

**Minutes of Meeting
Department Heads
August 17, 2016
4:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner David Stewart met to discuss the following agenda items. Also present were Veterans Services Officer Scott Thorsness, Airport Director Greg Delavan, Buildings & Grounds (B&G) Director Shawn Riley, Community Development Director David Callahan, Human Resources (HR) Director Skye Reynolds, Information Systems (IS) Director James Martin, Juvenile Detention Director JT Taylor, Parks & Waterways Director Nick Snyder, Reprographics/ Mail Center Manager David Reid, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Randi Davis. Commissioner Marc Eberlein 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. Old Business:** There was no old business discussed.
- D. New Business:**

2016 Employee Benefits Open Enrollment

HR Director Skye Reynolds stated the Fiscal Year (FY) 2017 included a 2% merit raise for employees and a 4% pay band adjustment affecting 90 employees. She said the budget would also include funding the Sheriff's matrices and a vacation buyback opportunity. IS Director James Martin asked whether the buyback would be one time only, and Ms. Reynolds confirmed it would because the policy had been eliminated. Ms. Reynolds encouraged meeting participants to attend the County's Budget Hearing on August 31, 2016.

Ms. Reynolds said the County was facing a projected \$1.7 million increase in health insurance costs during FY2017, which had resulted in the Board's decision to increase employee contribution rates. She stated employees would need to re-enroll online through eSuite between September 1, 2016, and September 30, 2016. Ms. Reynolds added that helpful instructions for enrollment were available on the County's KC Place/ Benefits and Wellness webpage. Ms. Reynolds also stated that the last AFLAC payroll deduction would be October 20, 2016, and HR would be holding a number of employee information sessions to assist with questions. B&G Director Shawn Riley asked whether there would be sign-up sheets for the information sessions, and Ms. Reynolds confirmed there would be.

Office of Emergency Management Director Sandy Von Behren entered the meeting and Community Development Director David Callahan exited the meeting at 4:16 p.m.

Voter Registration

Chairman Green said the County registered over 8,000 voters on the Presidential Election Day in 2012, which caused long lines and delays. He requested attendees take registration cards to their departments and hand them out to customers. Veterans Services Officer Scott Thorsness asked how citizens would know where their polling precinct was. Mr. Martin stated he would show him online.

Business Meeting Process & Forms

BOCC Administrative Supervisor Nancy Jones presented a new business meeting form to be used when submitting items for the agenda that included deadlines for Legal opinion. She said the BOCC was trying to make the process more efficient, and the new form could be found online on KC Place. Ms. Jones added the BOCC would now be sending original documents included in the agenda items back to the departments.

Ms. Reynolds asked whether the BOCC would notify departments when their items were on the agenda. Ms. Jones said the departments would have to monitor the weekly agendas. Ms. Reynolds asked whether the BOCC would still alert the Clerk’s office when contracts expire. Ms. Jones replied the Clerk’s office currently monitored contracts and the BOCC’s filing system would be changing to make the process more efficient.

- 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 4:28 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
