

**Minutes of Meeting**  
**Human Resources**  
**April 1, 2019**  
**10:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, Assessor Rich Houser, Coroner Warren Keene, M.D., Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, KCSO Undersheriff Dan Mattos, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Resource Management Office (RMO) Program Director Kimberli Riley and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 10:03 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Human Resources is requesting authorization to proceed with the Kootenai County salary survey using BDPA. (Open Session – Action)**

Prosecutor Barry McHugh reminded those assembled that making a salary survey had been discussed at the last Elected Officials meeting and had been met with general approval. He asked that the Board formally agree to support the use of BDPA as an information source for the survey. Prosecutor McHugh noted that Human Resources would not be able to get perfect matches on all jobs from the BDPA data, but would be able to get matches on most of them. He pointed out that it would not be possible to get 100% perfect matches from any data provider. He said that Human Resources staff would perform individual analyses on the remaining positions to determine the market rate for each.

Human Resources (HR) Director Sylvia Proud expressed her agreement with Prosecutor McHugh's points and told the Board that HR could customize the requested data sets to some extent. She said it would be mostly from public organizations, but they could request some private entities. Ms. Proud informed the Board that HR could get the data and begin the review as soon as the agreement was submitted to Legal for review and the contract signed by the Board and BDPA. She stated they could probably begin their analysis by the first week of May and have some estimates ready by June 10, 2019. Ms. Proud reminded the Commissioners that the \$2,200 price for the BDPA contract could be covered by HR's current Budget.

Finance Director Dena Darrow provided a spreadsheet showing very rough estimates of the total cost for increasing all County employees' pay by fixed percentages: 5%, 8%, 10%, 15% and 20%. She cautioned everyone that the numbers were probably inflated because these figures included everyone: the Elected Officials, sworn staff, and all the other employees. She added that the numbers also did not take into account adjustments that

had already been made through the 720 Compensation Project or employees who might already be at or above market rate. Ms. Darrow said her guess was that the final total would be between three and four million dollars to complete all the corrections, with the lower spectrum of the employees needing more adjustment than the upper levels. Ms. Darrow also pointed out that, after the initial adjustments were made to bring employees to baseline rates, yearly COLA (Cost of Living Adjustment) increases would have to be considered, or the entire cycle would begin again.

Chairman Fillios asked for input on whether to place a cap on the total expense and to consider carrying out the adjustments over a period of more than one fiscal year. There was general agreement to wait until the study was performed before discussing placing a cap on the expense. There was also general agreement to consider spreading the corrections out over two fiscal years.

Commissioner Bill Brooks said he felt each position should be assigned a maximum value. Ms. Proud suggested that, if an employee reached the maximum rate in a given position, but remained with the County and continued to perform very well, other types of consideration could be given, such as one-time bonuses.

Prosecutor McHugh listed the different entities that were included in the market studies in 2013, 2015 and 2017. He suggested that those assembled create an agreed-upon list of sources from which the BDPA data would be drawn and recommended that the 2015 list be the starting point. That list included the City of Hayden, City of Coeur d'Alene, City of Post Falls, City of Spokane, City of Rathdrum, Spokane County, Bonner County, the State of Idaho and the State of Washington. There was general agreement on the inclusion of these entities.

Assessor Rich Houser suggested adding Canyon County. Chief Deputy Clerk Jennifer Locke suggested adding Bonneville County and the City of Idaho Falls.

KCSO Undersheriff Dan Mattos stated that he would oppose using the list to determine market rates for the Sheriff's Office because it did not accurately reflect their competitors. He asked that the sworn deputies not be included.

Chairman Fillios expressed his support for Undersheriff Matos's point. He suggested that they trust HR to determine the relevant segment of the employees to be measured. There was general agreement with this. He said the Board was looking into different ways to fund the adjustments.

All attendees expressed general satisfaction with the content of the meeting and conclusions reached.

Commissioner Duncan moved that the Board remove the Executive Session pursuant to Idaho Code §74-206(1)(a) from agenda, since it was not needed. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

~~Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. (Closed Session – Discussion)~~

~~Decisions/Direction (Open Session – Action)~~ - Pulled

Commissioner Duncan moved that the Board task HR with the Prosecutor’s approval to go ahead and do a salary study using BDPA with implementation to be seriously discussed at a future meeting. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

- 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 11:08 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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