

Minutes of Meeting
PRC Committee Final Findings
June 17, 2013
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Assessor Michael McDowell, Chief Deputy Assessor Richard Houser, Interim Human Resources Director Wade Larson, Human Resources Specialist Christina Anderson, Chief Deputy Treasurer Laurie Thomas, Airport Director Greg Delavan, County Assistance Manager Todd Rickard, Chief Bailiff Pete Barnes, Civil Deputy Prosecuting Attorney John Cafferty, Captain Kim Edmondson, Major Neal Robertson, Lieutenant John Holecek, Information Systems Network Administrator Grant Kinsey, Senior Accounting Technician II Yuen Allison, Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:03 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Chief Deputy Assessor Richard Houser stated that the Position Review Committee (PRC) has concluded the initial review of all County job positions, as well as final review of those positions that were reclassified or appealed. Mr. Houser asked the Board to review a handout that detailed the last eleven (11) recommendations from the PRC, and to consider those recommendations for approval. Moving forward, all County positions will be scheduled for PRC review on a twenty-four (24) month maintenance schedule, based upon the time of initial approval. Mr. Houser noted that future position reviews would occur only to classify new positions, or to review existing positions that reflect significant change in scope due to changes within a department.

Commissioner Green noted that the question before the Board related only to the approval of the PRC recommendations, and that financial considerations related to these changes, if any, would be addressed through a separate process.

Commissioner Green moved to accept the recommendations of the PRC Committee for the eleven (11) positions that were reclassified or appealed, and which were brought before the Board for approval. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Chairman Tondee asked HR Specialist Christina Anderson to forward to the Board a copy of all recommendations and actions that have occurred since the formation of the committee, including comprehensive information on specific pay grade changes. Commissioner Green asked Ms. Anderson to also present a list of any positions that are outside of their original pay grade as a result of the current recommendations. Ms. Anderson noted that all Department Heads will receive, via email, a schedule that reflects when the positions in their departments are eligible for review and appeal.

The Board expressed their appreciation for the diligence, cooperation, and professionalism that the committee exemplified throughout the position review process.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 2:12 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk