

Minutes of Meeting
FY22 Budget Deliberations
May 24, 2021
1:00 p.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 Coroner Warren Keene, M.D., Assessor Bela Kovacs, Assessor’s Office Land Records Manager Betty Conces, Assessor’s Office Administrative Supervisor Reba Grytness, KCSO Sheriff Robert Norris, KCSO Lieutenant William Klinkefus, KCSO Deputy Nick Kerfoot, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Court Services Director Marissa Garza, Court Services Manager Kally Young, Chief Deputy Treasurer Jill Smith, Resource Management Office (RMO) Director Jody Bieze, Human Resources (HR) Director Sylvia Proud, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Ms. Bieze was present via teleconference.

- 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 (Action):**

FY22 Budget Deliberations to Include Discussion of Economic Indices and How They Relate to the “B” Budget (Expenses) and “C” Budget (Capital)

Finance Director Dena Darrow reviewed the progress made so far. She noted that they were working under an 8% cap on expenses, were investigating how ARPA (American Rescue Plan Act) funding might be used by the County and had achieved a deficit of just under \$7 million thus far.

Ms. Darrow reported she had consulted with IAC (Idaho Association of Counties) and come to some tentative conclusions about how ARPA funds could be used. She said the County can probably use the funds to subsidize the regular yearly contribution to Panhandle Health District. She stated that a number of capital requests dealing with HVAC systems, some items previously paid for by County Assistance out of General Fund dollars and some Community Support expenses would probably also be eligible. She added that she and her staff would continue to look for additional areas these funds could be used.

Staff Account – Budget Michelle Chiamonte reviewed several graphs that illustrated changes in budget requests by Elected Official departments spanning 2020, 2021 and 2022.

Prosecutor Barry McHugh entered the meeting at 1:08 p.m.

Ms. Chiamonte updated the Board on projected changes in cost for gas, electricity, ammunition and lumber. She reviewed recent increases in the CPIU (Consumer Price Index for all Urban Consumers) and the effects this would have on County expenses. She

also gave an overview of “B” Budget (Operations) and “C” Budget (Capital) requests for the different Elected Officials departments and their trends from 2020 through 2022.

Ms. Darrow explained that departments had submitted zero-based requests as much as possible for FY22 “B” Budgets. She commented that the Commissioners would see some jumps in this area that had been driven by the change in the threshold from \$5,000 to \$10,000 for non-capital and capital items.

Ms. Darrow and the Commissioners then reviewed specific requests from a number of departments for “B” and “C” Budget items. They discussed requests from Buildings & Grounds (B&G) for a new pickup truck and a riding lawn mower, from Adult Misdemeanor Probation for a vehicle, from Community Development for two vehicles and from the Jail for an outdoor freezer and a tilting steam kettle for the kitchen.

Commissioner Duncan remarked that she would like to enable Fleet Management to take over all requests for vehicles in the future, to allow vehicles to be handed down among departments as much as possible and channel requests for new purchases to the Board. She stated she would like to see KCSO’s vehicle replacement schedule and ensure that they receive money every year to be put toward purchase of new vehicles.

Buildings & Grounds (B&G) Operations Manager Greg Manley entered the meeting at 1:21 p.m.

Mr. Manley explained B&G’s need for a truck and a new mower. He said he did not have enough information to prioritize the Jail requests and suggested that the Board speak with B&G Maintenance Supervisor Tom Reed on those.

Commissioner Duncan commented that they must be careful not to pay for anything that would have ongoing costs attached with ARPA funds unless they had backup in the form of tax revenue, since ARPA would only be available for a certain length of time.

Moving on the requests from the Assessor’s Office, Commissioner Duncan asked Assessor Bela Kovacs if the \$50,000 indicated for Aumentum Tax and Assessment Process Fixes was for a new purchase or represented an ongoing, yearly cost.

Assessor Kovacs said he was not completely sure and suggested that they consult further with Information Technology (IT) Application Systems Manager Matt Snow. He added that the cost of \$50,000 was a placeholder, rather than a firm estimate.

Chief Deputy Clerk Jennifer Locke reminded those present that the Assessor’s Office had access to restricted funds and asked whether the expense could be charged to those.

It was generally agreed that Legal would be consulted regarding Ms. Locke’s suggestion.

First Judicial District Trial Court Administrator Karlene Behringer entered the meeting at 1:33 p.m.

Ms. Darrow and the Board went over requests from the Airport, from the North Idaho Fairgrounds, and for Parks & Waterways/Noxious Weeds/Snowgroomers from Director Nick Snyder.

They moved on to Coroner Warren Keene, M.D.'s request for a refrigerated trailer his office would need for handling mass fatalities. Doctor Keene reported that he had spoken to representatives from Panhandle Health District, IAC and RMO (Resource Management Office) about looking for grants and other sources of funds for this item.

Ms. Darrow and the Commissioners reviewed requests from the Enhanced 911 program and KCSO.

Ms. Darrow reported that they had found the Executive Payroll Automated Time Sheets program requested by the Sheriff's Office could be used by the whole County. She stated the cost originally quoted for just the Sheriff's Office had been \$100,440, but they had negotiated a price of only \$134,606 for all departments.

Ms. Chiaramonte commented that the program would improve accuracy in reporting staff hours, better comply with state and federal standards and make the County less vulnerable to legal action in case of disputes.

The Commissioners expressed interest in pursuing this option. It was agreed that Ms. Darrow would discuss this with IT Director James Martin.

KCSO Sheriff Robert Norris provided additional details to the Commissioners about architectural fees related to the move of the Work Release Center to the Public Safety Building.

Commissioner Duncan remarked that she would like additional information on the Dynamic Imaging CorreTrak program inmate tracking system requested for the Jail.

Prosecutor McHugh exited the meeting at 1:49 p.m.

The Commissioners briefly touched on Solid Waste (SW) requests, which would be paid for by their Enterprise Fund, not tax dollars.

In closing, Ms. Darrow stated that the next meeting on Wednesday would focus mostly on personnel requests. She said she would continue to pursue information on ARPA and hoped to hear more from IAC regarding their discussions with Eide Bailly.

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 1:52 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
