

Minutes of Meeting
FY2020 Budget Deliberations
June 17, 2019
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Coroner Dr. Warren Keene, Undersheriff Dan Mattos, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Ronnie Davisson. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:02 p.m.
- B. Introductions**
- C. Changes to the Agenda (Action):** There were no changes to the agenda.
- D. Action Items:**

Review Budget Analysis Reports Prepared by the Auditor’s Office

Continue Capital Expenditures Deliberations and Decisions

Continue Operating Expenditures Deliberations and Decisions

Coroner Budget Deliberations and Decisions

Review Departmental Budgets

Finance Director Dena Darrow opened the meeting by presenting the updated Preliminary Summary, which showed that the Board was under \$5 million. She explained that it was partly because of information Chairman Fillios provided yielded revenue for the County. Ms. Darrow introduced Staff Accountant – Budget Michelle Chiaramonte and invited her to speak to updated travel and training information. Ms. Chiaramonte provided a brief synopsis and turned the meeting back to Ms. Darrow.

Treasurer Steve Matheson entered the meeting at 1:14 p.m.

Ms. Darrow pointed out that Coroner Dr. Warren Keene was in attendance if the Board wished to discuss his Coroner Lab request further, as it was not cut from the requests yet. Dr. Keene said that by not funding the lab, the BOCC would be putting the County at significant risk. He explained that he had been strategically planning for five years and each year, the request was cut. Further, he pointed out that the design fees he had been requesting for the lab had also been cut. Chairman Fillios asked Contractor Shawn Riley how much money would need to be set aside for design fees; Mr. Riley estimated that it would be \$105,000. Commissioner Duncan said that if the Board would be funding

employee raises, there would not be any funds available for the design fees. Chairman Fillios suggested marking the design fees for later discussion as there would need to be cuts made in other areas if it were to be feasible.

Chairman Fillios inquired about the digital tabulation machine that was requested for Elections. Chief Deputy Clerk Jennifer Locke said that adding another machine would ensure quicker results, would reduce the possibility of any potential errors and would be helpful to have a backup in case one machine breaks down during the counting process.

Chairman Fillios asked about a request by the Airport for a new paint truck and Ms. Darrow suggested the Airport could purchase the paint truck out of the Airport's Fund Balance. Commissioner Duncan pointed out that some of that Fund Balance was earmarked for grant matches and Chairman Fillios agreed to fund the truck out their Fund Balance.

The Board discussed other cuts that could be made and the KCSO vehicle request; AMP Director Keith Hutcheson pointed out that he had cut his budget by 12% in order to help offset the onboarding costs of his new requested position. Further, he could hire the employee in April rather than in October and could save the Board even more money on salary and onboarding.

Undersheriff Dan Mattos requested discussion on KCSO's requested New Program, SoftCode. Ms. Darrow read an email from Captain Kevin Smart into the record that explained a different option for the software – rather than purchasing new infrastructure that would cost approximately \$50,000, they could utilize the cloud-based SoftCode option. The email went on to state that SoftCode would charge \$6000 annually to host the cloud-based system and KCSO could cancel that system at any time, or at a time when the County's IT department had the infrastructure completed. Utilizing the cloud-based system would cause the price of the program to drop from \$199,220 to \$155,220, with a \$6000 annual cost to stay cloud-based. Ms. Chiaramonte pointed out that there were five individuals slated to attend a QuickBooks training and that if SoftCode were implemented, that training would no longer be needed.

E. 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.

F. Adjourn (Action): Chairman Fillios adjourned the meeting at 2:37 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
