

Minutes of Meeting
Business Meeting
August 22, 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, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney Jamila Holmes, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits CK Kirkpatrick, KCSO Captain Andy Deak, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, Juvenile Probation Director Bryan Alexander, Juvenile Probation Officer Loni Whiteman, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Commissioner Brooks was present via teleconference.

A. Call to Order: Chair Leslie Duncan called the meeting to order at 2:00 p.m.

B. Moment of Silence

C. Pledge of Allegiance: KCSO Captain Andy Deak led the Pledge of Allegiance.

D. Changes to the Agenda: (Action):

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.

Chair Duncan stated that items 18 and 19 from the agenda would be moved to the end of the meeting, if necessary, depending on the arrival of Public Defender Anne C. Taylor.

E. Approve Meeting Minutes (Action)

07/13/2023	Community Development
08/01/2023	Business Meeting
08/08/2023	Vicious Dog Hearing
08/10/2023	Office of Emergency Management
08/10/2023	Community Development – Public Hearing

Commissioner Bruce Mattare moved that the Board approve items 1 through 5, the submitted minutes. Commissioner Bill 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.

F. Approve Consent Calendar (Action)

Assessor Valuation Amendment 8-10-2023
Assessor Valuation Amendment 8-10-2023
Assessor Solid Waste Adjustment 8-10-2023
Assessor Homeowner Exemption 8-10-2023
Assessor Adjustment to Tax – Valuation 8-15-2023
Assessor Homeowner Exemption 8-15-2023
Assessor Homeowner Exemption 8-15-2023
Resolution 2023-70 Disaster Emergency Declaration (Full Board) Kootenai County
Wildfire Season
Hayden Area Regional Sewer Board (HARSB)/Consolidated Supply/Hayden Ace
Hardware/Mountain West Credit Card/J-U-B Engineering/Panhandle Area Council/
Trindera (Century West)/Aqua Engineering
Human Resources PAF/SCF Report for 2023 PP18 Week 1

Commissioner Mattare moved that the Board approve items 6 through 15 on the agenda, the Consent Calendar. 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.

Public Defender Anne C. Taylor entered the meeting at 2:02 p.m.

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board accept the Payables List for the week of August 14, 2023 through August 18, 2023 in the amount of \$651,711.76, with no jury payments. 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.

H. Business:

Contract Renewal/SCRAM (AMS)/Juvenile Probation (Action)

Juvenile Probation Officer Loni Whiteman requested the Board’s approval of the renewal of their contract with SCRAM (AMS), a company which provided GPS units for clients in their program. She noted that the cost would be paid from their Tobacco Budget and the renewal would be for the next two years.

Commissioner Mattare moved that the Board approve the Contract Renewal for SCRAM (AMS) for Juvenile Probation. 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.

Board Approval Request: Government Relations/Molitor & Associates/Public Defender (Action)

Since Ms. Taylor had arrived in time, items 18 and 19 did not need to be moved to the end of the meeting.

Ms. Taylor reminded the Board that this request had been made last year; she said they would like to ask approval again this year, but for a more limited period of time. She explained that Molitor & Associates has helped her department to navigate the changes that had come about in Public Defense.

Commissioner Mattare moved that the Board approve the request for a contract related to assistance in Government Relations with Molitor & Associates for the Public Defender. 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.

Board Approval Request: FY2024 Indigent Defense Financial Assistance Award Agreement/Public Defender (Action)

Ms. Taylor requested the Board's approval of the FY2024 Indigent Defense Financial Assistance Award Agreement for the Public Defender's Office. She noted that the Workload proposed Attorney salaries were below what Kootenai County paid for incoming Attorneys by about \$10,000 per person.

Commissioner Mattare moved that the Board approve the request for the FY2024 Indigent Defense Financial Assistance Award Agreement by the Public Defender. 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.

Ms. Taylor exited the meeting at 2:06 p.m.

Board Approval Request: Bid Award HFT 20HFR1 – Kootenai Glencairn Fuel Break The American Firefighter Company Roby Boyles/Office of Emergency Management (Action)

Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield requested the Board’s approval of Bid Award HFT20HFR1, for the Kootenai Glencairn Fuel Break, to the American Firefighter Company. She noted that the area to be addressed was 19 acres in size.

Commissioner Mattare moved that the Board approve the Bid Award HFT 20HFR1 for the Kootenai Glencairn Fuel Break to the American Firefighter Company for the Office of Emergency Management. 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.

Board Approval Request: Voluntary Benefit Plans Deductions/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud explained that, under the previous service by Plansource, some employees’ voluntary deduction had not been entered correctly. She said that shortages in the deductions ranged from 30 cents to about \$500 for some individuals. She asked the Board to approve that anyone whose deduction shortfall had been \$100 or more would be spread over two pay periods instead of taken all at once.

Commissioner Mattare moved that the Board approve, for the request related to Voluntary Benefit Plans Deductions, that the deductions shall be split into two payments for those employees with \$100 or more required. 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.

Board Approval Request: Contract Extension – Public Safety Systems Manager/Hallgren/Sheriff (Action)

KCSO Captain Andy Deak asked that the current contract for the Public Safety Systems Manager be extended through the end of October 2023. He stated that KCSO had recently selected a replacement for the position and the extension would allow an effective transfer for the new person.

Commissioner Mattare pointed out that there was not a copy of the contract in his packet of materials for today’s meeting.

Civil Deputy Prosecuting Attorney Jamila Holmes indicated it would not be advisable to proceed without a copy of the contract.

Captain Deak stated that the only change in the contract was the extension of the date. He said that the document had been reviewed by Civil Deputy Prosecuting Attorney Darrin Murphey.

Chair Duncan announced that she had a copy of the contract available on her laptop, which she shared with Commissioner Mattare.

Commissioner Mattare moved that the Board approve the request for Contract Extension for the Public Safety Systems Manager, Hallgren, for two months, for the Sheriff's Office. 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.

Status Update Pending (Discussion)

Facilities Expansion

Chair Duncan reported that work would begin on the Justice Building Expansion on September 11, 2023.

Impact Fees

Commissioner Mattare said that, in response to issues raised in last week's meeting with all the Mayors, some changes would be made to the proposals.

Prosecuting Attorney's Office Immediate Space Needs

Prosecutor Stanley Mortensen stated that he was waiting for an update from Buildings & Grounds regarding this project.

Jail Pods

Chair Duncan said that the RFQ (Request for Qualifications) would be sent out on August 25, 2023 and Public Notice would be provided on that same date.

- I. **Public Comment (Discussion):** 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.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 2:17 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk