

Minutes of Meeting
Human Resources: Personnel Changes
February 25, 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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Assessor Bela Kovacs, Residential Appraiser Manager Troy Steiner, Assessor's Office Administrative Manager Reba Grytness, Airport Director Steven Kjergaard, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Community Development Director David Callahan, Chief Building Official John Mills, Deputy Building Official Christine Garland, Staff Accountant – Budget Michelle Chiaramonte, 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 11:02 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate requested that item four be removed from the agenda. She also asked that an additional, urgent item for Community Development be added. She explained this item would allow them to convert a position.

Commissioner Leslie Duncan moved that the Board add a time-sensitive item of converting a Building Inspector/Plans Examiner position to a Plans Examiner position. 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.

C. Business (Action):

Community Development Position Conversion

Commissioner Duncan asked that the newly added item be handled first because Community Development Director David Callahan had another appointment.

No objections were voiced.

Mr. Callahan explained that his department had an excellent candidate and didn't want them to withdraw. He explained that he needed to convert a Building Inspector/Plans Examiner position to Plans Examiner only for the person.

Civil Deputy Prosecuting Attorney Darrin Murphey stated that it would be a good idea to have this item ratified during the next Business Meeting in addition to approving it today, since it was not on the formal agenda.

Commissioner Duncan moved that the Board approve the conversion of the Building Inspector/Plans Examiner position to just a Plans Examiner position, which would be a higher grade. 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. Callahan, Chief Building Official John Mills and Deputy Building Official Christine Garland exited the meeting at 11:05 a.m.

Request to Convert Position Due to Reorganization – Airport

Airport Director Steven Kjergaard asked the Board's approval to finalize the reorganization of the Airport. He explained this would remove the Deputy Director position and approve the two Duty Manager positions. He noted that the figures provided by the Auditor's Office might be a little bit too high, due to a misunderstanding of the other positions that were being exchanged.

Ms. Van Slate confirmed that the change, as discussed in previous meetings, had been from Leads to Specialists and now, Specialists to Duty Managers.

Mr. Kjergaard stated that two people would move from Specialist positions to Duty Manager. He noted that there were two Lead positions in the Airport Budget that had never been filled.

Commissioner Duncan moved that the Board approve the conversion of positions in the reorganization of the Airport, from Airport Operation Supervisor to Duty Manager, which will take the place of the previous Lead positions that are being eliminated. 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 to Convert Appraiser III to Appraiser I – Assessor

Assessor Bela Kovacs requested the Board's approval of the conversion of an Appraiser III position to Appraiser I. He explained his department had three vacancies at the moment, two Appraiser III and one Appraiser II. He said he wanted to reduce this position so that they could post openings at all three levels. He remarked that they might ask to reverse the change if they had more highly qualified applicants. He added this would have no budgetary impact.

Commissioner Duncan moved that the Board approve the conversion of Appraiser III to Appraiser I. 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 Overtime Pay – Assessor

Assessor Kovacs asked the Board to approve the reallocation of existing funds in his department’s budget due to the increased workload needed to be covered by his existing staff while they had three vacant positions.

Commissioner Duncan moved that the Board approve the request for the overtime, with the understanding that the Assessor would not need to come back before the Board unless the overtime cost would exceed what was budgeted for the open positions. 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, Residential Appraiser Manager Troy Steiner and Assessor’s Office Administrative Manager Reba Grytness exited the meeting at 11:12 a.m.

Direct Hire Fee got New Hire – Assessor

~~Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent. (Closed Session – Discussion Item)~~

Decisions/Direction (Open Session – Action Item)

This item was pulled from the agenda.

Exception to Policy 321 – Prosecutor

Prosecutor Barry McHugh explained that his department was hiring an attorney that had previously been employed with the Public Defender’s Office. In order to avoid any appearance of conflict of interest, the attorney had been asked to not complete the period of time for notice, but to depart immediately.

He asked that the Board allow an exception to Policy 321, Unpaid Personal Time Off, to permit the person to use unpaid personal time off for the period between when she was asked to vacate her office and the time she would begin with the Prosecutor’s Office. He reported that Public Defender Anne C. Taylor had agreed to the proposal. He noted that the policy required an employee to exhaust vacation and compensatory time before using

unpaid time off. Since this was such an unusual situation, he asked that the Board approve the exception.

HR Director Sylvia Proud stated that this would affect Pay Period 5.

Commissioner Duncan moved that the Board approve the exception to Policy 321 for Pay Period 5, for the employee in question. 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)(a) to consider hiring a public officer, employee, staff member, or individual agent. (Closed Session – Discussion Item)

Decisions/Direction (Open Session – Action Item)

No information requiring an Executive Session was submitted.

Prosecutor McHugh exited the meeting at 11:15 a.m.

Policy 600 – Job Evaluation/Classification – BOCC

Chairman Fillios commented that he had brought this topic to the previous HR meeting, then discussed it with Ms. Proud. He said his concern was that, when a position in any department was reclassified, a week was allowed for the information to be circulated to all the Elected Officials for comment. He said that it usually came back with no comments. He suggested that they streamline the policy by keeping the issue between HR and the particular Elected Official. He said it was HR's responsibility to ensure that equity was maintained between different departments and he did not feel that one Elected Official should be commenting on another's employee for reclassification purposes. He added that if HR discovered a parity issue, they could bring it to the BOCC for resolution.

Commissioner Duncan confirmed this related to Policy 600, Section "E" and "G."

Ms. Proud remarked that the reclassification information was also posted on the HR Bulletin Board as well, but they had never received a comment from that source.

Chairman Fillios asked how the other Commissioners felt about the suggestion.

No objections were voiced.

Commissioner Duncan asked that Ms. Proud provide a draft version of the amended policy for the Commissioners to review, before making a final decision. She said she was in favor of this because any Elected Official could come to an HR meeting anyway and give voice to their concerns.

Chairman Fillios said no motion was required at this time.

Ms. Proud said she would send a draft of the changed policy to Legal for review and bring it to the next meeting.

Ms. Van Slate asked whether the separate meetings to agree on the grade and to adopt the grade could be condensed into a single meeting. She said it could be listed as two agenda items within the same meeting for clarity.

No objections were voiced to the suggestion.

- 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 11:22 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
