

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**May 13, 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 KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Sergeant William Klinkefus, Assessor Bela Kovacs, Assessor's Office Administrative Manager Reba Grytness, Vehicle License Manager Anna Frohboese, Solid Waste (SW) Director John (JP) Phillips, Resource Management Office (RMO) Director Jody Bieze, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Public Defender Anne C. Taylor, Finance Director Dena Darrow, Court Services Director Marissa Garza, Court Services Manager Kally Young, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Ms. Bieze was 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 – Kimberley Van Slate requested that item five, “Grade Adjustment from AT3 to AT4 for Attorney Position – Prosecutor” be removed from the agenda.

No objections were voiced.

**C. Business (Action):**

**Request for (4) Additional Title Clerk II Positions – Assessor**

Assessor Bela Kovacs confirmed that this request was for the Vehicle Licensing Division. He reviewed the situation in which his department found itself, without enough staff to keep current on their workloads. He explained that he had been able to shift some staff around and only needed to request two additional full-time employees at this time. He said that he would include two more in his Budget for FY22. He noted that the two people would be assigned to the Post Falls office.

Commissioner Leslie Duncan moved that the Board approve the request for two additional Title Clerk II positions for the Assessor's Office. 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.

Assessor Kovacs and Assessor's Office Administrative Manager Reba Grytness exited the meeting at 11:13 a.m.

**Request for New Positions – Public Defender**

Public Defender Anne. C. Taylor asked the Board to approve increasing a part-time Investigator position to full-time.

KCSO Sheriff Robert Norris exited the meeting at 11:15 a.m.

Ms. Taylor stated she had money left in her “A” (Personnel) Budget to cover the cost of the increase in hours.

Ms. Taylor said her other request was for a 30 hour legal intern summer position normally paid out of the General Fund. She remarked that some years she was able to fill the position and some not. She pointed out she had money left in that particular line item in her Budget and asked the Board to authorize such a position for this year.

Finance Director Dena Darrow stated that 77% of the Investigator’s compensation would be covered by the Work Load Grant. She said that the cost to the County, loaded, would be about \$10,430.

Commissioner Duncan moved that the Board approve the half-time Investigator to be moved to full-time, as presented, and that the temporary position for the Legal Intern at \$17 per hour for no more than 30 hours per week, not to exceed ten weeks. 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.

Ms. Taylor exited the meeting at 11:19 a.m.

**Request for New Solid Waste Technician Position – Solid Waste**

Solid Waste Director John (JP) Phillips reported that they had experienced a large increase in traffic at the Ramsey Transfer Station. He called attention to a diagram that illustrated the back entrance of that transfer station, the commercial entrance. He said they needed additional help to direct traffic there, for safety reasons. He explained that the person would cover the back entrance five days a week. He added that SW had the money to fund the position.

Commissioner Duncan moved that the Board approve the request for a new Solid Waste Technician position. 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 Mid-Year Increase for Business and Finance Manager – Solid Waste**

Mr. Phillips asked the Board to approve the upgrade of the Principal Planner’s position to Business and Finance Manager, with an increase in compensation of 5%, beginning May 9, 2021. He commented that the Principal Planner had been with the County for almost ten years and confirmed that SW had enough in its personnel budget to cover the increase from \$32.75 to \$34.3875 per hour.

Mr. Phillips acknowledged that the wage increase was outside the budget cycle, but explained that SW had been reviewing and updating job descriptions, as recommended by Human Resources. He said they realized the Principal Planner had already been performing most of the functions of the higher position for some time.

Sheriff Norris returned to the meeting at 11:25 a.m.

Ms. Darrow stated that the annual effect of the change would be about \$4,000.

Commissioner Brooks moved that the Board approve the request for the mid-year increase to the Business and Finance Manager at Solid Waste. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Commissioner Duncan stated that she only said no because it was an outside of cycle change.

**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 Item)**

No information requiring an Executive Session was submitted.

**Grade Adjustment from AT3 to AT4 for Attorney Position – Prosecutor** - Pulled

~~**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 Item)**~~

This item was removed from the agenda.

**KCSO Holiday Banking and Payout – KCSO**

### **Holiday Policy (312) Proposed Revisions – Human Resources/Civil Attorney**

KCSO Undersheriff Dan Mattos commented that items six and seven on the agenda could be handled together.

No objections were voiced and Chairman Fillios agreed.

Undersheriff Mattos reviewed the recent discussions regarding banking and payout of holiday pay at KCSO which had resulted in Sheriff Norris's agreement to allow staff to bank no more than 120 hours at any given time and to sell back no more than 40 hours of time in a given calendar year, subject to the availability of funds.

Undersheriff Mattos reported that the Civil Deputy Prosecuting Attorney Darrin Murphey had informed them that he thought the practice should be approved by the Board of County Commissioners. He commented that this topic had received intense attention from their Deputies and reminded the Commissioners that they were having trouble with staff retention and recruitment.

Undersheriff Mattos described a possible procedure by which the mechanics of the suggestion could be handled: front loading 80 hours of holiday time into each person's payroll account.

Mr. Murphey advised the Commissioners to make an effort to treat all employees in similar situations the same way. He noted that he saw no discernable legal difference between the Sheriff's Office and AMP (Adult Misdemeanor Probation) or Juvenile Detention, so the Board should consider including them under the same policy, if it were approved. He suggested that HR discuss the plan with all the affected departments, then request a legal review and bring the item back to the Board.

Commissioner Duncan commented that there could be a problem with providing 80 hours to each person at the beginning of the calendar year. She remarked that the person could use up the time and then leave County employment. She said this should be considered when the procedure was being discussed.

Chairman Fillios confirmed that HR and legal should proceed as described, then bring the item back before the Board.

Mr. Phillips asked that other departments be allowed to offer input into the discussion.

Chairman Fillios urged him to bring his questions and concerns to HR Director Sylvia Proud.

It was generally agreed that no motion was required at this point.

**Request to Adopt Initial Classification Results for DC (District Court) Technician – Human Resources**

Ms. Van Slate said that District Court had a new Network Technician position which had been approved for FY21 and became active on April 1. She reported that they had put together the job description and HR had finalized the position at Grade 8. She asked the Board to adopt the grade so they could start recruiting.

Commissioner Duncan moved that the Board adopt the initial classification results for District Court Network Technician position. 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.

Sheriff Norris exited the meeting again at 11:38 a.m.

**Request to Adopt Reclassification Results for Sheriff's Administrative Assistant – Human Resources**

Ms. Van Slate stated this was an existing position, but the Sheriff's Office revised the job description, so it needed to be regraded. She said the position had gone from a Grade 7 to a Grade 6 and had its title adjusted to conform to the other Administrative Assistants in the County.

Undersheriff Mattos reported that the responsibilities that had been removed from the position had been distributed appropriately among the other administrative staff. He said he did not think this would result in any of those positions requiring reclassification.

Commissioner Duncan moved that the Board approve the request to adopt the reclassification results for the Sheriff's Administrative Assistant Position at KCSO. 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.

Sergeant Klinkfus exited the meeting at 11:41 a.m.

**Resource Management Office Director Position Salary Study - BOCC**

Chairman Fillios asked HR to conduct a salary study for the Resource Management Office (RMO) Director position, to evaluate whether it had been placed in the appropriate grade for the market.

Commissioner Duncan said she would prefer to wait until the upcoming Wage Study in October.

Commissioner Brooks agreed.

Ms. Proud explained how the salary study would proceed and what information it would examine.

The Board ultimately decided to take the question up in October.

**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 11:46 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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