

Minutes of Meeting
FY23 Budget Deliberations
June 14, 2022
3:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Treasurer Steve Matheson, Chief Deputy Treasurer Jill Smith, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Andy Deak, Stuart Miller and Kevin Smart, KCSO Lieutenants Ryan Higgins and Will Klinkefus, KCSO Sergeant Zachary Sifford, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, KCSO Maintenance Supervisor Tom Reed, KCSO Patrol Chief Budget Officer Stephanie Drobny, Public Defender Anne C. Taylor, Client Services/Investigations Administrator Jennifer Jenquine, Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Elections Manager Asa Gray, Court Services Director Marissa Garza, Administrative Assistant Ronnie Davisson, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, SW Equipment Operator Erick Fisher, Community Development Administrative Manager Reba Grytness, First Judicial District Trial Court Administrator Karlene Behringer, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Paul Ellis. Ms. Behringer was present via teleconference. Commissioner Bill Brooks was excused.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 3:03 p.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan asked that item two on the agenda be addressed first.

There were no objections voiced.

C. Business:

Internal Budget Adjustment for FY22 COLA (Cost of Living Adjustment) (Action)

Chairman Fillios remarked that the deficit had been reduced to \$2.1 million at this point.

Auditor's Office Staff Accountant – Budget Brandi Falcon reported that this item represented an internal budget adjustment dating from October 2021 and would not affect employee salaries. She explained it was a journal entry and had to be reflected in Board minutes. She stated that the Board previously approved the unloaded amount of \$160,000 and the figure now needed to be adjusted to the loaded amount of about \$234,000.

Commissioner Duncan moved that the Board approve the internal budget adjustment for the FY22 COLA to reflect the loaded amount. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

FY23 Budget Deliberations to Include “A” Budget (Personnel) with Staff Accountant Brandi Falcon (Action)

Ms. Falcon reported that the current yearly payroll for the County was \$74 million, with open position costs representing about \$8.3 million of that. She reminded those present that there would be about an \$8.1 million price to make the market adjustments suggested by Human Resources in response to the latest Wage Study and the 6% proposed COLA (Cost of Living Adjustment). She noted that Elected Officials would receive only the COLA. She said that, if the Board were to fund positions that had been empty longer than 60 days at 50%, the deficit would be reduced by \$2.7 million.

Human Resources (HR) Director Sylvia Proud presented an overview of the FY23 Preliminary Wage Adjustment.

- Scenario 1 – Projected Cost with open positions fully funded (included loaded & Solid Waste figures).
 - Unloaded (no SW included) \$6,345,663.14
 - Loaded (no SW) \$7,613,782.90
 - SW alone loaded \$490,677.25
- Scenario 2 – Projected Cost with positions open 60 days or more funded at 50% (included loaded & Solid Waste figures).
 - Unloaded (no SW) \$6,059,901.99
 - Loaded (No sw) \$7,337,283.70
 - SW alone, loaded \$485,777.79

Ms. Falcon listed the service awards and proposed bonuses for various departments and asked the Board which ones should be funded. She said that the total for requested service awards were \$107,000, an increase of \$49,700 over the previous year.

- Veteran’s Services - \$100, which the Board cut.
- Recorder’s Office - \$949, which the Board cut.
- Office of Emergency Management (OEM) - \$200 for general staff and \$1,000 for administrators, which the Board cut, per KCSO recommendation.
- BOCC Staff - \$500 for holiday bonuses, which was retained.
- HR - \$7,500 for bonuses to any County employee that referred a new hire, which was retained.
- Treasurer - \$1,200 for annual bonuses, which was retained.

- Assessor - \$2,050 for Christmas and Employee of the Year bonuses, which was retained.
- 911 - \$10,500 for new hire bonuses and possibly retention, which Commissioner Duncan suggested be covered from salary savings.
- HR - \$18,000 for Years of Service Awards, which was retained.
- HR - \$300 for annual bonuses to its own staff, which was retained.
- Jail - \$55,000 for retention bonuses, which Commissioner Duncan suggested be covered from salary savings.
- Parks & Waterways - three separate pools, of \$150, \$300, \$900 for annual bonuses, which were retained.
- District Court - \$2,200 for discretionary bonuses, which was retained.
- Treasurer - \$1,200 Overtime Pool and freezing Seasonal Temporary Position request for \$16,000 were retained.

New Full Time Employee Requests

- Buildings & Grounds – Maintenance Operator II would be retained.
- Community Development – Long Range Planner position request would be cut. Community Development Administrative Manager Reba Grytness proposed the request for a Permit Technician be converted to a request for Administrative Assistant for Code Enforcement. Commissioner Duncan suggested that the Plans Examiner opening that had been open for 200 days be removed as well.
- District Court – Jury Commissioner Secretary, Float Clerk Supervisor and Court Services Compliance Officer would be retained. Commissioner Duncan noted that the latter two would be offset by liquor revenue.
- Human Resources – new Generalist position would be retained.
- Jail – Commissioner Duncan suggested that the Senior Maintenance Officer position be reactivated. There was substantial discussion regarding the requests for three Deputy positions for Hayden and the associated onboarding costs. Commissioner Duncan suggested that the Deputy positions be funded at 50% and the onboarding costs covered from Fund Balance.

Treasurer Steve Matheson exited the meeting at 3:34 p.m.

Ms. Falcon noted that NIC (North Idaho College) was willing to pay \$100,000 for an OPS Lieutenant, with the County paying the remaining \$20,000.

KCSO Captain Stuart Miller explained that this proposal would save the County money in the long term, since it was less expensive to train new staff locally through the POST program than send them to Boise.

Both Commissioners present voiced agreement with the suggestion.

- Solid Waste – the request for a new Equipment Operator was retained. The position at the Treasurer’s Office which would be funded 50% by SW and 50% by the Treasurer was also retained.

POSITION CHANGES

Commissioner Duncan remarked that the Board was trying to take a holistic view of position change requests. She stated that departments would be asked to meet with HR for a review before a recommendation would be accepted by the Board. She outlined the basic guidelines for requests for Step and Grade changes. This would include BOCC Staff requests for position alignment, Community Development's requests for reclassification of all Plans Examiners, to convert Permit Technicians to Senior Permit Technicians and convert Plans Examiners to Senior Plans Examiners.

Ms. Proud provided additional detail on how the HR reviews would be conducted.

KCSO Sheriff Robert Norris voiced his dissatisfaction with the Wage Study and all the related negotiations.

There was continued discussion related to vehicle requests from KCSO.

Ms. Falcon pointed out that Adult Misdemeanor Probation (AMP) Director Keith Hutcheson had asked for two of his staff to receive additional stipends because they were in charge of the department when he was not present.

Commissioner Duncan said that should be approved, since it was a Succession Planning issue and the amount was only \$5,000.

Ms. Falcon said that AMP also wanted to increase its Overtime Pool to \$5,000.

Both Commissioners voiced agreement.

Ms. Falcon stated that the Assessor's Office had also requested additional Overtime; they were budgeted for \$1,000 for FY22 but have already spent about \$26,000.

Commissioner Duncan asked that an analysis be made to determine whether salary savings could cover the extra Overtime.

Ms. Falcon said that District Court had asked to increase its Overtime Pool from \$10,000 to \$30,000.

First Judicial District Trial Court Administrator Karlene Behringer confirmed that this would be needed even if other position requests were approved.

The Commissioners entertained requests for On Call Pay for the Prosecutor's Office and KCSO and stated that it would be offered to exempt employees only.

Sheriff Norris voiced his disagreement. The Commissioners agreed to take the question up again in a future meeting.

Sheriff Norris exited the meeting at 4:07 p.m.

- 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 4:13 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk