

Minutes of Meeting
Human Resources: Personnel Changes
January 28, 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 Assessor Bela Kovacs, Vehicle License Manager Anna Frohboese, Assessor's Office Administrative Manager Reba Grytness, KCSO Undersheriff Dan Mattos, KCSO Captain Kevin Smart, KCSO Lieutenant Ward Crawford, Public Defender Anne C. Taylor, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Information Technology (IT) Director James Martin, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Brooks and Mr. Murphey were 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):

Human Resources (HR) Director Sylvia Proud asked that item three, Request for Staff Bonuses – Office of Emergency Management, be removed from the agenda. She said this would be postponed to a later date.

No objections were voiced.

C. Business (Action):

Wage Adjustment for Senior Investigator – Public Defender

Public Defender Anne C. Taylor explained that one of her staff member's salary needed adjustment. She said after they hired the person, the pay grade for the position was changed and the person's salary no longer met the minimum level for the new grade.

Ms. Proud stated that they were asking for the salary change to be made retroactive to October 13, 2020. She said the rate of pay should be changed to \$23.3920, a change of about 39 cents per hour.

Commissioner Leslie Duncan moved that the Board approve the wage adjustment for the Senior Investigator position, retroactive to October 13, 2020, in the amount of \$23.3920. 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.

Ms. Taylor exited the meeting at 11:02 a.m.

Request for Temporary Services – Assessor

Assessor Bela Kovacs asked the Board to approve two full-time, temporary positions for his office for a period of six months. He explained they needed the extra help due to backlogs that occurred during COVID-related shutdowns of the DMV (Department of Motor Vehicles).

Commissioner Duncan noted that the request would leave the BOCC Temp Pool with a little over \$10,000 in it and that they could draw on Contingency Funds if necessary.

Commissioner Duncan moved that the Board approve two workers for the Motor Vehicle Department, to be paid from the Temp Pool for six months. 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.

Assessor Kovacs, Administrative Manager Reba Grytness and Vehicle License Manager Anna Frohboese exited the meeting at 11:05 a.m.

Request for Staff Bonuses – Office of Emergency Management

~~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 Item)~~

This item was pulled from the agenda

IT/KCSO Division Reorganization with Increases – Information Technology

Information Technology (IT) Director James Martin stated that his Systems Manager would retire at the end of February and he wished to reallocate some responsibilities. He explained he planned to transfer some of the duties to a Senior PC Network Specialist, with two PC Network Specialists as support. He provided documents illustrating the way other tasks would be distributed and how the salary savings resulting from the retirement would be utilized. He stated that the Spillman System support would be transferred to a KCSO System Manager Position. He noted that these plans would result in a net savings to the County of about \$2,264 per year.

Mr. Martin said that he and KCSO had submitted the job descriptions to HR to ensure that the pay grades of the new positions were correct.

Commissioner Brooks commented that he felt Mr. Martin had planned and described the changes well.

KCSO Undersheriff Dan Mattos pointed out that the person taking on additional duties under the Sheriff's Office would receive about a \$3,000 increase in pay from the salary savings described by Mr. Martin.

Commissioner Duncan moved that the Board approve the IT/KCSO Division Reorganization with increases as outlined in the submitted paperwork, with the understanding that HR would now solidify the two job reclassifications. 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.

Mr. Martin exited the meeting at 11:12 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 Item)

No information requiring an Executive Session was submitted.

Request for Salary Increase for Communications Services Administrator and Technician – KCSO

KCSO Lieutenant Ward Crawford explained that the KCSO 911 Communications Services Administrator had informed them that he had received a job offer from the Flathead County Sheriff's office, with a significant pay increase attached. Lieutenant Crawford said losing this person now would devastate their 911 department. He said they had drafted a pay proposal intended to keep him in Kootenai County, which he had provided to the Board for approval.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(b). 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.

Chairman Fillios invited Civil Deputy Prosecuting Attorney Darrin Murphey to remain for the Executive Session.

The Board entered Executive Session 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 Item)

The Board exited Executive Session at 11:49 a.m.

Commissioner Duncan moved that the Board exit Executive Session and approve a pay increase to \$69,000, with staff to proceed as discussed. 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.

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 11:50 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
