

Minutes of Meeting
FY24 Budget Deliberations
July 17, 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, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Arrow Gidney, Court Services Director Kally Young, Elections Manager Asa Gray, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Assessor’s Office Administrative Manager Shelly Amos, Prosecutor Stanley Mortensen, Human Resources (HR) Generalist – Employee Relations Dorothy Cross, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Jeremy Hyle, Kevin Smart and Andy Deak, KCSO Lieutenants Justin Arts, Ryan Higgins and Zachary Sifford, KCSO Chief Budget Officer Stephanie Drobny, Chief Deputy Coroner Lynette Acebedo, Chief Deputy Treasurer Jill Smith, Community Development Director David Callahan, Certified Building Official Christina Garland, Community Development Administrative Manager Reba Grytness, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:02 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

FY24 Final Budget Deliberations (Action)

Finance Director Brandi Falcon stated that, with the adjustments from the last meeting, the Preliminary Summary showed a positive balance of about \$159,000. She asked the Commissioners to address the remaining unresolved items.

On Call Pay

Commissioner Bill Brooks said he supported giving Detectives on-call pay, regardless of what was done with any other departments. He remarked that the treatment might not be uniform across all the departments, but neither were the scope of duties.

Commissioner Bruce Mattare asked whether the affected Elected Officials and Department Heads had offered input on Chair Duncan’s proposed policy on on-call pay.

Chair Duncan replied that the Elected Officials and Department Heads would be offered the chance to do so after the draft was reviewed by the BOCC.

Commissioner Mattare suggested that an interim solution be considered: enter the amount that had been actively requested by individual Elected Officials into the Budget for this year, then work on establishing a County-wide policy to be implemented in the future.

There followed substantial discussion centering on the issue. Commissioners Brooks and Mattare voiced support for the amount to be included in the FY24 Budget.

Ms. Falcon stated that, with two of the three Commissioners in agreement, on-call pay would be kept in the Budget.

Elected Official Salaries

Ms. Falcon reported that she had worked with Human Resources (HR) to provide several different options from which the Commissioners could choose. She reminded those present that \$135,000 was included in the FY24 Preliminary Summary at present, with the adjustment based on figures from the 2022 Wage Study. She said they could:

- Include \$135,000, based on the 2022 Wage Study.
- Adjust Elected Officials' salaries to a certain percentage of that provided by Canyon County.
- Adjust Elected Officials' salaries to a certain percentage of the average salaries provided by Ada, Bonner and Canyon Counties.
- Provide a 6% COLA (Cost of Living Adjustment) only.

Commissioner Brooks said he felt Kootenai County Elected Officials should receive pay commensurate with that received by other Elected Officials in Idaho with equivalent responsibilities. He remarked that better pay would attract better candidates to run for the offices.

Commissioner Mattare pointed out that the County had no policy related to the pay of Elected Officials and that Policy 120 specifically excluded them. He indicated that he felt the County needed an official policy which covered all the aspects of Elected Officials' pay and added that he agreed with Commissioner Brooks that it should be comparable to that received in other Idaho counties. He stated that he felt Spokane County should not be included in the calculations at all and that there were a great many differences between Kootenai County and Ada and Bonner which would make equivalencies hard to determine. He said that he found Canyon County to be the best one to measure against right now and proposed that their figures for similar positions be used.

In response to a question from Chair Duncan, Commissioner Mattare said he would support an adjustment which would bring Kootenai County Elected Officials to 97% of what Canyon County's Elected Officials were paid in 2023.

Commissioner Brooks voiced agreement with Commissioner Mattare's points.

Ms. Falcon noted that this would cost about another \$40,000, bringing the Budget's positive balance down to between \$100,000 and \$110,000. With two Commissioners in agreement, she said this adjustment would be made to the Preliminary Summary figures.

Undersheriff's Salary

KCSO Sheriff Robert Norris asked that the salary for the Undersheriff position be reviewed.

Ms. Falcon explained that the Undersheriff's salary had always been a set annual amount, without a Step plan. She said that Sheriff Norris had asked her to draft a three year Matrix for the position, with the initial Step to be set a certain percentage above the maximum received by Captains. She added that the second and third Steps would each feature an increase of 2%. She concluded that, if this were added to the Budget, the cost would be about \$9,000.

Chair Duncan asked what sort of metrics would be applied to allow the Undersheriff to move through the proposed Matrix.

Sheriff Norris replied that the Sheriff would direct such advancement, based upon his/her personal judgement of the Undersheriff's performance.

Commissioner Brooks said he would support the request.

There followed substantial discussion of the proposal.

Commissioner Mattare agreed to support the request also.

Ms. Falcon stated that, with the support of two of the three Commissioners, the request would be added to the Budget.

New Five-Step Matrix for KCSO Patrol Deputies

Chair Duncan said she felt she could not offer her approval of the proposed new Five-Step Matrix for KCSO Patrol Deputies because she had not yet received updated documents listing the metrics which would have to be satisfied in order for a Deputy to advance through it. She suggested that the Board approve the dollar amount requested, so that it could be included in the Budget calculations, but acknowledge that acceptable metrics would have to be provided, reviewed and approved by Legal, then submitted for final approval by the BOCC.

General agreement was ultimately voiced for Chair Duncan's proposal.

Ms. Falcon asked that the information be provided to the Auditor's Office by August 1, 2023 to allow Payroll sufficient time to accommodate it.

Assessor's Office \$10,000 Teambuilding Training

After substantial discussion of this request, it was generally agreed that it would be cut from the Budget.

Coeur d'Alene Economic Development Corporation

It was generally agreed that this request would not be added back the Budget.

Museum of North Idaho \$20,000

Commissioner Mattare announced that the Museum archived old documents for the County, which he said he had not known.

Chief Deputy Treasurer Jill Smith reported that the Museum had recently agreed to archive old tax records for the Treasurer's Office, which would have to be kept in climate controlled storage.

It was generally agreed that the Museum of North Idaho would receive \$10,000 in support from the County.

Fourth Vehicle for the Detective Division

It was generally agreed that three vehicles for the Detective Division would be included in the Budget and the funds for the fourth one would be cut.

Ms. Falcon stated that they would have to receive the final property tax figures before she could present a completed Budget to the Board for approval.

Commissioner Mattare moved that the Board tentatively send the proposed Budget to the Auditor for the FY24 Final Budget Deliberations. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

- 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 2:37 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk