

Minutes of Meeting
Human Resources: Personnel Changes
July 8, 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, Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Chief Deputy Clerk Jennifer Locke, Court Services Director Marissa Garza, Court Services Manager Kally Young, Staff Accountant – Budget Michelle Chiaramonte, Civil Deputy Prosecutors R. David Ferguson and Darrin Murphey, BOCC Communications Manager Nancy Jones, and Deputy Clerk Ronnie Davisson.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.
- B. **Changes to the Agenda (Action):** HR Generalist – Employee Relations Kimberley Van Slate said that item #1 relating to the Holiday Policy could be removed from the agenda.
- C. **Business Items (Action):**

Holiday Policy (312) – Human Resources/Legal – Pulled

Interim Chief Deputy Assessor Reba Grytness entered the meeting at 11:03 a.m.

Convert Part Time Night Records Clerk to Full Time Clerk III – District Court

Court Services Director Marissa Garza requested a position conversion, from a Part Time Night Records Clerk to a Full Time Clerk III. She said that they were considerably far behind; they received upwards of 10,000 pages of electronic filings each day, but were only able to process approximately 3500, even with extra help from other departments.

Chief Deputy Clerk Jennifer Locke discussed funding options, stating that the Clerk’s Division had made several cuts from their budget to accommodate the request and also mentioned that Treasurer Steve Matheson believed some of the costs could be offset by the ARPA Funds.

Commissioner Duncan moved to approve the conversion of a part time Night Records Clerk to a full time Clerk III. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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)

Nothing pertaining to an Executive Session was submitted.

Decisions/Direction (Open Session – Action)

Request for New Clerk II Position – District Court

Ms. Garza further explained that the Idaho State Supreme Court was flying two people from their office in Boise to assist and to check for inefficiencies.

Commissioner Duncan moved to approve the request for a new Clerk II position. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Request for Two New ARPA Funded Positions – Resource Management

Resource Management Office (RMO) Director Jody Bieze requested two new positions to be grant-funded – one Full-Time Grant Manager position (Grade 9) and one Full-Time Grant Technician position (Grade 8).

Commissioner Duncan moved to approve the request for two new positions, as outlined. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Executive Session pursuant to Idaho §74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent. (Closed Session – Discussion)

Nothing pertaining to an Executive Session was submitted.

Decisions/Direction (Open Session – Action)

Convert Appraiser I to Appraiser II with Pay Increase for Employee – Assessor

Interim Chief Deputy Assessor Reba Grytness explained that an employee who was currently an Appraiser I had fulfilled all the requirements necessary to be moved to an Appraiser II position. She requested the Board approve the conversion and the pay increase.

Commissioner Duncan moved to approve the conversion of an Appraiser I to an Appraiser II, with the pay increase retroactive to Pay Period 15. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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)

Nothing pertaining to an Executive Session was submitted.

Decisions/Direction (Open Session – Action)

HR Director Salary Adjustment – Prosecutor

Commissioner Duncan commented that she was in favor of this request, as based on the HR Director’s current level of experience, she should be moved to 95% of market rate.

Commissioner Duncan moved to approve the HR Director Salary adjustment. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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)

Nothing pertaining to an Executive Session was submitted.

Decisions/Direction (Open Session – Action)

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. Adjourn: Chairman Fillios adjourned the meeting at 11:18 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
