

Minutes of Meeting
Human Resources Update
September 9, 2014
3:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 3:41 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 Director Skye Reynolds came before the Board to present recommended changes to the County's Personnel Policy Manual. She explained that she had incorporated changes that were recommended by the Board, as well as changes recommended by Assessor Mike McDowell and Sheriff Ben Wolfinger. Ms. Reynolds briefly explained changes that were made to the following policies:

- 040 Personnel Records and Privacy
- 120 Section 3.11 Shift Pay
- 210 Hours of Work and Pay Days
- 417 Smoking and Use of Electronic Cigarettes
- 430 Employee Performance and Discipline

Ms. Reynolds asked the Board to provide her with any additional amendments to these policies prior to the Elected Officials meeting to be held on September 24, 2014. She explained that she will present the updated policy manual at that meeting for consideration by the other Elected Officials.

Ms. Reynolds inquired if the pay matrices that incorporated the shift differential pay should be used for the Sheriff's Office. Chairman Tondee and Commissioner Nelson were not in agreement on this item and it was decided that further discussion would take place at the Commissioners' Debriefing to be held on September 12, 2014, when Commissioner Green would also be present.

F. Staff Reports:

Ms. Reynolds advised that Spokane County Chief Operations Officer John Dickson has offered to teach the Lean Management Training course at Kootenai County. This training would be done in four (4) sessions using the Extreme Government Makeover example. Ms. Reynolds explained that she has some funding available in her budget to purchase the text books that would be used for this training. The Board encouraged Ms. Reynolds to obtain training on these courses so that she has the option of hosting future management training at the County on this subject.

Ms. Reynolds updated the Board on the Flexible Savings Account (FSA). She explained that Finance Director David McDowell has located the bank account that is used for these funds at Umpqua Bank. The process for distributing funds from this account has been reviewed and the Auditor's Office will be performing an audit of the account.

Ms. Reynolds also stated that she has been invited by the Idaho Counties Risk Management Program to speak at the upcoming Idaho Association of Counties conference to be held September 15, 2014, through September 19, 2014. She explained that they would reimburse her expenses for travel and asked the Board for permission to attend. The Board gave Ms. Reynolds permission to attend.

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 4:14 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
