

**Minutes of Meeting
Elected Officials
November 19, 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 Assessor Mike McDowell, Treasurer Tom Malzahn, Chief Deputy Treasurer Laurie Thomas, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Prosecutor Barry McHugh, Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Coroner Deb Wilkey, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 9:04 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

Kootenai County Sheriff Ben Wolfinger read a letter that detailed life-saving actions taken by Sheriff Deputy Matt Edmunds. On November 1, 2014, Deputy Edmunds was working in the County Administrative building when Recorder's Office staff members Shelli Halloran and Jessica Jensen alerted him that a customer had lost consciousness and struck his head as he fell to the ground. While Ms. Halloran and Ms. Jensen directed emergency medical responders to the office, Deputy Edmunds performed CPR on the man. It was later determined that the customer had suffered a serious cardiac episode and that Deputy Edmunds' actions likely saved the man's life. Clerk Jim Brannon also read a letter written by Deputy Edmunds, commending Ms. Halloran and Ms. Jensen on their calm and thoughtful response, which contributed to ensuring prompt medical attention for the customer. Sheriff Wolfinger presented Deputy Edmunds with the Sheriff's Lifesaving Award to commend him for his actions.

The attendees discussed the pay anomaly that will occur in calendar year 2015, which will result in County employees having twenty-seven (27) pay periods instead of twenty-six (26). This occurs approximately every ten (10) years. The reasons for the extra pay period were discussed, as well as long-term options for dealing with this situation in the future. Primarily, the group discussed the ramifications for exempt employees, who will receive an extra pay check in 2015 that will cause them to be paid more than their stated annual salary. The Officials debated whether salaries should be divided into 27 periods to avoid this issue; however, it was determined that because the extra amount essentially reimburses exempt employees for shortages in previous years, all exempt employees will receive their usual pay on all calendar year 2015 paychecks. Mr. Brannon noted that this situation affects approximately 125 employees, all of whom are in management positions. The total cost associated with this additional pay is about \$300,000.

It was recommended that, to avoid this situation in the future, the Elected Officials should hold discussions toward the second half of 2015 to consider changing to a semi-monthly pay structure (twice per month on scheduled dates) in place of the current bi-weekly policy.

Chief Deputy Clerk Pat Raffee initiated a discussion about the benefits of centralizing employee timesheet forms throughout the County. Ms. Raffee presented a sampling of the multiple forms currently in use, and explained how variances in forms and departmental processes create confusion and difficulties, especially for payroll staff. The group discussed options for a centralized form, including time tracking, accrual tracking, and signature preferences. The attendees also debated the benefits and drawbacks of a payroll software solution. Sheriff Wolfinger explained the reasons why an electronic solution may have unique challenges for his department. The Board directed Human Resources Director Skye Reynolds to work with Information Systems to research software solutions and bring recommendations forward for further consideration. Overall the Elected Officials agreed that a centralized form would be beneficial, and Mr. Brannon and Ms. Raffee agreed to work with the payroll department to draft a form that might be used throughout the County.

- E. **Staff Reports:** There were no staff reports.
- F. **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 10:09 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: Nancy A Jones
Nancy Jones, Deputy Clerk

W. Todd Tondee