

Minutes of Meeting
FY15 Budget Meeting
Human Resources/Public Defender
May 19, 2014
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 Clerk Jim Brannon, Sheriff Ben Wolfinger, Human Resources Director Skye Reynolds, Chief Deputy Clerk Pat Raffee, Prosecutor Barry McHugh, Chief Deputy Assessor Richard Houser, Finance Director David McDowell, Chief Deputy Treasurer Laurie Thomas and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 8:30 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 Director Skye Reynolds came before the Board to present her findings in regard to the General Pay Plan, which included:
- Project Overview
 - Best Practices Survey
 - City of Post Falls
 - City of Coeur d'Alene
 - City of Moscow
 - Ada County
 - Canyon County
 - Review of Other Agencies Documents
 - Policies
 - Philosophies
 - Salary Structures
 - Administrative Guidelines
 - General Findings
 - Meet-the-Market Strategy
 - Open Ranges
 - Annual Market Review
 - Philosophies
 - Market and Merit Adjustments
 - Performance Evaluations
 - Internal Equity

Ms. Reynolds identified two (2) strengths of the County, stating that there are detailed philosophies or administrative guidelines in place and leadership commitment. Ms. Reynolds advised that other agencies that she surveyed have requested a copy of the Kootenai County philosophies and administrative guidelines. The existing Compensation Philosophy has been successful as it encompasses traits, such as:

- Flexibility
- Consistency
- Internal Value and Market Value
- Merit
- Job Valuation
- Climate of Recognition
- Communication and Training

The existing Administrative Guidelines include:

- Performance Reviews
- Hiring Salary
- Transfers
- Promotions
- Demotion (Voluntary and Involuntary)
- Job Valuation
- Higher Duty Pay

Ms. Reynolds asked the Board to consider annual individual market adjustments, salary structure market adjustments, merit adjustments and classification analysis, as well as annual adjustments that are done on the employee's anniversary date as opposed to budget year. Ms. Reynolds also asked the Board to consider a process for annual market review and adjustments, policy edits, and adjustment guidelines.

Finance Director David McDowell advised the Board that \$721,927 would be needed to bring employees back to the same percentage of the market value that they were prior to the market adjustment that was done in 2013. The attendees reviewed the available options for funding these wage adjustments, which included a one-time payment, and funding over two (2) years.

Ms. Reynolds, Sheriff Wolfinger, Mr. McHugh, Mr. Houser, Mr. Mike McDowell, and Ms. Thomas left the meeting at 9:24 a.m. Chairman Tondee recessed the meeting at 9:24 a.m.

Chairman Tondee called the meeting to order at 10:30 a.m. Commissioner Green, Commissioner Nelson, Mr. David McDowell, Ms. Kimberli Price and Deputy Clerk Bradley rejoined the meeting. Public Defender John Adams and Administrative Supervisor II Jamie Woods joined the meeting.

Mr. Adams presented the proposed FY15 Budget for the Public Defender's Office. The attendees discussed the following budget concerns:

- Professional Services
- Witness Payments
- Transcription Costs
- Complex Felony Cases
- New Program Expansion

Commissioner Green exited the meeting at 10:45 a.m.

The Board agreed to an adjusted budget less the New Program Expansion expenditures, which will be reviewed at a date uncertain.

Mr. Adams and Ms. Woods exited the meeting at 10:53 a.m.

The attendees discussed fund balance and stabilization of funds, as well as the schedule for upcoming budget meetings.

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 11:00 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
