

RESOLUTION NO. 2026- 54

PROSECUTOR

ITEM 2 - 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 \$253,153 in Idaho State CAC grant funds for FY2027; 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 (13.3%) brings compensation closer to rural CAC benchmarks and supports long-term stability; and

WHEREAS, the Assistant CAC Director / The Felony Victim/Witness Coordinator manages daily operations while providing 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 (12%) acknowledges this critical work; and

WHEREAS, the Forensic Interviewer /CAC staff advocate, conducts specialized child forensic interviews, a dual role that is among the hardest to retain nationwide; a proposed increase of \$5,500 (9.3%) strengthens retention in a role vital to victim participation and case outcomes; 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 (8.3%) 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/ Felony Victim/Witness Coordinator, Forensic Interviewer /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 upon a majority vote on the 29th day of September, 2026.

BOARD OF BONNER COUNTY COMMISSIONERS

Ron Korn, Chair

Asia Williams
Asia Williams, Commissioner

Brian Domke
Brian Domke, Commissioner

ATTEST: Michael Rosedale

By: Amanda Hef
Deputy Clerk

Background

The LillyBrooke Family Justice Center (LBFJC) has been awarded **\$253,153 in Idaho State CAC grant funds for FY2027**. 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 FY2027 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 (13.3%)** 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/ Felony Victim/Witness Coordinator**– Proposed increase: **\$7,500 (12.3%)** 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.
- **Forensic Interviewer / CAC staff advocate** – Proposed increase: **\$5,500 (9.3%)** 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 (8.1%)** 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 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 8.1–13.3% 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 **\$253,153 is invested locally** rather than returned unused.

Recommendation

Approve the use of **FY2027 State CAC grant funds** to subsidize the proposed salary increases for the **CAC Director, Assistant CAC Director/Felony Victim/Witness Coordinator, Forensic Interviewer/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.

Idaho Council ON Domestic Violence AND Victim Assistance

450 W. State Street, 5th Floor Boise, ID 83702 | 208.332.1540 | info@icdv.idaho.gov

August 10, 2026

Alison Fox
LillyBrooke Family Justice Center
227 South First Avenue
Sandpoint, ID 83864
Via Email to: alison.fox@bonnercoid.gov

RE: FY2027 Grant Award Notification

Dear Ms. Fox:

Congratulations on LillyBrooke Family Justice Center's grant award of \$253,153 for Fiscal Year 2027 (FY27). Your award period for the FY27 grant is October 1, 2026 – September 30, 2027, and consists of funding from these sources:

VOCA*: \$69,853

VOCA23: \$54,485

VOCA24: \$15,368

***(please note – VOCA23 funds must be spent prior to spending VOCA24)**

FVPSA: \$21,620

CAC Millennium Funds*: \$161,680

***(please note – CAC funds MUST be used by June 18, 2027)**

Your application was scored by four different reviewers according to the published scoring rubric by a combination of Council members from outside your region and ICDVVA staff members. Your application score of 35.75 reflects the average of those four scores. Additionally, this year each application was subject to a funding multiplier based on your final score. Your score made you eligible for 94% of your funding request.

Your draft budget is attached. Please review and contact your Grant Manager if any changes are needed. If no changes are necessary, sign and return it to your Grant Manager as soon as possible. Once we have your signed budget, we will proceed with your subaward agreement which will be forwarded to you for signature by the Department of Health & Welfare (DHW). It is important that the final subaward agreement be fully executed prior to October 1, 2026, and that you copy us when you email it back to DHW.

Thank you for everything you do on behalf of Idaho victims. We appreciate the opportunity to partner with your organization and support the essential work of your staff. Please do not hesitate to reach out to us with any questions.

Sincerely,



Dana Wiemiller
Executive Director

Idaho Council on Domestic Violence & Victim Assistance
FY27 Final Budget Worksheet

LillyBrooke Family Justice Center

FY27	FINAL AWARD	REQUIRED MATCH
VOCA	\$ 69,853.00	\$ 17,463.25
FVPSA	\$ 21,620.00	\$ 5,405.00
State DV	\$ -	\$ -
CAC Millennium	\$ 161,680.00	NO MATCH REQUIRED
TOTAL	\$ 253,153.00	\$ 22,868.25

