

Minutes of Meeting
FY2020 Budget Deliberations
June 14, 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 Clerk Jim Brannon, 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 were citizens John Robideaux and Bob Bingham.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:01 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

Finance Director Dena Darrow said the goal for the meeting was to review the analysis requests from the prior meeting and determine what the Board's current priorities were. She showed the Board the current health care increase to date and also the medical insurance increase by employee, which was an analysis requested by Commissioner Leslie Duncan. Ms. Darrow said that the current number of employees receiving health benefits was approximately 750 and was averaging a \$2481.50 annual increase per employee. Further, Ms. Darrow said there was a response to the Legal Request on whether the County could incur debt for the vehicle lease option; she explained that if the Board were wanting to enter in to a leasing contract, there would need to be a provision in the contract that said the County was not obligated to continue the lease for more than one year. Ms. Darrow then provided an update on overtime and mandated travel and invited Staff Accountant – Budget Michelle Chiaramonte to speak to her research.

Human Resources (HR) Director Sylvia Proud entered the meeting at 1:05 p.m.

Treasurer Steve Matheson entered the meeting at 1:06 p.m.

Ms. Chiaramonte explained that there were two ways the Board could review the travel and training requests – granular or global. She said that most of the departments had either kept their travel and training requests flat or decreased the requests; the largest increase was \$88,000 while the largest decrease was \$4000. Ms. Chiaramonte then explained that if they opted for a granular approach, they would need to go through the budgets line by line and reduce or eliminate multiple expenses, evaluate other options, set goals and create a plan. For example, if there was a training that multiple employees would attend, there could be one person that would attend, who would then educate the

others. If the Board opted for the global approach, they would use the median value over the period of 2016-2019 and add an additional 10%. She explained that using the median value eliminated the extreme highs and the extreme lows.

Ms. Darrow moved on to discuss overtime, pointing out that overall, the County would be spending approximately \$1.6 million in overtime countywide. She said the Sheriff's Office accounted for \$865,036 of that \$1.6 million and said that anywhere from two to four full time equivalents could be hired for overtime that was being paid. Commissioner Duncan said they also had issues with finding people to fill vacancies and Ms. Darrow then presented an updated version of the Preliminary Summary.

Assessor Administrative Manager Reba Grytness entered the meeting at 1:20 p.m.

Continue Capital Expenditures Deliberations and Decisions

Chairman Fillios moved on to discuss Capital requests and suggested cutting the Coroner Lab from the budget. Commissioner Duncan agreed and suggested cutting the requested Body Coolers. Ms. Darrow reviewed the Capital items that had been cut in prior meetings and pointed out that there were several Information Technology (IT) Software items that could be discussed.

Commissioner Duncan asked if the Clerk would be amenable to cutting the Internal Audit function; Clerk Brannon said he wanted it on the record again that Kootenai County was a large organization without an internal audit function. Treasurer Steve Matheson echoed Clerk Brannon's statement and said the County was very close to the Audit Function becoming necessary. Commissioner Duncan asked if it would be a fair trade to cut the ExpressVote machines and replace it with the internal audit function; Clerk Brannon pointed out that Elections were mandated services where the internal audit was not. Mr. Matheson said they were completely different – the voting machines were a one-time expense and the internal audit function would be an ongoing expense each year. The Board briefly discussed the voting machines and agreed to cut the ExpressVote machines from 70 down to 10. Ms. Darrow noted the internal audit had been cut from the budget as well.

Chairman Fillios recessed the meeting at 2:02 p.m.

Chairman Fillios reconvened the meeting at 2:09 p.m.

Ms. Darrow suggested meeting after the Elected Officials meeting, where the wage study results would be presented, so it would give the Auditor a chance to update their information. The Board was supportive of the idea and no further decisions were made.

Begin Personnel Deliberations and Decisions

There was no relevant discussion related to this topic.

Continue New Program Deliberations and Decisions

There was no relevant discussion related to this topic.

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 2:14 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
