

Minutes of Meeting
Human Resources: Personnel Changes
June 14, 2021
10:30 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 Assessor Bela Kovacs, Public Defender Anne C. Taylor, Client Services/Investigator Administrator Jennifer Jenquine, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:30 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business Items (Action):**

Exception to Policy 120 – Assessor

Assessor Bela Kovacs explained that he was engaged in salary negotiations with applicants for the vacant Chief Deputy position and that the high cost of housing in the area had hindered his efforts. He asked the Board’s approval to make an offer at the upper edge of the salary range for the position, if he had to, in order to secure a candidate.

Staff Accountant – Budget Michelle Chiaramonte entered the meeting at 10:33 a.m.

Human Resources (HR) Director Sylvia Proud listed the salary of the currently highest paid Chief Deputy and the salary range for the open position.

Commissioner Leslie Duncan moved that the Board approve the exception to Policy 120 for the Chief Deputy Assessor’s position, to offer no more than \$105,127 per year. 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 exited the meeting at 10:37 a.m.

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)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was presented.

Mid-Year Pay Increase for Position Change – Public Defender

Public Defender Anne C. Taylor reported that one of her AT5 Attorneys had given notice of departure. She said she intended to promote an AT4 into the opened position, which would leave a vacant County-paid AT4 slot.

Ms. Taylor explained she would like to shift a Workload Grant-paid AT4 laterally into the County paid vacant slot, at a salary of \$75,046. She said the person she wanted to move had over 20 years of experience and would have better job security in a County-paid position, since the grant funding could end at any time. She added that the change would be budget-neutral and asked that it take effect as of July 1, 2021.

Commissioner Duncan moved that the Board approve the mid-year pay increase for the position change, in the amount of \$75,046 per year, to be effective the pay period proximate to July 1, 2021. 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 changes 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.

KCSO Clarification of Retroactive Increase for Position Change with Increase – Human Resources

Ms. Proud reminded the Commissioners that they had approved a pay increase for a position change for the Sheriff’s Administrative Assistant at the June 7, 2021 meeting. She explained that it had been the intent that the change be effective retroactively to May 23, 2021, which was apparently when the person took on the new duties. She said that the status change form had been turned in to her office late and she had not been aware of the request for retroactive coverage. She asked that the Board to approve it today.

Civil Deputy Prosecuting Attorney Darrin Murphey remarked that the Board would not incur any liability if they declined to approve the request.

Commissioner Duncan moved that the Board approve the KCSO position change to Administrative Assistant to the Sheriff to be retroactive to May 23, 2021. 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.

- 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 10:46 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
