

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**January 14, 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 Treasurer Steve Matheson, Finance Director Dena Darrow, Court Services Director Marissa Garza, Court Services Manager Kally Young, KCSO Captain Kevin Smart, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Mr. Murphey was present via teleconference.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Action):**

**Request for Higher Duty Pay for Two Employees – Treasurer**

Treasurer Steve Matheson explained that his department had four status changes lined up, with two of them deserving increased pay. He explained that those positions would have increased responsibilities when his current Chief Deputy retired. He noted that there would be substantial salary savings which he planned to use for the increases in pay and, later, for targeted bonuses to certain staff members.

Treasurer Matheson stated that he planned to bring forward a professional services agreement with his Chief Deputy, so that he can call on her experience and input after she retires. He added that he hoped he would be able to cover the cost of that in full from salary savings, but was not certain those would cover all the expenses completely.

Treasurer Matheson confirmed that he intended to hire a new Chief Deputy. He said he hoped to hire internally, but that the position had been posted publically and they had already received inquiries about it. He stated he planned to elevate an Acting Chief Deputy on January 21, to serve until such time as the position was permanently filled.

Commissioner Leslie Duncan moved that the Board approve the request for higher duty pay for two employees in the Treasurer’s Office, as outlined today. 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.

**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.

Treasurer Matheson exited the meeting at 11:05 a.m.

Human Resources (HR) Director Sylvia Proud entered the meeting at 11:05 a.m.

**Budgeted Position Change Request with Increase – Assessor**

HR Generalist – Employee Relations Kimberley Van Slate presented the Assessor’s Office request for a budgeted position change request, to include an increase in pay. She explained that a Cadastral Tech I had been moved to Cadastral Tech II and that an increase in pay from \$16.64 to \$17.91 was recommended. She added that the increase had been anticipated and was included in their budget.

Commissioner Duncan moved that the Board approve the budgeted position change with increase to \$17.91 per hour. 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.

**Budgeted Excellence in Service Awards – Assessor**

Ms. Van Slate stated that the Assessor’s Office had included Excellence in Service Awards in their budget and were requesting authorization to distribute them.

Commissioner Duncan moved that the Board approve the budgeted Excellence in Service Awards for 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 (Closed Session – Discussion)**

**Decisions/Direction (Open Session – Action)**

No material requiring an Executive Session was submitted.

**Request for Retro Pay for Promotion – Assessor**

Ms. Van Slate explained that an existing employee had been promoted into a management position for Vehicle Licensing on December 20, 2020. She said that the Assessor’s Office was asking that the person receive retroactive pay back to November 16, 2020 when they took the position as Interim.

Commissioner Duncan moved that the Board approve the request for retroactive pay for the promotion in the Assessor’s Motor Vehicle Division to November 16, 2020. 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 (Closed Session – Discussion)**

**Decisions/Direction (Open Session – Action)**

No information requiring an Executive Session was submitted.

**Adoption of Reclassification for Operations Manager/Duty Manager – Human Resources**

Ms. Van Slate requested the Board’s approval of the adoption of the reclassification for the Airport Operations Manager/Duty Manager. She explained this change was part of their restructuring. She said the information had been circulated among the other Elected Officials and no objections to the Grade 10 designation had been received.

Commissioner Duncan moved that the Board adopt the reclassification of the Operations Manager/Duty Manager to Grade 10. 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.

**Temporary Employee Request – District Court**

Court Services Director Marissa Garza requested the Board’s approval to bring in a temporary employee from an agency to assist their Civil Department. She explained that the Civil Department had recently hired some new staff that were still being trained and were not yet able to fully keep up with the full workload. She said that their department was backlogged on electronic filings. She noted that her department had already used about 52% of their overtime budget this year in the attempt to keep up.

Ms. Garza confirmed that she would like the temporary employee paid through the BOCC Temp Fund.

In response to a question from Commissioner Duncan, Finance Director Dena Darrow stated that none of that fund had yet been expended this year.

Commissioner Duncan moved that the Board approve the request for temporary staff for the District Court Division for six months, to be paid out of the BOCC Temp Fund. 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.

**Request for Records Specialist Position - Sheriff**

KCSO Captain Kevin Smart reminded the Commissioners that this topic had been previously discussed. He explained that they were asking permission to move funds from the Detectives’ Budget to the Records Budget. He said this would allow them to hire a Records Specialist to handle most of the video redacting needed to fulfill public records requests.

Commissioner Leslie Duncan moved that the Board approve the request for Records Specialist Position using the indicated line item, 15.6.620.3-7005. 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.

**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

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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