



Bonner County
Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

September 30, 2025

**CONSENT
AGENDA**

MEMORANDUM

To: Bonner County Commissioners

Adopting the Order of the Agenda as Presented

A suggested Motion would be: Based on the information before us, I move to Adopt the Order of the Agenda as presented.

Consent Agenda

The Consent Agenda Includes:

- 1) Bonner County Commissioners' Minutes September 23, 2025
- 2) Plat(s) for Approval: MLD0049-25, Klemstein-Ferguson Minor Land Division; MLD0026-25 – Spears Estate
- 3) Clerical Correction: Resolution Number Assignment
- 4) Invoice(s) Over \$5k: Sheriff (Radar Units, \$22,531; Tasers & Taser Cartridges, \$53,651.90; Tires, \$20,993.64)
- 5) HR – Job Description Updates: Justice Services - Juvenile Detention Officer/Community Service Officer; Juvenile Detention Officer II – Supervisor & Training/PREA Coordinator; Juvenile Detention Officer; Juvenile Detention Officer II – Supervisor

A suggested Motion would be: Based on the information before us, I move to approve the Consent Agenda as presented.

Recommendation Acceptance: ☐ Yes ☐ No

Brian Domke, Chair

Date



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

September 23, 2025 – 9:00 AM

Bonner County Administration Building
1500 Highway 2, Room 338, Sandpoint, ID

On Tuesday, September 23, 2025, the Bonner County Commissioners met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Williams called the meeting to order at 9:00 a.m. The Invocation was presented by Will Bush and the Pledge of Allegiance followed.

ADOPT THE ORDER OF AGENDA AS PRESENTED

Commissioner Korn made a motion to adopt the Order of the Agenda as presented. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes September 9, 2025
- 2) Plat(s) for Approval: MLD0037-25, Grove's Division
- 3) Invoice(s) Over \$5k: Sheriff (3 Confidential Software Purchases, Convection Oven Purchase); Technology (2 Confidential Purchases, Google Workspace, Two Factor Authentication); Elections (Back Up Central Server)
- 4) HR: New Job Positions: Solid Waste Field Support Technician, Adult Misdemeanor Supervisor, Juvenile Probation Supervisor, Technology Desktop Support Lead

Commissioner Domke made a motion to Adopt the Consent Agenda as presented. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

CLERK – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY25 Claims Batch #50, **Totaling \$305,415.15**
Commissioner Korn made a motion to approve payment of FY25 Claims Batch #50, Totaling \$305,415.15. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.
- 2) Action Item: Discussion/Decision Regarding Idaho Department of Commerce – Rural Idaho Economic Development Professional Grant (EDPRO); **Resolution**

Brett Baker, Executive Director of the Economic Development Office, provided an overview of what this non-profit provides.

Commissioner Domke made a motion to approve **Resolution #2025-60** in support of the FY26 EDPRO Grant. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

- Wayne Martin – Asked about the upcoming meeting, time/date/is it open to the public

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

ELECTIONS – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding Designation of Laclede as a Mail Ballot Precinct for the November 4, 2025 Election ONLY; **Resolution**

Commissioner Korn made a motion to approve **Resolution #2025-61** designating the Laclede precinct as a Mail Ballot Precinct for the November 4, 2025 Election due to there being only 13 eligible voters for this election. After November's election Laclede will revert back to a regular precinct status.

Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

RISK MANAGEMENT – Christian Jostlein

- 1) Action Item: Discussion/Decision Regarding 2025-2026 SIR Liability Insurance Renewal; **\$739,452**

Commissioner Domke made a motion to approve purchase of Obsidian SIR Liability insurance and the other policies described in this memo. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding 2025-2026 Property Insurance Renewal; **\$238,975**
Commissioner Korn made a motion to approve purchase of property insurance from Farm Bureau. Commissioner Domke seconded the motion.

PUBLIC COMMENT:

- Wayne Martin – Asked what percentage the decrease was

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

SHERIFF – Ror Lakewold

- 1) Action Item: Discussion/Decision Regarding Tower Lease Agreement; **\$2,015.84**

Commissioner Domke made a motion to accept the Tower Site Lease agreement; I further move for the Chairwoman to sign the agreement administratively. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding Kootenai Tribe of Idaho Inmate Housing Agreement
Commissioner Korn made a motion to approve the Adult Detention Agreement between the Kootenai Tribe of Idaho and Bonner County to house male and female inmates at the Bonner County detention facility. The Tribe will reimburse Bonner County \$125 per day per inmate with the agreement being effective from date of execution until November 30, 2026. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

- 4) Action Item: Discussion/Decision Regarding Purchase of 2026 Chevrolet Tahoe; **\$56,811.36**
Commissioner Domke made a motion to approve the purchase of the 2026 Chevrolet Tahoe for \$56,811.36 from Taylor and Sons. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

- Wayne Martin – Asked if this would include all items needed on the interior

Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

- 5) Action Item: Discussion/Decision Regarding Purchasing Excavation Services from North Point Trenchless; **\$9,845**

Commissioner Domke made a motion to approve the authorization for payment of excavation services from North Point Trenchless in the amount of \$9,845. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

- 6) Action Item: Discussion/Decision Regarding Contract for Temporary Moorage of Sheriff's Vessel; **\$800**

Commissioner Korn made a motion to approve the agreement with Waterfront Property Management and authorize the Chairwoman to sign the attached contract. Commissioner Domke seconded the motion. Roll

Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

- 7) Action Item: Discussion/Decision Regarding Contract for Temporary Moorage of Sheriff's Vessel; **\$1,750**

Commissioner Domke made a motion to approve the agreement with MacDonald's Resort and authorize the Chairwoman to sign the attached contract. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

JUSTICE SERVICES – Ron Stultz

- 1) Action Item: Discussion/Decision Regarding Idemia Contract Renewal; **\$1,889**

Commissioner Korn made a motion to approve the Idemia Addendum for the term of September 23, 2025 until September 22, 2026, as set forth above and previously approved by legal. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

PLANNING – Alex Feyen / Daniel Britt

- 1) Action Item: Discussion/Decision Regarding Transfer of Road Vacation and Validation Processing

There was lengthy discussion among the board, Jason Topp, R&B Director, Planning, and Bill Wilson, Legal, regarding this item. Alex will schedule a meeting with HR and R&B to discuss this matter. *No motion.*

- 2) Action Item: Discussion/Decision Regarding Appointment of Commissioners to the Planning Commission; **Resolutions (3)**

Commissioner Korn made a motion to adopt **Resolution #2025-62** appointing Dave Bowman to the Planning Commission and assigning him to Position A. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – No; Commissioner Domke – Yes. The motion carries.

Commissioner Korn made a motion to adopt **Resolution #2025-63** appointing Brendan Mooney to the Planning Commission and assigning him to Position B. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

Commissioner Korn made a motion to adopt **Resolution #2025-64** appointing Larry Madoski to the Planning Commission and assigning him to Position C. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Abstain. The motion carries.

- 3) Action Item: Discussion/Decision Regarding Appointment of Commissioners to the Zoning Commission; **Resolutions (3)**

Commissioner Domke made a motion to adopt **Resolution #2025-65** appointing Michelle Johnson to the Zoning Commission and assigning her to Position A to fulfill the remainder of the term. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – No; Commissioner Korn – Yes; Commissioner Domke – No. The motion **fails**.

Commissioner Domke made a motion to adopt **Resolution #2025-65** appointing Michelle Johnson to the Zoning Commission and assigning her to Position D to fulfill the remainder of the term. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – No; Commissioner Domke – Yes. The motion carries.

Commissioner Domke made a motion to adopt **Resolution #2025-66** appointing Colton Boyles to the Zoning Commission and assigning him to Position A. Commissioner Korn seconded the motion. There was a discussion among the board. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – No; Commissioner Williams – No. The motion **fails**.

Commissioner Domke made a motion to adopt **Resolution #2025-67** appointing Joe Mauk to the Zoning Commission and assigning him to Position E. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – No. The motion carries.

- 4) Action Item: Discussion/Decision Regarding Final Plat, S0005-24 Bahia del Sol, 2nd Addition

Commissioner Korn made a motion to approve the final plat of Bahia del Sol 2nd Addition, Planning File No. S0005-24 and authorize the chair to sign the final plat. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – No. The motion carries.

5) **Action Item: Discussion/Decision Regarding File # AM0001-25 Rural Residential to Transition; Resolution**

Commissioner Domke made a motion to approve a **Resolution #2025-68**, amending the Bonner County Projected Land Use Map from Rural Residential to Transition for the parcel in this File AM0001-25, totaling an approximate 2.794-acres. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

BOCC – Commissioner Asia Williams

1) **Action Item: Discussion/Decision Regarding Opioid Settlement Agreement**

Commissioner Korn made a motion that Bonner County affirm its reallocation to participate in the opioid settlement agreement to Panhandle Health. Commissioner Domke seconded the motion.

PUBLIC COMMENT:

- Fred Arn – Asked if there was any oversight of the funds

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

BOCC – Commissioner Brian Domke

1) **Action Item: Discussion/Decision Regarding Board of Commissioners – Chair**

Commissioner Korn made a motion to elect Brian Domke as Chair of the Bonner County Board of Commissioners. Commissioner Williams seconded the motion to advance for discussion.

PUBLIC COMMENT:

- Priscilla Emmett – Disagrees, don't change what's not broken
- Dian Welle – The most experienced commissioner should hold this position
- John DuPree – Supports all three, but Asia should be the chair.

There was a discussion among the board regarding the discussion 8 months ago to rotate the chair among all three commissioners. Roll Call Vote: Commissioner Williams – Abstain; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

2) **Action Item: Discussion/Decision Regarding Board of Commissioners – Vice Chair**

Commissioner Domke made a motion to dissolve the Bonner County Board of Commissioners position of Vice Chair and adopt the use of Idaho Code § 31-706 as outlined in this memorandum. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

- Fred Arn – What happens if the two members voting disagree on vice chair?

Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

SHERIFF – Ror Lakewold

3) **Action Item: Discussion/Decision Regarding Purchase Electrical Services from Dynamic Electric; \$9,500**

Commissioner Domke made a motion to approve the purchase of electrical services from Dynamic Electric for a total of \$9,500 for the Bonner County Sheriff's Marine Division. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

DISTRICT 1 COMMISSIONER UPDATE

- 1) Citizen Concerns and Suggestions
- 2) Current High Priority Tasks
- 3) Questions from the Public on District 1 Commissioner Update

DISTRICT 2 COMMISSIONER DISTRICT DISCUSSION

- 1) Ongoing Issues/Concerns Updates

- 2) Litigation
- 3) Workshops Pending
- 4) Discussion Regarding Open Board/Commission Positions: Which boards have openings, also tracking of positions that will become open within 6 months' time
- 5) Questions from the Public
 - Clorrissa Koster – The \$200k in the EMS account is a requirement of the bank and cannot be used

DISTRICT 3 COMMISSIONER REPORT

- 1) Summarization of Meetings During the Week
- 2) Community Events Attended During the Week

PUBLIC COMMENT* Opened at 11:30 a.m.

- Fred Arn – Discussed funding, where it comes from and where it goes
- Wayne Martin – Thanked R&B for putting up stop signs with flashing lights; discussed other signage requests, EMS, and the Halo Law
- Sheryl Messer – Wanted an update on where we are at regarding impact fees for developers
- Dian Welle – Commented on a hearing on 9/9 and blanket approvals; commented on the P&Z interviews; commented on the lack of criminal charges against Commissioner Korn
- Michael Williams – Asked Commissioner Korn who he emailed regarding the moratorium
- Carrie Logan – Wanted an update on the playground at the fair, who will be taking care of this going forward

The meeting was adjourned at 11:44 a.m.

Clerk: *Alisa Schoeffel*

The following is a summary of the Board of County Commissioners' Special Meetings (including Tax Cancellations, Assistance Meetings, Admin, and other) Executive Sessions, Emergency Meetings, and Hearings held during the week of September 9, 2025 – September 22, 2025. Copies of the complete meeting minutes are available upon request.

On Tuesday, September 9, 2025, a Planning Hearing was held pursuant to Idaho Code § 74-204(4)

On Wednesday, September 10, 2025, an Executive Session was held pursuant to Idaho Codes § 74-206(1)(F) Litigation & 74-206(1)(D) Records Exempt

On Wednesday, September 10, 2025, Planning Update was held pursuant to Idaho Code § 74-204(4)

On Wednesday, September 10, 2025, Planning Hearing was held pursuant to Idaho Code § 74-204(4)

On Thursday, September 11, 2025, Special Meeting with Road & Bridge was held pursuant to Idaho Code § 74-204(4)

On Thursday, September 11, 2025, a Workshop with Solid Waste was held pursuant to Idaho Code § 74-204(4)

On Thursday, September 11, 2025, a Workshop with Planning was held pursuant to Idaho Code § 74-204(4)

On Thursday, September 18, 2025, Special Meeting with Auditing was held pursuant to Idaho Code § 74-204(4)

On Thursday, September 18, 2025, an Executive Session was held pursuant to Idaho Code § 74-206(1)(F) Litigation

On Monday, September 22, 2025, a Workshop with HR was held pursuant to Idaho Code § 74-204(4)

On Monday, September 22, 2025, a Workshop with Auditing and the Treasurer was held pursuant to Idaho Code § 74-204(4)

