

Minutes of Meeting
Human Resources: Personnel Changes
April 27, 2022
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios 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, KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, Chief Deputy Assessor Allyson Knapp, Assessor’s Office Administrative Manager Reba Grytness, Mapping Division Land Records Manager Betty Conces, Cadastral Mapping Specialist III Tony Harbison, Court Services Manager Kally Young, Auditor’s Office Staff Accountant – Budget Brandi Falcon, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Commissioner Leslie Duncan was excused.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:01 a.m.

B. Changes to the Agenda (Action):

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate asked that items four and five be removed from the agenda.

No objections were voiced.

C. Business:

Mid-year Adjustment Request Due to Compression – Assessor’s Office

Assessor’s Office Administrative Manager Reba Grytness explained that a Cadastral Mapping Specialist had retired on April 18, 2022 and another employee was promoted to fill the position. She said this had caused compression for the other Cadastral Mapping Specialist II positions and asked to increase the salary for those positions to \$22.49. She stated that the funds were available from the vacated position, so there would be no budgetary impact.

Commissioner Bill Brooks pointed out that the Board had previously stated it would not make mid-year pay adjustments. He asked if this had been changed.

Ms. Van Slate explained that such requests would only be brought forward if they resulted in actual budget savings or were budget neutral, as this one would be. She stated that if an adjustment would increase the budget, it would be held until budget season.

Chairman Fillios moved that the Board approve the mid-year adjustment request due to compression, for the Assessor's Office, as presented. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
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. – Assessor Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was presented.

Temp Scanners Wage Increase – District Court

Court Services Manager Kally Young stated that her department had four full-time Temporary Clerks, who were paid \$12.50 per hour. She said that they were having a very hard time recruiting at that amount and asked if they could increase the pay to \$14 per hour. She reported that this could be paid for through salary savings, so would be budget neutral.

HR Director Sylvia Proud commented that this seemed appropriate, based on the situation.

KCSO Sheriff Robert Norris asked what the Wage Study showed for these positions.

Ms. Proud replied that Temporary Scanners were not considered under the Wage Study.

Commissioner Brooks moved that the Board approve the Temporary Scanners wage increase to \$14 per hour in the Clerk's Division at District Court. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Assessor's Office Mapping Division Land Records Manager Betty Conces and Cadastral Mapping Specialist III Tony Harbison exited the meeting at 11:05 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. – Assessor Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Conversion of Court Services Clerk II to Court Services Lead Clerk – District Court

Ms. Young requested the Board’s approval to convert a Court Services Clerk II to Court Services Lead Clerk, to reflect the leadership duties taken on by an employee. She added that this change would be budget neutral and paid for out of salary savings.

Ms. Proud stated that the request fell within Policy 120.

Chairman Fillios moved that the Board approve the conversion of Court Services Clerk II to Court Services Lead Clerk for District Court, as stipulated in the memo dated April 19, 2022 by Marissa Garza, Court Services Director. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Excused
- 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. – Clerk’s Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No information requiring an Executive Session was submitted.

Mid-year Pay Adjustment, Administrative Supervisor – Community Development

~~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. – BOCC Division (Closed Session – Discussion)~~

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

This item was pulled from the agenda.

Mid-Year Pay Adjustment Due to Compression, Planner II – Community Development

~~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. – BOCC Division (Closed Session – Discussion)~~

Decisions/Direction (Open Meeting—Action)

This item was pulled from the agenda.

Extension Request for Temp Legal Intern Assignment – Prosecutor’s Office (Action)

Prosecutor Barry McHugh requested an extension for the Temporary Legal Intern Assignment. He explained that he had a vacant AT2 attorney position which would remain empty until the chosen applicant took the Bar Exam in August and became available for full time work. He said the rate for the Intern would be \$20 per hour, with no benefits, for 40 hours per week from May 16, 2022 through to August 12, 2022. He noted that from August 12 through September 30, 2022 the Intern position would be for only 20 hours per week, at that same rate.

Prosecutor McHugh commented that the Intern would help bridge the gap between May 13 and the arrival of the new full time Attorney in August.

Commissioner Brooks moved that the Board approve the extension request for the Temporary Legal Intern Assignment for the Prosecutor’s Office, as described. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Request for Korn-Ferry to Evaluate HR Job Description – Human Resources (Action)

Ms. Proud asked the Board’s approval for the outside consultant Korn-Ferry to evaluate the job description for the HR Senior Generalist position, as part of budget planning. She pointed out that, per Policy 600, HR was tasked with doing job description evaluations but it would be a conflict of interest for them to evaluate their own. She said it would cost about \$480, which was covered in their budget.

Mr. Proud said that, if a change were required, it would be put into their FY23 Budget.

Commissioner Brooks moved that the Board approve the request for Korn-Ferry to evaluate the HR job descriptions. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
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.

Prosecutor McHugh asked whether the conversion approved in item three included a salary increase.

Ms. Proud replied that the increase would fall within the allowed parameters of Policy 120, so no separate motion was needed.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 11:18 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk