

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**June 24, 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 Treasurer Steve Matheson, Chief Deputy Treasurer Jill Smith, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Accounting Supervisor – AP & Spending Lori Shaw, Administrative Assistant Ronnie Davisson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Chief Bailiff Pete Barnes, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Commissioner Duncan was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:03 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

**Request for Temporary Employees – Bailiff**

Chief Bailiff Pete Barnes commented that he had provided the Commissioners with a memo outlining why he had presented a request for two full-time temporary employees for a minimum of twelve weeks for data entry services.

Chairman Fillios moved that the Board approve the request by the Bailiff for temporary employees. 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.

Mr. Barnes exited the meeting at 11:06 a.m.

**Request for Employee Retention Bonuses – Treasurer**

Treasurer Steve Matheson indicated he had submitted a memo outlining his request for employee retention bonuses. He explained the process by which he had ensured he had sufficient salary savings to fund the bonuses. He confirmed that there were five people who had provided exemplary service whom he would like to reward and added that the total amount that would be divided would be \$5,000.

Commissioner Duncan moved that the Board approve the request for employee retention bonuses by the Treasurer, as outlined. 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.

Treasurer Matheson and Chief Deputy Treasurer Jill Smith exited the meeting at 11:08 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)**

**Decisions/Direction (Open Session – Action)**

No information requiring an Executive Session was submitted.

**Extension to Previous Temporary Employee Approval – Community Development**

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate explained that the Building Division had asked to extend the employment of a temporary, part-time employee through the month of August. She said the total cost would be \$2,881 for the additional month.

Commissioner Duncan moved that the Board approve the extension for the temporary employee for Community Development. 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.

**Position Conversion Accounting Clerk to Technician – Auditor**

Auditor's Office Administrative Assistant Ronnie Davisson requested the Board's approval of a position conversion from Accounting Clerk to Accounting Technician. She explained that the person was fully qualified to hold the upgraded position and the \$3.70 per hour increase in pay would put the person on an equal level with the other Accounting Technicians. She added that the department had salary savings to cover the expense.

Ms. Darrow confirmed that this would not have an adverse effect on the FY22 Budget.

Commissioner Brooks moved that the Board approve the position conversion from Accounting Clerk to Technician in the Auditor’s Office. Commissioner Duncan 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.

Auditor’s Office Accounting Supervisor – AP & Spending Lori Shaw exited the meeting at 11:14 a.m.

**Clarification of ASR Higher Duty Manager Pay from June 7<sup>th</sup> Meeting – Human Resources**

Ms. Van Slate asked the Board to ratify a clarification of a motion made in the June 7, 2021 Human Resources meeting. She explained that the phrasing of the agenda item and the resulting motion did not clearly indicate that the person receiving the additional pay was the Residential Appraisal Manager, who would provide additional assistance to the Interim Specialized Appraisal Manager.

Commissioner Duncan moved that the Board approve the clarification of the Residential Appraisal Manager receiving higher duty pay, as approved on June 7, 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.

Commissioner Brooks moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)d). Commissioner Duncan 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.

Chairman Fillios asked Civil Deputy Prosecuting Attorney Darrin Murphey to remain for the Executive Session.

The Board entered into Executive Session at 11:15 a.m.

**Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided by law – BOCC Division (Closed Session – Discussion)**

**Decisions/Direction (Open Session – Action)**

The Board exited Executive Session at 11:37 a.m.

Commissioner Duncan moved that the Board exit Executive Session with staff to proceed as discussed. 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 11:38 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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