

Minutes of Meeting
Human Resources Personnel Changes
November 15, 2018
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios, and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Captain Andy Deak, Finance Director Dena Darrow, Community Development Director David Callahan, Chief Building Official John Mills, Interim Human Resources (HR) Director Kimberley Buffin, HR Generalist – Benefits & Compensation Dorothy Cross, Civil Deputy Prosecutor R. David Ferguson, BOCC Senior Financial Analyst Nanci Plouffe, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 11:07 a.m.

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

Interim HR Director Kimberley Buffin said that there had been an agenda item added to discuss a temporary worker request at the Sheriff’s Office, along with an Executive Session if it would be needed. She explained that it was a time sensitive matter, as the aforementioned position had already been vacant for two weeks and would remain vacant until such time that the potential employee’s background check results came back.

Commissioner Chris Fillios moved to add Temporary Employee Request – Sheriff’s Office and an Executive Session §74-206(1)(a) to the agenda. Commissioner Bob Bingham seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Prosecutor Barry McHugh entered the meeting at 11:11 a.m.

- C. Business:**

Personnel Changes (Open Session)

Community Development – (2) Reclassifications & Corresponding Promotional Increases (Action)

Community Development Director David Callahan requested approval of two reclassifications and their subsequent promotional increases. He said that the reclassifications would reflect a more efficient department and explained the Chief Building Official had nine direct reports. Further, the reclassification of a Plans Examiner to a Senior Building Official would take over five of the nine reports, helping to alleviate the Chief Building Official. Mr. Callahan also suggested the movements would help ensure succession planning.

Commissioner Bingham asked what the funding source was for the reclassifications and Mr. Callahan explained it was salary salvage.

Commissioner Fillios moved to approve the two proposed reclassifications. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Commissioner Bingham moved to approve the proposed salary increase to accompany the reclassification. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Mr. Callahan and Mr. Mills exited the meeting at 11:26 p.m.

Employee Wage Adjustments – Follow Up to Board Direction (Action)

Ms. Buffin explained that the week prior, the Board had tasked HR with updating the October 1, 2018 wage increases in order for BOCC Financial Analyst Nanci Plouffe to update the working spreadsheet. Ms. Buffin said that the updates had been completed and were bringing the final product back to the Board for approval. Commissioner Bingham pointed out that the final product had been received approximately one hour before the start of the meeting. Ms. Plouffe provided an unaudited estimation of the amount remaining for the project; however, there was no documentation provided during the course of the meeting. Finance Director Dena Darrow requested Ms. Plouffe send her a copy of the working spreadsheet for the Auditor's review.

Upon further discussion, Chairman Eberlein stated he would not support a wage increase for the Elected Officials. Commissioner Bingham explained that he would not be supporting the 720 Compensation Plan based on a discussion he had with the County Legal team.

Commissioner Fillios moved to approve the final wage adjustments of the 720 Compensation Plan, to be retroactive to October 1, 2018, the start of FY19, not to exceed \$539,000 loaded and to exclude the Elected Officials. Chairman Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Nay
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Ms. Plouffe and Prosecutor McHugh exited the meeting at 11:35 p.m.

Temporary Employee Request – Sheriff’s Office (Action)

Captain Andy Deak explained that the Sheriff’s Office had a recently vacated Accounting Technician position and that they were looking to back fill that position until the new employee could complete the background check process. He said it would be a part-time position and that the position would be paid using salary salvage.

Commissioner Bingham moved to approve the Temporary Employee Request for the Sheriff’s Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: 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) PULLED~~

~~Executive Session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated (threatened or pending litigation) (Closed Session – Discussion) PULLED~~

~~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) PULLED~~

- 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 Eberlein adjourned the meeting at 11:37 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
