

Minutes of Meeting
Human Resources: Personnel Changes
April 1, 2021
2:00 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 KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Captain Kevin Smart, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 2:03 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Action):**

Market Study on the Communications Services Administrator Position – Human Resources

Human Resources (HR) Director Sylvia Proud reminded the Board that they had asked her department to conduct a market study on the Communications Services positions within 911. She said that this had been completed. She explained the regions from which they drew the data and the parameters used in the study. She said that they found the positions to be about 40% below the minimum market rate and had developed some recommendations about wage adjustments and for placing the positions on the Sworn Officer Matrix. She remarked that they also wanted to rename the positions for greater clarity: Communications Services Lead Administrator with a salary range of \$68,412.80 to a maximum of \$88,664.99 and a Communications Services Administrator, placed at \$64,992.16 to \$84,636.70.

Ms. Proud called the Commissioners' attention to the document showing the Matrix level proposed for these positions.

Civil Deputy Prosecuting Attorney Darrin Murphey confirmed that the Board could include both items one and two from the agenda in one motion.

Ms. Proud stated that these changes would become effective at the beginning of the new pay period.

Commissioner Leslie Duncan moved that the Board approve the market study on the Communications Services Administrator positions and also approve the request to add the Communications Services positions to the Sworn Officer Matrix. 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.

Request to Add Communications Services Positions to the Sworn Officer Matrix – Human Resources

Chairman Fillios noted that item two had been covered in the previous motion.

Salary Adjustment Based on Matrix Salary Range for Communications Services Positions – KCSO

Ms. Proud stated that the Communications Services Administrator was an existing employee, so the salary would need to be increased to the first year minimum of \$64,992.16.

Commissioner Duncan noted that this individual had filled in when the Lead position had been vacant.

Ms. Proud confirmed that the person had been with the County for three years.

Commissioner Duncan moved that the Board approve the salary adjustment based on the new Matrix salary range for Communications Services 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.

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 Meeting – Action)

No information requiring an Executive Session was submitted.

Hiring of Communications Services Lead Administrator Position – KCSO

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(a). 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 Mr. Murphey to remain for the Executive Session.

The Board entered into Executive Session at 2:21 p.m.

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)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 2:23 p.m.

Commissioner Duncan moved that the Board exit Executive Session. 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.

Commissioner Duncan moved that the Board approve the hiring of the Communications Services Lead at Step 1. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Abstain
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 2:43 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