On Monday, September 22, 2025, Workshop with Planning was held pursuant to Idaho Code § 74-204(4)

ATTEST: Michael W. Rosedale

By _____
Commissioner **Brian Domke**, Chair

By _____
Deputy Clerk

Date

Bonner County Planning Department

"Protecting property rights and enhancing property value"

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (866) 537-4935

Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov



Board of County Commissioners Memorandum

September 24, 2025

To: Board of County Commissioners

From: Dave Fisher, Bonner County Planner

Subject: Final plat, MLD0049-25 – Klemstein-Ferguson Minor Land Division

The above referenced plat is a minor land division dividing one (1) approximate 20.010-acre parcel into one (1) 12.78-acre lot and two (2) 5.74-acre lots. The property is zoned Rural 5 (R-5) and meets the requirements of that zone. The property is served by individual well for water, individual septic for sewage, and Avista Utilities. The property is accessed off Meadowlark Lane, a privately owned and maintained easement. The parcel is located in a portion of Section 24, Township 55 North, Range 06 West, Boise Meridian, Idaho. The plat was approved by Bonner County on July 9, 2025.

The conditions of approval for this file have been completed. Notes and easements required by plat approval are shown on the final plat.

Distribution: Alex Feyen
Janna Brown
Dave Fisher

Recommendation: Staff recommends the Board approve the final plat of the above referenced file.

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Brian Domke, Chair

Date: _____

Bonner County Planning Department

"Protecting property rights and enhancing property value"

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (866) 537-4935

Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov



Board of County Commissioners Memorandum

September 30, 2025

To: Board of County Commissioners
From: Daniel Britt, Bonner County Planner

Subject: Final plat, MLD0026-25 – Spears Estate

The above referenced plat is a minor land division dividing a one (1) 33.08 acre parcel into two (2) parcels, one (1) 20 acre parcel and one (1) 14.32-acre parcel. The property is zoned Rural-10 and meets the requirements of that zone. The property is served by individual well, septic system, and power is provided by Northern Lights Inc. The property is accessed off Lakeshore Drive. The parcel is located in a portion of Section 15, Township 56 North, Range 3 West, Boise Meridian, Idaho. The plat was approved by Bonner County on June 6, 2025.

The conditions of approval for this file have been completed. Notes and easements required by plat approval are shown on the final plat.

Distribution: Alex Feyen
Janna Brown
Daniel Britt

Recommendation: Staff recommends the Board approve the final plat of the above referenced file.

Consent Agenda

Recommendation Acceptance: ☐ Yes ☐ No

Commissioner Brian Domke, Chair

Date: _____



Bonner County

Auditing

September 30, 2025

Memorandum

Consent Agenda
Item #1

To: Commissioners

From: BOCC

Re: Renumbering Resolution

Due to a failed Resolution during the Business Meeting on September 23, 2025 and to maintain consecutive numbering, the following Resolutions require re-numbering:

Resolution #2025-67, Appointment of Joe Mauk to the Zoning Commission shall be renumbered to **2025-66**

Resolution #2025-68, File AM0001-25, Rural Residential to Transition shall be renumbered to **2025-67**

Auditing Review: _____

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: _____

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: _____

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

Distribution: _____ Original to BOCC

_____ Copy to

Consent Agenda

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date

RESOLUTION NO. 25- 666
ZONING COMMISSION

**Appointing Members to the
Bonner County Zoning Commission**

WHEREAS, Idaho Code 67-6504 provides the authority for creation of a Zoning Commission and procedures for filling vacancies; and

WHEREAS, the Bonner County Board of Commissioners has created a Zoning Commission with the adoption of Ordinance 655 thereby amending Bonner County Revised Code Section 12-123 providing for the creation of a Zoning Commission and procedures for filling vacancies and terms of office thereon; and

WHEREAS, Bonner County Revised Code Section 12-123 provides for the creation of the Bonner County Zoning Commission with five (5) positions with the terms of office as set forth: Position A shall first expire September 30, 2023, and then every three (3) years thereafter. Positions B and C shall expire September 30, 2024, and every three (3) years thereafter. Positions D and E shall expire September 30, 2025, and every three (3) years thereafter; and

WHEREAS, positions D and E will be vacant on October 1st, 2025, due to expiration; and

WHEREAS, the Chair of the Board of County Commissioners has submitted to the Board Joe Mauk to be appointed to the vacant E position.

NOW, THEREFORE, LET IT BE RESOLVED by the Board of County Commissioners of Bonner County, Idaho, the appointment of Joe Mauk to position E of the Bonner County Zoning Commission to fill the position effective October 1, 2025. Adopted as a resolution of the Bonner County Board of Commissioners upon a majority vote this 23rd day of September 2025.

BOARD OF BONNER COUNTY COMMISSIONERS

Asia Williams, Commissioner

Brian Domke, Chair

Ron Korn, Commissioner

ATTEST: Michael W. Rosedale

By _____
Deputy Clerk

RESOLUTION NO. 25- 27
ZONING COMMISSION

**Appointing Members to the
Bonner County Zoning Commission**

WHEREAS, Idaho Code 67-6504 provides the authority for creation of a Zoning Commission and procedures for filling vacancies; and

WHEREAS, the Bonner County Board of Commissioners has created a Zoning Commission with the adoption of Ordinance 655 thereby amending Bonner County Revised Code Section 12-123 providing for the creation of a Zoning Commission and procedures for filling vacancies and terms of office thereon; and

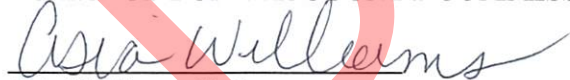
WHEREAS, Bonner County Revised Code Section 12-123 provides for the creation of the Bonner County Zoning Commission with five (5) positions with the terms of office as set forth: Position A shall first expire September 30, 2023, and then every three (3) years thereafter. Positions B and C shall expire September 30, 2024, and every three (3) years thereafter. Positions D and E shall expire September 30, 2025, and every three (3) years thereafter; and


WHEREAS, positions D and E will be vacant on October 1st, 2025, due to expiration; and

WHEREAS, the Chair of the Board of County Commissioners has submitted to the Board Joe Mauk to be appointed to the vacant E position.

NOW, THEREFORE, LET IT BE RESOLVED by the Board of County Commissioners of Bonner County, Idaho, the appointment of Joe Mauk to position E of the Bonner County Zoning Commission to fill the position effective October 1, 2025. Adopted as a resolution of the Bonner County Board of Commissioners upon a majority vote this 23rd day of September 2025.

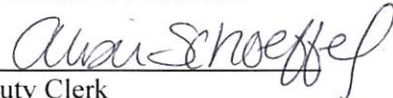
BOARD OF BONNER COUNTY COMMISSIONERS


Asia Williams, Chairwoman


Brian Domke, Commissioner


Ron Korn, Commissioner

ATTEST: Michael W. Rosedale

By 
Deputy Clerk



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#3

September 23, 2025

Memorandum

To: Board of County Commissioners

From: Alex Feyen, Interim Planning Director

Re: Appointment of Commissioners to the Zoning Commission

The Bonner County Board of Commissioners appoints members to the Zoning Commission, per BCRC 12-123. Positions A, D, and E will be vacant on the Zoning Commission due to expiration and resignation. The Chairman of the Board is recommending the following people to be appointed to the vacant positions:

A. Michelle Johnson
D. Colton Boyles
E. Joe Mauk

Legal Review: Bullock

Distribution: Alex Feyen
Dylan Young

I move to adopt Resolution #25-05 appointing Michelle Johnson to the Zoning Commission and assigning her to Position A to fulfill the remainder of the term. D

I move to adopt Resolution #25-06 appointing Colton Boyles to the Zoning Commission and assigning him to Position D. A full NO

I move to adopt Resolution #25-07 appointing Joe Mauk to the Zoning Commission and assigning him to Position E.

Asia Williams, Chairwoman

Date: _____

Resolution 2025-67

Adopting
Bonner County Comprehensive Plan
Projected Land Use Map Amendment
Miller File AM0001-25

Whereas, Bonner County, pursuant to Idaho Code §67-6508 and §67-6509, did adopt an amendment to the 1978 comprehensive plan projected land use map, hereinafter referred to as “Map,” by resolution of the Board of County Commissioners, Resolution #05-87, on December 13, 2005, recorded at Instrument #694695, Bonner County Records; and

Whereas, Bonner County received an application from Kimberly Miller requesting to amend the existing Map from Rural Residential to Transition for approximately 3.52 acres identified in Planning Department File AM0001-25; and

Whereas, the Bonner County Planning Commission did hold a public hearing on June 3, 2025, on the proposed map amendment and did recommend approval of the application to the Board of Commissioners, finding that it is not in conflict with the policies of the Comprehensive Plan; and

Whereas, the Board of County Commissioners did hold a public hearing on September 10, 2025 and approved the application File AM0001-25, finding that the amendment is not in conflict with the policies of the Comprehensive Plan, and further called for the preparation of a resolution adopting the amendment to the Map;

Now, therefore be it resolved by the Board of County Commissioners of Bonner County, Idaho, that the amendment to the Map from Rural Residential to Transition is hereby adopted for the property described as follows:

The Official Comprehensive Plan Projected Land Use Map of Bonner County, Idaho is hereby amended by the reclassification of the following described lands from Rural Residential to Transition:

Section 32, Township 56 North, Range 2 West, B.M.

A parcel of land in the Northeast ¼ of Section 32, Township 56 North, Range 2 West, Boise Meridian, Bonner County, Idaho, as described in Quitclaim deed Instrument Number 794497, records of Bonner County, Idaho, and described as follows:

COMMENCING at the north ¼ corner of said Section 32, marked with a railroad spike in road as described in CP&F Instrument Number 755006, records of Bonner County, Idaho;

Thence along the north line of said Section 32, South 88°57'06" East, 885.78 feet, to the east line of the new Highway 95, marked with Idaho Transportation Department Right-of-way monument, and the **TRUE POINT OF BEGINNING**;

Thence continuing along said north line, South 88°57'06" East, 153.60 feet to the said west line of the original Highway 95;

Thence leaving said north line and along said west line, South 15°27'17" West, 695.67 feet;

Thence leaving said west line, South 88°55'07" West, 185.61 feet, to said east line, marked with a 5/8 inch rebar and cap by PLS 14879;

Thence along said east line, North 19°48'56" East, 1.64 feet;

Thence continuing along said east line, North 06°32'40" East, 108.97 feet, to an Idaho Transportation Department Right-of-way monument;

Thence North 19°49'26" East, 602.74 feet, to the **TURE POINT OF BEGINNING**; encompassing an area approximately 2.794 Acres;

EXCEPT County Road;

And EXCEPT State Highway right of way.

Said parcel # RP56N02W320651A containing approximately 2.794 acres

The official Map and amendment shall be located in the Bonner County Planning Department and shall be available to the public for inspection free of charge during normal business hours.

BE IT FURTHER RESOLVED that, with the recording of this document in the records of Bonner County, Idaho, Section 67-6509(c), of Idaho Code is fulfilled.

Adopted as a resolution of the Board of County Commissioners of Bonner County, Idaho, done this 23rd day of September, 2025 upon a majority vote.

BONNER COUNTY BOARD OF COMMISSIONERS

Asia Williams, Commissioner

Brian Domke, Chair

Ron Korn, Commissioner

ATTEST: Michael W. Rosedale, Clerk

By Deputy Clerk

Date

Legal: _____

Resolution 2025-28

**Adopting
Bonner County Comprehensive Plan
Projected Land Use Map Amendment
Miller File AM0001-25**

Whereas, Bonner County, pursuant to Idaho Code §67-6508 and §67-6509, did adopt an amendment to the 1978 comprehensive plan projected land use map, hereinafter referred to as “Map,” by resolution of the Board of County Commissioners, Resolution #05-87, on December 13, 2005, recorded at Instrument #694695, Bonner County Records; and

Whereas, Bonner County received an application from Kimberly Miller requesting to amend the existing Map from Rural Residential to Transition for approximately 3.52 acres identified in Planning Department File AM0001-25; and

Whereas, the Bonner County Planning Commission did hold a public hearing on June 3, 2025, on the proposed map amendment and did recommend approval of the application to the Board of Commissioners, finding that it is not in conflict with the policies of the Comprehensive Plan; and

Whereas, the Board of County Commissioners did hold a public hearing on September 10, 2025 and approved the application File AM0001-25, finding that the amendment is not in conflict with the policies of the Comprehensive Plan, and further called for the preparation of a resolution adopting the amendment to the Map;

Now, therefore be it resolved by the Board of County Commissioners of Bonner County, Idaho, that the amendment to the Map from Rural Residential to Transition is hereby adopted for the property described as follows:

The Official Comprehensive Plan Projected Land Use Map of Bonner County, Idaho is hereby amended by the reclassification of the following described lands from Rural Residential to Transition:

Section 32, Township 56 North, Range 2 West, B.M.

A parcel of land in the Northeast ¼ of Section 32, Township 56 North, Range 2 West, Boise Meridian, Bonner County, Idaho, as described in Quitclaim deed Instrument Number 794497, records of Bonner County, Idaho, and described as follows:

COMMENCING at the north ¼ corner of said Section 32, marked with a railroad spike in road as described in CP&F Instrument Number 755006, records of Bonner County, Idaho;
Thence along the north line of said Section 32, South 88°57'06" East, 885.78 feet, to the east line of the new Highway 95, marked with Idaho Transportation Department Right-of-way monument, and the **TRUE**

POINT OF BEGINNING;

Thence continuing along said north line, South 88°57'06" East, 153.60 feet to the said west line of the original Highway 95;

Thence leaving said north line and along said west line, South 15°27'17" West, 695.67 feet;

Thence leaving said west line, South 88°55'07" West, 185.61 feet, to said east line, marked with a 5/8 inch rebar and cap by PLS 14879;

Thence along said east line, North 19°48'56" East, 1.64 feet;

Thence continuing along said east line, North 06°32'40" East, 108.97 feet, to an Idaho Transportation Department Right-of-way monument;

Thence North 19°49'26" East, 602.74 feet, to the **TURE POINT OF BEGINNING**; encompassing an area approximately 2.794 Acres;

EXCEPT County Road;

And EXCEPT State Highway right of way.

Said parcel # RP56N02W320651A containing approximately 2.794 acres

The official Map and amendment shall be located in the Bonner County Planning Department and shall be available to the public for inspection free of charge during normal business hours.

BE IT FURTHER RESOLVED that, with the recording of this document in the records of Bonner County, Idaho, Section 67-6509(c), of Idaho Code is fulfilled.

Adopted as a resolution of the Board of County Commissioners of Bonner County, Idaho, done this 23rd day of Sept, 2025 upon a majority vote.

BONNER COUNTY BOARD OF COMMISSIONERS

Asia Williams
Asia Williams, Chair

Brian Domke
Brian Domke, Commissioner

Ron Korn
Ron Korn, Commissioner

ATTEST: Michael W. Rosedale, Clerk

Alisa Schoebief
By Deputy Clerk

B. Wilson
Legal: _____

9-23-2025
Date



Bonner County Planning Department

Planning
Item # 5

September 16, 2025

Memorandum

To: Commissioners

From: Daniel Britt, Planner II

Re: Adopting a resolution for file # AM0001-25 Rural Residential to Transition

The above referenced Comprehensive Map Amendment was approved at a public hearing on September 10, 2025 to change the Comprehensive Plan Map from Rural Residential to Transition. The project is located in Section 32, Township 56 North, Range 02 West, Boise-Meridian, Idaho.

Auditing Review: N/A

Risk Review: N/A

Legal Review: June 23, 2025

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

Distribution : _____ Original to BOCC
_____ Copy to: Alex Feyen, Daniel Britt, Janna Brown

A suggested motion would be: I move to approve a resolution, # 2025-68 amending the Bonner County Projected Land Use Map from Rural Residential to Transition for the parcel in this File AM0001-25, totaling an approximate 2.794-acres.

Recommendation Acceptance: Yes or No

A handwritten signature in blue ink that reads "Asia Williams".
Asia Williams, Chair

Date



Bonner County Sheriff's Office

4001 N Boyer Road • Sandpoint, ID 83864 • Phone: (208) 263-8417

Memorandum

Sheriff's Office
Item # 1

September 30, 2025

To: Board of County Commissioners

From: Sheriff Daryl Wheeler

Re: Purchase over \$5K - Radar Units

The Bonner County Sheriff's Office would like to purchase radar equipment in the amount of \$22,531.00 from Stalker Radar.

The Bonner County Sheriff's Office has adequate funds in its 03453-8590 Sheriff - Equipment. (FY26)

This Request has been approved by:



APPROVED

Auditing Review: _____

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: N/A

Legal Review: N/A

Distribution:

Original to be sent to the Sheriff's Office
Copy to Auditor's Office

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____

Commissioner Brian Dornke, Chairman

855 E. Collins Blvd.
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800-STALKER

Inside Sales Partner: Bart Hogue
+1-972-801-4864
barth@a-concepts.com**Quote**

2111712

Page 1 of 2
Date: 09/17/2025Reg Sales Mgr: David Foster
+1-972-398-3780
davidf@stalkerradar.com

Effective From: 09/17/2025

Valid Through: 10/20/2025

Lead Time: 45 working days

Bill To: Bonner Co Sheriffs Office 4001 N Boyer Ave Sandpoint, ID 83864-8066	Customer ID: 838642 Accounts Payable	Ship To: Bonner Co Sheriffs Office 4001 N Boyer Ave Sandpoint, ID 83864-8066	FedEx Ground Quartermaster Sam Rasor
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Grp	Qty	Package	Description	Wnty/Mo	Price	Ext Price
1	7	806-0036-00	PROMOTION - DSR 2 Antenna Radar	36	\$3,193.00	\$22,351.00
Ln	Qty	Part Number	Description		Price	Ext Price
1	7	200-0999-50	DSR Counting Unit, 1.5 PCB, ARM Processor			\$0.00
2	7	200-1572-00	DSR Modular OSC Display			\$0.00
3	14	200-1468-00	Dual DSR Ka Antenna			\$0.00
4	7	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch			\$0.00
5	7	200-0769-00	25 MPH/40 KPH KA Tuning Fork			\$0.00
6	7	200-0770-00	40 MPH/64 KPH KA Tuning Fork			\$0.00
7	7	200-0243-00	Counting/Display Tail Mount			\$0.00
8	7	200-0244-00	Antenna Dash Mount			\$0.00
9	7	200-0245-00	Antenna Tail Deck Mount			\$0.00
10	7	200-0648-00	Display Sun Shield			\$0.00
11	7	155-2591-08	8 Foot Antenna Cable, IP67			\$0.00
12	7	155-2591-20	20 Foot Antenna Cable, IP67			\$0.00
13	7	200-0622-01	2015-Present Tahoe VSS Cable Kit			\$0.00
14	7	200-0821-00	DSR Documentation Kit			\$0.00
15	7	006-0095-00	Fan Noise Suppression Addendum - DSR			\$0.00
16	7	035-0361-00	Shipping Container, Dash Mounted Radar			\$0.00
17	7	060-1000-36	36 Month Warranty			\$0.00
18	7	006-0147-00	Certificate of Accuracy, Stalker Dual/DSR/SII/2X			\$0.00
Group Total						\$22,351.00

Grp	Qty	Package	Description	Wnty/Mo	Price	Ext Price
2	1	806-0036-00	PROMOTION - DSR 2 Antenna Radar	36	\$0.00	\$0.00
Ln	Qty	Part Number	Description		Price	Ext Price
19	1	200-0999-50	DSR Counting Unit, 1.5 PCB, ARM Processor			\$0.00
20	1	200-1572-00	DSR Modular OSC Display			\$0.00
21	2	200-1468-00	Dual DSR Ka Antenna			\$0.00
22	1	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch			\$0.00
23	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork			\$0.00
24	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork			\$0.00
25	1	200-0243-00	Counting/Display Tail Mount			\$0.00



