

Minutes of Meeting
Human Resources: Personnel Changes
October 14, 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 KCSO Captain Stuart Miller, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Finance Director Dena Darrow, Public Defender’s Office Client Services/Investigations Administrator Jennifer Jenquine, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Ms. Jenquine and Mr. Ferguson were 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):** There were no changes to the agenda.
- C. **Business Items (Action):**

Wage Adjustment for Senior Criminal Investigator – Public Defender

Public Defender’s Office Client Services/Investigations Administrator Jennifer Jenquine explained that one of their staff was leaving and they were moving an existing employee into the Senior Criminal Investigator position. She said that they would like to adjust that employee’s salary to equal that of the departing person. She commented that this would correct a compression issue without increasing their budget. She added that a new person would be brought in to fill the resulting vacancy.

Commissioner Leslie Duncan moved that the Board approve the wage adjustment for the Senior Criminal Investigator. 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.

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.

Policy 930 – KCSO/BOCC

KCSO Captain Stuart Miller called the Commissioners’ attention to the memo dated October 12, 2021, from KCSO Undersheriff Dan Mattos. In the memo, Undersheriff Mattos explained that KCSO wished to divide its budgets into dedicated groupings that would allow more efficient movement of funds. The fund groupings were listed in the memo and it was stated that this would be in accordance with Policy 930.

Finance Director Dena Darrow confirmed that this suggestion was acceptable to the Auditor’s Office.

Commissioner Duncan moved that the Board approve amendments contained in the memo from the Sheriff’s Office regarding Policy 930. 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 Out of Cycle Employee Position/Salary Changes – BOCC

Human Resources (HR) Director Sylvia Proud reminded the Commissioners that this topic had arisen in a previous meeting, but since it had not been on the agenda, they had not been able to pursue it fully.

Commissioner Duncan said she had suggested that no out-of-cycle employee position or salary changes be accepted for consideration by the Board until January, unless they were budget neutral or represented a budget savings. She pointed out that HR was working on a new wage study and that staff had all received COLA (Cost of Living Adjustment), bonuses and matrix steps.

Ms. Proud offered additional explanations of the situation, in response to a question from Commissioner Brooks.

After substantial discussion, all three Commissioners agreed to the suggestion.

Chairman Fillios noted that no motion was required.

In response to a request from Ms. Proud, Chairman Fillios said he would write up a statement for the Elected Officials on the topic. He commented that he would provide a copy to Ms. Proud and the other Commissioners to review before it was sent.

FY22 Salary Updates and Revisions – Human Resources

Ms. Proud requested the Board’s approval of the latest set of FY22 Salary Updates and Revisions. She explained this was the result of existing employees having some change made in their positions, new hires that needed to be placed on a matrix step and other circumstances that required correction.

Ms. Darrow stated that the spreadsheet presented today would be the final one upon which the Budget allocation would be based.

Commissioner Duncan moved that the Board approve the FY22 Salary Updates and Revisions 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.

Personnel Matrix Guidelines Update – Human Resources

Ms. Proud called the Commissioners' attention to the current Personnel Matrix Guideline, which had been effective April 22, 2021, and the updated October 14, 2021 version. She said the only changes included had been to allow Department Heads and Elected Officials to start new hires at 97% of market. She explained that the change would provide guidance on when something needed to be presented in an open meeting, placed on the consent calendar and other requirements.

Ms. Proud also asked the Board to provide guidance regarding procedures for how bonuses within the approved budget would be handled going forward.

Commissioner Duncan moved that the Board adopt the updated Personnel Matrix Guidelines dated October 14, 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.

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 11:18 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
