

RESOLUTION NO. 2025 - 69
PROSECUTOR'S OFFICE

Budget Adjustment – Authorizing the use of Idaho State CAC Grant Funds to subsidize salary increases for Lillybrooke Family Justice Center CAC Staff and CAC Financial Officer

WHEREAS, The LillyBrooke Family Justice Center (LBFJC) has been awarded \$233,750 in Idaho State CAC grant funds for FY2026; and

WHEREAS, Current grant restrictions have made it difficult for LBFJC to fully utilize awarded funds, resulting in the potential return of unused monies to the State with no lasting benefit to LBFJC or the families it serves; and

WHEREAS, The Children's Advocacy Center (CAC) grant guidelines expressly allow for the use of funds to support core staffing and organizational sustainability; and

WHEREAS, The **National Children's Alliance 2024 Staffing & Salary Survey** indicates that salary adjustments are a critical factor in staff retention and organizational stability, particularly for **rural CACs**, where staff must perform multiple roles and responsibilities; and

WHEREAS, The CAC Director oversees administration, interagency coordination, grant compliance, and staff supervision, and a proposed increase of \$10,000 (13.7%) brings compensation closer to rural CAC benchmarks and supports long-term stability; and

WHEREAS, The Assistant CAC Director / Forensic Interviewer manages daily operations while conducting specialized child forensic interviews, a dual role that is among the hardest to retain nationwide; a proposed increase of \$7,500 (10.4%) acknowledges this critical work, particularly as the current staff member was promoted in April without a pay adjustment; and

WHEREAS, The Felony Victim/Witness Coordinator/CAC staff advocate, provides direct advocacy in felony-level cases, requiring legal knowledge, trauma-informed skills, and coordination with prosecutors and law enforcement; a proposed increase of \$7,500 (4.5%) strengthens retention in a role vital to victim participation and case outcomes, noting the current staff member was also promoted in April without a pay adjustment; and

WHEREAS, The CAC Financial Officer / Office Manager manages fiscal accountability, grant reporting, and administrative oversight for both LBFJC and the Prosecutor's Office; with the recent CAC award funding two new positions and significantly expanding three existing grants, a proposed increase of \$5,500 (8.5%) reflects the growing complexity of this role and ensures compliance with fiscal requirements;

WHEREAS, Utilizing CAC grant funds to subsidize staff salary increases will ensure awarded dollars remain invested in LBFJC operations, promote retention of skilled personnel, and strengthen program sustainability;

NOW, THEREFORE, BE IT RESOLVED, That the Bonner County Board of Commissioners hereby authorizes the use of Idaho State CAC grant funds to subsidize salary increases for the **CAC Director, Assistant CAC Director/Forensic Interviewer, Felony Victim/Witness Coordinator/CAC staff advocate, and CAC Financial Officer/Office Manager** consistent with CAC grant guidelines and national standards; and

BE IT FURTHER RESOLVED, That the salary increases authorized herein are considered supplemental pay and are contingent upon the availability of CAC grant funds. In the event CAC grant funds are reduced or unavailable, the supplemental pay will be discontinued, and base salaries will revert to their original amounts.

FISCAL IMPACT:

No impact to the County General Fund. All salary adjustments authorized under this resolution will be fully funded by the Idaho State CAC grant award.

Adopted as a Resolution of the Board of Commissioners of Bonner County, Idaho on the 30th day of September, 2025.

BOARD OF BONNER COUNTY COMMISSIONERS

Brian Domke, Chair

Ron Korn acting chair

Ron Korn, Commissioner

Asia Williams

Asia Williams, Commissioner

ATTEST: Michael Rosedale

By *Asia Schoeffel*

Deputy Clerk

Background

The LillyBrooke Family Justice Center (LBFJC) has been awarded **\$233,750 in Idaho State CAC grant funds for FY2026**. While we are grateful for this funding, current grant limitations have made it difficult to fully utilize the award. Without appropriate allocations, unspent funds must be returned to the State, resulting in no long-term benefit to LBFJC or the families we serve.

Request

We respectfully request BOCC approval to allocate a portion of FY2026 CAC grant funding toward **salary increases for LBFJC CAC staff and the CAC Financial Officer**, consistent with the grant's intent and **National Children's Alliance (NCA) guidelines**.

Current Positions and Impact of Salary Increases

- **Director** – Proposed increase: **\$10,000 (13.7%)** This adjustment brings the Director's compensation closer to rural CAC averages and acknowledges responsibility for administration, interagency coordination, grant compliance, and staff supervision. Retaining this position is essential to maintaining accreditation and stability.
- **Assistant CAC Director/Forensic Interviewer** – Proposed increase: **\$7,500 (10.4%)** This dual-role position manages day-to-day operations while also conducting forensic interviews with child victims. Salary increases would acknowledge the unique combination of administrative leadership and specialized frontline service. According to the **NCA 2024 Staffing & Salary Survey**, forensic interviewers in rural CACs are among the most difficult positions to retain due to burnout and noncompetitive wages. The current holder of this position was promoted in April without a grade/step or pay increase.
- **Felony Victim/Witness Coordinator/ CAC staff advocate** – Proposed increase: **\$7,500 (12.8%)** This position provides direct advocacy for felony-level cases, navigating victims and families through the criminal justice system. The position requires legal knowledge, trauma-informed skills, and extensive coordination with prosecutors and law enforcement. A salary increase would strengthen retention in a position that directly impacts trial readiness, victim participation, and case outcomes. The current holder of this position was also promoted in April without a grade/step or pay increase.
- **CAC Financial Officer / Office Manager** – Proposed increase: **\$5,500 (8.5%)** This position combines finance, grant reporting, and office management— duties typically split across multiple roles in larger agencies. The role manages all fiscal

accountability and financial reporting for LBFJC grants, as well as administrative and financial oversight for the Bonner County Prosecutor's Office. The recent State CAC grant award has not only funded two new positions within the Prosecutor's Office victim services division (LBFJC) but has also significantly expanded the scope and requirements of three existing grants. This increase acknowledges the growing complexity of responsibilities and ensures continued compliance with demanding grant and fiscal management standards.

