

Commissioner Minutes

September 30, 2025 – 11:05 a.m. to 11:31 a.m.

**MEETING TO CONSIDER HR ACTION ITEMS**

Commissioners Leslie Van Beek, Brad Holton and Zach Brooks

HR Director Marty Danner

Clerk Rick Hogaboam

Assessor Brian Stender

Prosecutor Chris Boyd

Senior Chief Deputy P.A. Ingrid Batey

Deputy P.A. Ben Cramer

Juvenile Probation Supervisor III Elda Catalano

COO Greg Rast

Deputy Clerk Jenen Ross\_\_\_\_\_

MEETING TO CONSIDER HR ACTION ITEMS

The Board met today at 11:05 a.m. to consider HR action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, HR Director Marty Danner, Clerk Rick Hogaboam, Assessor Brian Stender, Prosecutor Chris Boyd, Senior Chief Deputy P.A. Ingrid Batey, Deputy P.A. Ben Cramer, Juvenile Probation Supervisor III Elda Catalano, COO Greg Rast, and Deputy Clerk Jenen Ross. The action items were considered as follows:

Director Danner said that most of the resolutions being considered today were discussed during the budget process.

*Consider a resolution to adopt changes to job description and pay grade for five (5) positions in Juvenile Probation Department:* This resolution is to level-set the department ensuring pay remains competitive. This change will have FY26 budget impacts, and the status change forms have been submitted for signatures. At the request of Commissioner Van Beek, Ms. Catalano offered her comments on this change. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to approve the resolution adopting changes to the job description and pay grade for five (5) positions in the Juvenile Probation Department (resolution no. 25-187).

*Consider resolution to adopt changes to two (2) job descriptions and pay grade for Case Managers in the County Assistance Department:* This is recognition of the Case Manager position responsibilities and level of experience. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution to

adopt changes to two (2) job descriptions and pay grade for Case Managers in the County Assistance Department (resolution no. 25-188).

Director Danner said that the following resolutions remove the level from the positions, however, it will still be tracked internally. By removing the level, it allows for much more flexibility when there is an open position to be filled.

*Consider changes to the job title and grade change of one (1) position in the Prosecuting Attorney's Office; and approve the grade the grade change to eight (8) positions in the Prosecuting Attorney's office related to Victim/Witness Services position:* Currently there is only one level of Victim/Witness Coordinator which no longer works. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the resolution adopting changes to the job title and grade change of one (1) position in the Prosecuting Attorney's Office; and approve the grade the grade change to eight (8) positions in the Prosecuting Attorney's office related to Victim/Witness Services position (resolution no. 25-189).

*Consider approving the return of five (5) positions in the Prosecuting Attorney's Office back to the county:* Mr. Boyd spoke about how they carefully eliminated these positions in order to be as fiscally responsible as possible. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution approving the return of five (5) positions in the Prosecuting Attorney's Office back to the county (resolution no. 25-190).

*Consider approving changes to the job title of five (5) positions in the Prosecuting Attorney's Office related to the Legal Assistant position:* Ms. Batey said they wanted to ensure that the job classification reflects the actual work being done. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to approve the resolution adopting changes to the job title of five (5) positions in the Prosecuting Attorney's Office related to the Legal Assistant position (resolution no. 25-191).

*Consider approving changes to the job title of thirty-six (36) positions in the Prosecuting Attorney's Office related to the Criminal Deputy Prosecuting Attorney position:* This will remove the levels from the PCNs allowing for the hiring of the most qualified candidate. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution approving changes to the job title of thirty-six (36) positions in the Prosecuting Attorney's Office related to the Criminal Deputy Prosecuting Attorney position (resolution no. 25-192).

*Consider changes to the job title for four (4) positions in the Prosecuting Attorney's Office related to the Civil Deputy Prosecuting Attorney position:* This will remove the levels from the PCNs

allowing for the hiring of the most qualified candidate. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the resolution approving changes to the job title for four (4) positions in the Prosecuting Attorney's Office related to the Civil Deputy Prosecuting Attorney position (resolution no. 25-193).

*Consider approving changes to the job title for twenty-three (23) positions in the Prosecuting Attorney's office related to Criminal Legal Assistant and one (1) Assistant Admin Supervisor position:* Director Danner explained that in regard to the 23 positions this will remove the levels from the PCNs allowing for the hiring of the most qualified candidate. Ms. Batey explained that the Assistant Admin Supervisor has been vacant for many years and is no longer a position within the office. Commissioner Holton requested an executive session.

#### EXECUTIVE SESSION – PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 11:26 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he, along with Commissioners Van Beek and Brooks, voted 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, county legal staff, and other participants. The Executive Session concluded at 11:29 a.m. with no decision being called for in open session.

Following the executive session, a motion was made on the below action item:

*Consider approving changes to the job title for twenty-three (23) positions in the Prosecuting Attorney's office related to Criminal Legal Assistant and one (1) Assistant Admin Supervisor position:* Upon the motion of Commissioner Holton and second by Commissioner Van Beek the Board voted unanimously to sign the resolution approving changes to the job title for twenty-three (23) positions in the Prosecuting Attorney's office related to Criminal Legal Assistant and one (1) Assistant Admin Supervisor position (resolution no. 25-194).

The meeting concluded at 11:31 a.m. and an audio recording is on file in the Commissioners' Office.