

Minutes of Meeting
Position Review Committee Follow-Up
June 25, 2014
11:00 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, Coroner Deb Wilkey, Assessor Mike McDowell, Treasurer Tom Malzahn, Finance Director Mike McDowell, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Prosecutor Barry McHugh, Human Resources Specialist Kimberley Buffin, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 11:01 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 the draft of the Proposed Job Classification Procedure and Request for Job Evaluation/Classification form. Ms. Reynolds explained that the process would begin with the Elected Official submitting the Request for Job Evaluation/Classification form to Human Resources. Human Resources would gain knowledge of the position and Ms. Reynolds and Human Resources Specialist Kimberley Buffin would point the position independently and then compare the results. Once Human Resources came to an agreement on the position they would make recommendations to the Elected Officials. Should the Elected Official not agree with the evaluation made by Human Resources and an agreement could not be reached, a third party would be engaged.

Ms. Reynolds advised that training would need to be provided for both Ms. Reynolds and Ms. Buffin should the Board make the decision to implement this process. The Board recommended some changes to the process to include the opportunity for the other Elected Officials to have input prior to any change being adopted by the Board.

The attendees discussed the option of staying with the Hay Group or converting to BDPA method and decided that Hay Group was the best option as it would create the least amount of transitional impact. Ms. Reynolds advised that by continuing with the Hay Group method this new process would be ready for implementation in October or November of 2014.

The attendees discussed that the current County policy does not support this process and a new policy would need to be drafted and adopted by the Board. Ms. Reynolds stated that she will work with legal on the policy, make the changes to the process as recommended by the Board, and prepare timelines for both the Hay Group and BDPA for implementation.

Ms. Reynolds commended the Position Review Committee on their dedication and hard work, and explained that this committee has been instrumental with defining the current process and putting the County at an advantage to continue forward.

- 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 11:46 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
