

Minutes of Meeting
Human Resources: Personnel Changes
July 22, 2021
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 Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Solid Waste Director John “JP” Phillips, KCSO Undersheriff Dan Mattos, Community Development Director David Callahan, Building Official Christina Garland, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberly Van Slate, Public Defender Anne Taylor, Civil Deputy Prosecutor R. David Ferguson, Chief Bailiff Pete Barnes, and Deputy Clerk Ronnie Davisson.

- 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 Items (Action):**

Policy 930 – Expenditures: Request for Transaction Limit Increase – Solid Waste

Solid Waste Director John “JP” Phillips explained that the department regularly had ongoing large-scale project expenses, so he was asking for the Board to increase his transaction limit to \$20,000 for Operations Expenses rather than \$10,000, as was outlined in Policy 930.

Mr. Phillips noted that in the last year, Solid Waste had more than 17 transactions alone that were over \$10,000 and because of the recent changes to the Policy, it would require Solid Waste to come before the Board for approval of these items 10-15 additional times each year. Commissioner Duncan and Commissioner Brooks said they both felt it was appropriate to approve the request as they read the Payables list weekly.

Commissioner Duncan moved to approve the transaction limit increase for Solid Waste. 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.

Transition Plan Request – Solid Waste

Mr. Phillips explained that the current Business and Finance Manager had given her intention to retire on October 22, 2021 and recommended a current employee to take over the position. He explained that the employee held all the necessary education and experience, and was requesting the Board to approve his transition plan.

Commissioner Duncan moved to approve the transition plan request as outlined for Solid Waste. 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.

Mr. Phillips exited the meeting at 11:07 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 Session – Action)

No information requiring an Executive Session was submitted.

Building Inspector/Plans Examiner Pay Increases (2) – Community Development

Community Development Director David Callahan requested salary increases for two of their longest tenured certified Building Inspectors. HR Director Sylvia Proud said that it was obvious by looking at the certification and experience levels of the two employees that it should happen now, rather than waiting until FY22.

Commissioner Duncan moved to approve the Building Inspector/Plans Examiner Pay Increases as outlined to combat compression. 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.

Mr. Callahan and Building Inspector Christina Garland exited the meeting at 11:10 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 Session – Action)

No information requiring an Executive Session was submitted.

Adjustment to Retire Agreement – KCSO

Undersheriff Dan Mattos explained to the Board that a KCSO Captain had previously retired and he had requested to have 18 months of COBRA paid out into one lump sum rather than monthly installments.

Commissioner Duncan moved to approve the adjustment to the retirement agreement for Captain Holecek. 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.

Undersheriff Mattos exited the meeting at 11:13 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 Session – Action)

No information requiring an Executive Session was submitted.

Wage Adjustment for Public Defender Legal Intern – Human Resources

Mr. Proud explained that during the compensation review, it had been found that there was an intern in the Public Defender’s Office that was being paid less than the minimum grade. She said that the employee was being paid \$17, but should be making \$18.0616 an hour, which was the minimum of a grade 7. She also requested it be made retroactive to April 19, 2021.

Commissioner Duncan moved to approve the wage adjustment for the Public Defender Legal Intern to move to the minimum rate of Grade 7 as outlined and for it to be retroactive to April 19, 2021. 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.

Public Defender Anne Taylor exited the meeting 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 Session – Action)

No information requiring an Executive Session was submitted.

Request for New Hire Bailiff Position – District Court/ Court Security

Commissioner Duncan explained that Chief Bailiff Pete Barnes had requested a new Bailiff. She said that because they intend to add an additional bailiff in FY22, she suggested they come forward to have it approved now. She explained that trying to alleviate pressure from the existing Bailiffs because of the overwhelming court schedule was important and they also had the salary savings to cover the hire.

Commissioner Duncan moved to approve the request to hire the new Bailiff position. 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.

Mr. Barnes exited the meeting at 11:17 a.m.

Initial Classification Results for Resource Management Office (RMO) Grants Manager and Grants Technician – Human Resources

HR Generalist – Employee Relations Kimberley Van Slate said that the Grants Manager and Grants Technician positions had been put through the grading process and were determined to be a Grade 10 and a Grade 8, respectively.

Commissioner Duncan moved to approve the initial classification results for the RMO Grants Manager and Grants Technician positions. 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.

Adoption of Initial Classification Results for Resource Management Office (RMO) Grants Manager and Grants Technician – Human Resources

Commissioner Duncan moved to adopt the initial classification results for the RMO Grants Manager and Grants Technician positions, which are both ARPA funded. 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.

Health Plan Eligibility – Human Resources

Ms. Proud explained that new employees were eligible to enroll in medical, dental and vision plans on the first of the month following 60 days of employment. Further, depending on an employee's start date, this could equate to them waiting almost 90 days

to enroll. She proposed to change the eligibility period to the first of the month following the date of hire.

Ms. Proud said this would be a smooth transition and recommended beginning the new eligibility for medical, dental and vision plans January 1, 2022. Finance Director Dena Darrow said that it could roughly be \$1100 per hire, if that person were to opt in to health insurance. Ms. Proud said that they were estimating 116 FTEs hired in 2022, which would be approximately an increase of \$130,000.

Commissioner Duncan to approve the Health Plan Eligibility change effective January 2022, which allows new hires to gain coverage the first day of the following month of their hire. 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 (Discussion): 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 11:25 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
