

**Minutes of Special Meeting  
Human Resources  
January 12, 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 Human Resources (HR) Director Skye Reynolds, and Deputy Clerks Alicia Lynch and Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 3:03 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business**

**Request by HR Director Skye Reynolds for an additional HR Staff Position**

HR Director Skye Reynolds presented the cost of the purposed HR Generalist – Compliance position for the remainder of Fiscal Year (FY) 2016, with an estimated start date of April 1, 2016, would be \$29,242.40. She said the cost for the entire FY 2017 would be \$58,484.80. She stated some of the main responsibilities would be: Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Drug Enforcement, Department of Transportation (DOT), Risk Management Liability, County Policies and Trainings. Ms. Reynolds stated HR had taken over the management of recruitment with a significant savings to the County. She said other areas, which had impacted their department were the Affordable Care Act (ACA) and HR consultations.

Chairman Green stated he had concerns about adding another employee outside of the normal budget request process. He said the duties of the HR department had grown, and he supported this new position.

Commissioner Stewart moved to approve the request to hire the HR Generalist – Compliance position, and to have the New Position Request Memorandum state the position would be funded from the Fiscal Year 2016 BOCC Contingency Fund, and collect each of the Board’s signatures. Commissioner Eberlein 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 3:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Cecilia M. Sweet, Deputy Clerk

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