

**Minutes of Meeting**  
**FY23 Budget – BOCC Departments**  
**June 1, 2022**  
**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 Chief Deputy Clerk Jennifer Locke, Staff Accountant – Budget Brandi Falcon, Juvenile Detention Director JT Taylor, Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, Juvenile Detention Shift Supervisor Jeremy Roth, Juvenile Detention Senior Records Clerk Brandie Bradley, Buildings & Grounds (B&G) Senior Maintenance Operators Garry Hayes and Dee Brungardt, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios 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:**

**FY23 Budget Review – Board of County Commissioners’ Departments (Action)**

**Juvenile Detention**

Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Eric Sheffield called the Commissioner’s attention to the summary sheet provided for his department. For the “A” (Personnel) portion, he stated that they were beginning some succession planning, which would include two overlapping positions, beginning in October. He said one position overlap would cost an additional \$1,515 and the other would be \$4,345. He added that they had also inserted \$5,000 to use for hiring incentives.

Buildings & Grounds Operations Manager Greg Manley entered the meeting at 10:02 a.m.

Mr. Sheffield said their “B” (Operations) Budget had an increase of 3.77% over FY22, mostly due to onboarding expenses. He remarked that travel and training expenses had gone up. He stated that they had one non-capital request, for a cafeteria table, in the amount of \$2,841. He explained that their tables were old, heavily used and much repaired; one had reached the point at which it really needed to be replaced.

Commissioner Leslie Duncan asked if the new people in the succession plans would be started at a lower wage than the people who were departing.

Mr. Sheffield provided details of the incoming and outgoing staff members.

Commissioner Duncan commented that the salary savings from those two positions sounded like they would cover the additional expense over the course of the year.

Therefore, she said no new dollars needed to be provided for the items. She voiced her approval of the hiring incentives.

The other Commissioners voiced their understanding and agreed.

Juvenile Detention Director JT Taylor, Juvenile Detention Shift Supervisor Jeremy Roth, Juvenile Detention Senior Records Clerk Brandie Bradley and Mr. Sheffield exited the meeting at 10:08 a.m.

Reprographics/Mail Center Manager David Reid entered the meeting at 10:08 a.m.

### **Reprographics**

Mr. Reid remarked that he had kept his budget essentially flat from FY22 to FY23. He said the only significant change was that postage money, about \$300,000, had been moved from the General Fund over to his budget. He stated that his department was expecting to receive a car from the Sheriff's department shortly.

Commissioner Bill Brooks asked how Mr. Reid's salary measured up to others in similar positions.

Mr. Reid said he was not able to answer that question at this time.

Chairman Fillios remarked that the Board would receive more information on this position from the Wage Study results next week.

Mr. Reid gave a brief summary of his duties.

Chairman Fillios asked that they move on to Buildings & Grounds (B&G), since no one had arrived from the Airport yet.

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

### **Buildings & Grounds**

Mr. Manley said that, in his "A" Budget, they were planning to combine two part-time positions into one full-time, for an increase of about \$47,000. He stated that everything covered by his "B" Budget had increased in price, so he was asking for about \$36,000 more than FY22. He said that he had one non-capital request of \$8,300 for a snowplow.

Airport Director Steven Kjergaard entered the meeting at 10:15 p.m.

Some general discussion followed regarding the generation of the \$47,000 figure and the savings related to freezing other positions.

Auditor's Office Staff Accountant – Budget Brandi Falcon said she would review the figures and report back to the Commissioners.

Commissioner Duncan said she would support Mr. Manley's request for the full-time position. She added that she saw no alternative to his request for \$36,000 more in "B" Budget, since the prices for gas and other things had gone up so much.

Mr. Manley had no Capital requests.

The Commissioners indicated their approval.

Commissioner Duncan suggested a review of B&G's Five Year Plan.

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder entered the meeting at 10:18 a.m.

Ms. Falcon confirmed that there was about \$1.5 million in the Five Year Facilities Plan in the Assigned Fund Balance.

Mr. Manley provided a quick update on the projects included in the Five Year Plan.

Commissioner Duncan remarked that some of the other expenses would be paid from restricted funds and so would not impact the General Fund Budget. She informed B&G Juvenile Detention Center (JDC) Senior Maintenance Operator II Garry Hayes that the HVAC for the JCD building was coming from ARPA funds and the washer and dryer requested had been approved in yesterday's meeting.

Mr. Hayes commented that the software update for the control room would be coming from the B&G funds. He explained that some problems had been encountered with coordinating the project with the company, causing a possible delay of five or six months.

Commissioner Duncan said the funds that had been set aside for the project in the FY22 Budget would roll over to FY23.

### **Airport**

Mr. Kjergaard announced that the Airport was projected to increase its revenue by about \$250,000. He said that, after capital expenses and adding back the three items which were cut yesterday, his projections showed that they would still have positive revenue numbers. He remarked that they had increased rent, Airport Use Fee and some miscellaneous fees, so they expected about \$1.52 million in total revenue.

Mr. Kjergaard confirmed that they expected about \$1.52 million in revenue and their projected expenses were \$1.363 million, including capital purchases, leaving a positive revenue of \$156,000. He stressed that no tax dollars were included in these figures; they were purely based on revenue generated by the Airport.

Mr. Kjergaard stated that some items had increased from FY22 in their "B" Budget, such as fees for garbage collection, water and sewer costs. He said the details of the new Leasing and Contract Specialist had not yet been submitted as part of their "A" Budget requests. The loaded cost for this was estimated at about \$75,000.

Mr. Kjergaard said he would send the Board a copy of the job description for the new position.

BOCC Administrative Supervisor Leighanna Keiser entered the meeting at 10:30 a.m.

Mr. Kjergaard exited the meeting at 10:30 a.m.

### **Information Technology**

Information Technology (IT) Network Administrator Grant Kinsey reported that his department had an increase in operating expenses and a reduction in capital expenses. He described how the shift of the VoIP (Voice over Internet Protocol) project funding to FY24 would affect the department's numbers. He noted this would cause some Fund Balance compression for 2024, and asked if the Board would like to shift something else back to 2023. He remarked that this all resulted in a \$340,000 reduction for FY23.

On the request for the Sheriff's Office Evidence Storage System, Mr. Kinsey said their current system was five years old and no longer adequate. He explained that they had paid for another year of technical support for that system and wanted to replace the actual storage repository. He added this would include video from both vehicles and the body-worn cameras.

Veterans' Services Officer Tom Freeman entered the meeting at 10:38 A.M.

Mr. Kinsey briefly reviewed Operating Budget increases. He confirmed that they had no personnel requests at this time.

### **Veterans' Services**

Mr. Freeman reported that the "A" Budget for his department included a 3.1% increase, for the Veterans' Service Officer. He said there was about an 18% increase in their "B" Budget, which was mostly to allow the new Assistant Jessica Christensen to travel to Boise for training. He remarked that the rest of the changes stemmed from the general increases in all prices from inflation. He stated he had no "C" Budget requests.

Mr. Freeman provided some additional information justifying the "A" Budget increase.

Commissioner Duncan commented the "A" Budget adjustment might be included in the response to the Wage Study, which would be reviewed next week.

Mr. Freeman offered details of his duties.

Ms. Falcon remarked that Mr. Freeman had a request for another full-time employee also.

Commissioner Duncan noted that this was not included on the summary sheet the Board had been given.

Mr. Freeman said he had chosen to withdraw that request at this time, but he had wanted to be sure that all of the figures were available.

Mr. Freeman exited the meeting at 10:47 a.m.

### **Parks & Waterways**

Mr. Snyder remarked that he had learned that another department was changing the grade of a maintenance worker, but he had not learned about this until after he had submitted his documents. He said his maintenance worker's pay might need to be adjusted by Human Resources to remain consistent within job descriptions. He stated he would provide additional information as needed.

Mr. Snyder described a budget-neutral funding swap for a Snowgroomers' position.

Human Resources (HR) Director Sylvia Proud entered the meeting at 10:50 a.m.

Mr. Snyder said that the only change in his "B" Budget requests came from the need for mobile trauma kits.

Mr. Snyder reported that his "C" Budget request included a backhoe and an SUV. He explained that most of the expense would come from the Vessel Account and the rest from Noxious Weeds.

Mr. Snyder briefly reviewed the revenue his departments expected.

The Commissioners indicated that, if Mr. Snyder were able to find the backhoe and SUV sooner, that he could go ahead with the purchase, since the money was coming out of his departments' fund balances anyway.

Mr. Snyder exited the meeting at 10:59 a.m.

### **Board of County Commissioners**

Ms. Keiser said she would begin with the BOCC Office expenses. She remarked that, since a new Commissioner would be coming in during FY23, they had included \$3,000 in the travel account to cover training for that person. She clarified the plan to get a new dishwasher for the 3<sup>rd</sup> floor breakroom and reminded the Commissioners that the large decrease in the General Fund "B" Budget stemmed from moving \$300,050 in postage to Reprographics.

Ms. Keiser stated that the General Fund "B" Budget, overall, had requested an increase of \$48,000, which was primarily related to funds directed to community support organizations. She noted that they had not had to pay taxes or utilities for the new Public Defender building, so there were some reductions included.

#### **Community Support Group Requests:**

- Animal damage – no reduction to their request recommended.
- Community Guardians – no reduction to their request recommended.
- Coeur d'Alene Area Economic Development Corporation (CdAEDC) - Chairman Fillios suggested cutting the \$5,000 increase requested. Commissioner Duncan

indicated she would prefer to cut total support for the program in half. Commissioner Brooks agreed with Chairman Fillios.

- Heritage Health – Commissioner Duncan recommended cutting the request in half because they had funding from other sources. Chairman Fillios and Commissioner Brooks indicated they wanted to leave this request at \$50,000.

