

**Minutes of Meeting  
Department Heads  
July 20, 2016  
4:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda item. Also present were Airport Director Greg Delavan, Buildings & Grounds Director Shawn Riley, Community Development Director David Callahan, Grants Management Office (GMO) Director Jody Bieze, Human Resources (HR) Director Skye Reynolds, Solid Waste Director Cathy Mayer, Juvenile Probation Director Debbie Nadeau, Reprographics/ Mail Center Manager David Reid, Adult Misdemeanor Probation-Probation Supervisor Melissa Miller, Deputy Public Defender Christopher Schwartz, Administrative Supervisor II Jamie Woods, Veterans' Services Officer Scott Thorsness, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch. Also present was citizen Bob Bingham. Parks & Waterways Director Nick Snyder joined the meeting via telephone. Commissioner David Stewart was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 4:00 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. New Business:**

**Elected Officials Meeting Recap**

HR Director Skye Reynolds noted travel procedures had been revised to reflect changes in the GSA per diem rates and the Clerk had requested employees refrain from leaving extravagant tips.

Chairman Green said the Elected Officials had drafted a Memorandum of Understanding (MOU) to form an internal audit committee. He noted the internal audit staff would no longer report to the Clerk, as per the Clerk's request. He added that two Elected Officials had declined to sign the MOU.

Chairman Green requested Department Heads inform BOCC staff when their departments would be closed, since the BOCC's staff acted as the County's information desk.

Chairman Green apprised the attendees of the \$1.1 million health insurance deficit for FY2016 and the Board's current direction to increase employee contributions in FY2017. Commissioner Marc Eberlein explained the Board was considering a plan to increase contributions \$25 for employees and \$40 for spouses, which would cover 1/3 of the insurance increase, with the County absorbing 2/3.

Chairman Green said that the Board had tentatively approved a 2% employee merit increase and said the FY2017 Budget would be published in August.

Airport Director Greg Delavan inquired whether the increases were administrative related and whether HR would need additional staff. Ms. Reynolds replied that no additional staff was requested, but confirmed that more administrative duties would fall on HR. Chairman Green added that there were many factors combined with administrative costs that were driving the insurance increase but most of the funds were being used to pay claims.

### **Personnel Policy Manual Update & HR Updates**

Ms. Reynolds informed attendees of the summer Personnel Policy Manual update. She said the manual was currently in Legal review and would feature changes to the following policies: vacation buyback, Health Insurance Portability and Accountability Act, use of privately owned vehicles on County business, Family and Medical Leave Act, and password security. Ms. Reynolds added that employees would not be required to sign off on the summer update version of the Manual.

Ms. Reynolds said the Board was withdrawing the Health Assessment requirement in the wellness program, and noted there were 170 participants in the Summer Walking Challenge. She advised attendees of available summer leadership training sessions.

Ms. Reynolds informed the attendees of changes to the allowed pre-tax deductions for additional insurance. She said the County was no longer allowing private plans with pre-tax deductions; instead, the County would be offering a pre-tax deductible group insurance with Unum Provident at a potential savings of 15%. Ms. Reynolds noted that employees could continue to use their private plans with direct billing to their homes, and that this change was due to Internal Revenue Service's compliance requirements.

Chairman Green said the Board was considering buying back 40 hours of unused vacation from employees with over 240 hours accrued at calendar year-end. He commented that this would be a one-time offer and that the policy would be removed from the future personnel policy manual. Chairman Green also noted the Board had tentatively approved a 4% pay band increase in the FY2017 proposed budget.

Ms. Reynolds updated attendees on the Department of Labor exemption and overtime issue. She said new changes could delay the new minimum threshold for exempt employees so the Board had chosen not to fund an increase for FY2017.

### **D. Staff reports**

BOCC Administrative Supervisor Nancy Jones informed the attendees that Fred Pryor Seminars offered various certifications to County employees for \$199, which included any live seminar for a 12 month period and online training.

- 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 4:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

\_\_\_\_\_