

Minutes of Meeting
Human Resources 2018 Metrics
February 20, 2019
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda item. Also present were Treasurer Steve Matheson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin and Deputy Clerk Tina Ginorio. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:04 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

HR Metrics for 2018 (Discussion)

Human Resources (HR) Generalist – Employee Relations Kimberley Buffin offered a presentation detailing the department’s 2018 accomplishments:

- Provided leadership training to four hundred and nine participants in assorted topics.
- Assisted with recruitment strategy for the Jail Expansion resulting in the hire of forty Deputies and ten Control Room Operators
- Processed five thousand and thirty-two applications under the Neogov program
- Implemented PlanSource
- Introduced two new medical cost savings tools to County employees
- Selected a new FSA (Flexible Spending Account) Administrator
- Implemented Telehealth
- Began a new in-house wellness program
- Further developed the Employee Recognition Committee

She went on to list each HR employee and that person’s duties:

- HR Generalist – Compliance Cecilia Sweet managed one hundred and ninety-two FMLA (Family Medical leave Act) cases and sixty-four Worker’s Comp Claims.
- HR Coordinator CK Kirkpatrick handled five thousand thirty-two applications for positions across all the County’s departments, including intensive recruiting projects for the Jail Expansion.
- Ms. Buffin, in her position as HR Generalist – Employee Relations, processed six hundred seventy-one employee status changes, seventy-eight promotions and one hundred forty-seven new hires. She also tracked employee exit data for both voluntary and involuntary departures and managed unemployment claims.

- HR Generalist – Benefits & Compensation Dorothy Cross handled the ever-increasing volume of employee benefit enrollments, which reached a high of seven hundred and thirty in 2018.

HR Director Sylvia Proud remarked that her department would be developing a new set of goals around the middle of the year.

D. Public Comment (Discussion): 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 was no public comment.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 1:40 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
