Minutes of Meeting
FY22 BOCC Department Budget Review
April 7, 2021
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 Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, IT Senior Applications Systems Manager Carrie Cole, Applications Systems Managers Matt Snow and Nicholas Torres, GIS (Geographic Information System) Manager Dave Christianson, Veteran's Services Officer Tom Freeman, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio.

     A.   **Call to Order:** Chairman Chris Fillios called the meeting to order at 10:02 a.m.

     B.   **Changes to the Agenda (Action):** There were no changes to the agenda.

     C.   **Business (Discussion):**

Review of FY22 Veteran's Services Office Budget Request with Veteran's Services Officer Thomas Freeman

Veteran's Services Officer Tom Freeman reported that his department was continuing on the Veteran's Home project. He said that his department was also contributing articles to the local media on topics of interest to the veterans and their families in the County. He updated the Commissioners on other groups with which his department had been involved and changes going on with the State V.A. (Veterans Affairs) Office.

Mr. Freeman said his goal had been to bring no increases in the budget to the Board for FY22. He noted that his budget actually dropped.

- "A" Personnel – A salary increase for Service Officer of $5,000 was proposed.
- "B" Operations – No increase was requested. He said he shifted some unused funds to purchase a desk for his office and should be receiving ADA (Americans with Disabilities Act) compliant furniture ordered in FY21 soon.
- "C" Capital expenses – There were no requests in this area.

Mr. Freeman exited the meeting at 10:12 a.m.

Review of FY22 Information Technology Budget Request with Director James Martin

Information Technology (IT) Director James Martin reported that his department's total budget request for FY22 was $390,195, less than FY21's had been. He explained that about $159,000 of the reduction was due to the Spillman system support being removed from IT's responsibility and placed under KCSO's. He reminded the Commissioners that IT had six separate cost centers in its budget, plus a special cost center for the OnBase Project.

Mr. Martin reviewed the requests from each cost center:

- Administration saw reductions in both the "B" and "C" portions of the budget, for a total of $230,051.
- KCSO also saw reductions in both "B" and "C" sections, for a total of $196,777
- PC Control had a "B" budget increase of $53,050, due mostly to the need for replacement of some Multi-Function Printers.
- Network Control had an increase of $21,097 in the "B" budget, from a new email archive system and some additional support expenses. "C" budget decreased by $94,341.
- Imaging "B" budget included an increased request of $13,110, from a number of small items needed.
- GIS (Geographic Information System) "B" budget had decreased $1,426 and included no "C" expenses at all.
- OnBase Project included an increase of $45,143, for the planned continuation of the four year plan. FY22 would include a Collaboration Module, to allow multiple individuals to cooperate more efficiently on a single project, and a Public Records Module, which should speed up service on public records requests.

Mr. Martin said that he would ask IT Network Administrator Grant Kinsey to review the Capital Plan requests, which would total about $471,000.

Mr. Kinsey listed the items on the Capital Request:
- Digital Fax, $46,000 for a new unit. The current unit was about ten years old and no longer received technical support. The digital fax machine was heavily used by the Public Defender's Office, the Prosecutor's Office and the Sheriff's office, in addition to other County departments.
- GIS Hardware, $35,000 for updated hardware, primarily to augment storage capacity.
- Network Perimeter Security, $200,000 to upgrade the County's primary firewall.
- Sheriff's Office VMWare Servers, $100,000 for routine replacement and maintenance of servers.
- GIS Cannon Plotter, $10,000 for replacement of a "mission-critical" piece of equipment. He explained this was used to print maps.
- Sheriff's Office Evidence Management System, $30,000 to bring in consultants to evaluate the needs of KCSO for an evidence inventory system.
- Upgrade Web Platform, $50,000 to continue improvement to the County's webpages. This would primarily address the County's internal webpages on KC Place and allow all departments to have more control over their webpage content. He said the upgrade would also address shortcomings in records available to the public such as plat surveys and other documents.

Mr. Martin reminded those present that the OnBase project would replace PaperClip. He remarked that this project would continue two more years after FY22, for a total of four years.

D. **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.

E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 10:33 a.m.

Respectfully submitted,

JIM BRANNON, CLERK   CHRIS FILLIOS, CHAIRMAN

BY: _____   _____
    Tina Ginorio, Deputy Clerk