Justification

1. Alignment with CAC Grant Guidelines

- The CAC grant is designed to support **core staffing and sustainability of services** within accredited Children's Advocacy Centers.
- Directing funds toward staff compensation is consistent with grant guidance and ensures resources are applied where they most directly support service delivery.

2. National Standards and Salary Data

- According to the **NCA 2024 Staffing & Salary Survey**, CACs nationwide report salary adjustments as a primary strategy for staff retention and program stability.
- The survey highlights that rural centers, such as LBFJC, face higher turnover risks because staff "wear many hats" and often work beyond their defined roles. Competitive, grant-supported salaries are essential to maintain qualified personnel in these challenging environments.

3. Local Impact and Fiscal Responsibility

- LBFJC is classified as a **rural CAC**, requiring staff to manage overlapping duties such as case coordination, advocacy, and administrative support.
- Proposed increases of 8.5–13.7% are reasonable and consistent with rural CAC benchmarks, well within NCA benchmarks and fully covered by the CAC grant.
- No funds from the County General Fund are required; this ensures the awarded **\$233,750 is invested locally** rather than returned unused.

Recommendation

Approve the use of **FY2026 State CAC grant funds** to subsidize the proposed salary increases for the **CAC Director, Assistant CAC Director/Forensic Interviewer, Felony Victim/Witness Coordinator/ CAC staff advocate, and CAC Financial Officer/Office Manager**. in accordance with NCA guidelines and CAC grant parameters. This action will:

- Strengthen staff retention and program sustainability;
- Maximize utilization of grant funding;
- Ensure continued, high-quality service delivery for children and families in Bonner County.

Qualifying CAC employees accept that the salary increases authorized herein are considered **supplemental pay** and are **contingent upon the availability of CAC grant funds**. In the event CAC grant funds are reduced or unavailable, the supplemental pay will be discontinued, and base salaries will revert to their original amounts.



BONNER COUNTY PROSECUTOR

127 South First Avenue • Sandpoint, ID 83864 • Phone: (208) 263-6714

Memorandum

Prosecutor Item #2

September 30, 2025

To: Board of County Commissioners

From: Louis Marshall
Bonner County Prosecutor

Re: CAC grant subsidized salary increases for LBFJC staff and the Financial Officer.

The LillyBrooke Family Justice Center (LBFJC) has been awarded **\$233,750.00 in Idaho State CAC grant funds for the FY2026**. While this award represents a significant investment in victim services, CAC spending restrictions make it challenging to fully apply the funds without directed allocations. Without proper utilization, unspent monies must be returned to the State, resulting in no lasting benefit to Bonner County or the families we serve.

The **Children's Advocacy Center (CAC) grant guidelines** specifically allow the use of funds to support staffing and organizational sustainability. The **2024 National Children's Alliance Staffing & Salary Survey** confirms that salary adjustments are a primary retention strategy, especially for **rural CACs** where staff perform multiple roles.

Proposed increases include:

- **CAC Director – \$10,000 (13.7%)**: Brings pay closer to rural CAC benchmarks and reflects oversight of administration, coordination, grant compliance, and staff supervision.
- **Assistant Director / Forensic Interviewer/CAC staff advocate – \$7,500 (10.4%)**: Recognizes the dual role of daily operations management and forensic interviews. Forensic interviewers are among the hardest positions to retain; the current staff member was promoted to this role in April 2025 without a pay adjustment.
- **Felony Victim/Witness Coordinator/CAC staff advocate – \$7,500 (12.8%)**: Supports retention in a role critical to trial readiness, victim participation, and coordination with prosecutors. The current staff member was also promoted to this role in April 2025 without a pay adjustment.
- **CAC Financial Officer / Office Manager – \$5,500 (8.5%)**: Manages fiscal accountability, grant reporting, and administrative oversight for both LBFJC and the Prosecutor's Office. The FY2026 CAC award has expanded the scope of financial and compliance requirements, alongside recent growth in positions and program responsibilities. This increase reflects the growing complexity of duties and ensures adherence to stringent fiscal standards.

We respectfully request your approval to use **State CAC grant funds** to subsidize **salary increases for LBFJC CAC staff and the CAC Financial Officer** in accordance with National Children's Alliance (NCA) guidelines and CAC grant parameters.

Approval of this request will authorize use of CAC grant funds to subsidize **salary increases for LBFJC CAC staff**

and the CAC Financial Officer, ensuring funds are invested in LBFJC operations, improving retention, and strengthening program sustainability rather than being returned unused. There will be no impact to the County General Fund. Salary adjustments will be fully covered by the CAC grant award and will be considered **supplemental pay** and are **contingent upon the availability of CAC grant funds**. In the event CAC grant funds are reduced or unavailable, the supplemental pay will be discontinued, and base salaries will revert to their original amounts.

A suggested motion would be, **Mrs. Chairman based on the information before us I move for the Board to approve Resolution #25 - 609 authorizing the use of CAC grant funds to subsidize salary increases for LBFJC CAC staff and the CAC Financial Officer, ensuring funds are invested in LBFJC operations, improving retention, and strengthening program sustainability**

Recommendation Acceptance: ☒ yes ☐ no



Commissioner ~~Brian Domke~~, Chair

Ron Korn

Date: 9.30.25