855 E. Collins Blvd.
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER
Inside Sales Partner: Bart Hogue
+1-972-801-4864
barth@a-concepts.com

Quote
2111712
Page 2 of 2
Date: 09/17/2025

Reg Sales Mgr: David Foster
+1-972-398-3780
davidf@stalkerradar.com

Effective From: 09/17/2025

Valid Through: 10/20/2025

Lead Time: 45 working days

Bill To: Bonner Co Sheriffs Office 4001 N Boyer Ave Sandpoint, ID 83864-8066	Customer ID: 838642 Accounts Payable	Ship To: Bonner Co Sheriffs Office 4001 N Boyer Ave Sandpoint, ID 83864-8066	FedEx Ground Quartermaster Sam Rasor
--	---	--	---

Ln	Qty	Part Number	Description	Price	Ext Price
26	1	200-0244-00	Antenna Dash Mount		\$0.00
27	1	200-0245-00	Antenna Tall Deck Mount		\$0.00
28	1	200-0648-00	Display Sun Shield		\$0.00
29	1	155-2591-08	8 Foot Antenna Cable, IP67		\$0.00
30	1	155-2591-20	20 Foot Antenna Cable, IP67		\$0.00
31	1	200-0622-01	2015-Present Tahoe VSS Cable Kit		\$0.00
32	1	200-0821-00	DSR Documentation Kit		\$0.00
33	1	006-0095-00	Fan Noise Suppression Addendum - DSR		\$0.00
34	1	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
35	1	060-1000-36	36 Month Warranty		\$0.00
36	1	006-0147-00	Certificate of Accuracy, Stalker Dual/DSR/SII/2X		\$0.00
37	1	005-8038-00	2025 Promo Pricing - Buy 4 DSR get 1 Free		\$0.00
Group Total					\$0.00

Product	\$22,351.00	Sub-Total:	\$22,351.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$180.00
		Total: USD	\$22,531.00

Vehicle Information:
2025 Chevrolet Tahoe SUV

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these terms and Conditions carefully before proceeding.



Bonner County Sheriff's Office

4001 N Boyer Road • Sandpoint, ID 83864 • Phone: (208) 263-8417

Memorandum

Sheriff's Office

Item # 2

September 30, 2025

To: Board of County Commissioners

From: Sheriff Daryl Wheeler

Re: Purchase over \$5K - Tasers & Taser Cartridges

The Bonner County Sheriff's Office would like to purchase 18 T7 Tasers & Taser cartridges in the amount of \$53,651.90 from ProForce.

The Bonner County Sheriff's Office has adequate funds in its 03453-8590 Sheriff - Equipment. (FY26)

This Request has been approved by:

Auditing Review: _____



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: N/A

Legal Review: N/A

Distribution:

Original to be sent to the Sheriff's Office

Copy to Auditor's Office

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____

Commissioner Brian Domke, Chairman

ORDER	QUOTE#	PAGE
	734153	1
	SHIP DATE	
QUOTE	A.S.A.P.	

SOLD
TO

BONNER COUNTY SHERIFFS OFFICE
 ACCTS PAYABLE
 4001 N. BOYER AVE
 SANDPOINT ID 83864-8066

SHIP
TO

BONNER COUNTY SHERIFFS OFFICE
 ATTN: SAM RASOR
 4001 N BOYER AVE
 SANDPOINT ID 83864

208-265-4378

JOB #	ORD. DATE	CUST. #	LOC.	SALESMAN	SHIP VIA	ERT.
NA	09/17/25	007027	A	MIKE RUSSELL	FX G-FOB ORIGIN	
QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE		
18	NON-STOCK TSR T7 BASIC/ENTERPRISE PLAN UPFRONT BASIC UPFRONT PLAN **THE TASER 7 BASIC UPFRONT PLAN INLCUDES THE FOLLOWING: *TASER 7 HANDLES - (18) *BATTERY (TACTICAL OR COMPACT) - (21) 3 FREE BATTERIES; 1 FREE BATTERY FOR EVERY 5 ORDERED- *HOLSTER (SAFARILAND RH OR LH) - (18) *5 YEAR EVIDENCE LICENSE/SUBSCRIPTION *5 YEAR WARRANTY ON ALL HARDWARE (BATTERY & TASER) **ALL OTHER ACCESSORIES ARE ALA CARTE**	2,600.00	EA .00	46,800.00		
70	22175 TSR T7 CART LIVE STANDOFF 3.5 DEG	45.01	EA .00	3,150.70		
70	22176 TSR T7 CART LIVE CLOSE QUARTER 12 DEG	45.01	EA .00	3,150.70		
COMMENT						
TERMS						

PROFORCE LAW ENFORCEMENT

2025 Steadman Drive, Ste A, Prescott, AZ 86301
Tel: 928-778-7182 Fax: 928-445-3468
email: sales@proforceonline.com www.proforceonline.com

ORDER

QUOTE# PAGE

734153

2

QUOTE

SHIP DATE

A.S.A.P.

SOLD
TO

BONNER COUNTY SHERIFFS OFFICE
ACCTS PAYABLE
4001 N. BOYER AVE
SANDPOINT ID 83864-8066

SHIP
TO

BONNER COUNTY SHERIFFS OFFICE
ATTN: SAM RASOR
4001 N BOYER AVE
SANDPOINT ID 83864

208-265-4378

JOB #	ORD. DATE	CUST. #	LOC.	SALESMAN	SHIP VIA	ERT.
NA	09/17/25	007027	A	MIKE RUSSELL	FX G-FOB ORIGIN	
QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DTSG.	NET PRICE		
5	22179-TSR TSR T7 CART INERT STANDOFF 3.5 DEG	55.05	EA .00	275.25		
5	22181-TSR TSR T7 CART INERT CLOSE QTR 12 DEG	55.05	EA .00	275.25		
<p>This quote is valid for 15 days, pending credit approval, and is subject to manufacturer's availability and price change. Please call (800) 367-5855 if this bid is still pending on the expiration date for updated pricing.</p> <p>Standard Terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders for each item will be necessary.</p> <p>Standard manufacturer's warranty applies to all department</p> <p>ProForce Law Enforcement agrees to defend, indemnify and hold harmless its customers from claims for personal injury or property damages, to the extent arising from the negligent acts or omissions of ProForce Law Enforcement or its employees, agents or independent contractors.</p> <p>ORDERING INSTRUCTIONS: Please reply to your sales representative in writing to process this order or send an email to</p>						
COMMENT						
TERMS						

PROFORCE
LAW ENFORCEMENT
2025 Stearman Drive, Ste A, Prescott, AZ 86301
Tel: 928-778-7192 Fax: 928-443-3469
email: sales@proforceonline.com www.proforceonline.com

ORDER

QUOTE# PAGE

734153 3

QUOTE

SHIP DATE
A.S.A.P.

