

Minutes of Meeting
Human Resources: Personnel Changes
September 23, 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 Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Chief Deputy Assessor Allyson Knapp, Vehicle License Manager Anna Frohboese, Assessor’s Office Administrative Manager Reba Grytness, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, 1st Judicial District Trial Court Administrator Karlene Behringer, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, KCSO Administrative Assistant Bridget Gernns, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Mr. Murphey was present via teleconference.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:01 a.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan reported that the agenda had been amended and asked that “Request for New Hire Overlap of Drug Court Coordinator for Training” be added as item nine.

Human Resources (HR) Generalist – Employee Relations Kimberley Van Slate noted that an error had been made in item two. She said that the conversion was of a Control Room Operator position, not to an Emergency Communications Officer, as listed. She asked that this correction also be approved.

Commissioner Duncan moved that the Board approve the amended agenda, which would then include two emergency items added outside the 24 hour limit: a request for new hire overlap for Drug Court Coordinator and a correction to item two to change “Emergency Communications Officer” to “Control Room Officer,” both of which were time sensitive because new employees were due to start work. 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.

C. Business (Action):

Request for Higher Duty Pay for Jail Booking Records Clerk – KCSO

KCSO Personnel Administrator/Administrative Manager Marcia Heglie stated that a Senior Clerk had gone on FMLA (Family Medical Leave Act) and a Clerk had been assigned to perform her duties during her absence.

Ms. Heglie asked the Board to approve higher duty pay for the Jail Booking Records Clerk, for the period of July 9, 2021 through August 31, 2021.

Commissioner Duncan moved that the Board approve the request for higher duty pay for the Jail Booking Records Clerk as outlined, going back to July 9, 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.

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.

Temporary Conversion of Control Room Operator to Part Time with PERSI – KCSO

Ms. Heglie explained that they had a candidate for a Control Room Operator who was still in college and not able to work a full time schedule. She asked that the Board approve their request to convert the position to part time, temporarily, to accommodate the candidate. She said that they would ask that the position be converted back to full time once the person had graduated or into one of the Deputy positions previously approved by the Board.

Finance Director Dena Darrow stated that this position had been funded at 50% for FY22.

Commissioner Duncan moved that the Board approve the temporary conversion of the Control Room Operator position. 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.

Adoption of New Grade for Senior Records Clerk to Jail - Purchasing Agent – HR

Ms. Van Slate asked the Board to approve reclassification of an existing Jail Senior Records Clerk position to Jail - Purchasing Agent, which would be from a pay grade of 4 to 5. She

explained that the job description had been reviewed and the change was considered appropriate to the person's actual duties.

Commissioner Duncan asked why this change was being requested outside of Budget season.

Ms. Heglie explained that the job description review had not been completed with the others, so the request was presented later.

Commissioner Duncan moved that the Board adopt the new grade for the Jail Purchasing Agent. 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.

Wage Adjustment due to Reclassification – Jail - Purchasing Agent – KCSO

Ms. Heglie requested the Board's approval of the wage adjustment related to the reclassification of the employee to Jail – Purchasing Agent.

Commissioner Duncan moved that the Board approve the wage adjustment due to the reclassification for the Jail – Purchasing Agent. 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.

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Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Request to Convert Cadastral Tech II to Cadastral Mapping Specialist I – Assessor

Chief Deputy Assessor Allyson Knapp requested the Board's approval of the conversion of a Cadastral Technician II to Cadastral Mapping Specialist I, as a title change with no change in pay.

Commissioner Duncan moved that the Board approve the conversion of a Cadastral Technician II to a Cadastral Mapping Specialist I. 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.

Request to Convert Title Clerk II to Title Clerk III – Assessor

Ms. Knapp noted that this position was located at the Post Falls DMV (Department of Motor Vehicles) Office.

Vehicle License Manager Anna Frohboese explained that the downgrade of the position in question had been approved previously by the Board. She said that, at that time, they did not have any candidates eligible to fill a Title Clerk III slot, but now they did. She asked the Board to approve conversion of the position back to Title Clerk III.

Commissioner Duncan moved that the Board approve the request to convert a Title Clerk II position to Title Clerk III for Post Falls DMV. 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.

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Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was submitted.

Commissioner Duncan pointed out that the position had been initially funded as a Clerk III, then moved to Clerk II, and now back to Clerk III. She asked why the position was shown to have caused a budget increase.

