

**Minutes of Meeting**  
**Resource Management Office**  
**February 4, 2019**  
**10:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan, and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant Julina Hildreth, Resource Management Office (RMO) Director Jody Bieze, Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:01 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Public Comment:** There was no public comment.
- D. Business:**

**Budget Procedure Efficiencies (Discussion)**

Resource Management Office (RMO) Director Jody Bieze explained the RMO did a variety of tasks – public transportation, grants management and shared services projects, and noted that part of the shared services projects would be finance and budget. As there were no questions on the overview, she asked Program Manager Kimberli Riley to open discussion on the FY2020 Budget.

Ms. Riley, who previously worked in the Auditor’s Office, explained that the Auditor’s Office would be coming forward requesting certain direction on how to open the FY20 Budget and that RMO’s hope in meeting with the BOCC was to provide some advice so they knew what to expect and could be better prepared.

Commissioner Leslie Duncan requested further background information; she asked if the department used to encompass public transportation and grants management. Ms. Bieze said the work they used to do was special projects, grants management and public transportation and that the departmental name change was in order to reflect the work they actually provided. Commissioner Duncan asked whether they were adding more work and Ms. Bieze said they had been asked to do a variety of things, which had been listed in the handouts provided and that they had been asked by the BOCC, other departments and other Elected Officials.

Ms. Riley said there was a person from RMO who served on Fleet Management, another who worked with community resources, and other individuals who were working on County projects. Commissioner Duncan pointed out that in the past the Auditor had come before the BOCC to open the Budget. Ms. Riley said the Auditor would still be guiding the process and explained that since she was now in RMO, she was an additional financial resource the BOCC could utilize if they wished.

Chairman Fillios said it would add another step in the analysis process and would add more resources. He said that with the addition of Ms. Riley and a broader team, it would help the BOCC rein in the Budget sooner, rather than cutting items out of the budget at the last minute. Commissioner Duncan said it was all new, as she did not ever recall Grants Management and Transit having such a presence in the Budget process. She said that she wanted to make sure they were not adding another layer of bureaucracy and those efforts were not being duplicated. She also pointed out that she did not want RMO to feel as though they were tasked with doing what the Commissioners real job was – to conduct research to get the information that would help them to make solid decisions. Ms. Bieze responded that no one was requesting RMO to do the research for them; rather, the research the Commissioners did would ultimately stay in a silo with no way to pass the information on to others. Further, the idea behind a shared services model was to take the information and put it in such a way that could be tapped by anyone, to help build a knowledge base that could help institutionalize the information gathered and would then certify it as true and correct.

Ms. Riley said if the BOCC wanted to talk about budget related topics, she would like to talk about them as a group, but if not, and the BOCC would prefer to speak just with the Auditor's Office, it was the BOCC's choice. Commissioner Duncan said she appreciated Ms. Riley's attitude in wanting to be utilized by others, but she wanted to make sure that the BOCC and the Auditor's Office maintained a clear line of separation; not only as it was statutorily sound, but also because the citizens deserved checks and balances. Chairman Fillios said Commissioner Duncan's concerns were duly noted and opined that RMO's assistance during the Budget process would prove beneficial to everyone.

Chairman Fillios asked about the Operating Budget. Ms. Riley inquired of Ms. Darrow if they should speak to that topic together; Ms. Darrow said she was preparing to discuss budget topics at an upcoming meeting between the Auditor's Office and the BOCC in which the BOCC would decide how to open the Budget.

Ms. Riley then offered several talking points related to the Budget process and offered advice on specific topics: travel budget, non-capital and personnel requests. She then suggested meeting with Building & Grounds and Fleet Management during the time the Auditor's Office was preparing for the Budget to discuss their needs and the large capital requests to give the BOCC an idea of what they may approve during the budget process.

Ms. Darrow spoke to Fleet Management, explaining that the sooner the BOCC adopted an updated Fleet Management policy, the more it would help set parameters during Budget discussions.

Ms. Darrow then provided other topics for the BOCC to consider and pointed out she would be having a meeting with them to discuss fund balance assignments. She said that the past two years their expenses to fund balance went from 80% to 55%.

Ms. Bieze added that BOCC Senior Business Analyst Nanci Plouffe had been working on a calculation that prior Commissioner Bob Bingham had developed, which would show the taxpayers exactly how their taxes were allocated. Ms. Plouffe said they were trying to add it to the website so the taxpayers could utilize it.

**E. 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.

**F. Adjournment:** Chairman Fillios adjourned the meeting at 10:42 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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