

**Minutes of Meeting**  
**Human Resources**  
**May 23, 2019**  
**10:00 a.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, County Assistance Manager Shelly Amos, Staff Accountant – Budget Michelle Chiamonte, Administrative Assistant Ronnie Davisson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, HR Generalist – Employee Relations Kimberley Buffin, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Deputy Prosecuting Attorney Darrin Murphey and Deputy Clerk Tina Ginorio. Also present were Scott Burkhardt, David Smith and Brian Magney from Alliant Employee Benefits. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Fiscal Year 2020 Health Insurance Budget with Scott Burkhardt and David Smith of Alliant (Action)**

Alliant Employee Benefits Representative Scott Burkhardt introduced his colleagues David Smith and Brian Magney. He stated they were here to give an overview of the projected FY2020 Health Insurance Budget and answer any questions the Commissioners might have. He said the cost of the employee plan was increasing and they would offer some options on ways to mitigate that. He predicted some tough decisions would need to be made.

Chairman Chris Fillios entered the meeting at 10:02 a.m. He indicated that Commissioner Duncan should continue as Chair Pro Tem.

Mr. Smith provided a PowerPoint presentation that illustrated enrollment and claims activity from FY2018 and FY2019 and projections for the plan in FY2020. He reminded the Commissioners that the Budget year began in October, while the plan year began in January. He pointed out that there had been a significant variance between the amount budgeted for 2018 and the cost incurred of about \$711,000. Mr. Smith noted that enrollment growth had affected plan cost; the expected enrollment for last year was 715 employees and they actually had almost 740 employees.

Mr. Smith called attention to a chart that showed a 3.5% annualized increase in medical expense and a 21.8% annualized prescription drug trend. He said that the rise in expense was mostly due to a limited number of claimants with very high cost medications.

Mr. Smith predicted there would be a total increase in cost for the plan of about 18.8% for next year. He said there were no changes in the administrative fee or the consultant

fee, but the fee for administrative services would go up by about 20.4%, insurance premiums and fees would go up by about 73.3% and the charge for medical claims would go up about 15.5%.

Chairman Chris Fillios exited the meeting at 10:20 a.m.

Mr. Burkhardt noted that the County had added certain Regent engagement services in the past, but had not seen much savings as a result. He said the Commissioners might consider dropping some of those services.

Mr. Smith then addressed possible cost containment measures.

- Moderate Plan Design Change (Deductible, Coinsurance, Copays) – 0% to 1.5%
- HSA Plan Restructure – 0% to 5%
- Employee Monthly Contributions - .38% per \$5
- Dependent Monthly Contributions (Spouses) – .35% per \$10
- Make Dental (4.8%) or Vision (.7%) Voluntary
- Limited Medical Network – 0% to 5%
- Change PBM's (Pharmacy Benefit Management) – 0% to 2%
- Other Pharmacy Options

Mr. Burkhardt said his company had recently met with representatives of Kootenai Health and Regents regarding creation of a limited medical network. He said the option did not exist in the group market at this time, but could be implemented if there were a market for it.

Mr. Smith noted that there were pharmacy options that existed in a legal “gray area,” such as medical tourism. He said Alliant’s legal team would look into the question and provide a definitive opinion. He added that the County had about thirteen claimants right now for whom such an option would create substantial plan savings.

BOCC Administrative Manager Leighanna Keiser and Chairman Fillios entered the meeting at 10:25 a.m.

Mr. Burkhardt asked the Board’s direction on which options to pursue. All three Commissioners agreed to consider the choices and inform Alliant of their decisions. Chairman Fillios predicted that the increase in costs would have to be spread between the County and the employees.

HR Generalist – Benefits & Compensation Dorothy Cross, Mr. Burkhardt, Mr. Smith and Alliant Representative Brian Magney exited the meeting at 10:30 a.m.

**Reduction to Position Hours/Benefits, Accounting Clerk – County Assistance (Action)**

Chief Deputy Clerk Jennifer Locke requested the Board’s approval of a reduction of position hours and benefits for an Accounting Clerk position in County Assistance. She explained that the job had recently become vacant and they would like to reduce it from a full-time slot to a twenty-five hour per week part-time slot. She noted that County Assistance Manager Shelly Amos had streamlined the processes in her department, which

allowed this reduction to take place. Finance Director Dena Darrow noted that this would create salary salvage for the current Fiscal Year and a Budget savings for FY20.

Chairman Fillios moved that the Board approve the conversion from a full-time to a 25 hour per week part time for the Accounting Clerk position in County Assistance, in accordance with the data prepared by the Auditor’s Office and effective starting the next pay period. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Chair Pro Tem Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Salary, Front Desk Coordinator – BOCC Action**

Ms. Keiser explained that her department planned to hire a new Front Desk Coordinator. She requested the Board’s approval of the pay rate of 95% of midpoint for the position’s current pay grade. She also asked that the pay grade of the position be changed effective October 1 and the salary placed at 95% of the new midpoint.

Chairman Fillios moved that the Board approve setting the salary of the Front Desk Coordinator to 95% of market in pay grade “D,” or \$14.74 per hour, effective with the next pay period or when a hire was made. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Chair Pro Tem 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):** Chair Pro Tem Duncan adjourned the meeting at 10:35 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

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

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