

Minutes of Meeting
BDPA Salary Survey Discussion
February 15, 2013
8:30 a.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 Human Resources Specialist Christina Anderson, Assessor Mike McDowell, Treasurer Tom Malzahn, Chief Deputy Assessor Rich Houser, Chief Deputy Treasurer Laurie Thomas, BDPA Owner Andrea Fogleman, BDPA Owner Bonnie Brazier, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 8:33 a.m.
- B. Introductions:** Chairman Tondee introduced Bonnie Brazier and Andrea Fogleman to the assembly.
- 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:**

Commissioner Dan Green explained that the purpose of the meeting was to refine the scope and define the goals that can be accomplished by having BDPA complete an employee Salary Survey. BDPA Principals Andrea Fogleman and Bonnie Brazier presented a contract that outlined the comprehensive services that their company is able to provide, and the processes by which position and salary schedule comparisons are accomplished. Commissioner Green expressed concerns about limiting the survey to only public sector entities, and stressed a desired focus on using total compensation values. Ms. Fogleman detailed the processes, guidelines, goals, and benefits of their Determined Pay Philosophy and Developed Salary Plan, noting that the BDPA total compensation formula was derived from one originally developed by the International City and County Managers Association. The Board inquired about aggregate values in the final report, liability insurance levels, service fees (including not-to-exceed amounts), and how public and private sector information are balanced during the process and in the final report. Contract specifics were debated and resolved, clarifications of County pay grade systems were discussed, and time frames were outlined for the project. In response to proposed use of an employee focus group as part of the Survey, the Board described the previous work that was done internally by our Position Review Committee (PRC), including the establishment benchmark positions. The Board indicated that because the survey is data driven, they feel committee input would not be beneficial; however Assessor Mike McDowell suggested that inclusion of a focus group might lend credibility and relevance to the study. It was determined that the completion time for the Salary Survey will be 60 to 90 days. The Board agreed that the final Salary Survey Report should be presented to the Elected Officials as well as the Board.

Ms. Fogleman and Ms. Brazier explained the benefits and specifics regarding a subscription to the Northwest Data Exchange, which is a regional, comparative City/County salary and benefit database that provides ongoing, current information, in lieu of having additional surveys done in the future. Commissioner Nelson clarified that the contract total of \$13,440 is the maximum potential cost for the Salary Survey, including travel expenses related to three (3) future meetings with BDPA. Following this meeting, BDPA will amend the contract and then submit for further Board review.

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 9:25 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk