

Minutes of Meeting
Human Resources: Personnel Changes
April 8, 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, Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Solid Waste Director John “JP” Phillips, Community Development Director David Callahan, Chief Building Official John Mills, Deputy Building Official Christina Garland, Civil Deputy Prosecutor Darrin Murphey, Assessor Administrative Manager Reba Grytness, BOCC Communications Manager Nancy Jones and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** Commissioner Duncan said there was a correction needed for item number two, because the Assessor’s Office was requesting to convert two positions to an Appraiser I and item number six should be a Permit Technician, not Plans Examiner.
- C. Business (Action):**

Mid-Year Pay Increase for Temp Position – Treasurer

Treasurer Steve Matheson said there was a temporary employee that had been working with the Treasurer’s Office during tax collections for the past ten years. He explained that she had previously worked for the County in a supervisory role and he had become embarrassed when he noticed her rate of pay. Treasurer Matheson requested approval to increase her rate of pay, ensuring there would be no budgetary impact to the increase.

Commissioner Duncan moved to approve the pay increase for the temporary position in the Treasurer’s Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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 pertaining to an executive session was submitted.

Treasurer Matheson exited the meeting at 11:02 a.m.

Convert Appraiser I to II and Customer Service Clerk III to II – Assessor

Assessor’s Office Administrative Manager Reba Grytness said that there were difficulties recruiting qualified candidates for the Appraiser II and III positions, which was why they were requesting to convert the positions to an Appraiser I. Further, she explained that one of their Customer Service Clerks was moving back to Appraisal, so they were requesting to convert the Customer Service Clerk III to a Customer Service Clerk II.

Commissioner Duncan commented that she would be discussing later in the meeting some items that may be able to be moved under the discretion of Human Resources (HR), rather than being brought before the Board for approval.

Commissioner Duncan moved to approve the conversion for the Appraiser III to a I, Appraiser II to a I, and the Customer Service Clerk III to a II for the Assessor’s Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

- Commissioner Brooks: Aye
 - Commissioner Duncan: Aye
 - Chairman Fillios: Aye
- The motion carried.

Ms. Grytness exited the meeting at 11:04 a.m.

New Temporary Payroll Technician Position – Auditor

Finance Director Dena Darrow requested approval for a new temporary payroll technician position in the Auditor’s Office. She said that the intent was to have the position temporary through the end of the Fiscal Year and request the conversion of that position to permanent, full-time during the Budget. Ms. Darrow clarified they were requesting usage of the BOCC Temp Pool for the position.

Commissioner Duncan moved to approve the temporary payroll technician position for the Auditor’s Office from the BOCC Temp Pool. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

- Commissioner Brooks: Aye
 - Commissioner Duncan: Aye
 - Chairman Fillios: Aye
- The motion carried.

New Part Time Temporary Permit Technician – Community Development

Community Development Director David Callahan said that the approval of this position would fill a gap due to an employee being out on FMLA. He explained that an employee that recently retired was willing to come back to fill the position.

Commissioner Duncan moved to approve the new part time temporary permit technician position in Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

New Planner II Position – Community Development

Mr. Callahan explained that the Planners were overwhelmed by the volume of applications they were receiving, with the Planners having upwards of four appointments a day. He also pointed out that there was no physical space in the Community Development Office for their own desks and that they would have to work from home after completion of their training period. Commissioner Duncan said there may be space at the Annex building and asked Mr. Callahan to speak to Building & Grounds Operations Manager Greg Manley regarding the space.

Commissioner Duncan moved to approve the new Planner II Position with Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

New Permit Technician Position – Community Development

Mr. Callahan showed the Board the volume of permits processed and said that the goal would be to have a turnaround time of two to three days, rather than eight days where they were currently.

Commissioner Duncan moved to approve the new Permit Technician position in Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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 Christina Garland exited the meeting at 11:15 a.m.

Position Adjustments – Prosecutor

Prosecutor Barry McHugh requested authority to change salary levels within his Budget. He explained that he wanted to increase the salary of one attorney position, convert a

Legal Secretary to a Legal Assistant, and downgrade an AT4 to an AT3. Chairman Fillios said that there would be no budgetary impact, to which Prosecutor McHugh agreed.

Commissioner Duncan moved to approve the position adjustments outlined by the Prosecutor for the three positions indicated. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

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No information requiring an executive session was submitted.

Initial Reclassification Results, Safety and Environmental Specialist – Human Resources

Adopt New Grade, Safety and Environmental Specialist – Human Resources

HR Generalist – Employee Relations Kimberley Van Slate reminded the Board that these two items could be discussed together, as they related to the same position and department. She explained that the Safety and Recycling Coordinator had been reclassified, with the new title being “Safety and Environmental Specialist” and had increased one pay grade, from a 7 to an 8.

Commissioner Duncan moved to approve the initial reclassification results and adopt the new grade for the Safety and Environmental Specialist. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Request for Reclassification Increase, Safety and Environmental Specialist – Solid Waste

Solid Waste Director John “JP” Phillips explained that the employee in the Safety and Recycling Coordinator position was already performing the duties of the newly adopted Safety and Environmental Specialist, so he was requesting the Board authorize the reclassification pay increase presented. Mr. Phillips said that there would be no budgetary impact, as funds would be allocated to the position.

Commissioner Duncan moved to approve the reclassification increase for the Safety and Environmental Specialist position. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

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Position Conversion Authority – Board of County Commissioners

Commissioner Duncan pointed out that they had been busy with so many personnel requests and she believed that there were some requests that HR could handle without Board approval, as long as there was no budgetary impact. She used the approved position conversions as an example, stating that because there was no budgetary impact in those situations, she suggested that HR approve the administrative decisions. Commissioner Duncan said HR could send a memo and the Personnel Action Form memorializing the changes, while Ms. Van Slate suggested the requests also be approved on the Consent Calendar during the weekly Business Meetings.

Chairman Fillios and Commissioner Brooks agreed with the suggestions and HR Director Sylvia Proud said she would update the Personnel Matrix Guidelines and present it to the Board for approval.

- 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. **Adjourn:** Chairman Fillios adjourned the meeting at 11:25 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
