

Minutes of Meeting
BDPA Salary Survey Report
August 12, 2013
9:00 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 BDPA Principals Andrea Fogleman and Bonnie Brazier, Prosecutor Barry McHugh, Assessor Michael McDowell, Treasurer Tom Malzahn, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Clerk Pat Raffee, Administrative Supervisor II Jan Lindquist, Undersheriff Travis Cheney, Major Neal Robertson, Captain Daniel Soumas, KCSO Personnel Technician Marcia Heglie, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 9:04 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

BDPA Principals Andrea Fogleman and Bonnie Brazier came to present the final report for the Kootenai County Market Comparability Study. Ms. Fogleman engaged in an explanation of the methodology used to create the report, as well as a review of focus areas and a summary of the report findings. As stated in the preliminary findings, the study found the County's pay rates to be, on average, around sixteen percent (16%) below market, and therefore not externally competitive. In addition, the use of both a step plan pay structure and an open range structure was found to create disparity between departments. The report, therefore, included a recommendation to create consistency in the administration of these two plans, so that all employees have an equal opportunity for salary adjustments. In order to create a comprehensive report, the survey results were drafted to represent an overall average of all County benchmark positions from both structures.

In response to a request from the Board, several additional market comparisons were added to the final report, in order to illustrate specific variances (e.g. removal of out of state entities, removal of entities that were determined to include weighted data or exist outside the typical market range); however, the Board indicated that the recommendations should be based on the full results of the report. The Board requested wage adjustment recommendations that would result in better internal equity, while adjusting the salary schedule to about three and a half percent (3.5%) below the defined market rates, to balance weighted data and above market comparisons. Commissioner Nelson expressed disapproval of the decision to lag below market averages.

In the summary of recommendations, BDPA suggested implementation of a new salary structure for employees in both pay structures, with specific pay grade solutions included within the report. Further, the summary noted that the County should integrate new pay philosophy goals (including clear definition of skills and parameters that will allow for advancement and raises) with clear administrative guidelines (to provide consistent movement within the salary ranges). Ms. Fogleman presented budgetary control options that might assist in maintaining internal equity and external competitiveness in the future. Ms. Fogleman went on to suggest that the County consider additional position review analyses. The importance of providing ongoing training to managers and supervisors was emphasized, in order to strengthen the County's merit based pay structure.

The Board expressed concern about the accuracy of the report, due to the narrow market scope used for comparison (with responses from only nineteen (19) of forty-four (44) entities polled), and the fact that no private company data was received. Ms. Brazier informed the Board that, historically, inclusion of corresponding private sector data in public entity studies has averaged only a one percent (1%) overall adjustment.

Assessor Michael McDowell asked questions about the report recommendations for achieving internal equity between the varied pay structures. In particular, he asked how the proposed changes could be carried out within the parameters of the Equal Pay Act and the Lilly Ledbetter Act. Mr. McDowell also agreed with Chairman Tondee's concern that the survey recommendations only addressed pay inequity without providing mechanisms for merit recognition. Prosecutor Barry McHugh asked the Board whether the FY2014 budget proposal included provisions to address Salary Survey recommendations, and if the Board intended to take action, based on the findings. Chairman Tondee shared that approximately \$900,000 was allocated to address benefit costs and wage adjustments. Those funds are not inclusive of the required PERSI increase or the previously approved attorney pay band adjustments, which were funded separately within the budget proposal. The Board indicated that the Elected Officials would be given an opportunity to provide input about the use of the wage adjustment funds, prior to determining the best implementation of the survey recommendations.

E. Staff Reports: There were no staff reports.

F. 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 9:54 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk