

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**July 29, 2021**  
**10:00 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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Chief Deputy Treasurer Jill Smith, Assessor’s Office Administrative Manager Reba Grytness, Vehicle License Manager Anna Frohboese, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte and Deputy Clerk Tina Ginorio. Mr. Murphey was present via teleconference.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:03 a.m.

**B. Changes to the Agenda (Action):**

Commissioner Leslie Duncan asked that an additional item, number five, be added to the agenda. She explained the Prosecutor’s Office needed to request an exception to Policy 120 in order to make an offer to a desirable candidate as quickly as possible.

Chairman Fillios expressed his agreement that the item should be considered urgent and be added to the agenda.

Commissioner Duncan moved that the Board add the agenda item as described. 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.

**C. Business Items (Action):**

**Request to Authorize Human Resources to Complete a Wage Study for DMV Title Clerks – Assessor**

Human Resources (HR) Director Sylvia Proud reported that Assessor Bela Kovacs had asked her department to conduct a salary survey for the Vehicle Licensing Division employees. She noted this would include the Title Clerk II and III positions.

Ms. Proud said that HR received an annual, comprehensive report on salaries from Ameriband, so they already had the needed information available to them. She stated she reviewed the information in relation to the Title Clerk positions for FY21 and found that the County’s average was about 2% below equivalent places. However, she said the range minimum and maximum were about 4% higher than the others.

Ms. Proud stated that, right now, HR viewed those positions as being within market. She remarked that if the FY22 Budget was approved for personnel as it currently stood, there would be a COLA (Cost of Living Adjustment) for all employees of 2.1% and a General Pay Plan Employee matrix would be introduced. She added that a fresh wage study would be begun in FY22 for FY23 compensation.

Ms. Proud commented that she did not feel HR needed to access any additional information at this time because they had enough available to them from Ameriband. She described the processes by which the next formal wage study would be conducted.

Chairman Fillios confirmed that no action was needed at this time on this item.

#### **Request to Increase Admin Fee for DMV Operations – Assessor**

Vehicle License Manager Anna Frohboese stated that they would like to increase the administrative fees charges for DMV (Department of Motor Vehicles) operations in order to fund increased wages. She commented that Kootenai's fees of \$2.50 were the lowest of all the counties in the state.

Civil Deputy Prosecuting Attorney R. David Ferguson reported that state statute require administrative fees to be "reasonably related" to the cost of the service, so comparing the Kootenai County's fees to those in other counties, which might have different costs for service, was not appropriate. He suggested that a review of actual costs to provide services be made so that fees could be adjusted as needed.

Chairman Fillios suggested that Ms. Frohboese work with Finance Director Dena Darrow and Assessor Kovacs to generate the necessary information, then return to the Board.

Mr. Ferguson confirmed that any change to the fees would have to be placed as a notice in the local paper if it was more than 5%.

Chairman Fillios said that Ms. Frohboese could proceed as suggested, with no other action required by the Board at this time.

#### **Wage Adjustments for All Vehicle License Employees – Assessor**

Ms. Proud stated that Assessor Kovacs had requested salary adjustments for his staff. She described actions taken for other departments that experienced similar difficulties. She said that new employees were being brought in at \$13.90 per hour, rather than at 89% of market, or \$15.16 per hour. She reviewed the potential changes for the different positions in the department, both for starting wages and progression. She said they had not reviewed wages for supervisors or management, but that they would have to address that due to compression issues.

Ms. Darrow said that since the budget process for FY22 was nearly completed and that a new wage study was about to be started, she did not think this request could be accommodated at this time. She noted that wages and compression was a problem across many departments in the County. She suggested that retention bonuses be

offered to the staff in question for 2021, funded from salary savings in the Assessor's Office, to carry them through to completion of the new wage study.

Commissioner Duncan commented that the next item on the agenda asked to hire new applicants at 89% of market, which would bring new people in substantially higher than those presently in place. She said this would create a new level of dissatisfaction.

Ms. Proud confirmed that the department was having a hard time recruiting for their open positions because the starting wage was too low.

Ms. Frohboese said her department was losing experienced staff due to the low wages.

Staff Accountant – Budget Michelle Chiamonte stated that the total cost for FY21 would be about \$40,000, loaded. She said FY22's total cost would have about 7% of the total amount for that year unfunded, or about \$81,000.

Commissioner Duncan moved that the Board approve the wage adjustments for the Vehicle License employees 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.

**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.

**Request Exception to Policy 120 – Assessor**

Ms. Proud said that Assessor Kovacs had requested that he be allowed to hire new employees at 89% of market. She noted this would require an exception to Policy 120, but similar allowances had been made for other departments.

Commissioner Duncan moved that the Board approve the request for the exemption to Policy 120 from the Assessor's Office to be allowed to hire at 89% of market. 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.

**Exception to Policy 120 – Prosecutor**

Prosecutor Barry McHugh requested the Board’s approval of an exception to Policy 120. He explained that he had a very desirable candidate for a Receptionist/Legal Secretary position, but the person had another offer at a higher rate. He said the person had indicated a preference to work for the County, if the wages were the same. He stated that the increase would be about 6% over market, but that the person had about twelve years of applicable experience, including four years in a Court Clerk’s office in California.

Commissioner Duncan moved that the Board approve the request for an exception to Policy 120 as outlined by the Prosecutor. 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)(a) to consider hiring 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.

**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 10:37 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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