

**Minutes of Meeting**  
**FY24 Budget Deliberations**  
**July 14, 2023**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Accounting Manager Isaac Ohm, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Court Services Director Kally Young, Elections Manager Asa Gray, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Jeremy Hyle and Andy Deak, KCSO Lieutenant Ryan Higgins, KCSO Chief Budget Officer Stephanie Drobny, Office of Emergency Management (OEM) Director Tiffany Westbrook, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Chief Deputy Treasurer Jill Smith, Community Development Director David Callahan, Community Development Administrative Manager Reba Grytness, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Buildings & Grounds (B&G) Operations Manager Greg Manley, Reprographics/Mail Center Manager David Reid, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were University of Idaho Extension Office Representatives Teresa Balderrama and Rusty Gosz, and Kootenai County Resident Charity Myser.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

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

Finance Director Brandi Falcon reported that, during the past two weeks, she had received the updates on Liquor Revenues, had added the longevity pay for KCSO to their Matrix and had separated Public Defense from the rest of the Budget, since it would be supported wholly through state revenues in FY24. She said that, after these adjustments, the County had about \$94,000 more in revenue than expenses. She noted that this included the 4.5% COLA (Cost of Living Adjustment) for the County Matrix, bringing Elected Officials' salaries to market, cutting funding to positions open longer than 100 days to 50%, Matrix Steps for all employees on their Step anniversary date, the new 5 Year Matrix for KCSO Patrol which would bring them to within 3% of Coeur d'Alene Police Department's rate, KCSO Command Staff adjustments, and corrections to the salaries of employees who had been placed at the wrong Step.

Ms. Falcon called attention to the printed draft of the proposed FY24 Matrix she had provided. She explained details of the new Matrix and when certain aspects would take effect. She also explained how the new Patrol Matrix with longevity pay would function. She noted that Steps were not automatic for regular or sworn employees; they had to be funded annually by the County Commissioners.

Ms. Falcon reported that the Sheriff's Office had asked her to cut their request for new Patrol Deputy positions down to two, funded at 50%, with no cars included in the operating costs.

Chair Duncan asked what progress had been made in the negotiations with the City of Hayden regarding their Patrol needs.

KCSO Sheriff Robert Norris replied that they had concluded that about \$1,077,197 would be required to cover the requests.

Ms. Falcon stated that only \$1 million had been included in the Budget, so she would increase that by about \$77,000.

It was generally agreed to approve inclusion of the two requested Patrol Deputy positions, funded at 50%.

Ms. Falcon asked if the Commissioners had made decisions regarding the Airport's overtime request and on-call pay.

Chair Duncan indicated that a County-wide policy would need to be adopted for on-call pay. She said she had prepared a draft of a policy but noted that its adoption would impact the yearly expenses of the ten departments.

Prosecutor Stanley Mortensen entered the meeting at 2:09 p.m.

Chair Duncan remarked that one of the issues had been whether or not the Board could just grant the on-call pay for the three departments that had asked for it without considering the implications for the other departments that would be entitled to it also.

Commissioner Bruce Mattare said that it was his understanding that only two departments were required to have staff on-call in order to preserve evidence at potential crime locations.

Chair Duncan responded that there were other situations which could require on-call services, including emergencies involving Buildings & Grounds (B&G). She said she would provide a copy of her proposed policy for review by the other Commissioners.

Sheriff Norris expressed his ongoing concerns regarding the request for on-call pay.

Ms. Falcon said she would continue to list the on-call pay item as under discussion, but unless two out of the three Commissioners gave direction, she would leave it in the Budget. She stated that Monday, July 17, 2023 would be the final FY24 Budget Deliberations meeting.

Ms. Falcon asked for the Board's decision regarding the reorganization request by the Resource Management Office (RMO). She reminded those present that they had been waiting for a finalized grant process, which had not yet arrived. She suggested that it could be removed from the FY24 Budget and brought forward later if necessary.

Chair Duncan suggested that it be removed for now, with the understanding that the Board would revisit it once the background work was done. She remarked that it appeared to be fairly budget-neutral, so it should not cause trouble if it were done after the Budget was completed. She said that, if the work was completed in time, they might still be able to have it become effective as of October 1, 2023.

Commissioner Mattare voiced agreement, so Ms. Falcon said she would remove it from the Budget.

Ms. Falcon asked for the Board's decision regarding regrading of the Office of Emergency Management position. Both Chair Duncan and Commissioner Mattare agreed that it was appropriate, so it was retained.

Chair Duncan stated she had not received the information from the Assessor's Office to support the additional Customer Service Technician position that had been requested.

Assessor Bela Kovacs asserted that the position was needed and there was sufficient workload to support it. There was general agreement to approve the item.

Auditor's Office Staff Accountant – Grants Julina Hildreth and OEM Director Tiffany Westbrook exited the meeting at 2:14 p.m.

Ms. Falcon listed the potential "B" (Operations) Budget cuts the Board had previously discussed: Chamber of Commerce memberships, \$20,000 for the Museum of North Idaho and NACo (National Association of Counties) membership. She asked the Commissioners for direction.

Commissioner Mattare indicated that he felt these were optional items that should be considered only after all other "A" (Personnel), "B" and "C" (Capital) issues had been addressed.

Elections Manager Asa Gray stated that his department was pulling about \$30,000 of requests out of the Budget. Ms. Falcon said she had already removed these from the Preliminary Summary.

Ms. Falcon added that Coeur d'Alene Economic Development Corporation was not, at this time, included in the Budget.

Ms. Falcon reminded those present that the County would make about \$2 million in one-time purchases to offset the extra interest revenue expected this year. She stated that the Airport would bring its \$22,000 project request, to come from their Restricted Sewer Fund balance in FY23, to an upcoming Business Meeting. She said that if the Board approved it, she would remove it from the FY24 Budget.

Chair Duncan stated that she was not comfortable with the request for the large transport vehicle or the fourth vehicle for the Detective Division.

Commissioner Mattare reminded those present that there was an extremely long wait time for the large transport van. He suggested that they order it now because of that. Commissioner Bill Brooks voiced his agreement.

Chair Duncan asked how much it would cost for Elected Officials' salaries to be brought to the market rate.

Ms. Falcon replied that it would cost about \$135,000 to bring the Elected Officials up to the market rate from the 2022 Wage Study. She reminded the Commissioners that the figures were based on specific market areas, which the Board had defined.

There followed substantial discussion related to the market rates, including the impact of potentially removing Spokane County's data from the calculations. It was generally agreed that more current numbers would be sought.

Chair Duncan commented that KCSO Undersheriff Brett Nelson would inform the Board when certification/qualification requirements for their Matrix Steps had been completed.

Ms. Falcon stated that the next Budget meeting would be Monday, from 2:00 p.m. to 4:00 p.m., after the presentation Monday morning by Alliant related to their projections for next year.

Human Resources (HR) Director Sylvia Proud said that the PMR Clinic's estimates would be adjusted, based on the economy and inflation.

Ms. Falcon remarked that they would arrive at a balanced budget by the end of the Monday afternoon meeting. She said that if there was excess revenue, it could be placed in a Wage Pool and she would still be comfortable publishing the Budget. She explained the rules that would apply, once the Budget was published. She said that she would present the balanced budget August 1.

**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 2:33 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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