

**Minutes of Meeting**  
**Position Review Committee (PRC) Advisory Board Recommendations**  
**May 8, 2014**  
**8:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Pro-Tem Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Office of Emergency Management Manager Sandy Von Behren, Human Resources Director Skye Reynolds, Network Administrator Grant Kinsey, Mapping Manager Joseph Johns and Deputy Clerk Brandie Bradley. Chairman Todd Tondee was excused.

**A. Call to Order:** Chairman Pro-Tem Green called the meeting to order at 8:04 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 Director Skye Reynolds presented the Board with the Position Review Committee's (PRC) recommendations for four (4) positions that were reviewed. Ms. Reynolds advised that all four (4) positions that were reviewed by the committee were for the Office of Emergency Management (OEM). One (1) position that was submitted was returned to OEM Manager Sandy Von Behren to obtain clarification on the education component. This position will be reviewed by the PRC and submitted to the Board at a later date.

The Resource and Preparedness Coordinator, currently a grade E, was reviewed and given a score of 199. The PRC recommended that the title of this position be changed to Preparedness Coordinator and reclassified at a grade G.

The PRC also reviewed the Program Assistant II position. The PRC assigned a score of 173 to this position and Ms. Reynolds advised that the position would remain a grade F, but that the PRC recommended that the title be changed to Administrative Assistant.

The final position that was reviewed by the PRC was the Emergency Management Manager, currently a grade L position. Ms. Reynolds stated that the PRC gave this position a score of 479, which would move the position grade to M. A recommendation was made to change the title of the position to Emergency Management Director. The Board discussed this position with Ms. Von Behren and asked that she provide them with her resume. Chairman Pro-Tem Green and Commissioner Nelson continued review of this position to the Commissioners' Debriefing to be held on May 12, 2014.

Commissioner Nelson moved to approve the recommendations as made by the PRC reclassifying the Resource and Preparedness Coordinator to Preparedness Coordinator with a grade assignment of G, and to maintain the Program Assistant II position as a grade F, but to assign the title of Administrative Assistant to the position. Chairman Pro-Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson:           Aye  
Commissioner Green:           Aye  
Chairman Tondee:               Excused

The motion carried.

**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 8:25 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk

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