Ms. Darrow explained the process by which the position had been funded as a Clerk II when they had frozen the data in order to complete the budget for FY22. She showed how this resulted in the need to increase funding for this change now.

Commissioner Duncan asked that the process be improved so that a similar adjustment would not be required for jobs undergoing transitions for FY23.

Ms. Darrow indicated that she understood the request and would update the process as needed, subject to Board approval.

Chairman Fillios expressed his approval of the suggestion. No objections were voiced.

Ms. Grytness exited the meeting at 11:18 a.m.

Adoption of New Grade for Clerk’s Executive Assistant – Auditor

Ms. Van Slate reported that HR had been asked by the Clerk to reclassify their existing Administrative Assistant as an Executive Assistant.

Chief Deputy Clerk Jennifer Locke explained that the position had increased in scope and responsibility and stated that the person filled a very important role in their department. She confirmed that the budgetary impact would be about \$10,700 and that the Clerk’s Budget contained enough funds to cover this, so the change would be budget-neutral.

Ms. Locke said the person had received a firm job offer from another department in the County at a rate of pay equivalent to what they wanted to offer. She stressed that retaining the institutional knowledge of this employee was important to the Clerk’s Office.

Commissioner Duncan moved that the Board approve the adoption of the new grade for Clerk’s Executive Assistant. 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.

Wage Adjustment due to Reclassification, Executive Assistant – Auditor

Ms. Locke stated that the wage adjustment would be equal to the amount the other department had offered. She said the employee would be moved to Grade 7, Step 5 and that the Clerk’s budget had sufficient funds to cover the change.

Commissioner Duncan moved that the Board approve the wage adjustment due to the reclassification for Executive Assistant. 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 Hire Overlap of Drug Court Coordinator for Training – Specialty Court

1st Judicial District Trial Court Administrator Karlene Behringer requested the Board’s approval of an overlap for training purposes for their newly hired Drug Court Coordinator. She said the total cost would be about \$1,675.

Commissioner Duncan moved that the Board approve the overlap for the Drug Court Coordinator position. 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.

Ms. Behringer exited the meeting at 11:23 a.m.

Clarification of Sworn Officer Cost of Living Effective Date for FY22 – HR

HR Director Sylvia Proud explained that, during the Budget process, COLA (Cost of Living Adjustment) for the Sworn Officers had been calculated to take effect upon their anniversary dates. She said that, after further research, it became clear that the COLA should have been projected with a starting date of October 10, 2021.

Ms. Proud said that this change would result in a budget overage of \$160,393.80. She suggested this be taken from the \$250,000 that was set aside in the FY22 Budget to cover midyear salary increases. She noted that \$68,000 had already been used from this source for the new Payroll Technician position and this would leave about \$21,343.20 in the fund.

Commissioner Duncan commented that, since the fund for midyear increases will have been almost emptied, any other changes should be put off until after January 1, 2023 unless it was an emergency situation.

Substantial discussion of her suggestion followed. Commissioner Brooks said he disagreed with her proposal.

Civil Deputy Prosecuting Attorney R. David Ferguson remarked that this topic had not been included in the agenda item and suggested that it be added to the agenda of the next meeting.

Commissioner Duncan agreed and said she would submit the item for the next agenda.

Commissioner Duncan moved that the Board approve the Sworn Officer Cost of Living to be taken from the \$250,000 set aside, as described. 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.

FY22 Salary Increase Updates Employee List and Revisions – HR

Ms. Proud asked the Board to approve the FY22 Salary Increase Updates and Revisions. She explained there were three new hires as of September 7, 2021 whose pay needed to be adjusted, so each was making at least the minimum for their positions. She said the total, loaded cost would be about \$3,855 and suggested it be taken from the \$21,343.20 remaining of the \$250,000 originally set aside for mid-year increases. She noted this would leave about \$17,487.55.

Commissioner Duncan moved that the Board approve the salary increase updates for the new hires, as presented. 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.

Compensation Policy 120 Hiring Ranges – HR

Ms. Proud explained that Section 3.5 of Policy 120, regarding hiring ranges, needed to be updated in order to make it align with the new system being put into effect. She remarked that the entire policy would need to be updated, but this was the minimum they felt had to be done right away.

Commissioner Duncan moved that the Board approve the proposed change to Policy 120 temporarily, until the full revision is received. 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 11:42 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
