

**Minutes of Special Meeting
County Clerk
February 8, 2016
11:00 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 Assessor Mike McDowell, Clerk Jim Brannon, Senior Staff Accountant Kimberli Price, Human Resources Director Skye Reynolds and Deputy Clerk Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 11:24 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

Discussion of Kootenai County budget with County Clerk Jim Brannon and Senior Staff Accountant Kimberli Price

Clerk Jim Brannon requested clarity on the following budget topics:

- Policy 930 – Expenditures Policy *A Budget: Personnel*
 - Overtime and Benefits Eligible for wage increases
- Mid-Year Increases – Wages versus Bonuses – Budget effects
 - Increases after Position Budgeting had been initiated

Senior Staff Accountant Kimberli Price shared that at the end of Fiscal Year (FY) 2015, some departments wanted to give their employees wage increases with the extra funds (salary salvage) left in their budget.

Chairman Green stated this was a violation of Policy 930 (*A Budget: Personnel*) and if an Elected Official tried to give employees raises without Board approval he wanted to be notified. He said violating this policy would warrant notifying the Prosecutor and having the unauthorized raises paid back.

Ms. Price reported she prepared the initial statistics for the *A Budget: Personnel* at the end of April to forecast the 3% raises for FY2017. She commented if a department had already given their FY2016 3% raises, and then offered the FY2017 3% raises in the months (May through August) after her forecast, then the FY2017 budget would be off by 3%.

Chairman Green noted that a May 1st deadline for FY16 raise distribution could be given to the Elected Officials.

Ms. Price asked if it was considered salary salvage when a higher paid employee left their job and was replaced by a new lower paid employee.

Chairman Green and Commissioner Stewart agreed it was salary salvage. Chairman Green said Board approval would be needed to disburse the extra funds. He added if the remaining staff was doing the extra workload of the vacated position the Board could approve a one-time bonus to staff. Chairman Green said that the amount of excess funds in the *A Budget: Personnel* was probably from the unfilled positions. Commissioner Eberlein asked how many positions were vacant, and Ms. Price replied there were 28 open positions.

Chairman Green asked if Ms. Price used budgeted positions or actual employees when she generated her budget report. Ms. Price responded that she used budgeted positions. He asked if the current Board authorized the 2015 raises given in July and August.

Human Resources Director Skye Reynolds replied she could provide the Board with the Employee Status Change forms for the employees who received wage increases last July and August.

Chairman Green asked Clerk Brannon to add today's topics to the next Elected Official meeting and to include the May 1, 2016, deadline for any approved wage increases.

- 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 11:44 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____

Cecilia Sweet, Deputy Clerk
