

Minutes of Meeting
Human Resources Administration Meeting
February 05, 2015
1:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, Specialist Kimberley Buffin, Assistant Carol Kirkpatrick and Benefits/Risk Management Specialist Dorothy Cross, Chief Deputy Clerk Pat Raffee, Administrative Assistant Nancy Jones, and Deputy Clerk Meshell Missler. Also present was citizen Tina Kunishige. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 1:35 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Human Resources Benefits and Risk Management Specialist Dorothy Cross said the County is seeking a new vendor partner to administer health management services that include:

- Health Risk Assessment
- Biometric Screenings
- Health Advising and Lifestyle management
- Web portal
- Health and Wellness campaigns
- Rewards tracking
- Communications support
- Reporting and data analysis

Ms. Cross said there is an evaluation in progress and the County plans to transfer its Health Management and Wellness program to the new vendor in spring 2015.

Human Resources Specialist Kimberley Buffin requested the Board's approval to change the signature process of temporary employment request. Ms. Buffin explained currently there are about 3 to 4 signatures required and the time allocation could be cut down significantly for getting these requests approved. Ms. Buffin proposed each department be able to approve their own temporary employees considering each department has their own budget approved at the beginning of the fiscal year specifically for this use. The Board and the Human Resources department agreed this was a good idea.

Administrative Assistant Nancy Jones addressed the Board about the County's Tuition Reimbursement Policy. Ms. Jones explained this program has been underutilized but is receiving more and more recognition from County employees. Ms. Jones suggested further review and revisions to the Policy and budget so clarification can be given to employees.

Chief Deputy Clerk Pat Raffee explained to the Board that in the FY2014 budget preparation, the Board of County Commissioners consolidated the tuition reimbursements into one budget for all departments. These totals did not give an accurate account for all employees seeking tuition reimbursement and as a result FY2015 is close to going over budget. Ms. Raffee agreed the Education Training Assistance policy requires revisions and procedures need clarification, as well as the budget needs to be adjusted accordingly.

The Board looked at the form for the Employee Application for Reimbursement for Education / Training Expenses and many possible revisions were suggested to the form and terms used. This will be continued to the next meeting.

- F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

Tina Kunishige said she appreciated the Board talking to each department.

Commissioner Eberlein exited the meeting at 2:39 p.m.

Chairman Stewart adjourned the meeting at 2:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Meshell Missler, Deputy Clerk
