

Minutes of Meeting
Human Resources Department Update
April 11, 2014
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 Human Resources Director Skye Reynolds and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 9:11 a.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 came before the Board to provide an update on the Human Resources Department. Ms. Reynolds presented the department's objectives and action planning items and explained that focus is being placed on the required compliance items, which includes updates to the Personnel Policy Manual. This is a five (5) year plan at the current staffing levels in the department. An additional staff member would allow for these items to be completed in two (2) years. Ms. Reynolds informed the Board that the Human Resources Department workload is at capacity and is unable to take on any new projects at this time. She asked the Board to be strategic in their planning and prioritizing of projects.

Ms. Reynolds made a recommendation that the Board consider recruiting for a Risk Manager. This individual would report directly to the Board and Ms. Reynolds provided the Board with a copy of Ada County's Risk Manager job description. Ms. Reynolds advised that she is currently overseeing Risk Management and relies heavily on the Idaho Counties Risk Management Program to provide guidance. A second option presented by Ms. Reynolds included a new staff member for the Human Resources Department. The Board supported consideration of a new staff member and directed Ms. Reynolds to present a detailed list of duties for this person.

Ms. Reynolds advised the Board that the Human Resources Department processed approximately 2,500 applications in 2013. Ms. Reynolds recommended that the Board consider the purchase and implementation of an applicant tracking software. This software would allow applicants to submit online applications and would allow staff to focus on training, retention and recruitment. The initial cost of this software would be \$19,000 and maintenance fees would be \$13,000 per year thereafter.

Ms. Reynolds informed the Board that the Fleet Management Project has become a larger project than was initially anticipated. Ms. Reynolds explained that upon review, there are aspects of the project that should already be in practice at the County. These items have not been brought to the Board's attention as it was assumed that they were already occurring. Ms. Reynolds further advised the Board that other Risk Management discussions would need to be held under an Executive Session.

Ms. Reynolds requested that the Board clarify their expectations for Supervisor Training Programs as she has received conflicting information. The Board advised that they agree training is essential and would like to see strategically structured leadership training.

- 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 10:04 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
