

**Minutes of Meeting
Human Resources
October 22, 2020
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 Community Development Director David Callahan, Chief Building Official John Mills, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Airport Director Steven Kjergaard, Veteran’s Services Officer Tom Freeman, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Accounting Manager Grace Blomgren and BOCC Administrative Secretary Chandra Newberry. Also present was Kootenai County Resident Barry Stearns. Mr. Murphey was present via teleconference.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Action):**

**Request to Convert Temporary Part Time Position back to Regular Full Time –
Community Development**

Community Development Director David Callahan reminded the Commissioners that this position had previously been filled by a person who could only work part time. He said they need a full time employee to take it over. He confirmed that salary savings and fee increases would cover the expense.

Commissioner Leslie Duncan moved that the Board approve the request to convert the temporary part time position back to a regular full time position. Commissioner Bill Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

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

The motion carried.

**Exception to Policy for Adoption of Reclassification, Deputy Chief Building Inspector –
Community Development**

Mr. Callahan explained that the exception requested was to speed up the reclassification process.

Commissioner Duncan asked why they could not follow the normal process in this case.

Human Resources (HR) Director Sylvia Proud said she did not see a problem with following policy.

It was concluded that normal procedure would be covered. Mr. Callahan voiced his agreement, so long as the salary increase were approved.

Chairman Fillios explained that Community Development had almost lost this very qualified employee to a better paying position elsewhere and the County had needed to commit to a salary increase in order to retain her.

Commissioner Duncan moved that the Board deny the request for an exception to policy, but that the policy be followed, the reclassification be put forth to the other Elected Officials and that the item be brought to the next Human Resources meeting to be completed. Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Request for Employee Increase – Community Development

HR Generalist – Employee Relations Kimberley Van Slate confirmed that the salary would be adjusted to \$57,967 for the position in question.

Commissioner Duncan moved that the Board approve the request for an employee salary increase for Community Development in the amount of \$57,967, to be effective in the next pay period. Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

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 or individual agent. (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Mr. Callahan and Kootenai County Resident Barry Stearns exited the meeting at 11:10 a.m.

Commissioner Duncan asked that the Board take up item five on the agenda next. Chairman Fillios agreed.

Initial Reclassification Results Veteran’s Services Office Job Descriptions – Human Resources

Ms. Van Slate reported that Human Resources had examined the job descriptions for the Veteran’s Services Office and determined that reclassification was appropriate. She said

they recommended that the Veteran's Services Officer position be changed from a Grade 9 to a Grade 10 and the Veteran's Services Assistant be changed from Grade 4 to Grade 6.

Ms. Proud confirmed these changes would align with those made under the Employee Wage Study.

Commissioner Duncan moved that the Board approve the reclassification results to go out to the Elected Officials. Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Adverse Employment Action Procedure Update – Human Resources

Ms. Proud stated that, due to the change in policy by ICRMP (Idaho Counties Risk Management Program) regarding adverse employment actions, she and Civil Deputy Prosecuting Attorney Darrin Murphey needed to request some guidance. She listed some areas in which they would like suggestions from the Board, including case turnaround time from ICRMP and situations in which offering administrative leave might be appropriate.

All three Commissioners agreed that the department head should have the authority to offer administrative leave as appropriate for limited periods of time, subject to Board and HR approval for more extended periods.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Chairman Fillios invited Mr. Murphey and Civil Deputy Prosecuting Attorney R. David Ferguson to remain for the Executive Session.

The Board entered into Executive Session at 11:15 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)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 11:30 A.M.

Commissioner Duncan moved that the Board exit Executive Session with staff to proceed as discussed. Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

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

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 or individual agent. (Closed Session – Discussion)

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry called the roll:

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

The motion carried.

Chairman Fillios invited Mr. Ferguson and Mr. Murphey to remain for the Executive Session.

The Board entered into Executive Session at 11:30 a.m.

The Board exited Executive Session at 11:40 a.m.

Decisions/Direction (Open Meeting – Action)

Commissioner Duncan moved that the Board exit Executive Session with no decisions being made. Commissioner Brooks seconded the motion. There being no further discussion, BOCC Administrative Secretary Chandra Newberry 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. Adjournment (Action): Chairman Fillios adjourned the meeting at 11:41 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
