

Commissioners Minutes

May 12, 2025 – 1:33 p.m. to 2:30 p.m.

ACTION ITEM: CONSIDER A RESOLUTION TO APPROVE CHANGES TO THE JOB TITLE, AND SALARY GRADE OF ONE (1) POSITION; AND TO APPROVE CHANGES TO THE SALARY GRADE OF ONE (1) POSITION UNDER THE BOARD OF COUNTY COMMISSIONERS; AND DISCUSS HR CHANGES ON THE COUNTY COMPENSATION PROGRAM AND PROPOSED PERFORMANCE MANAGEMENT REVIEW PROCESS

Commissioners Brad Holton, Zach Brooks, Leslie Van Beek

HR Director Marty Danner

COO Greg Rast

Clerk Rick Hogaboam

Controller Kyle Wilmot

Auditing Supervisor Sarah Winslow

Treasurer Jennifer Watters

Banking and Finance Manager Melissa Tucker

Public Information Officer Joe Decker

Senior Finance Specialist Bree Ann Kilbourne

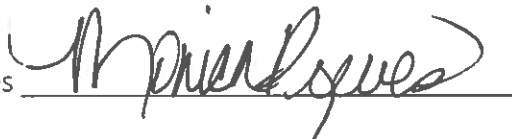
Finance Manager Dave Ivers

CSD Aaron Williams

Senior Chief Deputy PA Ingrid Batey

Captain Ray Talbot

Deputy Clerk Monica Reeves



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The Board met today at 1:33 p.m. to consider a resolution to approve changes to the job title, and salary grade of one position, and to approve changes to the salary grade of one position under the Board of Commissioners. Present were: Commissioners Brad Holton, Zach Brooks, Leslie Van Beek, HR Director Marty Danner, COO Greg Rast, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Treasurer Jennifer Watters, Banking and Finance Manager Melissa Tucker, Public Information Officer Joe Decker, Senior Finance Specialist Bree Ann Kilbourne, Finance Manager Dave Ivers, Director of Constituent Services Aaron Williams, Senior Chief Deputy PA Ingrid Batey, Captain Ray Talbot, and Deputy Clerk Monica Reeves. With the upcoming retirement of Deputy Clerk Monica Reeves, HR Director explained the proposed job title and salary grade changes:

One (1), Commissioners Admin Supervisor, salary grade 15, min. \$72,488.00, mid. \$86,257.60, max. \$100,027.20, position control number 02 205 524, FLSA Exempt

To

One (1) Sr Administrative Specialist- BOCC, salary grade 13, min. \$52,228.80, mid. \$62,160.80, max. \$72,092.80, position control number 02 205 524, FLSA Exempt

One (1) Sr Administrative Specialist, salary grade 12, min. \$44,803.20, mid. \$54,121.60, max. \$63,440.00, position control number 02 205 527, FLSA Exempt

To

One (1) Sr Administrative Specialist-BOCC salary grade 13, min. \$52,228.80, mid. \$62,160.80, max. \$72,092.80, position control number 02 205 527, FLSA Exempt

The positions are deputized clerks and are specialized positions that perform duties for the Clerk of the Board and furthermore there is a brand-new job description that will need to be adopted. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board voted unanimously to approve the job title, and salary grade change from one Commissioners' Administrative Supervisor with a salary grade 15, to one Sr. Administrative Specialist salary grade 13, and one Sr. Administrative Specialist with a salary grade of 12 to one Sr. Administrative Specialist - BOCC with a salary grade of 13 as presented by Director Danner. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board voted unanimously to adopt the job description for the Sr. Administrative Specialist position for the Board of County Commissioners with a pay grade of 13 as presented by Director Danner. (Resolution No. 25-100.)

The next topic of discussion was:

HR CHANGES ON THE COUNTY COMPENSATION PROGRAM AND PROPOSED PERFORMANCE MANAGEMENT REVIEW PROCESS

Director Danner has done a compensation review on the current grades for FY25 and she wants to elongate from 12 steps to 16 steps within a grade to reduce the amount between each step to 2.25% in between each level in the grade. This is more doable for people who need to stay in the same grade if there isn't a way to promote out of that grade into the next level, and it will give some wiggle room with using performance to help people move up through the grade. It will align with the performance review program they are hoping to put in place for this year. The goal is to have performance reviews by September for all departments, excluding the Sheriff's Office, through the ADP system; the measured competencies will be different for each department and the performance review process will include a significant amount of training for the supervisors and directors. HR will review the evaluations and is hoping to use anywhere between 1.5% and 2.5% to be able to award merit increases to help people move up through the grade. The end goal is that performance reviews will be done by mid-December and reviewed by HR by mid-February

and then they will speak with directors and elected officials on the amount of money that would be distributed as performance review merit increases. COO Rast said we need to get away from the 16 levels within a grade; they do not equate to years in position or years of experience. We have used years in positions and steps as one of the same so that's kind a shift and he likes that we are potentially splitting merit and COLA. Theoretically, if the County can afford a COLA it would go into effect on October 1st and if merit applies it would go into effect on April 1st, rather than doing increases once every 2-3 years or once every 5-6 years. By leaving the grades the same all of the work they have gone through the last 2 ½ years in grading positions is not lost. All the positions that have been graded appropriately will stay within the grade they have been assigned, it just splits it to more of a 16-level so it's not a big overhaul of the gradings. The Board is supportive of going with 16 levels rather than staying at 12 levels.

Director Danner said they are in the middle of implementing the performance review module within ADP for this year, and then it will be Day Force used through the HRIS system. COO Rast said the documentation will be written by Director Danner explaining the compensation programs so that all directors and elected officials know how this works, and it will come before the Board once the program is fully articulated and defined. The Board is in concurrence.

A request was made to go into Executive Session as follows:

EXECUTIVE SESSION – PERSONNEL MATTER AND COMMUNICATE WITH LEGAL COUNSEL
REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Van Beek made a motion to go into Executive Session at 1:55 p.m. pursuant to Idaho Code, Section 74-206(1) (b) and (f) to discuss a personnel matter and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, HR Director Marty Danner, and Senior Chief Deputy Ingrid Batey. The Executive Session concluded at 2:30 p.m. with no decision being called for in open session.

An audio recording of the open portion of the meeting is on file in the Commissioners' Office.