

**Minutes of Meeting**  
**PRC Recommendations**  
**October 7, 2014**  
**1:30 p.m.**

The Kootenai County Board of Commissioners, Chairman Tondee, Commissioner Green and Commissioner Nelson met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, Chief Deputy Assessor Rich Houser, County Assistance Manager Todd Rickard and Building & Grounds Manager Shawn Riley as well as Deputy Clerk Teri Johnston.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:35 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Human Resources Director presented the Board with six (6) recommendations for reclassification of positions/job descriptions from the Position Review Committee. The following changes were proposed:

1. Buildings & Grounds: A title change was recommended from Operations Manager to Director of Buildings and Grounds. A grade change was also recommended from K to O with a PRC score of 568.
2. Adult Misdemeanor Probation (AMP) Director: No recommended title change, however a grade change was recommended from M to N with a PRC score of 534.
3. Adult Misdemeanor Probation (AMP) Probation Officer: A recommended designation change from "unarmed" to "armed" position. No grade change was recommended with PRC score of 339.
4. Adult Misdemeanor Probation (AMP) Administrative Secretary: A grade change was recommended from F to H with a PRC score of 233.
5. Sheriff Department (KCSO) Accounting Technician: No title or grade change was recommended with a PRC score of 173.
6. Prosecuting Attorney (KCPA) Secretary: The current title is Senior Clerical Aid, the recommended title is Secretary. A grade change from B to C is recommended with a PRC score of 107.

Two of the six positions result in pay changes. Commissioner Nelson was concerned about the impact to the budget. Ms. Nelson reviewed the figures with the Board.

Commissioner Green moved that the Board adopt the changes presented by Ms. Reynolds as previously outlined. Commissioner Nelson seconded the motion.

There being no discussion, Deputy Clerk Teri Johnston 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.

- 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 1:58 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

By: \_\_\_\_\_  
Deputy Clerk

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W. Todd Tondee, Chairman