

RESOLUTION NO. 2026- 42

PROSECUTOR'S OFFICE -VAST — CONTINUATION OF FAMILY ADVOCATE INTAKE SPECIALIST & GRANT SALARY INCREASE ALLOCATION SCHEDULE

WHEREAS, the LillyBrooke Family Justice Center (LBFJC) has been awarded Idaho State Children's Advocacy Center (CAC) Millennium Fund grant funding to support Children's Advocacy Center operations and victim services; and

WHEREAS, the Family Advocate Intake Specialist position was established through CAC grant funding to enhance direct services for children and families entering the Children's Advocacy Center by providing trauma-informed intake services, crisis intervention, family support, referral coordination, and multidisciplinary team assistance; and

WHEREAS, continuation of the Family Advocate Intake Specialist position will ensure uninterrupted services to child victims and their families during the transition between FY2026 and FY2027 grant periods and will support the continued delivery of trauma-informed victim services; and

WHEREAS, LBFJC seeks to continue funding the Family Advocate Intake Specialist position utilizing available FY2026 CAC grant funds for the period of July 1, 2026, through September 30, 2026, and FY2027 CAC grant funds for the period of October 1, 2026, through June 30, 2027, contingent upon grant award and continued availability of funding; and

WHEREAS, the National Children's Alliance has identified workforce retention and organizational sustainability as critical components of maintaining effective Children's Advocacy Center services, particularly within rural communities; and

WHEREAS, LBFJC staff perform multiple overlapping responsibilities, including forensic interviewing, victim advocacy, multidisciplinary team coordination, grant administration, fiscal oversight, and operational management; and

WHEREAS, continuation of supplemental salary allocations will support staff retention, continuity of victim services, organizational stability, accreditation efforts, and ongoing compliance with grant and reporting requirements; and

WHEREAS, the proposed supplemental salary allocations for the period of July 1, 2026, through September 30, 2026, are as follows:

Director/Forensic Interviewer: \$2,600;
Felony Victim Witness Coordinator/CAC Advocate: \$2,100;
Forensic Interviewer/CAC Advocate: \$1,400; and
CAC Financial Officer: \$1,400; and

WHEREAS, all costs associated with the continuation of the Family Advocate Intake Specialist position and supplemental salary allocations will be fully supported through Children's Advocacy Center grant funding, with no impact to the Bonner County General Fund and remain contingent upon continued grant availability;

NOW, THEREFORE, BE IT RESOLVED that the Bonner County Board of Commissioners hereby approves the continuation of the Family Advocate Intake Specialist position utilizing available FY2026 and FY2027 Children's Advocacy Center grant funding, contingent upon grant award and continued availability of funding, and further approves the supplemental salary allocations for Children's Advocacy Center personnel for the period of July 1, 2026, through September 30, 2026, as outlined herein.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 14th day of July, 2026.

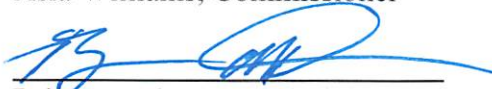
BOARD OF BONNER COUNTY COMMISSIONERS



Ron Korn, Chair



Asia Williams, Commissioner



Brian Domke, Commissioner

ATTEST: Michael Rosedale

By: 
Deputy Clerk



**State of Idaho Subgrant Number VC8132
Amendment 3**

Parties

Agency	Subgrantee
Department of Health and Welfare 450 W State Street Boise, ID 83702	BONNER COUNTY AUDITOR 215 S FIRST AVE SANDPOINT, ID 83864

Subgrant Summary

Subgrant Name: LillyBrooke Family Justice Center Subgrant Description: Crime Victim Services ALN: 16.575 Victims of Crime Act (VOCA); 93.671 Family Violence (FV) UEI: DZF9BKMN9KB9 FAIN: By reference Amendment 1: De-obligate funds. Amendment 2: De-obligate funds. Amendment 3: Adding funds. Original Effective Date: October 1, 2025 Current Expiration Date: September 30, 2026	Subgrant Amendment Amount: \$ 43,905.00 Total Subgrant Amount: \$ 329,380.00 Subgrant Usage Type: AGENCY
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Agency Contacts

Contact Name	Contact Type	Contact Email
ERIN VLAMIS	SUBGRANT MONITOR	ERIN.VLAMIS@ICDV.IDAHO.GOV
AMY DUQUE	SUBGRANT MANAGER	AMY.DUQUE@ICDV.IDAHO.GOV

