

Minutes of Meeting
FY21 Budget Deliberations
June 12, 2020
9:00 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 Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Staff Accountant – Fixed Assets Isaac Ohm, Court Services Director Marissa Garza, Court Services Manager Kally Young, First Judicial District Trial Court Administrator Karlene Behringer, Trial Court Administrative Assistant Jamie Robb, KCSO Sheriff Ben Wolfinger, KCSO Undersheriff Dan Mattos, KCSO Captains Andy Deak, Kevin Smart and Kim Edmondson, KCSO Administrative Assistant Tamara Exley, Chief Deputy Coroner Lynette Acebedo, Veteran’s Services Officer Tom Freeman, Juvenile Detention Director JT Taylor, Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, Solid Waste (SW) Director Cathy Mayer, SW Operations Manager John Phillips, Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, IT Applications Systems Managers Matt Snow and Ryan Naccarato, Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Assessor’s Office Administrative Manager Reba Grytness, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and NWPOA (Northwest Property Owners’ Alliance) President Jeff Tyler. Ms. Riley, Captain Deak, Ms. Behringer, Mr. Freeman, Captain Smart and Captain Edmondson were present via teleconference.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 9:00 a.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan asked that a time-sensitive item be added to the agenda. She explained it would be an action item from the Prosecutor requesting approval to engage outside counsel, with a possible Executive Session under Idaho Code §74-206(1)(b) included, if needed.

Commissioner Duncan moved that the Board add a second item to the agenda, for outside counsel for the Prosecutor’s Office, along with a subsection for an Executive Session. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

C. Business (Action):

FY21 Budget Deliberations to Include Capital and New Programs

Finance Director Dena Darrow noted that the primary focus of the meeting was Capital Expenses (CAPEX), although there were some personnel issues still to be discussed.

KCSO Sheriff Ben Wolfinger reported that he and his staff had developed two separate plans to cut expenses within his department, with the intent of funding their matrix. He said the first plan would eliminate a requested position in Driver's License and freeze openings for two Jail Booking Clerks, a Control Room Operator and a Maintenance Assistant, saving about \$210,542. He stated the second plan, which he would prefer, included elimination of the Driver's License Examiner, a freeze on the two Jail Booking Clerk positions and take into account the pending retirement of a Sergeant, saving about \$238,346. He stated that he was willing to make those cuts in order to prevent the loss of personnel.

After some discussion, Chairman Fillios remarked that the issue would not be decided today. He added that the Board needed to consider the needs of the rest of the County employees and the taxpayers, but that they would consider the proposals.

In response to a question from Court Services Director Marissa Garza, Ms. Darrow confirmed that the request for a Float Clerk position had been cut.

Commissioner Duncan said that the Help Desk Coordinator and three Judicial Assistants had been kept in the budget.

First Judicial District Trial Court Administrator Karlene Behringer commented that she still would like a Deputy Trial Court Administrator (TCA). She said she had submitted a job description and added that she would like to see additional support for Court Assistance Officer Jay Sturgell.

Human Resources (HR) Director Sylvia Proud stated that the TCA position had not yet gone through the HR scoring process.

Ms. Darrow reported that they had planned to fund the Deputy Trial Court Administrator at 50% and include a part time Administrative Assistant, to be shared by Mr. Sturgell.

Chairman Fillios asked to move on to Capital Expense requests.

Ms. Darrow pointed out that the current deficit number was \$3 million.

Ms. Darrow stated that a number of items had already been cut from the Capital requests and indicated others that were to be covered by restricted funds. She said she had set Solid Waste's requests in a separate section, since they were self-funded. She commended the Elections Department for getting all their needs covered by grants.

Ms. Darrow moved on to KCSO's requests, the largest of which were radios, followed by the Professional Standards Work Release Remodel and cameras.

Commissioner Duncan suggested combining camera requests for the Jail and JJC (Juvenile Justice Center) into a single order because they could get a better price. She commented that the camera requests were critically important to both departments. It was generally agreed this would be covered out of Assigned Fund Balance.

Ms. Darrow briefly explained the different kinds of Fund Balance Accounts and how they were typically used.

Kootenai County Resident Robert Norris entered the meeting at 9:27 a.m.

Commissioner Duncan addressed other areas under the Sheriff's Offices' Capital Requests, noting that Jail Classification software was a necessity and the GPS Mapping tool seemed useful.

KCSO Captain Kim Edmondson explained the purpose of the GPS Mapping tool and said it was very useful when gathering evidence at crime scenes. She said their prior one had been used regularly and had broken.

Commissioner Duncan said they had funded half the requested radios last year and suggested doing the same this year.

Sheriff Wolfinger, Mr. Norris, KCSO Undersheriff Dan Mattos and KCSO Administrative Assistant Tamara Exley exited the meeting at 9:38 a.m.

The Commissioners took up additional Capital requests: Veteran's Service Office waiting room furniture, four Information Technology (IT) requests, radios, Jail sliders, vehicles, Community Development software and a ramp cover at the KCSO Administrative Office and cut or apportioned fund balance for each. The Airport's request for a toolcat for \$60,000 and \$250,000 for their administrative building architectural design were eliminated.

Buildings & Grounds (B&G) Operations Manager Greg Manley and IT Applications Systems Manager Matt Snow exited the meeting at 9:48 a.m.

IT Applications Systems Manager Ryan Naccarato exited the meeting at 9:49 a.m.

Ms. Darrow said they had achieved a \$1.2 million deficit.

The Commissioners discussed the Fairgrounds Master Plan and Parks & Waterways' request for UTVs (Utility Task Vehicles). It was generally agreed to leave the \$40,000 for the Master Plan and the \$25,000 for the UTVs in the budget for now.

Ms. Darrow listed the Commissioners' ongoing options, including freezing various unfilled positions for different lengths of time and adjusting overtime amounts. It was generally agreed that the discussion would continue in future meetings and that Ms. Darrow would provide updated summary figures for them to review.

Chairman Fillios brought up the Lake Coeur d'Alene study which would be performed by the National Academy of Sciences. He reported that the State and the EPA (Environmental Protection Agency) were arguing which of them would pay for it. He said the total cost would be about \$755,000. He suggested that Kootenai County offer to fund \$200,000 of the total, with the provision that the remainder be fully funded by the other two parties by a set date. It was generally agreed to take this proposal up after the Budget was done.

Chairman Fillios stated they would now move on to the time sensitive item that had been added to the agenda.

Prosecutor’s Office Request for Outside Counsel

Prosecutor Barry McHugh reported that he had an investigator who had been involved in a shooting. He explained that, due to conflict, he was asking the Board to authorize outside counsel for his employee. He stated that he was checking with ICRMP (Idaho Counties Risk Management Program) to see if they would cover the expense and would inform the Commissioners when he got their answer. He suggested the Board cap the allowance at \$5,000 and, if more was needed, he would come back before them.

Commissioner Duncan moved that the Board approve the hiring of outside counsel in the situation described by Prosecutor Barry McHugh, not to exceed \$5,000. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

No material requiring an Executive Session was presented.

- D. **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 was no public comment.

- E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 10:17 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
