

**Minutes of Meeting
Elected Officials
August 26, 2015
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Pro-Tem Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Sondra Emerson, Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Coroner Warren Keene, Chief Deputy Prosecutor Barry Black, Human Resources Director Skye Reynolds, Assessor Administrative Manager Jan Lindquist, Deputy Clerk Theresa Atchley, and citizen Russell McLain. Chairman David Stewart was excused.

- A. Call to Order:** Chairman Pro-Tem Dan Green called the meeting to order at 9:05 a.m.
- B. Introductions:** Clerk Jim Brannon introduced Finance Director Sondra Emerson.
- C. Changes to the Agenda:** There were no changes to the agenda.

D. Business:

Pay Range Index

Human Resources Director Skye Reynolds presented a question to the Board regarding the pay range index and the 3% salary increase. She asked if the pay ranges would be adjusted to address those employees who were at the top of the range. Chairman Pro-Tem Green said he supported addressing this question during the FY2017 budget discussions. He added that one-time bonuses were a mechanism to address those employees at the top of the range.

Benefits – Open Enrollment

Ms. Reynolds shared Open Enrollment 2015 benefits information. She explained that costs to employees had not increased and the County was absorbing nearly \$700,000 for increased premiums. She added all employees would need to enroll using eSuite and that Human Resources staff would be available to assist employees personally if needed. Ms. Reynolds said all benefit carriers would remain the same; however, the County was researching a new vendor for the Flexible Spending Account benefit.

Merit Pay Data and Deadline

Clerk Jim Brannon said that after this evenings' budget hearing, his office would calculate the 3% pay allocation for each department and these figures would be provided to the Elected Officials by early September 2015. Mr. Brannon said that information regarding compensation changes for employees must be returned to the Clerk's office by October 7, 2015. He added that a spreadsheet was acceptable and individual status change forms were not necessary.

Background Check Discussion

Mr. Brannon stated that the Clerk’s office had a fiduciary responsibility to conduct background investigations on any employee who handled cash or had access to Logos, the County’s financial system. He said his office is no longer hiring anyone without a background check.

The Elected Officials discussed the process and ramifications of conducting background checks on existing and future employees.

Treasurer Steve Matheson said that \$8,500 had been allocated for background checks. He added there were currently 199 employees who have access to the Logos system and/or handled cash and have not undergone background checks. Mr. Matheson said the responsibility of how to handle the results from an investigation should rest with the employee’s Elected Official. He suggested that the Treasurer’s office would conduct background checks on all existing Treasurer employees in the first quarter of 2016.

Ms. Reynolds said a County policy regarding background checks was necessary. She said checking a public database was allowed with the current employment application, but when an outside entity was used to conduct the investigation the employee’s signature on a separate document was required. Ms. Reynolds said the responsibility would rest with each Elected Official to apply the policy appropriately. She added the important considerations to mitigate the County’s risk included a consistent hiring process, job offer template, a Fair Credit Reporting Act form, and abiding by the same County-wide policy.

Internal Control Assessment Update

Chief Deputy Clerk Pat Raffee provided the group with an update regarding the responses to the Internal Control Assessment. The Elected Officials asked Ms. Raffee to provide a list of employees that had not yet responded so that they could encourage them to do so.

- E. 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.

Citizen Russell McLain commented on background investigations and the County’s healthcare benefits.

Chairman Pro-Tem Green adjourned the meeting at 10:11 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
