

**Minutes of Meeting**  
**FY24 Budget Deliberations**  
**June 27, 2023**  
**3:00 p.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Court Services Director Kally Young, Elections Manager Asa Gray, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, KCSO Sheriff Robert Norris, KCSO Captains Kevin Smart, Jeremy Hyle and Andie Deak, KCSO Lieutenant Ryan Higgins, KCSO Chief Budget Officer Stephanie Drobny, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Community Development Administrative Manager Reba Grytness, Certified Building Official Christina Garland, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 3:00 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Continuation of FY24 Budget Briefs (Discussion)**

KCSO Lieutenants Zachary Sifford and Justin Arts entered the meeting at 3:01 p.m.

Finance Director Brandi Falcon provided an updated report on the Budget’s progress. She called attention to the Preliminary Summary, which she said now included the changes and cuts from last week’s meeting, as well as the extra revenue from Community Development’s fee increases. She said that, assuming a 3% tax increase, the County would be at about a \$292,000 surplus.

Ms. Falcon stated that the Assessor’s Office had contacted her and asked that one of their conversion requests be cut.

Chief Deputy Coroner Lynette Acebedo and Chief Deputy Treasurer Jill Smith entered the meeting at 3:02 p.m.

Commissioner Bruce Mattare said he had met with the Assessor and the rest of the requests made by that office made sense to him.

Assessor Bela Kovacs reminded Commissioner Mattare that he had provided a PowerPoint showing the need for an additional Customer Service Technician.

Commissioner Mattare commented that this position had existed in the past and had been removed, but there was a need to bring it back. He confirmed that the reported workload supported this request.

It was generally agreed to grant the Assessor's requests, as listed.

Ms. Falcon said that the Airport had rescinded their request for an additional Airport Operations Specialist. This received general approval.

Ms. Falcon reported that a request for a FTE (Full Time Equivalent) for the Coroner's Office had been added to the Budget, per Board instruction last week. She said the loaded cost would be \$83,904 and would be effective October 2024. The Commissioners voiced approval.

Ms. Falcon asked the Commissioners to confirm their direction to split the Coroner's request for on-call pay between on-call and overtime. She said the overtime amount requested would be \$1,100 and the on-call would be \$5,000.

Chair Duncan said she was not yet ready to continue the on-call pay discussions. Commissioner Mattare suggested that this be deferred.

Ms. Falcon reported that the Hayden Patrol Deputy positions were still on hold. She said they were also still waiting for information on the grants process before making decisions about the RMO (Resource Management Office) positions.

Ms. Falcon noted that, in the process of including the different "A" (Personnel) Budget requests, she had found five employees who would have experienced compression issues. She said that she had corrected these in the Preliminary Summary and included the cost of giving the KCSO Deputies and Command Staff their steps on their anniversary dates on their new matrix.

Ms. Falcon stated that a small "B" (Operations) Budget item had arisen in the Auditor's Office: the check printer was dying. She said IT (Information Technology) had agreed to buy them a new one plus a spare, to be paid for from FY23 money. She noted that the Auditor's Office would need to include the consumables in their FY24 Budget, but they were waiting for IT to provide the figures. She said, once they got the information, she would return to the Board to ask that it be added to the Budget.

Commissioner Mattare remarked that the Budget seemed to be in a good place, compared to previous years and suggested that they could consider adding some discretionary items that were not State mandated. He said they might be able to consider offering reduced amounts in some cases, rather than elimination, for entities such as the Coeur d'Alene Economic Development Corporation (CdA EDC).

Chair Duncan replied that she had recommended that funding for the CdA EDC be cut by half, in order to prepare them for a complete removal the next year.

Commissioner Bill Brooks said he felt they had received sufficient warning in the last Budget season to expect funding cuts.

It was generally agreed to return to this item at a later date.

Chair Duncan noted that returning some funding for CdA EDC would reduce the projected Budget surplus of \$292,000 by \$22,500. She said a final decision on this would be provided to Ms. Falcon by July 13, 2023.

KCSO Sheriff Robert Norris asked the Commissioners to fix the Patrol Matrix to support employment longevity.

Ms. Falcon stated that, based on the information she had right now, to incorporate the longevity pay as requested would cost about \$297,000.

Commissioner Mattare remarked that he felt they should try to fix as much as they could this year, prioritizing staff over non-mandated services.

Chair Duncan suggested that the Board make more cuts so that they could implement a 2% tax increase instead of 3%.

Ms. Falcon stated that she would continue working with the Sheriff's Office on a proposed matrix with longevity pay included. She predicted that she would be able to present that at the next meeting on July 14.

- 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):** Chair Duncan adjourned the meeting at 3:17 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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