

Minutes of Meeting
Human Resources: Personnel Changes
January 13, 2022
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 KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Captain Brett Nelson, KCSO Captain Andy Deak, KCSO Lieutenant Kyle Hutchison, KCSO Personnel Technician Marcia Heglie, Office of Emergency Management (OEM) Director Tiffany Westbrook, Chief Deputy Assessor Allyson Knapp, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, Auditor’s Office Staff Accountant – Budget Michelle Chiaramonte, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. 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:**

Appraisal Reorganization/Adoption of New Grades/Human Resources (Action)

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate remarked that this and item two on the agenda were related. She explained that the Assessor’s Office had completed their reorganization and HR had reviewed their position descriptions. She provided details of the specific adjustments made.

Ms. Van Slate stated that the employee pay increases would follow, in item two.

Commissioner Leslie Duncan noted that the process had actually resulted in a budget savings of about \$1,400.

Commissioner Duncan moved that the Board approve the Appraisal Division Reorganization and adopt the new grades. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Employee Pay Increase Approval as a Result of Reclassifications

Chief Deputy Assessor Allyson Knapp confirmed the salary numbers as indicated and that the end result was actually a savings, not an additional expense.

Commissioner Duncan commented that the department had eliminated a management position and reorganized everyone underneath because they felt it would more accurately describe their duties.

Commissioner Duncan moved that the Board approve the employee pay increases as a result of the reclassifications in the Assessor's Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio 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. – Assessor Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Clarification of Promotion Date for Captain Nelson, Sheriff's Office (Action)

KCSO Undersheriff Dan Mattos explained that KCSO Captain Stuart Miller had moved to the Academy sooner than expected. He said they had originally planned the promotion to Captain for Brett Nelson on January 10, 2022, but had assumed his new duties sooner than expected. He asked that the effective date be moved back to January 2, 2022.

Commissioner Duncan moved that the Board approve the promotion date of Captain Nelson as effective January 2, 2022. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mid-Year Increase for (6) Temporary-Salary Pool Employees

KCSO Captain Andy Deak reminded those present that he had brought up the suggestion to bring retired staff back into service at the Jail last August. He noted that nine positions at \$30 per hour had been approved at that time. He stated that some of these positions were still needed to keep the Jail functioning properly. He asked that four positions be approved at \$30 per hour and two at \$18.50 per hour.

Auditor's Office Staff Accountant – Budget Michelle Chiamonte confirmed that \$49,000 remained in the budget for 1030 Seasonal. She said that \$164,000 would be needed to cover the expense and, due to the open positions, there would be at least \$160,000 available in salary savings. She stated KCSO would thus have enough to cover the cost.

Commissioner Duncan moved that the Board approve the mid-year increases for the six (6) Temporary-Salary Pool Employees, as presented. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

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Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was presented.

Temporary Conversion of Administrative Assistant to Part-Time/Office of Emergency Management (Action)

Office of Emergency Management (OEM) Director Tiffany Westbrook explained that her department's Administrative Assistant was leaving them at the end of the month. She said they had been searching for a replacement since November but had not secured one yet. She stated that the current Administrative Assistant had agreed to work for 40 hours a month from February to August, to help them while they continue to look for someone and while the new person is trained.

Ms. Westbrook stated that the Auditor's Office had provided a projection of the cost, about \$6,126.87, which would be covered by salary savings.

Ms. Chiaramonte commented that, if the full time position were not filled for the rest of the budget year, there would be salary savings of about \$37,000.

Commissioner Duncan moved that the Board approve the temporary conversion of the Administrative Assistant to part-time until the position was filled. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Standby Resolution Extension/BOCC (Action)

KCSO Lieutenant Kyle Hutchison asked that the Resolution concerning standby pay for Jail staff be extended for six more months.

Civil Deputy Prosecuting Attorney Darrin Murphey indicated that a new Resolution was not needed; they could extend the one that already existed.

Civil Deputy Prosecuting Attorney R. David Ferguson voiced agreement. He indicated it would need to be added to a Business Meeting for confirmation.

Commissioner Duncan moved that the Board extend Resolution 2021-88 for another six months, to end around September 30, 2022. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Annual Budgeted Stipend Request/Board of County Commissioners

Chairman Fillios explained that the five members of the BOCC staff were traditionally given a yearly stipend of \$100 each. He said that the stipend was usually issued at Christmas, but had been this year because there had been staff turnover. He confirmed that the amount had been included in their budget.

Commissioner Duncan moved that the Board approve the annual budgeted stipend for the Board of Commissioners five employees, as outlined. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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- 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 11:17 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk