

**Minutes of Meeting  
PRC Recommendations  
October 15, 2013  
10:30 a.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 Human Resources Director Skye Reynolds, Human Resources Specialist Kimberley Buffin, Chief Deputy Assessor Richard Houser, Mapping Manager Joseph Johns, Chief Deputy Treasurer Laurie Thomas, and Deputy Clerk Nancy Jones.

**A. Call to Order:** Chairman Tondee called the meeting to order at 10:32 a.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:**

Human Resources (HR) Director Skye Reynolds explained that, as part of the Human Resources reorganization, she will be assuming the HR facilitator role for the Position Review Committee (PRC) as of November 2013. Human Resources Specialist Kim Buffin has been working in this capacity during the recent HR transition period.

Ms. Buffin listed the positions that were recently reviewed by the Position Review Committee (PRC), and she provided a handout to the Board, detailing the final scores and recommendations of the committee. The positions that were mostly recently reviewed were:

- The Sheriff's Department Personnel Technician – initial classification of new position
- Risk Management and Benefits Specialist - initial classification of new position
- HR Specialist – reclassification due to change in the scope of duties
- BOCC Grant Writer – reclassification due to change in the scope of duties

Chairman Tondee noted that a title change was being recommended in association with the reclassification of the Grant Writer position. Ms. Reynolds stated that the PRC was unsure of the origin of that title, and that the committee does not have the authority to change employee titles. The attendees discussed designations that would be a more accurate reflection of the job duties associated with the Grant Writer role. Ms. Reynolds noted that typically, throughout the County, the title of 'Director' is applied for positions with direct reports, but that the title change for this position would ultimately be a determination of the Board. Upon discussion, the title of 'Grant Compliance Manager' was determined to be a more appropriate and accurate title than 'Grant Writer'.

Commissioner Nelson moved to adopt the PRC findings, with regard to the Grant Compliance Manager (amendment to Grade M), Risk Management Benefits and HR Specialist (amendment to Grade I), and the Sheriff's Personnel Technician (amendment to Grade I) positions. Commissioner Green 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.

Ms. Reynolds confirmed that she would follow through on the creation and completion of the required status change forms for these positions.

Chief Deputy Assessor Rich Houser recommended that future memorandums to the Board that detail the PRC findings should also include the final scores that were determined by the committee. Ms. Reynolds supported this suggestion and agreed to amend the form to include this information.

**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 10:42 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk