

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**February 10, 2022**  
**3:30 p.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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney Darrin Murphey, Human Resources (HR) Director Sylvia Proud, Chief Deputy Assessor Allyson Knapp, Vehicle License Manager Anna Frohboese, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 3:30 p.m.

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

Human Resources (HR) Director Sylvia Proud requested that item 1, "Employee Increases Due to Compression/Assessor's Office," be removed from the agenda.

No objections were voiced.

**C. Business:**

**Employee Increases Due to Compression/Assessor's Office**

~~Executive Session pursuant to Idaho Code 574-206(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)**

Item pulled from the agenda.

**Request to Convert Residential Appraiser I to II/ Assessor's Office**

Chief Deputy Assessor Allyson Knapp requested the Board's approval to convert an Assessor I to an Assessor II. She explained that the person had completed the educational requirements for the new level.

Commissioner Leslie Duncan suggested that the person actually be shifted from the Assessor I position to a vacant Assessor II position, thereby leaving the more easily filled slot open for a new hire.

General agreement was voiced.

Ms. Proud confirmed that the change would be budget neutral either way.

Commissioner Duncan moved that the Board approve the person moving from an Appraiser I position to an Appraiser II position, rather than converting the Appraiser I position as originally suggested, with the indicated pay increase, which would be budget neutral and would take effect during Pay Period 4. 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.

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

No material requiring an Executive Session was submitted.

**Clarification of Specialized Group Lead Special Duty Pay/Assessor’s Office (Discussion)**

Ms. Knapp explained the Assessor’s Office’s request to offer special duty pay, in the amount of an additional \$1 per hour, to the person who took on the additional responsibilities of Head of Specialized Appraisers.

Chairman Fillios suggested that this change be held until the current wage study was completed.

Ms. Knapp commented that they planned to put this into effect in FY23.

No motion was required at this point.

**Higher Duty Pay/Assessor’s Office – Vehicle Licensing**

Vehicle License Manager Anna Frohboese asked the Board to approve higher duty pay temporarily for the person covering the duties of the absent Title Clerk III/Lead Worker at the Post Falls DMV (Department of Motor Vehicles) office. She explained that the person had been performing the increased duties since December 10, 2021 and asked that the pay increase from \$17.14 to \$17.87 be made retroactive to that date.

Commissioner Duncan moved that the Board approve the higher duty pay for the Assessor’s Office Vehicle Licensing Department as requested and make it retroactive to December 10, 2021. 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 submitted.

**Convert Deputy Prosecuting Attorney from ATP2 to ATP3/Prosecutor’s Office**

Prosecutor Barry McHugh requested the Board’s approval to convert an Attorney from ATP2 to ATP3. He reminded the Commissioners that he had asked for this conversion previously, with a pay increase included, but this had been turned down. He stated that he had intended to ask for it this time with no pay increase, but realized that the pay levels included in the Matrix did not align. He said he hoped the Board might make an exception to the Steps of the Matrix to allow the person to remain at the same pay level.

Commissioner Duncan asked whether it would be more efficient to shift the person in question from the ATP2 position to a vacant ATP3 position, as had been done for the Assessor’s Office item.

Prosecutor McHugh explained that he hoped to fill the vacant ATP3 position with someone who would be more experienced and able to take on responsibility for the Renfro case. He said that he had a candidate in mind and had an interview scheduled for next week.

Kootenai County Resident Debbie Andrews entered the meeting at 3:48 p.m.

Commissioner Duncan asked how many AT2 and AT3 positions were open at this time and whether any of the AT2 positions had been previously downgraded from AT3.

Prosecutor McHugh stated that he did not have any AT2 positions that had been previously downgraded from AT3.

There was a general discussion of the position change and associated salary. Concern was expressed that the person would not be placed appropriately on a Step in the Matrix.

Chairman Fillios remarked that he would rather wait to give an increase until the wage study was completed.

Chairman Fillios moved that the Board approve the movement of Deputy Prosecuting Attorney from a level ATP2 to an ATP3, with the wage to remain the same. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Nay
- Chairman Fillios: Aye

The motion carried.

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

No information requiring an Executive Session was submitted.

**Request for Employee Bonus/Prosecutor’s Office**

Prosecutor McHugh stated that, when the Board approved bonuses for employees last year, a particular person had been on a performance work plan during a portion of the year and so was not eligible. He said the person had shown great improvement and done a very good job. He asked that the Board consider allowing a \$1,000 bonus at this time.

Chairman Fillios asked Ms. Proud whether there were other employees who also did not receive a bonus, due to timing or other reasons.

Ms. Proud said there were and that those people could potentially be brought forward in the same way. She confirmed that the people excluded from those bonuses had included anyone hired after a certain date and anyone who was on a performance plan or had documented performance issues during the specified time.

Commissioner Brooks commented that, if this were done for one person, it needed to be done for everyone that had been excluded. Commissioner Duncan agreed.

No motion was made.

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

No information requiring an Executive Session was submitted.

- 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.

BOCC Senior Business Analyst Nanci Plouffe expressed some concern whether the situation addressed in item five would create a problem for Payroll, since the individual would not be on a Step in the Matrix.

Ms. Proud stated that the County had a couple of other employees that were not on Steps at this time and Payroll had been able to handle it.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 3:57 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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