

Minutes of Meeting
Human Resources Update
December 6, 2013
2:00 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 Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Darrin Murphey, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:29 p.m.

B. Introductions: There were no introductions made.

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:

Human Resources (HR) Director Skye Reynolds explained that the purpose of the meeting was to provide updates and request direction from the Board with regard to a number of HR issues. Ms. Reynolds' first item was to request Board direction regarding the process for contesting (or not contesting) unemployment insurance claims, particularly with regard to those departments under the Board's guidance. The Board gave direction that all claims should be contested, with the exception of situations related to reduction of workforce. Commissioner Green asked if this direction of the Board would be extended to other Elected Officials. Chairman Tondee suggested that the recommended practice should be communicated to all Elected Officials, but that each Elected Official will ultimately have the ability to make their own decisions on a case-by-case basis.

Ms. Reynolds presented the Board with an annual report that has been used, historically, to analyze unemployment claims and staffing turnover. Ms. Reynolds stated that the County has been effective in controlling unemployment costs. Further, Ms. Reynolds recommended increasing the frequency of the attrition report, so that the Board can analyze this information on a quarterly basis. The turnover average for the County over the last five (5) years has been about 12.74%, which is in line with HR expectations.

Ms. Reynolds also presented a worker's compensation loss experience analysis report, which detailed loss ratios, worker's compensation statistics, and experience modification calculations. Ms. Reynolds responded to questions from the Board regarding this information, and shared that the County will not be eligible to receive refund dividends for 2012, based on the current experience modification rating.

Ms. Reynolds went on to explain that she has been working with Civil Deputy Prosecuting Attorney Darrin Murphey to draft a harassment and nondiscrimination policy. Ms. Reynolds provided a draft copy of this policy for Board review, discussion, and modification. Ms. Reynolds gave her recommendation that the harassment reporting process should be centralized to minimize liability, although she acknowledged that the structure of the County requires unique considerations to be taken into account. Mr. Murphey agreed with Ms. Reynolds that HR centralization of this process would be the best practice. However, because each Elected Official has a level of autonomy in setting procedures within their departments, he and Ms. Reynolds drafted alternative reporting methods, as well. The attendees discussed the purpose behind having alternative methods, as well as the advantages of centralization.

The group discussed possible variations to the reporting process and the advantage to implementing confidentiality agreements to support centralization of the process. The Board made several modification recommendations and Ms. Reynolds agreed to bring an updated version of the policy forward as soon as possible 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 3:27 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk