

**Minutes of Meeting**  
**Human Resources: Personnel Changes**  
**August 24, 2021**  
**1:00 p.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 Darrin Murphey and R. David Ferguson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Public Defender Anne C. Taylor, Coroner Warren Keene, M.D., Treasurer Steve Matheson, Juvenile Detention Assistant Director Linda Hoss, Staff Accountant – Budget Michelle Chiamonte, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio.

**A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:05 p.m.

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

Commissioner Leslie Duncan asked that item four on the agenda, Public Defender Wage Adjustments – Public Defender,” be moved to next to last in the meeting.

No objections were voiced.

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

**Adoption of New Grades for Department Reorganization/Reclassifications – HR**

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate reported that HR had reviewed all the job description updates from the Treasurer’s Office and checked them against the market data from Ameriband. She noted that she had included a copy of the Treasurer’s new organizational chart in the packet submitted. She asked the Board to approve the reclassifications.

Commissioner Duncan moved that the Board approve the adoption of the new grades for department reorganization and reclassifications for the Treasurer’s Office. 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.

**Wage Adjustments as a Result of Reorganization/Reclassifications – Treasurer**

Treasurer Steve Matheson stated that the funds for these wage adjustments were not included in his budget but that he had tried to be conservative with increases. He said that there would be no impact on the FY21 Budget and he felt his department could absorb most or all of the increase in FY22 through savings accrued elsewhere.

Commissioner Duncan moved that the Board approve the wage adjustments resulting from the reorganization and reclassifications in the Treasurer’s Office. 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 for New Part Time Deputy Coroner – Coroner**

Coroner Warren Keene, M.D. reported that he had been training an individual for the past six months. He said that there would be an opportunity for him to receive some advanced training locally this September, because the State Association of Idaho County Coroners would be meeting here. He explained that, if he were allowed to bring the person on now, he would be able to take advantage of that training, which would be required by statute at a later date anyway.

Treasurer Matheson exited the meeting at 1:12 p.m.

Dr. Keene said he would like to bring the person on at \$21 per hour, which would be justified by the prior experience the candidate possessed. He added that he had enough in his “A” (Personnel) Budget to cover the expense through the beginning of the next fiscal year and the position had been included in the budget request for FY22.

Commissioner Duncan moved that the Board approve the request for the new part-time Deputy Coroner, scheduled for FY22, to begin in FY21. 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.

**Reclassify Attorney Position and Wage Adjustment for Chief Deputy – Prosecutor**

Prosecutor Barry McHugh stated that he had a new Attorney starting October 1, 2021. He explained that the position that would be filled was for an AT3, but the new hire only qualified as an AT2. He asked the Board’s approval to reclassify the AT3 position as AT2 and use the salary savings to fund a wage adjustment for his Chief Deputy.

Commissioner Duncan moved that the Board approve the reclassification of an Attorney position from AT3 to AT2 and a wage adjustment for the Chief Deputy 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)**

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

No information requiring an Executive Session was submitted.

**Exception to Policy 120 – Prosecutor**

Prosecutor McHugh asked the Board to approve an exception to Policy 120 for the new AT2 referenced in the previous motion. He explained that the person had been the best intern he ever had and the change would not cause compression among other staff members.

HR Director Sylvia Proud commented that Prosecutor McHugh had asked for 93% of market, but had been able to justify it, based on the person's quality and experience.

Commissioner Duncan moved that the Board approve the exception to Policy 120 for the Prosecutor 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)(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 submitted.

Commissioner Duncan asked that item seven on the agenda be covered next, so that people would not have to wait through an Executive Session to be heard.

Prosecutor McHugh exited the meeting at 1:21 p.m.

**Holiday Policy #312 – HR**

Ms. Proud asked the Board's approval regarding suggested policy for the new Juneteenth holiday, to be scheduled June 19 in future years.

Civil Deputy Prosecuting Attorney Darren Murphey stated that no changes needed to be made to the policy as currently stated in order to accommodate the request made by Treasurer Matheson to allow his office to remain open because the final due date of taxes was June 20.

Commissioner Duncan confirmed that a similar opportunity would be available to other departments such as KCSO, Juvenile Detention and Solid Waste, with floating holiday time being made available with Board notification and approval.

Commissioner Duncan moved that the Board approve Policy 312 to be ratified at a future Business Meeting by Resolution. 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.

Juvenile Detention Assistant Director Linda Hoss, Dr. Keene and Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 1:23 p.m.

#### **Public Defender Wage Adjustments – Public Defender**

Public Defender Anne C. Taylor described the many severe challenges faced by her department at this time in attracting and retaining staff. She noted that salary compression was an issue as well.

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 1:32 p.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)**

The Board exited Executive Session at 1:48 p.m.

Commissioner Duncan moved that the Board exit Executive Session, with further discussion to be pursued. 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 Duncan stated that the Public Defender had historically hired staff at the minimum level and the Prosecutor's Office had hired within policy but at, or close to, the maximum level allowed. She commented that she felt that Public Defense Attorneys needed to be offered 87% of market to start, even though it would result in compression. She said that the cost of sending cases that could not be covered internally to conflict should not be demanded of the taxpayers.

Ms. Taylor confirmed that she had been hiring new staff at 81% of market.

Commissioner Duncan said that this department's services were mandated by the Constitution, so the Board needed to make the changes.

Commissioner Duncan moved that the Board approve the Public Defender wage adjustments, allowing 87% of market for hiring, with the compression issues to be approved after further scrutiny from Human Resources and the Auditor's Office to make certain the figures were correct. 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.

Mr. Murphey, in response to a question from Chairman Fillios, confirmed that the County had a standard practice of beginning such changes with the next pay period, unless otherwise stated by the Board.

**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 1:50 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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