

**Minutes of Meeting**  
**Commissioners' Status Update**  
**August 22, 2023**  
**10:00 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, Staff Accountant – Grants Julina Hildreth, Chief Deputy Treasurer Jill Smith, Buildings & Grounds (B&G) Operations Manager Greg Manley, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**“Forest Legacy Program FY25 Spirit of Mount Spokane Project” Letter of Support (Action)**

Chair Duncan asked if all Commissioners still supported providing the letter of support for this project.

Both Commissioner Bill Brooks and Commissioner Bruce Mattare voiced agreement.

Chair Duncan said she would work on updating the letter used in past years and would have it placed on the Consent Calendar for a future Business Meeting.

**KMPO Request to Use Kootenai County Meeting Rooms (Discussion)**

Commissioner Mattare explained that KMPO (Kootenai Metropolitan Planning Organization) currently met in Post Falls, in a place where they did not have the ability to video record their meetings. He asked if, since he was on the KMPO Board, Meeting Rooms 1A & 1B could be used.

No objections to the request were voiced. Discussion regarding scheduling and logistics followed. There was general agreement to proceed as indicated.

**Grant Responsibilities (Discussion)**

Commissioner Mattare remarked that he had sent draft documents to the other Commissioners last week, including a proposed Grant Application Checklist and a chart defining areas of responsibility. He stressed the importance of grants in helping to fund a great many County endeavors. He said he was working to evaluate the grant process as a whole, with assistance from representatives of the Resource Management Office

(RMO), the Auditor's Office and Legal. He called attention to the role of the grant sponsors, which he wanted to include in a more defined role.

Civil Deputy Prosecuting Attorney Jamila Holmes entered the meeting at 10:08 a.m.

Commissioner Mattare called attention to the division of "indirect costs" to various different departments but noted that the actual grant sponsor rarely received any. He stated he would like to see that these costs were fairly allocated to the individuals who did the work on the grants.

Chair Duncan suggested a presentation on the September 5, 2023 Business Meeting. She offered some suggestions on the Grants Checklist, including specifying sources for cash matches.

Auditor's Office Staff Accountant – Grants Julina Hildreth described the current handling of indirect expenses and said that most had been credited to RMO. She said Commissioner Mattare's proposal would allow other departments to report their activities and receive some of the indirect expense reimbursement as well.

Chair Duncan commented that she would not be in favor of re-writing a large number of job descriptions because people were doing more work on grants.

Ms. Hildreth said she did not think that would be an issue. She suggested that the Checklist be included on OnBase, to make it less cumbersome for departments to use. She offered some additional input on aspects of the proposal.

Commissioner Mattare stated that he would include the input provided and have the proposal ready for the September 5, 2023 Business Meeting.

**IAC Kootenai County Representative for 2024-2025 (Action)**

Chair Duncan said she had acted as the IAC (Idaho Association of Counties) representative for the last two years. She asked if anyone else would like to take on the position; if not, she was willing to continue for the next two year span.

Clerk Jennifer Locke offered to be the alternate representative, if Chair Duncan remained the primary.

Commissioner Mattare moved that the Board continue to have Chair Duncan as the Kootenai County IAC representative for 2024 and 2025, with Clerk Jennifer Locke as backup. 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.

**County Campus Food Vendors (Discussion)**

Chair Duncan explained that the Board received occasional requests from food vendors wanting to operate on the Administrative Campus. She stated that Legal had described what would be required in order to allow vendors on campus and asked if the other Commissioners were interested.

Commissioner Brooks said he did not know where a vendor could be located. He pointed out that there was plenty of available food options already within walking distance.

Commissioner Mattare indicated he thought this would bring unwanted complications for the Board to handle, despite the potential convenience.

It was generally agreed that the Board would not entertain vendors at this time.

- 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.

Commissioner Brooks remarked that he felt the Board was functioning in a very positive, collegial fashion.

- E. Adjournment (Action):** Chair Duncan adjourned the meeting at 10:26 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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