

Minutes of Meeting
Human Resources: Personnel Changes
October 29, 2019
1:30 p.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, Community Development Director David Callahan, Chief Building Official John Mills, Civil Deputy Prosecutor R. David Ferguson, and Deputy Clerk Ronnie Davisson.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 1:31 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Action Items):**

Request to Adopt Initial Classification Results, Plans Examiner, Community Development

HR Generalist – Employee Relations Kimberley Buffin explained that the classification results for the Plans Examiner had returned at a Grade “J”, had been passed through the Elected Officials, and was requesting to adopt the pay grade.

Commissioner Leslie Duncan moved to adopt the initial classification results for Plans Examiner. 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 Set Up New Position and Recruit for Plans Examiner, Community Development

Community Development Director David Callahan said that the position was much needed as it would help their deadlines return to the preferred two to three week turnaround time and would possibly eliminate the need for a temp. Commissioner Duncan asked if he thought that Community Development might be able to absorb the costs in their budget, pointing out that approximately \$49,000 from operations and personnel had been returned to the General Fund. Mr. Callahan said the costs may be able to be absorbed.

Commissioner Duncan moved to approve the request for a new position and recruit for a Plans Examiner with an amount not to exceed 95% of Market rate. 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.

Confirmation of Recruitment Project Carryforward, Auditor's Office

Finance Director Dena Darrow explained that the recruitment project was related to the recruitment efforts of HR and the Sheriff's Office to find Detention Deputies outside the local area. She said there were currently nine open positions at the Jail and approximately \$26,167 leftover from the prior year. Ms. Darrow asked if the Board would be amenable to having those funds roll over to FY20 for Jail staffing recruitment.

Commissioner Duncan moved to confirm the recruitment project carryforward for FY2020. 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 1:38 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
