

**Minutes of Special Meeting
Human Resources
February 24, 2016
3:30 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Kimberli Price, Assessor Mike McDowell, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Sheriff Ben Wolfinger, Human Resources (HR) Director Skye Reynolds, HR Generalist- Benefits & Compensation Dorothy Cross, and Deputy Clerk Alicia Lynch. Also present was citizen Leslie Duncan.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 3:35 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

The Board recessed the meeting at 3:35 p.m. until Commissioner David Stewart arrived. Commissioner David Stewart joined the meeting at 3:37 p.m.

Discussion of pay band adjustments, compensation considerations, and options for Fiscal Year (FY) 2017 Budget planning

HR Director Skye Reynolds explained that the pay bands would be directly impacted by Board decisions regarding compensation adjustments. She noted that the last pay band adjustment had been in FY2013 and was based on the Business Professionals of America (BPA) market study. She informed the Board that the County was in a difficult position as the Elected Officials did not agree on a common market to be used for pay comparisons. Ms. Reynolds offered to age the FY2013 data, and noted that doing so would be making assumptions about its market accuracy.

Chairman Green stated that his focus was to avoid employees reaching the ceiling of their current pay band. He detailed two related considerations:

1. Would employees at the bottom of their current pay band be moved up with the raise in the overall band?
2. Would employees stay at the same point in the revised pay band?

He said he wanted to know the financial impact before making a decision. Chairman Green requested Ms. Reynolds project the cost of both scenarios he had described.

Assessor Mike McDowell said that in his experience most of the objections came from employees at the top of the pay band and not at the bottom.

Citizen Leslie Duncan exited the meeting at 3:48 p.m.

Clerk Jim Brannon explained that employees at the top of their pay band were given bonuses in lieu of raises, which negatively impacted their Public Employee Retirement System of Idaho (PERSI) funds. He verified that 26 employees were currently at the maximum of their pay band. He suggested moving only the top end of the pay band for the minimum cost to the County. Chairman Green questioned how moving only the top of the pay band would affect the midpoint. Clerk Brannon clarified that the midpoint was a number ascribed by the Board and was used primarily for hiring. Chief Deputy Clerk Pat Raffee pointed out that HR had previously reported that ideally consistently high performing employees would reach the midpoint of their pay band by their fifth year. She suggested researching how many fifth year employees were below or above the midpoint of their pay band.

The Board directed Ms. Reynolds to provide forecasts of the financial cost to increase both ends of the pay bands by 6%.

- 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 4:01 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
