

**Minutes of Meeting**  
**FY2016 Human Resources Risk Management Budget Meeting**  
**June 17, 2015**  
**3:00 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Kimberli Price, Undersheriff Daniel Mattos, Assessor Mike McDowell, Human Resources Director Skye Reynolds, Benefits and Risk Management Specialist Dorothy Cross, Human Resources Specialist Kimberly Buffin, and Deputy Clerks Theresa Atchley and Meshell Missler. Also present was Insurance Northwest Representative John Goedde.

- A. **Call to Order:** Chairman David Stewart called the meeting to order at 3:02 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 Director Skye Reynolds requested the Board's approval for a new position of a Risk Manager; and identified some of the various Risk Management duties that have burdened the Human Resources Department. The Board did not approve a new position at this time, however, the Board agreed there were some tasks in Ms. Reynolds department that would be more appropriate in other departments.

Ms. Reynolds requested the Board's approval to delegate and distribute some of the duties from the Human Resources Department to other possible departments.

Commissioner Green suggested relieving the Human Resources Department of the non Human Resources related tasks and possibly the BOCC staff could adopt some of the duties. Chairman Stewart suggested delegating some of these tasks to the Office of Emergency Management department. No decision was made.

- F. **Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There were no public comments.

Chairman Stewart adjourned the meeting at 3:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Meshell Missler, Deputy Clerk

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