

Minutes of Meeting
Human Resources Action Items
December 10, 2014
2:00 p.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, Human Resources Director Skye Reynolds, Benefits/Risk Management Specialist Dorothy Cross, Accounting Manager Grace Blomgren, Mercer Health & Benefits Principal Craig Culbertson, Civil Deputy Prosecuting Attorney Darrin Murphy, and Deputy Clerk Mary Enquist.

A. Call to Order: Chairman Tondee called the meeting to order at 2:05 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 determine the direction for a contract renewal with American Mobile Drug Testing. Ms. Reynolds has been working closely with Grants Compliance Officer Jody Bieze to determine how the contract might impact the transit program. Ms. Reynolds, on behalf of Ms. Bieze, requested a six (6) month extension of the current contract to allow time to determine the full impact of the drug testing program on the Grants Management Office. Ms. Reynolds requested to put this on the next Business Meeting agenda to include an addendum for extension of the contract for an additional six (6) months. Commissioner Green requested that the contract be signed by the vendor prior to the next Business Meeting.

Ms. Reynolds updated the Board on the impact to the County as of January 1, 2015, regarding Affordable Care Act (ACA) compliance. Mercer Health & Benefits Principal Craig Culbertson has been assisting with the new employer compliance and reporting requirements. Previous testing determined that the County qualifies for Exempt status until the next plan year in 2016. Mr. Culbertson explained the transition relief checklist which determines whether an employer is compliant, and pointed out that the Department of Labor's rules and definitions continue to evolve.

Mr. Culbertson continued that the ACA definition for full-time employee status is different than the definition used by the County. The County defines full-time employment at thirty-five (35) hours or more per week; yet ACA defines thirty (30) hours or more per week as considered full-time.

Mr. Culbertson also described elements of the ACA Exchange, where an employee or dependent can apply for an insurance coverage subsidy. The federal government will notify the County if any employee applies for a subsidy with the Exchange, and whether the employee or dependent applied for a subsidy to which they were not entitled.

Under ACA provisions, Mr. Culbertson noted, there will now be a requirement for employers to file a 1095-C form and to distribute 6065 forms, which are similar to a W-2, to all employees at year-end. These new reporting requirements will begin in 2016 for coverage in 2015.

Ms. Reynolds noted these new reporting requirements will require significant software tracking capabilities. For seasonal and part-time employees, tracking will be necessary to maintain compliance of the thirty (30) hour or less work week or less than six (6) months.

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 2:34 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
