

**Minutes of Special Meeting
Human Resources
October 14, 2015
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Clerk Jim Brannon, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Assessor Richard Houser, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Darrin Murphey, and Deputy Clerks Theresa Atchley and Alicia Lynch.

A. Call to Order: Chairman Dan Green called the meeting to order at 2:30 p.m.

B. Introductions: There were no introductions.

C. Changes to the agenda: There were no changes to the agenda.

D. New Business

Tuition Reimbursement Policy (including application policy)

Human Resources Director Skye Reynolds asked for Board direction regarding the Tuition Reimbursement Policy. Ms. Reynolds favored a countywide policy so that all employees heard the same message and all had equal access to the funds.

After some discussion, the Board decided:

- Tuition reimbursement was limited to \$2,000 per employee per fiscal year
- BOCC pre-approval was no longer necessary
- Tuition reimbursement would be returned on a prorated basis if the employee separates from the County within 12 months of course completion

Commissioner Marc Eberlein moved to approve the Tuition Reimbursement Policy changes as discussed. Commissioner David Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Background Check Policy

Ms. Reynolds provided the Board with a draft of the background check policy. She said it was important to properly notify employees prior to conducting a background investigation. She recommended investigating new hires and did not recommend investigating existing employees.

Clerk Jim Brannon explained that the Auditor's office was responsible for Logos, the County's financial software program. He expressed concern about employees with access to Logos who have not undergone background investigations.

Treasurer Steve Matheson said he was focused on the safety and soundness of taxpayer dollars. He said he would consider denying his staff access to the Logos system if they did not undergo a background check. He added that he had budget dollars that would allow other Elected Offices to run background checks on their employees who were using Logos, but he would not be making decisions for other departments.

Commissioner Eberlein exited the meeting at 3:31 p.m.

The Board determined that the background check policy still needed research and discussion. No action was taken.

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. There were no public comments.

Chairman Green adjourned the meeting at 3:35 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
