

Minutes of Special Meeting
Human Resources
January 5, 2016
3:00 p.m.

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda item. Also present were Assessor Mike McDowell, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Human Resources (HR) Director Skye Reynolds, Benefits/Risk Management Specialist Dorothy Cross, HR Specialist Kimberly Buffin, HR Assistant C.K. Kirkpatrick, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerks Alicia Lynch and Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green 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. New Business**

Human Resources (HR) Department Job Evaluations

Ms. Reynolds presented the results from the HayGroup, which recommended the additional staff position "HR Generalist – Compliance" with a "K" pay grade. She said this position had existed before at the County, and had historically reported to the Board, Prosecuting Attorney's Office (PAO) and HR. Ms. Reynolds requested that this position be added to the HR department. Ms. Reynolds said the remaining four staff positions had a recommended increase of pay grades to better align the wage classifications to the positions' duties. Ms. Reynolds said the HayGroup was provided with the HR job descriptions, and nearly all of the County job descriptions and pay grades for comparison. She said these job evaluations were sent out to all Elected Officials for their review.

Chairman Green stated the process given to Ms. Reynolds was to have an outside agency (HayGroup) complete the HR job evaluations, and then bring the results to the Board for review. He said the final step would be if the Board wanted to accept the HayGroup's recommendations. Chairman Green said normally the Board would accept Ms. Reynolds' findings for job evaluations outside her department, but since this was for her department, the Board should decide whether or not to accept the HayGroup's recommendations.

Commissioner Eberlein moved to approve the HayGroup's recommended pay grades for the five positions, and if the employee was above the new wage classification, the employee would be brought to the minimum of the next pay grade. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

Commissioner Stewart: Aye
Commissioner Eberlein: Aye
Chairman Green: Aye
The motion carried.

- 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 3:59 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Cecilia M. Sweet, Deputy Clerk
