

**Minutes of Meeting
Budget Deliberations
August 1, 2023
11:00 a.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, Elections Manager Asa Gray, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Andy Deak, Kevin Smart and Jeremy Hyle, KCSO Lieutenants Justin Arts and Zachary Sifford, KCSO Chief Budget Officer Stephanie Drobny, KCSO Auto Shop Supervisor Russ Trueblood, Chief Deputy Treasurer Jill Smith, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Community Development Director David Callahan, Planner III Adam Knight, Administrative Manager Reba Grytness, 1st Judicial District Trial Court Administrator Karlene Behringer, Deputy Trial Court Administrator Samantha Wallis, Trial Court Administrative Assistant Acacia Hildreth, Resource Management Office (RMO) Temp. Administrative Assistant Michal Bennett, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chair Leslie Duncan called the meeting to order at 11:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

FY24 Preliminary Balanced Budget (Action)

Finance Director Brandi Falcon reported that the Preliminary Budget had been balanced with a 3% tax increase and included a Mid-Year Wage Changes Pool in the amount of \$420,000. She said that, once the Board approved the Preliminary Budget, it could be published, after which a Public Hearing could be held. She cautioned that wage changes took about a month for Human Resources (HR), Payroll and Information Technology to finalize; they would begin on them after the Budget was published.

HR Director Sylvia Proud asked the Board's permission to begin sharing wage changes Department Heads and Elected Officials. She stated that they had asked Department Heads to confirm all the current Step Dates for each employee.

It was generally agreed that HR could begin sharing wage information as described.

Ms. Proud stated that the Board had previously instituted performance measures to determine when receipt of a Step or a bonus was appropriate. She said HR would typically look at that on the Step Anniversary Date, the date upon which a person began in a given position. She reminded those present that there were some performance measures for the Sheriff's Matrix for the Board to approve and added that HR had some for General

Pay Plans, Chief Deputies and Attorneys. She said they would like to bring those all forward on the August 17, 2023 HR meeting.

No objections were voiced to her suggestion.

Ms. Falcon asked if there were any changes the Commissioners wanted to make before approving publication of the Preliminary Budget. She reminded the Commissioners that, after the Budget was published, cuts could still be made but no increases.

Commissioner Bill Brooks commented that there was a question on a Mechanic position at the KCSO garage which had recently been brought to his attention.

KCSO Captain Andy Deak explained that their original request had been for the position to be funded for a full year, but had received direction to fund it for six months. He said that the staff at the Auto Shop were asking for this to be reconsidered, due to workload. He noted that it would cost an additional \$27,000 and listed the justifications for the request.

Both Commissioner Brooks and Commissioner Bruce Mattare voiced agreement with the request.

Ms. Falcon stated that this would then reduce the Mid-Year Changes Pool to about \$393,140.

Commissioner Mattare stated that, in light of information he had received, he would like to propose giving the full \$20,000, as originally requested by the Museum of North Idaho, rather than the \$10,000 the Board had decided upon previously.

Both Chair Duncan and Commissioner Brooks voiced agreement with his suggestion.

Ms. Falcon said that the Mid-Year Changes Pool would then be at \$383,140.

Commissioner Mattare moved that the Board accept the Preliminary Balanced Budget, to be published in the Coeur d'Alene Press. 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 11:12 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk