

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**October 17, 2022**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Chris Fillios met to discuss the following agenda items. Also present were Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Alliant Representative Scott Burkhardt and Edison Health Care Representatives Glen Edelman and Shawn Rutledge. Commissioner Fillios, Mr. Edelman and Mr. Rutledge were present via teleconference.

**A. Call to Order:** Chair Leslie Duncan called the meeting to order at 9:00 p.m.

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

Chair Duncan said that item three on the agenda would be covered first.

No objections were voiced.

**C. Business:**

**Final Review of Edison Health Care Contract – Human Resources (Action)**

Human Resources (HR) Director Sylvia Proud reported that ICRMP (Idaho Counties Risk Management Program), the County’s Legal department and Edison Health Care’s Legal department had all reviewed the proposed contract and were satisfied with its contents. She said the cost had been included in the FY23 Budget.

Alliant Representative Scott Burkhardt went over the documents, the background of the proposal and the services that would be provided.

Commissioner Chris Fillios expressed his favorable opinion of the services offered by Edison.

Ms. Proud stated that the contract would be brought to a future Business Meeting for Board approval. She added that the effective date of the plan would be January 1, 2023.

Mr. Burkhardt exited the meeting at 9:07 a.m.

**Request for Adoption of New Grade, Civil Deputy Specialist – Human Resources (Action)**

HR Generalist – Employee Relations Dorothy Cross stated that HR had done a review of two positions at KCSO, Civil Deputy Technician I and II. She said the two job descriptions

had been combined to make the Civil Deputy Specialist, which was reviewed and placed at Level 6.

Ms. Proud provided some additional explanation of the job description review process and how it applied to this instance.

Commissioner Bill Brooks moved that the Board approve the request for adoption of the new pay grade for Civil Deputy Specialist, as requested by Human Resources. Commissioner Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Chair Duncan: Aye

Commissioner Fillios: Aye

The motion carried.

**Request for Increases Due to Reclassification, Civil Deputy Specialist – Sheriff’s Office (Action)**

KCSO Captain Andy Deak requested the Board’s approval for the salary increases related to the reclassification of the Civil Deputy Specialist position. He explained that these employees were responsible for processing and collecting on civil claims at the Sheriff’s Office, including writs, garnishments and property sales. He said they bring between \$300,000 and \$400,000 per year in revenue to the County.

Captain Deak stated this would cause a budget increase of about \$23,000 for FY23, but that there might be funding left from FY22 that could cover it.

In response to a question from Commissioner Fillios, Ms. Cross provided justification for the increase in salary and the budget impact.

Chair Duncan confirmed that this would impact six employees.

Commissioner Brooks moved that the Board approve the request for increases due to reclassification for the Civil Deputy Specialists. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Chair Duncan: Aye

Commissioner 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):** Chair Duncan adjourned the meeting at 9:15 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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