

Minutes of Meeting
Auditor
March 17, 2016
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Assessor Mike McDowell, Corner Warren Keene, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Kimberli Price, Accounting Manager Grace Blomgren, Payroll Technician Kathryn von Kienast, Recording Manager Theresa Atchley, County Assistance Manager Shelly Amos, Human Resources (HR) Director Skye Reynolds, HR Generalist – Benefits & Compensation Dorothy Cross, District Court Services Director Diana Meyer, Manager Nicole Vigil, Public Defender Administrative Supervisor II Jamie Woods and Deputy Clerk Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 1:00 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

Pay Band Adjustments

HR Director Skye Reynolds gave a pay band adjustments summary and reported that a 6% increase to the County's pay bands combined with benefits would be in the amount of \$184,478.49 and would affect 143 employees. She said 132 employees would need to move to the minimum of the increased pay band under the General Pay Plan, and 11 employees would need to move to the increased pay band under the Attorney Pay Plan.

She mentioned there were concerns of pay compression, in which a newer employee's wages could become close to what a longer-term employee earned.

Commissioner David Stewart asked if it was possible to do a compression study.

Clerk Jim Brannon reported that it was a monumental task to do a County-wide compression study two years ago.

Chairman Green stated that he supported the 6% pay band increase; but, he did not support making the funds available immediately. He opined that the pay band increase would be more appropriate during the Fiscal Year (FY) 2017 budget cycle, and suggested the first available \$185,000 A budget funds could go towards this 6% pay band adjustment. He added that compression and merit issues could be addressed by the Elected Officials. He said the greatest benefit would be to employees whose wages were now capped because they were at the top of their pay band.

Chairman Green also noted that there were appropriate and eventual wage limits for all positions. Commissioner Marc Eberlein and Commissioner Stewart agreed.

Commissioner Stewart added that he supported the 6% pay band increase for FY2017.

Chairman Green summarized that if the Elected Officials were given *autonomy with merit* the compression challenge would become their issue, or the Board of Commissioners could address the compression issue proactively.

The Board made no decision about the pay band increase.

Chief Deputy Treasurer Laurie Thomas entered the meeting at 1:10 p.m.

Vacation Buyout Policy

Ms. Reynolds gave an overview of the current draft of the County's Vacation Buyout Policy, on which all Elected Officials had the opportunity to review and revise. She asked if the Board would like to add a policy statement saying that *by participating in the Vacation Buyout the Elected Officials may not implement the extraordinary circumstances carryover option*. She added that by including this statement, the employees would either have the Vacation Buyout, or the option to carry over the hours to the following calendar year, due to extraordinary circumstances.

Commissioner Stewart said that he would be in favor of both the Vacation Buyout and the extraordinary circumstances carryover option for additional hours, because the employee had earned those vacation hours.

Chairman Green noted that there were different reasons for an employee to decline taking a vacation or enough time off. He said the department could be short-staffed; it could be a management issue, or an employee could have chosen not to take time off throughout the year. He said he thought time off was important to the employee and their department.

Commissioner Eberlein stated that if employees were unable to take time off due to the lack of staff, then the staffing issue needed to be addressed. Commissioner Stewart agreed.

Clerk Brannon said that employees ought to take vacation time off to avoid burnout, and said employees also had the option of donating vacation hours to other employees in need.

District Court Services Director Diana Meyer agreed this was a management issue. She said that throughout the year, she updated employees on how many vacation hours they had accrued and encouraged them to take time off. She added that her department's goal was to have employees take their annual vacation accrual to stay below the maximum number of hours.

Ms. Reynolds said that with the process she presented, the Elected Officials would make the final determination. She requested direction from the Board on whether to limit the choice to either the Vacation Buyout or carryover option, or to allow both options.

Commissioner Eberlein was in support of the current draft of the Vacation Buyout Policy, which would allow an employee to take advantage of the Vacation Buyout and also carryover option for any additional vacation hours. Commissioner Stewart agreed.

Chairman Green said he was in support of either the Vacation Buyout or the carryover option, but not both.

Treasurer Steve Matheson entered the meeting at 1:37 p.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 1:40 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Cecilia M. Sweet, Deputy Clerk
