

Minutes of Meeting
Human Resources Update
April 29, 2015
10:00 a.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 was Human Resources Director Skye Reynolds, Accounting Manager Grace Blomgren, Clerk Jim Brannon, and Deputy Clerks Meshell Missler and Paige Plew.

- A. Call to Order:** Chairman Stewart called the meeting to order at 10:00 a.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:**

Affordable Care Act Policy Changes

Human Resources Director Skye Reynolds discussed that the Affordable Care Act (ACA) defines full time employment at 30 hours per week yet the County's Personnel Policy Manual states an employee meets full time employment at 35 hours per week. Ms. Reynolds proposed two options to resolve this disparity.

Commissioner Green moved to amend the policy manual to incorporate ACA language that if an employee works 30 hours per week that employee will be offered medical benefits. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Plew called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye

The motion carried.

Update on Wellness Vendor Selection Process

On the Wellness vendor selection process, Ms. Reynolds said that Mercer, the County's benefits consultant, has done a request for proposal (RFP) from providers in our area. Nine entities responded and Mercer identified two as most viable. Human Resources brought forth the Wellness champions which are a committee including County employees. The Wellness champions will narrow the selection down to just one entity. Reynolds asked to schedule a presentation from the new vendor to the Board on May 22; the Commissioners agreed.

Market Survey Update

Ms. Reynolds said Black Data Processing Associates (BDPA) had received all expected salary survey results by April 27 and were compiling data now. She expected to have their information by mid-May, and that it will include some private sector data along with the public sector data, as the Board had requested.

At Will versus For Cause Policy – Next Steps

Ms. Reynolds distributed draft policies to the Board and asked their direction on next steps. Commissioner Green suggested Ms. Reynolds send an email to all the elected officials with the draft, gather their input, and allow the Commissioners a few days to review the feedback. The Commissioners agreed that a policy manual change could be brought to the elected officials meeting on May 20, 2015.

Service Awards

Ms. Reynolds asked the Board for direction on changes to the Service Awards program for the remainder of this year: should the County increase awards checks to offset withheld taxes instead of giving out gift cards. Commissioner Green suggested that service awards be added to an employee’s paycheck, with a separate award certificate accompanying the honor. He also suggested sending out an email to all employees informing them that the Service Awards will no longer be given as a gift card but as a separate line item on their paycheck because taxes need to be withheld based on IRS regulations. Finally, Commissioner Green asked Ms. Reynolds to write the Board a memo noting the amount that currently budgeted for Service Awards, and requesting a transfer of those funds from the B budget to the A budget, and copying the Auditor. The other Commissioners agreed with this approach.

Executive Session pursuant to Idaho Code §67-2345(1)(b)

Commissioner Green moved that the Board enter Executive Session pursuant Idaho Code §67-2345(1)(b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Plew called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

The Board entered into Executive Session at 10:35 a.m. Attorney David Ferguson, Clerk Jim Brannon and Human Resources Director Skye Reynolds joined the Board in Executive Session. Also available via phone if needed was Craig Culbertson from Mercer.

The Board exited Executive Session at 10:54 a.m.

Commissioner Green moved to direct the Human Resources staff to send the letter as discussed in the executive session. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Plew called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Chairman Stewart adjourned the meeting at 10:55 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Paige Plew, Deputy Clerk
