

**Minutes of Meeting
Department Heads
August 26, 2015
4:00 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 Buildings and Grounds Director Shawn Riley, Grants Management Office Director Jody Bieze, Human Resources Director Skye Reynolds, Solid Waste Director Cathy Mayer, Information Systems Director James Martin, Airport Director Greg Delavan, Parks and Waterways Director Nick Snyder, Community Development Director David Callahan, Veteran Services Officer Scott Thorsness, Adult Misdemeanor Probation Director Kevin Creighton, Juvenile Probation Director Debra Nadeau, Juvenile Detention Assistant Director Linda Hoss, Administrative Supervisor Jamie Woods, Reprographics/Mail Center Manager David Reid, and Deputy Clerk Theresa Atchley.

A. Call to Order: Chairman David Stewart called the meeting to order at 4:01 p.m.

B. Changes to the Agenda: There were no changes to the agenda.

C. New Business:

Recap of the Elected Officials Meeting

Commissioner Dan Green provided a recap of the Elected Officials Meeting.

Pay Range Index

Commissioner Green said that some employees might reach the top of their pay-range if they were given a salary increase and he said the one-time bonus was the mechanism to address this issue. The Board said they supported reviewing the pay range index during the FY2017 budget discussions.

Merit Pay Data and Deadline

Commissioner Green advised the Department Heads that they would be required, after the budget hearing, to provide the Clerk's office with a spreadsheet regarding employees' compensation changes by October 7, 2015.

Office of Emergency Management Director Sandy Von Behren joined the meeting at 4:23 p.m.

Background Check Discussion

Commissioner Green said Clerk Jim Brannon and Treasurer Steve Matheson were concerned about employees who handle money and were researching the possibility of conducting background checks on current and future County employees. He said the Board had budgeted \$8,500 for background checks. Human Resources Director Skye Reynolds explained the current system for background checks. She said when an outside entity was used to conduct the investigation the employee's signature on a separate document was required.

Internal Control Assessment Update

The Board asked the Department Heads to complete the Internal Control Assessment and return the paperwork to the Auditor's office.

Evaluation Process & Deadlines

Commissioner Green said each Commissioner was individually evaluating their Department Heads. He added the Board would then discuss the evaluations as a group before conducting the evaluations with their Department Heads.

Benefits – Open Enrollment

Ms. Reynolds said the Benefits & Wellness Fair would be held on Friday, September 11, 2015. She said to receive the lower premium rate employees must complete the annual physical and return the paperwork to ComPsych by September 30, 2015. She added for smokers the tobacco cessation classes must be completed by December 31, 2015. Ms. Reynolds explained that benefits were now “unbundled.” She said that all employees must enroll using eSuite by September 30, 2015, and Human Resources staff would be available to assist employees personally if needed. Ms. Reynolds said it was important to note that costs to employees had not increased and the County was absorbing nearly \$700,000 in increased premiums. She encouraged Department Heads to review the Benefits and Wellness information on KCPlace, the County’s Intranet.

D. Staff Reports: There were no staff reports.

Chairman Stewart adjourned the meeting at 4:43 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