Subgrantee Contacts

Contact Name	Contact Phone	Contact Email
DO NOT DELETE USED FOR DHW PAYMENT PROCESSING	999-999-9999	SUPPLIERPORTAL@SCO.IDAHO.GOV

Recitals

1. This Subgrant number VC8132 for LillyBrooke Family Justice Center ("the Subgrant") is awarded by the Department of Health and Welfare ("Department").
2. The SUBGRANTEE agrees to undertake performance of this Subgrant under the terms and conditions set forth herein.
3. BONNER COUNTY AUDITOR ("Subgrantee") agrees to provide the Services identified in the line item(s) below as detailed herein.
4. It is understood that this Amendment is effective when it is signed by both parties, or at a later date if specified in the Subgrant. The Subgrantee must not render services to the Department until the Subgrant has become effective. The Department will not pay for any services rendered prior to the effective date of the Subgrant.

Agreement

The following Attachments are hereby incorporated and made a part of the Agreement.

Cover Sheet
Attachment A – Revised Budget

IN WITNESS WHEREOF, the parties have executed this agreement.

BONNER COUNTY AUDITOR

Idaho Department of Health and Welfare

Signature: 

Signature: _____

Name: Alison Fox

Name: _____

Title: Director

Title: _____

Date: 06/23/2026

Date: _____

Subgrant # VC8132

Amendment 3

Idaho Council on Domestic Violence & Victim Assistance
FY26 Final Budget Worksheet

LillyBrooke Family Justice Center

ATTACHMENT 1 - REVISED BUDGET

FY25	FINAL AWARD	REQUIRED MATCH
VOCA	\$ 72,305.00	\$ 18,076.25
FVPSA	\$ 8,325.00	\$ 2,081.25
State DV	\$ -	\$ -
State CAC	\$ 198,750.00	NO MATCH REQUIRED
CAC Millenium Fund	\$ 50,000.00	NO MATCH REQUIRED
TOTAL	\$ 329,380.00	\$ 20,157.50

BUDGET DETAIL	VOCA		FVPSA		State DV		State CAC		CAC Millenium Funds	
	REQUESTED BUDGET	PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET	REQUESTED BUDGET	PROPOSED BUDGET
Direct Service Expenses										
Salaries & Benefits	\$ 52,312.00	\$ 52,312.00					\$ 180,000.00	\$ 126,770.00	\$ 30,000.00	\$ 30,000.00
Client Transportation Mileage							\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
Communication/Telephone							\$ 5,000.00	\$ -		
Contractual Services	\$ 4,000.00	\$ 2,000.00	\$ 8,325.00	\$ 8,325.00			\$ 5,000.00	\$ -		
Hotel Stays/Emergency Shelter							\$ 3,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Housing Assistance										
Immediate Client Needs							\$ 5,000.00	\$ 3,092.00	\$ 1,000.00	\$ 1,000.00
Shelter Food										
Shelter Maintenance										
Shelter Rent										
Shelter Supplies										
Shelter Utilities										
Other: Victim Support Supplies							\$ 15,000.00	\$ 15,000.00	\$ 2,000.00	\$ 2,000.00
Other: Facility Dog Program							\$ 5,000.00	\$ -		
Other: Building Modification							\$ 20,000.00		\$ 2,000.00	\$ 2,000.00
SUBTOTAL	\$ 56,312.00	\$ 54,312.00	\$ 8,325.00	\$ 8,325.00	\$ -	\$ -	\$ 243,000.00	\$ 149,862.00	\$ 37,000.00	\$ 37,000.00
Indirect Service Expenses										
Salaries and Benefits							\$ 10,000.00	\$ 10,000.00		
Advanced Technology							\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00
Audit										
Bookkeeping										
Equipment Lease										
Equipment Maintenance										
Insurance										
Office Rent	\$ 12,493.00	\$ 12,493.00	\$ 15,000.00	\$ -						
Office Supplies									\$ 2,000.00	\$ 2,000.00
Office Utilities	\$ 4,500.00	\$ 4,500.00							\$ 1,000.00	\$ 1,000.00
Outreach							\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
Professional Fees	\$ 1,000.00	\$ 1,000.00								
Training							\$ 35,000.00	\$ 15,188.00	\$ 3,000.00	\$ 3,000.00
SUBTOTAL	\$ 17,993.00	\$ 17,993.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 40,188.00	\$ 11,000.00	\$ 11,000.00
Administrative Expenses										
Salaries & Benefits							\$ 8,000.00	\$ 8,700.00	\$ 2,000.00	\$ 2,000.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,700.00	\$ 2,000.00	\$ 2,000.00
TOTAL FUNDING	\$ 74,305.00	\$ 72,305.00	\$ 23,325.00	\$ 8,325.00	\$ -	\$ -	\$ 311,000.00	\$ 198,750.00	\$ 50,000.00	\$ 50,000.00

FY2026 Millenium Fund CAC Grant Funding Allocation

LillyBrooke Family Justice Center

Fiscal Periods:

- July 1, 2026 – September 30, 2026, State CAC (Millenium Fund – House Bill 942)

CONTINUATION OF FAMILY ADVOCATE INTAKE SPECIALIST

Background

The **Family Advocate Intake Specialist** position was established through FY2026 CAC funding to enhance direct services for children and families entering the Children's Advocacy Center. The position serves as the initial point of contact for families, provides crisis intervention, coordinates referrals, assists with case navigation, schedules services, maintains communication with multidisciplinary team partners, and ensures families receive timely, trauma-informed support throughout the investigative process.

Continuation of this position will allow LBFJC to maintain uninterrupted services during the transition from the FY2026 from July – September 2026 without blackout dates and will continue into FY2027 October – June 2027.

Request

We respectfully request approval to continue funding the **Family Advocate Intake Specialist** position through:

- **July 1, 2026 – September 30, 2026** using the Amendment 3 / remaining **FY2026 Millenium CAC grant funds**, and
- **October 1, 2026 – June 30, 2027**, using **FY2027 Millenium CAC grant funds**, contingent upon award and continued availability of grant funding.

This request does not create a new position but ensures the continuation of an existing grant-funded direct service position that has become an integral component of CAC operations.

Justification

The Family Advocate Intake Specialist:

- Serves as the first point of contact for children and families referred to the CAC.
- Conducts trauma-informed intake and provides immediate support to victims and caregivers.

- Coordinates appointments and referrals for forensic interviews, advocacy, mental health, and medical services.
 - Improves communication with MDT partners and reduces delays in services.
 - Assists with case management, documentation, data collection, and grant reporting.
 - Allows forensic interviewers and advocates to focus on specialized victim services while ensuring families receive consistent support throughout the process.
- Maintaining this position strengthens the multidisciplinary response to child abuse, increases organizational capacity, and improves timely access to services for child victims and their non-offending caregivers.

Continuation Grant Salary Increase Allocation Schedule

Background

The LillyBrooke Family Justice Center (LBFJC) has been awarded Idaho State Children's Advocacy Center (CAC) funding for FY2026. In alignment with National Children's Alliance (NCA) guidance regarding workforce retention, organizational sustainability, and support of core CAC staffing, LBFJC proposes utilizing a portion of CAC grant funding to subsidize salary increases for key CAC personnel and administrative support staff.

The National Children's Alliance 2024 Staffing and Salary Survey identified salary adjustments and retention efforts as critical strategies for rural CACs, particularly for staff performing multiple roles and responsibilities. LBFJC staff routinely provide overlapping services including forensic interviewing, victim advocacy, multidisciplinary team coordination, grant administration, and operational oversight.

These supplemental salary adjustments are intended to strengthen staff retention, maintain continuity of services, support accreditation efforts, and ensure ongoing program stability.

Justification

These supplemental salary allocations are consistent with Idaho State CAC grant intent and National Children's Alliance workforce recommendations. LBFJC is classified as a rural CAC and requires staff to perform multiple overlapping duties in order to maintain services for child victims and families within Bonner County.

The proposed salary adjustments are intended to:

- Strengthen staff retention and reduce turnover;

- Maintain continuity of victim services and forensic interviewing services;
- Support organizational sustainability and CAC accreditation efforts;
- Ensure continued compliance with grant, fiscal, and reporting requirements;
- Maintain competitive compensation within rural CAC benchmarks.

The National Children's Alliance 2024 Staffing and Salary Survey identified compensation and retention as ongoing challenges within rural CAC environments, particularly among forensic interviewers, victim advocates, and leadership positions.

