Human Resources Personnel Changes
October 11, 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 Finance Director Dena Darrow, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Human Resources (HR) Director Skye Mercer, HR Generalist – Employee Relations Kimberley Buffin, Information Technology (IT) Director James Martin, IT GIS (Geographic Information Systems) Manager David Christianson, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, KCSO 911 Lieutenant Kevin Smart, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio. Commissioner Bingham attended via teleconference. Chairman Eberlein was excused.

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

B. Changes to the Agenda (Action):

Human Resources (HR) Director Skye Mercer suggested no changes to the agenda at the beginning of the meeting. At the end of the meeting, she stated that two of the three proposed Executive Sessions pursuant to Idaho Code §74-206(1)(b) were not needed and could be removed from the agenda.

Commissioner Bob Bingham moved that the Board remove two of the three proposed Executive Sessions §74-206(1)(b) 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)

• **IT Department – Reclassification/Pay Increase: GIS Developer (Action)**

Information Technology (IT) Director James Martin explained that he needed to address a situation of pay inequity in a critical position in GIS (Geographic Information Systems). IT GIS Manager David Christianson explained they would like the Board to approve a job reclassification and wage adjustment for an employee who has worked for the County for nineteen years and in GIS for twelve of those. He said the position would be reclassified from an “I” to a “K” and the wage adjustment would increase from \$43,078 to market rate at \$53,272. He added that all the increased expense would come from 911 funds because it was determined that this employee spends at least 20% of his time

on 911 services. Mr. Martin reported that KCSO Sheriff Ben Wolfinger had voiced approval of this and County Legal had also reviewed and approved it.

Commissioner Bingham moved that the Board approve the promotion of a GIS Developer from pay grade I at \$43,078.88 to pay grade K based on a re-rating of the job to \$53,200, with 20% to be paid from the 911 account, 80% from the General Fund and the position exempted from the 720 Compensation Project. 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.

Mr. Martin, Mr. Christianson, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson and KCSO 911 Lieutenant Kevin Smart exited the meeting at 11:22 a.m.

- **Auditor Position Changes (Action)**

Finance Director Dena Darrow explained that there had been some reorganization in the Auditor's Office. She said the General Ledger Administrator was changed to Senior Accountant – Technical Audit, with a pay grade change from "J" to "K. She explained they were asking for a pay rate of less than 95% of market for the position and the employee has expertise in multiple areas. She asked the Board's approval for this and for increasing the person's base pay from \$22.50 to \$24.38 per hour.

Ms. Darrow announced that one of the open positions in the Auditor's Office had been filled. She said the new Fixed Asset Accountant had just begun on the previous Tuesday. She added that the Financial Performance & Compliance Senior Manager position would probably become simply a "Staff Accountant" with the pay grade transitioning from an "M" down to a "J."

Commissioner Bingham moved that the Board approve position grade change for the Auditor's Department moving a Senior Accountant to a Senior Accountant – Technical Audit, with a salary change from \$46,800 per year to \$50,000 per year, moving from a grade J to a grade K, and downgrading the former position of Financial Performance & Compliance Senior Manager pay grade from an M to a J. 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.

- **Noxious Weeds – Administrative Secretary Position Conversion**

Parks and Waterways (P&W)/Noxious Weeds Director Nick Snyder requested the Board's approval of converting his department's Administrative Secretary from a part-time position to full-time.

Commissioner Bingham moved that the Board approve the change for the Administrative Secretary for the Noxious Weed Department to move from part-time to full-time, with a cap on the salary to be offered of \$37,205 for a fully qualified candidate. 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.

Ms. Darrow and Mr. Snyder exited the meeting at 11:38 a.m.

Commissioner Bingham moved that the Board enter 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 invited 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 11:39 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)

The Board exited Executive Session at 11:49 a.m.

Commissioner Bingham moved that the Board exit Executive Session, with staff directed to proceed as directed and further that the Board approve an additional amount not to exceed \$5,000 for the Special Investigator of the Public Defender. 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)**

No additional decisions or directions were announced.

~~**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)~~

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- 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 (Action):** Chairman Pro Tem Fillios adjourned the meeting at 11:49 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN PRO TEM

BY: _____

Tina Ginorio, Deputy Clerk