

Minutes of Meeting
FY22 Budget Deliberations
May 26, 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 Assessor Bela Kovacs, Vehicle License Manager Anna Frohboese, Residential Appraisal Manager Troy Steiner, Assessor's Office Land Records Manager Betty Conces, Assessor's Office Administrative Manager Reba Grytness, Prosecutor Barry McHugh, Prosecutor's Office Administrative Supervisor Carissa Cox, KCSO Sheriff Robert Norris, KCSO Captains Andy Deak, Kevin Smart, and Stuart Miller, KCSO Lieutenants Ryan Higgins and William Klinkefus, KCSO 911 Communication Services Administrator Collin McRoy, KCSO Administrative Assistant Tamara Exley, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Court Services Director Marissa Garza, Court Services Manager Kally Young, Elections Manager Asa Gray, First Judicial District Trial Court Administrator Karlene Behringer, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Sandy White. Ms. Behringer was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:05 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

FY22 Budget Deliberations to Include "A" Budget (Personnel)

Finance Director Dena Darrow reported that the updated deficit was \$5,112,587, mostly from personnel and capital expenses. She stated that they had not included any ARPA (American Rescue Plan Act) funds in the calculations yet.

Ms. Darrow began her review with "A" (Personnel) Budget items. She said that there were a number of positions that had been open a substantial length of time, about \$515,736 from positions open from 100 to 200 days and about \$319,825 in positions that had been open from 200 to 300 days. She asked the Commissioners whether they wanted to concentrate on funding salary adjustments for existing staff, filling open positions or funding the creation of new positions.

Chairman Fillios reminded those present that the Elected Officials had decided to move ahead on the General Pay Plan Employee Matrix for FY22. He suggested that the new positions be cut from the Budget for the time being. He stated that anything removed from the Budget could be added back in if the ARPA money came through. He stressed that anything done today could be revised.

Commissioner Bill Brooks voiced agreement with striking new positions while leaving the open positions in the Budget.

Assessor Bela Kovacs, Court Services Director Marissa Garza and First Judicial District Trial Court Administrator Karlene Behringer addressed the circumstances of the open positions in their departments.

Treasurer Steve Matheson entered the meeting at 1:30 p.m.

Commissioner Leslie Duncan asked KCSO Sheriff Robert Norris how he would like to address frozen and actively open positions at the 911 Center.

Sheriff Norris reported that the staffing situation at the 911 Center was at a critical point.

Ms. Darrow stated that 911 had asked for three frozen positions to be reactivated in addition to trying to fill four open positions.

Vehicle License Manager Anna Frohboese exited the meeting at 1:33 p.m.

KCSO Undersheriff Dan Mattos suggested that the Sheriff's Office be allowed to use some of the money from frozen positions for retention bonuses for officers.

Ms. Darrow noted that 27.25 new positions had been requested from among all the departments in the County and that this would cost about \$1.6 million to fund them all.

Ms. Frohboese re-entered the meeting at 1:38 p.m.

KCSO Captain Stuart Miller exited the meeting at 1:38 p.m.

Ms. Darrow said that the Auditor's Office had some requests for FY22: \$55,000 for a new program and some payroll adjustments. She stated they would be willing to cut \$110,000 from their Budget, which would include part of the payroll requests and the new program. She described the position changes they planned to make in order to start the internal audit program they had been trying to create for some time. She reported that Clerk Jim Brannon had also advised her he was prepared to cut almost \$10,000 from the Elections Budget.

KCSO Captain Stuart Miller re-entered the meeting at 1:41 p.m.

Prosecutor Barry McHugh reviewed his personnel requests and stated that his priority was the two Deputy Prosecutor positions. He pointed out that these were positions that had been in his Budget this year and in the past; he was just asking to convert them back to full time. He added that he had two people lined up to fill the spots.

Court Services Director Marissa Garza exited the meeting at 1:45 p.m.

Court Services Manager Kally Young provided details of the District Court personnel requests. She reminded the Commissioners that her department was very behind in reviewing the Guardianship cases and appeals.

Assessor Kovacs stated that the Appraiser positions he was asking be upgraded from Appraiser I to Appraiser II were because the employees would have become certified as required by the Idaho State Tax Commission. He reported that he had been pursuing a

question with the Idaho State Department of Parks and Recreation and that he might be able to withdraw his request for two positions in Vehicle Licensing depending on their response. He indicated he was willing to review and potentially withdraw a request for the Mapping Department as well.

Commissioner Duncan suggested that his requests be kept for the time being, since they added up to only about \$12,000, with the understanding that he would probably be able to cover the cost out of salary savings from other open positions.

KCSO Undersheriff Dan Mattos, Sheriff Norris and Commissioner Duncan discussed the request for on-call pay for Detectives. Commissioner Duncan stated she was only in favor of on-call pay in the case of exempt employees because to do otherwise would require the Board to consider hundreds of other positions in the County which could qualify. Undersheriff Mattos and Sheriff Norris voiced their disagreement with her position.

Commissioner Bill Brooks stated that he felt KCSO presented a special case and should receive special treatment regarding on call pay.

Chairman Fillios commented that he did not yet have enough information to decide which side he would personally support. He assured the Sheriff that the topic would be revisited.

Commissioner Duncan asked whether changes requested by Public Defender Anne C. Taylor for wage adjustments in her department needed to be kept in the Budget in view of the countywide adjustments that were planned.

Ms. Darrow said she had a number of options which she had not yet had the chance to discuss with Ms. Taylor. She suggested they leave the current amount in as a placeholder, with the acknowledgement that it would be altered in the future. She noted that a portion of the amount would be funded by grants.

Chairman Fillios commented that they wanted to remain as consistent as possible across all departments if they actually were able to implement the Matrix for General Pay Plan Employees.

Commissioner Duncan suggested that recruitment and retention bonuses be covered under the BOCC Budget instead of the separate departments.

General agreement was voiced.

Commissioner Brooks stated his support for the Veteran Services Officer's proposed pay adjustment, slated to begin October 1, 2021.

Chairman Fillios agreed to retain the adjustment for the present.

Ms. Darrow suggested that packets be sent to each Elected Official detailing the current cuts and notations indicated in their Deliberations, as well as a list of each department's open and new positions. General agreement was voiced.

The Board moved on to “C” (Capital) Budget requests.

Ms. Darrow updated the Commissioners on the current state of capital requests: things that were being paid for through Fund Balance and the questions directed to Legal and to Information Technology (IT) regarding the Aumentum Tax and Assessment Program.

Undersheriff Mattos asked the status of the architecture fees requested by KCSO.

Chief Deputy Clerk Jennifer Locke exited the meeting at 2:26 p.m.

Auditor’s Office Administrative Assistant Ronnie Davisson entered the meeting at 2:26 p.m.

Commissioner Duncan reviewed the \$2 million in Assigned Fund Balance for KCSO and explained that the amount had been put on hold because the Board was having a Master Plan created as part of the Long Range Study being done on space needs.

Undersheriff Mattos asked for additional information on ARPA funding in relation to premium pay.

Commissioner Duncan stated that the Board was still checking to be certain that they understood the guidelines for use of the funds before committing to their use. She said that the Board had a team of people investigating the questions, including Legal.

Commissioner Duncan remarked that Ms. Behringer’s request for 28 radios for District Court Bailiffs and Security Screeners might be coverable under ARPA rules.

There was a brief discussion of some items covered under the “B” (Operations) Budget requests, particularly some needs expressed by the Jail.

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 2:35 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
