

**Minutes of Special Meeting
Auditor
February 8, 2016
10:00 a.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 Clerk Jim Brannon, Accounting Manager Grace Blomgren, Payroll Technician Kathy von Kienast, Chief Deputy Assessor Richard Houser, Human Resources Director Skye Reynolds, and Deputy Clerk Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 10:00 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

Continued discussion of vacation hours, including rollover and buyout of hours

Accounting Manager Grace Blomgren explained that 1,297 hours were forfeited the first pay period of 2016, 65 employees had accrued over the capped 240 hours, and only six employees had written approval from an Elected Official allowing their hours to be carried over.

Chairman Green said he felt the current Vacation Buy-Out Option was disingenuous to employees because it indicated that the Board would buy back hours if an employee had over 120 hours. He reasoned that buying back every hour from employees with over 240 hours would be favoritism because every year a high number of employees were not offered a County buyback option and lost their unused hours. He expressed that in his opinion this was a manager's responsibility and reminded his fellow Commissioners that in the past employees had rejected the County's offer of Paid Time Off (PTO). Chairman Green emphasized that he would only support buying back hours if going forward the policy was changed.

Chief Deputy Assessor Richard Houser added that there had been no vacation buyout in his thirteen years with the County.

Commissioner David Stewart was against the perception of penalizing employees or departments that were working hard by taking away earned vacation hours. He supported buying back all of the accrued hours over the 240 cap. Commissioner Marc Eberlein also supported buying back all of the hours, but to prevent the problem from continuing he was in favor of a policy change.

The Board discussed the issue at length.

Senior Staff Accountant Kimberli Price entered the meeting at 10:34 a.m.

Clerk Jim Brannon commented that buying back the hours would set a precedent and raise expectations for the future. He mentioned that employees who have carried forward hours over a period of years were being offered a buyout at their current rate and not the rate the hours were worth when they were originally accrued.

Human Resources Director Skye Reynolds recommended the policy be reviewed once more by Legal. She said to make the vacation policy more concise she would combine vacation policies 317 and 311 in addition to the Board's revisions.

The Board was in favor of the 240 hour cap and eliminating the option to carry forward hours. The Board agreed they would not make a final decision at this meeting.

The Board directed Ms. Blomgren to return with the combined figures of the six people's authorized carry over hours and the total hours written off this year.

Assessor Mike McDowell entered the meeting at 11:08 a.m.

Assessor Mike McDowell confirmed that it had been at least 20 years since the last vacation buyout.

- 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 11:15 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
