

**Minutes of Special Meeting**  
**Human Resources**  
**February 23, 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, Chief Deputy Clerk Pat Raffee, Human Resources (HR) Director Skye Reynolds, HR Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberly Buffin, and Deputy Clerk Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 11:00 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

**Discussion with Human Resources Director Skye Reynolds regarding:**

**2016 HR Department Strategic Plan**

HR Director Skye Reynolds announced that HR Generalist – Benefits & Compensation Dorothy Cross and HR Generalist – Employee Relations Kimberly Buffin had successfully passed their Professional in Human Resources (PHR) certification. She stated the mission of the County’s HR department was quality and efficient customer service to employees and applicants seeking employment. Ms. Reynolds explained HR’s actions to ensure compliance and improve efficiencies, and drew special attention to recruiting. She said NEOGOV software had streamlined the recruiting process, and virtually eliminated complaints. Ms. Reynolds said in calendar 2015 101 recruiting requisitions, 2,600 applications, 142 hired staff, and 46 promoted employees had been achieved.

Ms. Reynolds added that in 2015 the HR team had ensured the County met Affordable Care Act (ACA) and State of Idaho requirements for unbundling medical, dental and vision premiums, re-enrolling employees online, and getting documented employee approvals for deductions.

Ms. Reynolds gave an update on the changes to benefit offerings and service providers. She said the previous third party administrator of the Flexible Spending Account (FSA) was replaced, and that using Total Administrative Services Corporation (TASC) would provide \$3,000 in annual savings to the County. She said there was an increase of employees participating in the wellness program from 84% to 89%.

Ms. Reynolds said the HR department had moved to the first floor of the County Administration Building from the third floor, and that new location had been well received by County employees who appreciated direct access to HR without having to check in with the Commissioners’ administrative staff.

Ms. Reynolds reviewed the Idaho Counties Risk Management Program (ICRMP) year end claims as an important HR metric. Training program participation (connected with the premium discount) increased from 93% to 98%, and Ms. Reynolds noted that better-informed employees could likely decrease future ICRMP claims.

### **2015 Turnover, Unemployment & Workers' Compensation Reports**

Ms. Buffin noted the 2015 County employees' full-time turnover rate of 10.2%, a decrease of 0.6% from the previous year. She added the County's turnover rate was aligned with other counties in the Spokane area, and below the rates of other Idaho counties. She said some of the reasons employees leave Kootenai County include:

- Salary
- Career Change
- Personal/ Family Illness
- Better Utilization of Skills
- Retirement
- Working Relationship with Supervisor

Additionally, Ms. Buffin noted unemployment claims decreased 22% in 2015.

Ms. Cross pointed out significant decreases in Worker's Compensation claims over the last three years. She stated this was important to the County because "Experience Modification" was based on three years, and the County's premiums would go down as a result of getting employees back to work, even on light duty, as soon as possible because this reduced workers' compensation claim amounts. Ms. Cross said the majority of claims were slips, trips and falls; and that covered groups included inmates on work release, volunteers, fair workers, and jurors.

Ms. Cross said 2015 Worker's Compensation dividends received included a court settlement of \$201,590.17. She explained the dividend process was determined by the Idaho State Insurance Fund. Chairman Green asked if HR had looked at the potential savings of self-insurance for these claims. Ms. Cross replied this option was reviewed a few years ago, when the decision was made against moving forward. Ms. Reynolds added with Board direction HR could review the self-insured option again.

Ms. Reynolds stated the new HR Generalist position had been posted and when filled, would return Risk Management duties to HR. She said one of HR's 2016 strategic goals was to move away from numeric employee evaluations and toward feedback-only reviews. She added the Elected Officials could have their own performance evaluation. She did recommend the whole organization have the same process, but this was not mandatory. Chairman Green opined that it was important to quantify areas of development. Commissioner Eberlein commented that even a numeric rated evaluation could be subjective, and not evenly applied among employees. Chairman Green requested Ms. Reynolds send out an email to all BOCC departments asking whether a numeric or non-numeric evaluation was preferred.

Ms. Reynolds said Ms. Cross had written a draft internal ACA Policies and Procedures memo and submitted it to Mercer for review.

Ms. Reynolds said the Grants Management Office (GMO) notified HR that changes were needed in the County's Drug-Free Workplace policy to meet the Department of Transportation (DOT) requirements. She said training for Department Heads with DOT drivers had been provided, and that updated paperwork and revised random drug testing schedules were in process.

She discussed the following policy updates underway:

- Travel Reimbursement Policy
- Information Systems Computer Use Policy
- Drug-Free Workplace Policy
- Background Check Policy

Assessor Mike McDowell exited the meeting at 11:45 a.m.

**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 11:50 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

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

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