BUDGET DETAIL	VOCA			FVPSA		State DV		CAC Millennium	
	REQUESTED BUDGET	VOCA23 PROPOSED BUDGET	VOCA24 PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET
Direct Service Expenses									
Salaries & Benefits	\$ 52,312.00	\$ 40,803.00	\$ 11,509.00					\$ 115,000.00	\$ 115,000.00
Client Transportation Mileage	\$ 2,500.00	\$ 1,326.00	\$ 374.00					\$ 1,000.00	\$ 1,000.00
Communication/Telephone				\$ 1,000.00	\$ 1,000.00			\$ 1,000.00	\$ 920.00
Contractual Services	\$ 5,000.00	\$ 3,900.00	\$ 1,100.00	\$ 7,000.00	\$ 7,000.00			\$ 2,000.00	\$ 2,000.00
Hotel Stays/Emergency Shelter	\$ 2,000.00	\$ 1,560.00	\$ 440.00					\$ 1,000.00	\$ 500.00
Housing Assistance									
Immediate Client Needs				\$ 3,000.00	\$ 3,000.00			\$ 1,000.00	\$ 3,000.00
Shelter Food									
Shelter Maintenance									
Shelter Rent									
Shelter Supplies									
Building Modification									
Victim Support Supplies								\$ 20,000.00	\$ 20,000.00
SUBTOTAL	\$ 61,812.00	\$ 47,589.00	\$ 13,423.00	\$ 11,000.00	\$ 11,000.00	\$ -	\$ -	\$ 143,000.00	\$ 141,420.00
Indirect Service Expenses									
Salaries and Benefits									
Advanced Technology								\$ 2,500.00	\$ 2,500.00
Audit									
Bookkeeping									
Equipment Lease									
Equipment Maintenance									
Insurance									
Office Rent									
Office Supplies	\$ 5,000.00	\$ 1,560.00	\$ 440.00					\$ 5,000.00	\$ 2,000.00
Office Utilities	\$ 4,500.00	\$ 2,996.00	\$ 845.00					\$ 2,500.00	\$ 1,500.00
Outreach				\$ 5,000.00	\$ 5,000.00			\$ 2,500.00	\$ 1,500.00
Professional Fees	\$ 3,000.00	\$ 2,340.00	\$ 660.00					\$ 1,000.00	\$ 1,000.00
Training				\$ 7,000.00	\$ 5,620.00			\$ 10,000.00	\$ 6,260.00
SUBTOTAL	\$ 12,500.00	\$ 6,896.00	\$ 1,945.00	\$ 12,000.00	\$ 10,620.00	\$ -	\$ -	\$ 23,500.00	\$ 14,760.00
Administrative Expenses									
Salaries & Benefits								\$ 5,500.00	\$ 5,500.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00
TOTAL FUNDING	\$ 74,312.00	\$ 54,485.00	\$ 15,368.00	\$ 23,000.00	\$ 21,620.00	\$ -	\$ -	\$ 172,000.00	\$ 161,680.00

Agency Approval:

Alison Fox Director
Name Title
Alison Fox
Signature Date 8/11/2026

Notes: CAC Victim Support Supplies expenses included in CAC Immediate Client Needs line



Bonner County

Prosecutor's Office

September 29, 2026

Memorandum

Prosecutor
Item #2

To: Commissioners

From: Prosecutor

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

The LillyBrooke Family Justice Center (LBFJC) has been awarded **\$253,153 in Idaho State CAC grant funds for FY2027**. Because CAC grant guidelines permit funding for staffing and organizational sustainability, we respectfully request approval to use CAC grant funds to subsidize salary increases for the **CAC Director (\$10,000), Felony Victim/Witness Coordinator (\$7,500), Forensic Interviewer (\$7,500), and CAC Financial Officer (\$5,500)**. These adjustments recognize increased responsibilities and the growing administrative, fiscal, and grant-compliance demands of LBFJC. **The Board approved the same use of CAC grant funds for these salary adjustments by resolution during the prior fiscal year, based on the same grant guidelines and circumstances.** Approval will allow grant funds to continue to be invested in staffing, retention, and program sustainability rather than returned to the State, with **no impact to the County General Fund**. The increases will be treated as **supplemental pay**, fully dependent on the availability of CAC grant funding, and will be discontinued if grant funds are reduced or unavailable.

Auditing Review: X

Auditing Approved

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: NA

Risk Approved

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: X

Legal Approved

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC

X Copy to HR, Auditing

A suggested motion would be: **Based on the information before us I move to approve Resolution, number to be assigned, be approved 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

Ron Korn
Ron Korn, Chair

9-29-26
Date