

Minutes of Meeting
Human Resources: Personnel Changes
April 22, 2021
11:00 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Information Technology (IT) Network Administrator Grant Kinsey, Assessor’s Office Administrative Manager Reba Grytness, Auditor’s Office Staff Accountant – Budget Michelle Chiamonte and Deputy Clerk Tina Ginorio. Chairman Chris Fillios was excused. Ms. Grytness was present via teleconference.

A. Call to Order: Chair Pro Tem Leslie Duncan called the meeting to order at 11:00 a.m.

B. Changes to the Agenda (Action):

Chair Pro Tem Duncan noted that this meeting had an amended agenda.

Commissioner Bill Brooks moved that the Board accept the amended agenda for the meeting today, regarding item two, going from AT2 to AT3. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

C. Business (Action):

Exception to Hiring Policy #120 – Prosecutor

Prosecutor Barry McHugh explained that he had an applicant for an open position whose qualifications included one year of legal experience and two years of teaching experience. He said that, technically, the two years of teaching would not apply toward the person’s salary qualifications, but he felt it made the person a better applicant and a better attorney. He reported that the person would qualify for a salary of \$65,376 if he were considered to have three years of relevant experience, just above his minimum salary request of \$65,000.

Civil Deputy Prosecuting Attorney Darrin Murphey entered the meeting at 11:03 a.m.

He asked the Board to consider allowing this exception to Policy #120, in view of the high cost of housing in the area and the active market for attorneys.

Commissioner Brooks moved that the Board make an exception to Hiring Policy #120 for the Prosecutor, as outlined. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

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.

Temporary Conversion of ATP3 Attorney Position – Prosecutor

Prosecutor McHugh stated that he would like to hire former Chief Deputy Prosecutor Barry Black in a temporary, part-time capacity until October 2021 to assist in administrative duties and court matters. He commented that he had an AT3 position vacant until at least September and he planned to use salary savings from that vacancy to cover Mr. Black's salary of \$51.50 per hour, for 21 weeks.

Prosecutor McHugh said that one of his department's experienced legal assistants planned to retire in late June 2021. He stated that he would like to use some of the salary savings from the above noted vacant position to train a new hire or promote an existing employee. He explained that the temporary position would be for five weeks and would include salary and full benefits, with the intent that the person chosen would transition into the place vacated.

Prosecutor McHugh also asked that any remaining funds left from the loaded amount budgeted for the vacant AT3 position after the previous expenses were deducted be placed in a bonus pool. He said he expected the upcoming six months to be very challenging for his staff due to the accumulated backlog resulting from COVID and he would like to use that money for bonuses or to cover overtime pay.

Prosecutor McHugh pointed out that his requests would not result in an increase to this year's or next year's budget.

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate asked when Mr. Black's start date would be.

Prosecutor McHugh said he thought Mr. Black might have started working yesterday.

Ms. Van Slate asked the Board to approve the change effective this pay period, if he had actually started working yesterday, rather than waiting for the next pay period.

Chair Pro Tem Duncan moved that the Board approve the temporary overlap position for the legal secretary for five weeks and the temporary legal help for 21 weeks effective this pay period. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
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.

Mid-Year Pay Increase Due to Higher Certification – Residential Appraiser III – Assessor

Assessor’s Office Administrative Manager Reba Grytness stated that they were asking for a \$1 per hour pay increase for James Labish, who recently received certification as Residential Evaluation Specialist. She commented that this was a prestigious achievement and only two such certificate holders existed in the State of Idaho.

Commissioner Brooks moved that the Board approve the mid-year pay increase due to higher certification for the Residential Appraiser III at the Assessor’s Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

Prosecutor McHugh and Ms. Grytness exited the meeting at 11:13 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 Item)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Mid-Year Pay Increase for PC Network Specialist – Information Technology

Information Technology (IT) Network Administrator Grant Kinsey stated that IT was requesting a \$6,000 annual pay increase for a PC Network Specialist. He explained that the request would be budget-neutral and resulted from the reorganization they had

completed. He said that IT had one PC Network Technician that had been employed at the County for about five years and they planned to hire two more. He pointed out that market for the position was \$51,000 and this employee was earning \$7,000 under that right now. He said the new hires would be brought in at a higher rate that what the senior person was making.

Commissioner Brooks moved that the Board approve the mid-year pay increase for the PC Network Specialist in Information Technology, as described. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Kinsey exited the meeting 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 Item)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Mid-Year Pay Increase – Administrative Supervisor – Adult Misdemeanor Probation

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson asked the Board to approve a mid-year pay increase for the AMP Administrative Supervisor. He stated that his employee had done an exemplary job during some difficult times in his office over the past year. He said that he had an opening for an Administrative Secretary and had found that he could not fill the position at the salary they had offered, but if they offered a higher amount, it would cause compression.

Mr. Hutcheson commented that this request would be budget-neutral, since he had ample salary savings to cover moving her closer to the market rate for Administrative Supervisor.

Commissioner Brooks moved that the Board approve the mid-year pay increase for the Administrative Supervisor at Adult Misdemeanor Probation. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

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 Item)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Mr. Hutcheson exited the meeting at 11:18 a.m.

COVID-19 Leave – Human Resources

HR Director Sylvia Proud asked for guidance from the Board on this issue. She explained that the County did not have any special COVID leave policy as of April 1, 2021 and that staff were using sick leave for anything COVID related. She said a question had arisen during the last pay period about Administrative Leave and she had told the person it was no longer available.

Ms. Proud asked whether an Elected Official could grant an employee Administrative Leave for COVID.

Mr. Murphey commented that the Board would want to be certain that everyone was treated the same.

Chair Pro Tem Duncan suggested that people be advised to use their sick leave, if they had it.

Ms. Proud voiced her understanding and added that if a special case came up she would bring it up at an HR meeting.

No motion was required.

Personnel Matrix Guideline Update – Human Resources

Ms. Proud reminded those present that the Board had approved HR to handle some position conversions that were temporary in nature and place the cases on the Consent Calendar for the Board's final approval. She commented that she needed some clarification; some of the conversions could be complex. She explained that in cases in which the total employee head count would be affected, she felt it was appropriate to bring those before the BOCC.

Ms. Proud called attention to the adjusted language in the Personnel Matrix Guidelines.

Ms. Van Slate confirmed that the Commissioners would receive the same information and would be effective on the same schedule as in the past.

Commissioner Brooks moved that the Board accept the updated Personnel Matrix Guidelines. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused.

The motion carried.

Holiday Buy-Back Policy – BOCC

Ms. Proud reminded those present that Mr. Murphey had presented information to the Board about an old policy, #312, a few weeks ago in an HR meeting. She explained that they had thought it contained buy-back language in it, but it did not. She said the Commissioners had agreed to speak to departments that would be affected by a change to this policy and give guidance to HR on how to proceed.

Mr. Murphey remarked that he had thought someone from the Sheriff’s Office had planned to be present for the continuation of this discussion, but no one had come. He recommended that all employees in similar situations be treated the same when considering any of these benefit policies.

Chair Pro Tem Duncan commented that she had spoken to some departments and received the impression that a change to the policy would create hardship. She said she did not want to go forward with changing the policy at this time.

Commissioner Brooks voiced agreement.

Chair Pro Tem Duncan suggested that anyone who had those type of hours on the books at this time to use them or be paid for them by the end of the fiscal year.

Mr. Murphey confirmed that no motion was required at this time.

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): Chair Pro Tem Duncan adjourned the meeting at 11:26 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
