

Minutes of Meeting
Human Resources: Personnel Changes
June 7, 2021
9:00 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 Undersheriff Dan Mattos, Civil Deputy Prosecuting Attorney Darrin Murphey, Assessor's Office Administrative Manager Reba Grytness, Auditor's Office Staff Accountant – Budget Michelle Chiamonte, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:02 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

Mid-Year Pay Increase for Position Change – Sheriff's Office

KCSO Undersheriff Dan Mattos explained that this represented a position change for Bridget Gernns from Accounting Technician to the Sheriff's personal Administrative Assistant. He asked the Board's approval to have her starting salary set at \$20.03 per hour and noted that the person who had departed from the position had been at \$20.49. He said this would represent approximately 95% of market.

Commissioner Leslie Duncan moved that the Board approve the mid-year pay increase for the position change as outlined. 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.

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 Session Action)

No information requiring an Executive Session was presented.

Higher Duty Pay Interim Chief Deputy – Assessor's Office

Assessor's Office Administrative Manager Reba Grytness explained that this would follow statutory requirements, putting an Interim Chief Deputy in place. She commented this would be a budget-neutral action.

Human Resources (HR) Director Sylvia Proud explained that this would bring the Administrative Manager in as Chief Deputy, with the pay change retroactive to Pay Period 10. She confirmed that the Administrative Manager position left open by the move would not be filled at this time.

Commissioner Duncan moved that the Board approve the higher duty pay for the Interim Chief Deputy in the Assessor's Office. 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 Session Action)

No information requiring an Executive Session was presented.

Higher Duty Pay Specialized Appraisal Manager – Assessor's Office

Ms. Grytness stated that the Assessor's Office currently had an Interim Specialized Appraisal Manager, who specialized in mobile homes, personal property and timber rather than commercial properties. She said they were asking for higher duty pay for the Residential Appraisal Manager to step in and offer additional assistance during BOE (Board of Equalizations) hearings.

Commissioner Duncan moved that the Board approve the higher duty pay for the Specialized Appraisal Manager. 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 Session Action)

No information requiring an Executive Session was submitted.

Mid-Year Pay Increase Due to Certification – Assessor's Office

Ms. Grytness explained that Terry Jensen, Commercial Appraiser II, had completed certification for Commercial Appraiser III last year and the necessary change had been overlooked. She stated that the change had been budgeted and would actually be budget-neutral at this time.

Commissioner Duncan moved that the Board approve the mid-year pay increase due to certification, going from a Commercial Appraiser II to Commercial Appraiser III. 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 Session Action)

No information requiring an Executive Session was presented.

Commissioner Duncan stated that her motion for item two on the agenda had lacked the inclusion of the pay change being retroactive to Pay Period 10. She presented an amended motion.

Commissioner Duncan moved that the Board approve the higher duty pay for the Interim Chief Deputy in the Assessor's Office retroactive to Pay Period 10. 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.

Approval of Additional Funding for Outside Counsel – KCSO

Civil Deputy Prosecuting Attorney Darrin Murphey reminded the Commissioners that they had previously approved a request for outside counsel to investigate a Sheriff's Office personnel matter. He stated that the amount approved had been about \$10,000. He said that the cost had risen to \$23,048, but they did not think it would increase further. He commented that the Commissioners could go into Executive Session if they wished to discuss the reason the cost had gone up, but he did not think it was required.

All three Commissioners agreed that they did not need to go into Executive Session to discuss the issue further.

Commissioner Duncan moved that the Board approve the additional funding for outside counsel in the amount not to exceed \$23,100, to come from line item 8103, code number 15.6.001.2. 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)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

- 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 9:13 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
