

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**August 11, 2022**  
**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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, HR Generalist – Recruitment Zachary Newkirk, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, Public Defender Anne C. Taylor, Auditor’s Office Staff Accountant – Budget Brandi Falcon, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Prosecutor McHugh and Ms. Proud were present via teleconference.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.

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

Commissioner Leslie Duncan asked that an emergency Executive Session *§74-206(1)(b)* be added to the agenda. She explained that this was related to a payroll change that was time sensitive.

Commissioner Duncan moved that the Board approve the addition of an Executive Session *§74-206(1)(b)* to the agenda, for a time sensitive payroll change. 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:**

Chairman Fillios declared that the Budget could not be increased at this time. He cautioned against the use of “parity” or “compression” for leverage in requests for salary adjustments. He said he would not approve any requests of this nature for the time being. He stated that the Budget included aggressive increases for staff and predicted that the changes would make hiring easier in FY23.

Commissioner Brooks voiced his agreement with Chairman Fillios’ statement.

Commissioner Duncan said she also agreed and described how such situations would be handled for now.

**Request for Position Overlap, Prosecuting Attorney’s Office**

Prosecutor Barry McHugh reported that a Victim Service Advocate was retiring as of September 2, 2022. He said that he had selected a replacement and would like to have

the new person start this Monday. He asked the Board to approve the position overlap and stated that the additional cost would be covered by salary savings.

Commissioner Duncan moved that the Board approve the request for position overlap in the Prosecuting Attorney's Office for the Victim Service Advocate. 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. – Prosecuting Attorney Division (Closed Session – Discussion)**

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

No information requiring an Executive Session was submitted.

**Request for Adoption of New Grade, Civil Deputy Specialist – Human Resources (Action)**

Human Resources (HR) Generalist – Employee Relations Dorothy Cross explained that HR wanted to combine the Civil Deputy Technician 1 and 2 positions into just one position: Civil Deputy Specialist. She said it would be set at a higher grade than the initial positions.

Ms. Cross confirmed that there would be a financial impact related to the change. She said that, if this item were approved, the Board would also need to specify the effective date of the change. She noted that item two on the agenda was related and would be impacted by their decision on item one.

Commissioner Duncan indicated that the actual projected financial impact was not known at this time. She remarked that the change could be made effective at a later date.

Chairman Fillios suggested that this item be addressed in the future.

No motion was required at this time.

**KCSO Request for Parity Adjustments, Civil Deputy Technician**

KCSO Captain Andy Deak stated that they had brought on a new hire around July 1, 2022 at Grade 4, Step 5. He said the person did have some experience and so was not started at the lowest Step. He explained that he had not known that there were two employees in similar positions that were making less.

Commissioner Duncan asked if the case had been reviewed by Legal for disparate impact.

Civil Deputy Prosecuting Attorney Darrin Murphey said that the case should go to HR first.

Ms. Cross stated that she had not done a formal review yet.

Commissioner Duncan commented that she and HR Director Sylvia Proud had been reviewing policies and hiring practices in relation to cases which presented complications in the areas of parity or compression.

Chairman Fillos and Commissioner Brooks indicated that they were not prepared to approve this change at this time.

Commissioner Duncan asked that further review of this case be made to ensure that the County not be open to liability.

It was generally agreed that the item would be brought back in October for consideration.

No motion was required at this time.

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

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

No information requiring an Executive Session was submitted.

**Public Defender Request for Parity Adjustments**

Commissioner Duncan explained that, when the Public Defender had a number of openings and could not hire candidates with experience, the Board had approved changing AT3 and AT4 positions to AT2. She said they now had people ready to move up into AT3 and AT4 slots.

Public Defender Anne C. Taylor stated that she was following up on a direction given at a past Business Meeting. She confirmed Commissioner Duncan's explanation of their situation and said she would have nine open positions by the end of the month, at the AT2 level. She provided additional details on her current personnel and the changes she would like to make.

It was generally agreed that Ms. Taylor would bring this request back at the first HR meeting in October.

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

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

No information requiring an Executive Session was submitted.

Mr. Murphey and Ms. Taylor exited the meeting at 11:27 a.m.

**HR Request – Timeline for Utilizing FY23 Pay Ranges for Recruiting Purposes (Action)**

Ms. Proud said she had received several inquiries about when it would be appropriate to quote the updated pay ranges for recruiting new hires.

Commissioner Duncan suggested September 1, 2022, after the Board had voted on the new budget.

Chairman Fillios and Commissioner Brooks agreed.

No motion was required at this time.

**Time Sensitive Payroll Issue**

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

The Board entered into Executive Session at 11:30 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. – Assessor Division (Closed Session – Discussion)**

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

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

Commissioner Duncan moved that the Board exit Executive Session with no decisions made and no direction needed. 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

BOCC SIGNATURE

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