Fiscal Impact

No impact to the Bonner County General Fund is anticipated. All supplemental salary adjustments outlined herein are fully supported through the Millennium CAC grant funding.

These supplemental salary adjustments are contingent upon continued availability of CAC grant funds. Should CAC funding be reduced or unavailable, supplemental pay allocations may be discontinued.

Increases include:

- Director/Forensic Interviewer - oversees administration, interagency coordination, grant compliance, and staff supervision; and the Millennium CAC Fund will provide a supplemental salary increase of **\$2,600** for the period of **July 1 through September 30, 2025**, supporting leadership continuity and organizational stability.
- Felony Victim Witness Coordinator/CAC Advocate -provides direct advocacy for felony-level child abuse cases, requiring trauma-informed practice, coordination with prosecutors and law enforcement, and ongoing victim support; and the Millennium CAC Fund will provide a supplemental salary increase of **\$2,100** for the period of **July 1 through September 30, 2025** to support retention and continued delivery of high-quality victim services.
- Forensic Interviewer/CAC Advocate - conducts specialized forensic interviews of child victims while supporting multidisciplinary team coordination; and the Millennium CAC Fund will provide a supplemental salary increase of **\$1,400** for the period of **July 1 through September 30, 2025**, recognizing the specialized expertise required to perform this critical function.

- CAC Financial Officer complies with grant reporting, fiscal accountability, and financial oversight for CAC operations; and the Millennium CAC Fund will provide a supplemental salary increase of **\$1,400** for the period of **July 1 through September 30, 2025**, supporting continued compliance with grant and fiscal requirements.

Approximate: 22,500 for Salary and benefits covered from July 1 – Sept 30, 2026

Approximate: 65,000 for Salary and benefits covered from Oct 1 – June 30, 2027



Bonner County

Prosecutor

July 14, 2026

Memorandum

Prosecutor

Item #2

To: Commissioners

From: Prosecutor's Office

Re: Continuation of the Family Advocate Intake Specialist position and grant Subsidized wage adjustments

The LillyBrooke Family Justice Center (LBFJC) respectfully requests approval to continue two critical components of the Children's Advocacy Center (CAC) program utilizing available FY2026 and anticipated FY2027 Idaho State CAC (Millennium Fund) grant funding.

1. Continuation of the Family Advocate Intake Specialist Position

LBFJC further requests continuation of the grant-funded Family Advocate Intake Specialist position through the following funding periods:

- July 1, 2026 – September 30, 2026, utilizing available FY2026 Millennium CAC grant funds; and
- October 1, 2026 – June 30, 2027, utilizing FY2027 Millennium CAC grant funds, contingent upon award and continued availability of funding.

The Family Advocate Intake Specialist serves as the primary point of contact for children and families entering the CAC, providing trauma-informed intake services, crisis intervention, referral coordination, multidisciplinary team support, case navigation, and administrative assistance. Continuation of this position will ensure uninterrupted services to child victims and families throughout the grant transition period.

2. Continuation of Supplemental Salary Allocations

In alignment with National Children's Alliance (NCA) workforce retention recommendations and the operational needs of a rural CAC, LBFJC requests continuation of the supplemental salary allocations previously authorized for key CAC personnel for the period of July 1, 2026, through September 30, 2026.

The positions supported include salary allocation adjustments of the following:

- **Director/Forensic Interviewer:** \$2,600
- **Felony Victim Witness Coordinator/CAC Advocate:** \$2,100
- **Forensic Interviewer/CAC Advocate:** \$1,400
- **CAC Financial Officer:** \$1,400

Continuation of these supplemental salary allocations will support staff retention, continuity of victim services, ongoing compliance with grant and accreditation requirements, and the long-term sustainability of CAC operations.

These requests do not create new positions or obligations to the County General Fund. All associated costs will be fully supported through available Children's Advocacy Center grant funding and remain contingent upon continued grant availability.

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

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

_____ Copy to

A suggested motion would be: **Based on the information before us I move to approve Resolution, number to be assigned, regarding the continuations of the Family Advocate Intake Specialist Position and the Continuation of Supplemental Salary Allocations to key CAC personnel to ensure the ongoing provision of high-quality, trauma-informed services to child victims and their families throughout FY2027.**

Recommendation Acceptance: ☒ yes ☐ no

Ron Korn
Ron Korn, Chair

7-14-26
Date