

Minutes of Meeting
Human Resources Update - Continued
April 14, 2015
3:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, Accounting Manager Grace Blomgren and Deputy Clerk Meshell Missler.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 3:33 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Update of Status of Market Survey

Human Resources Director Skye Reynolds gave the Board an update on the market analysis project by Black Data Processing Associates (BDPA) Compensation Specialists, and said she is hoping for the results by the first part of May 2015.

Ms. Reynolds said she had provided BDPA with the current County salary data and they are now working on job matches. Ms. Reynolds discussed job descriptions and told the Board that each elected official is responsible for updating job descriptions periodically. Ms. Reynolds said BDPA will match County job descriptions with their data base, and if there are three or more matches this would qualify a particular position for the market analysis. Ms. Reynolds said when job matches come in, she will forward them to the elected officials for their comments and input.

HR Budget Update

Ms. Reynolds notified the Board that health insurance projected increases are at approximately 10% - 12%. She said claims have been running high this year and the high rate is also from switching providers from Blue Cross to Regence.

Non-HR Related Risk Management Functions

Ms. Reynolds discussed with the Board the County's insurance liability and risk management needs. She also discussed some random duties that the HR department is currently managing but which are not HR related. She requested the possibility of these items to be delegated to another department. The Board agreed that the proposed list of items should not be in the HR department. Ms. Reynolds requested clarification for her upcoming FY2016 budget proposal as these items are on either the BOCC budget or the HR budget. The Board gave no direction on this, but suggested Ms. Reynolds submits her budget accordingly with these items still under the HR department.

The Board also discussed some future options on these unusual items. Commissioner Green offered to call Idaho Counties Risk Management (ICRMP) to inquire about their ideas on a Risk Manager directly.

Service Awards

Ms. Reynolds brought to the Board’s attention that there might be a problem with the County process of giving employees gift cards for merit or to award their years of service. She said a new IRS law requires these types of benefits to be taxed, unless they are for an occasional meal or for transportation fares. There was discussion on whether these gift amounts should be grossed up for tax purposes or whether the amount of the gift should be taxed and the difference going to the employee. Accounting Manager Grace Blomgren pointed out that the Employee of the Month awards are grossed up for tax purposes. The Board directed Ms. Reynolds to run this IRS issue by the Legal department.

F. Public Comment: There were no public comments.

With no further business, Chairman Stewart adjourned the meeting at 4:18 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Meshell Missler, Deputy Clerk