Commissioner Duncan stated that Community Support was supposed to provide money to local service agencies that provided help to needy residents of Kootenai County.

- Kootenai Recovery – Chairman Fillios said they had requested an increase of \$42,500. Commissioner Duncan suggested increasing their amount from \$7,500 to \$10,000 if the extra could be found by making cuts in other areas. She pointed out that there was an increased need for their services. It was generally agreed to move their amount to \$10,000, without tying it to a cut elsewhere.
- North Idaho Crisis – no reduction to their request recommended.
- Safe Passage – no reduction to their request recommended.
- Soil and Water Conservation – Chairman Fillios said they were asking for a \$4,000 increase, going from \$6,000 to \$10,000. It was generally agreed to keep their amount to \$6,000.
- University of Idaho Extension – Ms. Keiser provided details of an apparent misstatement in the contract which was creating some confusion on the actual amount required for FY23. Commissioner Duncan confirmed that the contract had been sent out with one amount listed but had been returned with an altered amount and the BOCC hadn't noticed the change until after the contract was signed. Chairman Fillios suggested that the amount be held to the number the Board had originally offered. No objections were voiced.
- NAS (National Academy of Science) Study – Ms. Falcon confirmed that no request had been submitted from this group.

Chairman Fillios presented his reasoning for continued support for CdAEDC.

Commissioner Duncan presented her reasoning for advocating for a decreased amount for CdAEDC.

Commissioner Brooks agreed with Chairman Fillios regarding CdAEDC.

Ms. Keiser remarked that there were two non-capital requests from the BOCC Office: a 20 terabyte hard drive to store the YouTube videos of meetings, and a pendant microphone.

All three Commissioners agreed to the purchase of those two items.

Justice Fund, Fund 15

Ms. Keiser said the increase requested was about \$14,000, since this was Kootenai County's year to pay for the IAC (Idaho Association of Counties) Litigation Fund.

Commissioner Duncan remarked that this was Kootenai County's last year of paying into the Capital Crimes Defense Fund.

#### Tourism, Fund 19

Ms. Keiser confirmed that this was a pass-through fund which held the money the County collected from Simulcast Racing from the state. She said this amounted to about \$1,500 and was directed to the Post Falls Chamber of Commerce, with no impact to the County.

#### Panhandle Health District (PHD)

Ms. Keiser reminded those present that an increase had been approved in their budget hearing on May 26, 2022. She said that the increase from last year, due to HB316, was about \$420,000.

Chairman Fillios explained why PHD had requested additional money and noted that they had suffered losses in personnel comparable to the County.

Chief Deputy Clerk Jennifer Locke provided additional details of how the increased payment to PHD would be funded. She described the impact on the current Indigent Fund and the plans regarding County Assistance.

#### Aquifer Protection District (APD), Fund 49

Ms. Keiser called the Commissioners' attention to the handout she had provided outlining their revenue and expenses. She noted that APD would be drawing about \$170,000 from their fund balance for FY23. She stated that they had a hearing planned for June 8, 2022.

Commissioner Duncan remarked that their focus would be on acquiring property to protect aquifer recharge areas.

Ms. Falcon asked for additional information regarding a step increase for the BOCC Administrative Supervisor. Ms. Keiser excused herself at this point, since they would be discussing her.

Ms. Keiser exited the meeting at 11:22 a.m.

Commissioner Duncan provided additional details on the Commissioners' intentions in regard to the position.

Human Resources (HR) Director Sylvia Proud reviewed the planned \$6 million in adjustments resulting from the Wage Study.

Commissioner Duncan suggested that the Board recess until 1:15 p.m. No objections were voiced.

Chairman Fillios called for public comment. There was no response at this time.

The Board went into recess at 11:31 a.m.

The Board reconvened at 1:18 p.m.

Commissioner Brooks was excused.

Public Defender Anne C. Taylor and Client Services/Investigations Administrator Jennifer Jenquine entered the meeting at 1:18 p.m.

Ms. Locke, Ms. Falcon, Mr. Gillham and Ms. Ginorio re-entered the meeting at 1:18 p.m.

**Public Defender**

Ms. Taylor explained that some of her staff had experienced salary compression last year, which she would like to correct before the FY23 Budget went into effect. She pointed out that her Administrative Supervisor Position's Grade was lower than that of the Prosecutor's Office, so that needed to be fixed also. She stated that the costs associated with both of these were \$8,000 and \$4,700.

Commissioner Duncan suggested that these two items be included in the next HR meeting agenda, since Ms. Taylor had enough money in her current budget for the corrections.

Chairman Fillios agreed.

Ms. Taylor said that the increase in her B Budget of about \$133,666 was caused by the higher rent at their new building, plus general inflation in all areas, especially in travel costs.

Ms. Taylor provided additional information regarding staffing challenges.

Commissioner Duncan stated that the County was experiencing a shortage of contracted Conflict Attorneys. She said a working group was discussing an addendum to these contracts which would increase their pay and allow those who were qualified to work on higher level cases.

**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 1:31 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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