SOLD
TO

BONNER COUNTY SHERIFFS OFFICE
ACCTS PAYABLE
4001 N. BOYER AVE
SANDPOINT ID 83864-8066

SHIP
TO

BONNER COUNTY SHERIFFS OFFICE
ATTN: SAM RASOR
4001 N BOYER AVE
SANDPOINT ID 83864

208-265-4378

JOB#	ORD. DATE	CUST#	LOC	SALESMAN	SHIP VIA	ERT
NA	09/17/25	007027	A	MIKE RUSSELL	FX G-FOB ORIGIN	

QTY.	ITEM NO./DESC.	UNIT PRICE	UOM	DISC.	NET PRICE
ORDER					

sales@proforceonline.com. For orders over \$5,000, a PO or signed quote is required to process the order.

Returned items are subject to 20% restocking fee. All sales are final on non-stocked/special order items
IMPORTANT: To order from this quotation, please sign below.

Printed Name: _____
Date: _____ P.O.: _____
Signature: _____

COMMENT
FOR: SAM RASOR

BY: DANNY GONZALES

TERMS DUE NET 30 DAYS

SALES AMOUNT

53,651.90



Bonner County Sheriff's Office

4001 N Boyer Road • Sandpoint, ID 83864 • Phone: (208) 263-8417

Sheriff's Office
Item # 3

September 22, 2025

Memorandum

To: Commissioners
From: Sheriff Daryl Wheeler
Re: Tires - Purchase over \$5k - FY26

The Bonner County Sheriff's Office would like to purchase winter tires from Goodyear in the amount of \$20,993.64. These tires are necessary for our patrol deputies to fulfill their work safely. The Bonner County Sheriff's Office has adequate funds in its: 03457-7040 Sheriff (Fleet) / Vehicle Repair/Maintain account to purchase these tires.

Auditing Review: ☒



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: N/A

Legal Review: N/A

Distribution: Original to Sheriff's Office
Copy to Auditors

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Commissioner Brian Domke, Chairman

