

**Minutes of Meeting**  
**Resource Management Office & Adult Misdemeanor Probation**  
**May 31, 2022**  
**4:00 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 Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Historic Preservation Commission Chair Courtney Beebe, Historic Preservation Commission Members Russel Brown, Walter Burns and Laurie Mauser, Museum of North Idaho Executive Director Britt Thurman and Museum of North Idaho Board Member Richard Sheldon. Ms. Riley was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 4:05 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Adult Misdemeanor Probation FY23 Budget Review (Action)**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson stated that the AMP “B” (Operations) Budget request for FY23 included no increase from FY22. There were no “C” (Capital) requests. He said their projected revenues had increased somewhat, due to more successful fee collections.

Mr. Hutcheson said that his “A” (Personnel) Budget requests included one request and two adjustments. He explained that the request was to move a current employee to Supervisor, which would enable him to split the POs (Probation Officers) into two groups. He described the details of the two adjustments, which would address issues of compression. He noted that these might be covered by the changes related to the recently completed Wage Study.

Mr. Hutcheson remarked that Intermediate and Advanced Certificates would be offered by POST training, starting this July. He said he would have several officers that would qualify for these and he planned to offer a 3% increase for each certificate level achieved. He added that this information had been provided to Human Resources (HR) Director Sylvia Proud.

Mr. Hutcheson stated that the three position adjustments would require an increase of \$22,198. He said this did not include the certificate program.

Commissioner Leslie Duncan said that the projected \$10,000 increased revenue and his request for \$22,000 would leave a net Budget increase of \$12,000. She said she would

like to discuss the best practices for supervisor to staff ratios before making a final decision.

Mr. Hutcheson said his impression was that between five and seven staff members were considered an appropriate balance. He stated that he would have one team of five and one of four, if the adjustments were made.

Chairman Fillios indicated that he was inclined to approve these requests but that he also felt they needed to wait until they received HR's final report on the Wage Study on June 14, 2022.

Commissioner Bill Brooks and Commissioner Duncan agreed.

Mr. Hutcheson described some of the challenges his department had faced over the past two years. He said they were fully staffed at this time and had experienced minimal turnover.

Mr. Hutcheson exited the meeting at 4:13 p.m.

#### **Resource Management Office FY23 Budget Review (Action)**

Resource Management Office (RMO) Director Jody Bieze stated that RMO's FY23 Budget request had not increased from FY22. She said there were some Personnel adjustments requested, but they would have a net zero impact to the County's Budget, since they would be grant funded.

#### **Historic Preservation Commission FY23 Budget Review, Courtney Beebe/Board Chairman (Action)**

Ms. Bieze reported that the Historic Preservation Commission (HPC) was requesting an increase of \$8,635 to their current budget of \$1,900.

HPC Chair Courtney Beebe called attention to the documents she had provided listing the line items affected and how the additional funds would be spent. She said their focus was to increase outreach and collaboration with nonprofit groups in Kootenai County. She added that the increased County contribution would allow them to apply for additional grants which required matching funds. She described the projects HPC intended to pursue.

Ms. Bieze praised the past efforts of members of the HPC.

Commissioner Duncan indicated that she was not willing to commit herself on this request at this time. She noted that these were not mandated services.

Chairman Fillios stated he did not have a problem funding non-mandated services.

Commissioner Brooks remarked that he objected to HPC providing financial support to other entities from funds given by the County.

Ms. Bieze provided additional clarification regarding the support provided to other groups.

Chairman Fillios said that once wages for County employees had been addressed the Board could consider non-mandated services' requests.

**Museum of North Idaho FY23 Budget Review, Britt Thurman/Executive Director (Action)**

Ms. Bieze stated that the Museum of North Idaho was asking for an increase of \$10,000.

Museum of North Idaho Executive Director Britt Thurman stated that the museum was currently in its 54<sup>th</sup> year of operation. She described some of the educational services they provided to the community.

Ms. Thurman said that inflation had increased their expenses for the coming year. She explained they would like to improve the storage conditions of their off-site collections through grants which required matching funds.

Chairman Fillios noted that the Museum had just received an award of \$10,000 from the State of Idaho.

Ms. Thurman responded that that award had been used to fund their capital campaign. She said they were working to raise \$5 million to build the new museum. She confirmed that the award was considered restricted funds and could not be used for grant match or operations purposes.

**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 4:33 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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