

Minutes of Meeting
Position Review Committee - Recommendations
December 2, 2014
1:00 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 Sheriff's Captain Andy Deak, Human Resources Director Skye Reynolds, Grants Compliance Officer Jody Bieze, Position Review Committee member Grant Kinsey, and Deputy Clerk Daniel Robertson.

A. Call to Order: Chairman Tondee called the meeting to order at 1:00 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 Skye Reynolds announced that these were the final position evaluations to be completed by the Position Review Committee (PRC). She provided copies of evaluations for the attendees to review.

The attendees discussed a position in the Sheriff's Office for a Warrants Technician/Extradition Coordinator. The PRC scored the position at 170, and recommended changing the grade from D to F. Captain Andy Deak highlighted the changes in the position's duties.

The attendees discussed PRC evaluations and recommendations for 4 positions for the Grants Management Office (GMO), as follows:

- Grants Compliance Officer: The PRC recommended changing the title to GMO Director, and the grade from M to N with a score of 534 points.
- Administrative Assistant: This new position was scored by the PRC at 199 and recommended to be a grade G.
- Program Manager: This new position was scored by the PRC at 353 and recommended for a grade K.
- Transit Program Specialist: This new position was also scored at 353 and recommended for a grade K.

The attendees also discussed the GMO organizational chart previously approved by the Board and submitted to the Federal Transit Administration (FTA), and whether the Transit Program Specialist position would be budgeted. Commissioners Green and Tondee agreed that the Board was obligated to fund the position, and said funding the position had been their intention since approving the organizational chart in October. Commissioner Nelson disagreed, and said in her opinion the approval of the organizational chart meant the Board was approving a plan, which may or may not end up being funded.

PRC member Joe Johns entered the meeting at 1:20 p.m.

Grants Compliance Officer Jody Bieze said she had requested the modified organizational chart because an FTA audit finding pointed out that the Transit Office was understaffed, but that the Fiscal Year 2015 budget timeline had not allowed for adding a Program Specialist position before budget adoption. She also recalled the Board indicating that the budget might be reopened to budget for the additional position. Commissioner Green confirmed he was supportive of reopening the budget for the position if the funds could not be found elsewhere, but that this topic should be addressed at a future meeting.

Commissioner Green moved to adopt the PRC recommendations for the positions discussed: changing the Warrants Technician/Extradition Coordinator position to Grade F; changing the title of the Grants Management Officer to GMO Director and the grade to N; assigning the GMO Administrative Assistant position a grade of G; assigning the GMO Program Manager position a grade of K; and assigning the Transit Program Specialist position a grade of K. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:
Commissioner Nelson: Abstain
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

The Board agreed to discuss funding options for the Transit Specialist Position at a later date.

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

Chairman Tondee adjourned the meeting at 1:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