GOODYEAR
COMMERCIAL TIRE & SERVICE CENTERS
goodyearctsc.com

THE GOODYEAR TIRE & RUBBER CO.
901 N BRADLEY RD
SPOKANE VALLEY, WA 99212
509-928-0199 Fax 509-927-7713

QUOTE NO.
~~~197-1161601~~~

\*\*\* PRICE ESTIMATE \*\*\* QUOTE \*\*\* DO NOT PAY! \*\*\*  
\*\*\* PRICE ESTIMATE \*\*\* QUOTE \*\*\* DO NOT PAY! \*\*\*

637721-0001  
BONNER COUNTY SHERIFFS OFFICE  
4001 N BOYER RD  
SANDPOINT, ID 83864  
208-263-8417

PAGE 01  
QUOTE DATE: 09/18/2025  
DELIVERED TO CUSTOMER  
LOCATION/SREP: 197/HSE  
APPROVAL NUM : G0009122  
2025-09-18 18.29.33 TR  
CLERK: \*\*\* TECH: \*\*\*

| QUANTITY                                                                                                                                   | PRODUCT NO. | DESCRIPTION                     | FET   | UNIT PRICE | AMOUNT  | LINE # |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------|-------|------------|---------|--------|
| *** NOT A SALES/DELIVERY DOCUMENT, ESTIMATE CASH PRICE ONLY ***                                                                            |             |                                 |       |            |         | 001    |
| *** PRICE EXPIRATION DATE: 2025-10-18 ***                                                                                                  |             |                                 |       |            |         | 002    |
| 32                                                                                                                                         | 1502907     | GY 265/65R17 WRL DURATRC BSL    | 0.00* | 180.36     | 5771.52 | 004    |
| 32                                                                                                                                         | 1508776     | GY 265/65R18 WRL DURATRAC RT BS | 0.00* | 205.50     | 6576.00 | 005    |
| 4                                                                                                                                          | 1508742     | GY 245/75R16 WRL DURATRC RT 10  | 0.00* | 184.31     | 737.24  | 006    |
| 4                                                                                                                                          | 1508748     | GY 275/60R20 WRL DURATRC RT 115 | 0.00* | 233.87     | 935.48  | 007    |
| 4                                                                                                                                          | 1508740     | GY 265/70R17 WRL DURATRAC RT 10 | 0.00* | 206.00     | 824.00  | 008    |
| 16                                                                                                                                         | 1504065     | GY 275/65R18 WRL DURATRC RT BSL | 0.00* | 209.65     | 3354.40 | 009    |
| 20                                                                                                                                         | 1503326     | GY 265/60R17 EAG ENFORCER WINTR | 0.00* | 139.50     | 2790.00 | 010    |
| 1                                                                                                                                          | 5180001     | FUEL SURCHARGE                  |       | 5.00       | 5.00    | 011    |
| The Tire Industry Association (TIA) recommends re-torque at 50-100 miles.                                                                  |             |                                 |       |            |         | 012    |
| Disposal fees may apply in some areas.                                                                                                     |             |                                 |       |            |         | 013    |
| Shop supply fees cover miscellaneous materials used in servicing your vehicle that do not appear elsewhere on this invoice and for profit. |             |                                 |       |            |         | 014    |
|                                                                                                                                            |             |                                 |       |            |         | 015    |
|                                                                                                                                            |             |                                 |       |            |         | 016    |
|                                                                                                                                            |             |                                 |       |            |         | 017    |
|                                                                                                                                            |             |                                 |       |            |         | 018    |
|                                                                                                                                            |             |                                 |       |            |         | 019    |
|                                                                                                                                            |             |                                 |       |            |         | 020    |
|                                                                                                                                            |             |                                 |       |            |         | 021    |
|                                                                                                                                            |             |                                 |       |            |         | 022    |
|                                                                                                                                            |             |                                 |       |            |         | 023    |
|                                                                                                                                            |             |                                 |       |            |         | 024    |
|                                                                                                                                            |             |                                 |       |            |         | 025    |
|                                                                                                                                            |             |                                 |       |            |         | 026    |
|                                                                                                                                            |             |                                 |       |            |         | 027    |
|                                                                                                                                            |             |                                 |       |            |         | 028    |
|                                                                                                                                            |             |                                 |       |            |         | 029    |
|                                                                                                                                            |             |                                 |       |            |         | 030    |

ERMS: SUB-TOTAL 20,993.64  
SALES TAX (0.00)  
TOTAL AMT 20,993.64

PAYABLE IN U.S. FUNDS

no further discounts allowed. It is agreed that title to the above described property shall remain in the name of the seller until paid in full, and that upon default in payment, seller shall be entitled to take possession thereof without notice to the purchaser.

the total amount due is paid in full within terms, no FINANCE CHARGE will be incurred on that amount; otherwise, a FINANCE CHARGE will be computed on the previous balance after deducting payments and credit received during the current month. The

FINANCE CHARGE is computed at a periodic rate of 0.82500 which is an annual percentage rate of 9.90000

seller warrants that the tires are the size and tread design as stated above. SELLER MAKES NO OTHER WARRANTIES EITHER EXPRESSED OR IMPLIED, SPECIFICALLY, SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Seller's sole obligation to Buyer for nonconforming tires shall be prorated a refund of the tire's purchase price. Seller shall not be liable for any indirect, consequential or other damages. No person is authorized to modify or waive the limitations herein, whether orally or in writing. All claims and returned goods must be accompanied by this bill.

September 30, 2025

## Memorandum

HR  
Item #1

To: Commissioners

From: Human Resources Department

Re: Job Description Updates – Justice Services Detention Positions

The Bonner County Human Resources Department is seeking approval to update the following Justice Services Detention position job descriptions: Juvenile Detention Officer/Community Service Officer; Juvenile Detention Officer II – Supervisor & Training/PREA Coordinator; Juvenile Detention Officer; Juvenile Detention Officer II – Supervisor.

Auditing Review:     X    

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:     X    

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    

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

Distribution:     x     Original to BOCC  
    x     Copy to Human Resources

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Brian Domke, Chair

## JOB TITLE: Juvenile Detention Officer II - Supervisor



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: Provides direct supervision of Juvenile Detention Officers under the direction of the Juvenile Detention Manager  
Exempt Status: (Exempt or Hourly)  
Benefits Eligibility Status: (Eligible or Non-Eligible)  
BOCC Approval: 9/30/2025

### SUMMARY

Provides direct supervision of inmates and maintains the security of juveniles held within the juvenile detention facility. Ensures the safety and security of detainees. Transports juveniles to and from other counties/states, court hearings, and other appointments as necessary. Uses physical restraint and force as needed. Must be able to work alternating shifts as assigned by the Detention Manager. Performs as Supervisor of day-to-day operations and supervises other employees in the absence of the Detention Manager. Responsible for decision-making and determining when notification to the Detention Manager or on-call Supervisor is prudent or necessary.

Other Information: Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the Detention Manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, law enforcement agencies, various state agencies, counselors and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities. Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Is responsible for orientation and training of all new Detention Center employees, ensuring they have a thorough understanding of the safety & security of the facility, intake process, juvenile rights, proper documentation, chain of command, staff rights and responsibilities.



- Is responsible for making sure that new Detention Center employees have the proper paperwork and screenings completed in a timely manner for admission to the Idaho POST Academy.
- Keeps weekly, monthly and yearly reports and records required per facility policy, state, and federal government requirements.
- Monitors and supervises the daily operations of the Juvenile Detention Center under the direction of the Juvenile Detention Manager. Specifically, assigns and monitors shift responsibilities, provides direction in day-to-day operations of the facility, assists the Detention Manager in monitoring compliance with established policy and procedures. Coordinates with staff, Clinician, Doctor, Nurse, and school component/teacher to set, adjust and/or maintain daily schedules for residents.
- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal information and faxing/scanning such information to the appropriate agencies, prints, pictures, placement, and all other related activities
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular security checks and head counts throughout the shift. Completes reports regarding incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff, and administers appropriate medications to inmates.
- Oversees inmate preparation for daily activities.
- Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, meals, etc.
- Conducts periodic searches of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court and other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among inmates.
- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.



- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Monitors each juvenile's behavioral progress on a regular basis and reports out to the Detention Manager and the appropriate probation officers.
- Promotes a zero tolerance for any and all sexual harassment or sexual abuse, either resident-on-resident or staff-on-resident.
- The facility is staffed 24 hours a day, seven days a week. Applicants must be available to work Holidays, weekends, day shift, night shift, rotating shifts, and overtime when needed.
- Assists in maintaining compliance with the standards of the Prison Rape Elimination Act of 2003.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention manager
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Maintains good driving record with current state licensure

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. A high school diploma or equivalent is required. A college degree is preferred.
- One (1) year experience in a related field required, preferably in detention, other law enforcement services or other juvenile justice related field required.
- Must be Juvenile Detention POST certified. Other related training may be required throughout tenure in this position.
- Basic certification for juvenile detention officers is required within one year of hire.
- Intermediate certification for juvenile detention officers is preferred..
- Stays up to date and compliant with necessary trainings such as CPR, First Aid, OC spray, WRAP, restraint chair, use of force/ARCON, and more.

- Must be willing to work a flexible schedule and cover for other staff on short notice. Must be willing to be on-call when needed.
- Must be detail oriented and demonstrate problem-solving abilities.
- General knowledge of detention practices and principles. Such requirements are necessary following POST training. Ability to maintain such knowledge and skills throughout employment.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork.
- Demonstrated skills in conflict resolution and stress reduction management
- Ability to maintain confidentiality in managing sensitive legal issues and cases. Ability to develop effective working relationships with elected and appointed officials, legal professionals, law enforcement agencies, subordinates and the public.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to complete and be proficient in Use of Force training/Arcon within six (6) months of hire and complete twelve (12) hours of re-certification yearly.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within twelve (6) months of hire.
- History of good driving record, with current valid state driver's license and comply with the Vehicle Use Policy.

### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, fingering; occasional crouching, grasping, stooping, and reaching. Requires the ability to use physical force and restraints as needed in the detention of detainees.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of

my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

DRAFT

## JOB TITLE: Juvenile Detention Officer II - ~~Shift~~ Supervisor



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: Provides direct supervision of ~~line staff~~ Juvenile Detention Officers under the direction of the Juvenile Detention Manager  
Exempt Status: (Exempt or Hourly)  
Benefits Eligibility Status: (Eligible or Non-Eligible)  
BOCC Approval: ~~7/21/2022~~ 9/30/2025

### SUMMARY

Provides direct supervision of inmates and maintains the security of juveniles held within the juvenile detention facility. Ensures the safety and security of detainees. Transports juveniles to and from other counties/states, court hearings, and other appointments as necessary. Uses physical restraint and force as needed. Must be able to work alternating shifts as assigned by the Detention Manager. Performs as Supervisor of day-to-day operations and supervises other employees in the absence of the Detention Manager. Responsible for decision-making and determining when notification to the Detention Manager or on-call Supervisor is prudent or necessary.

Other Information: Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the Detention Manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, law enforcement agencies, various state agencies, counselors and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities. Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- ~~Coordinates trainings.~~
- ~~Keeps records of all staff trainings to ensure that all employees stay current with required training hours.~~



- Is responsible for orientation and training of all new Detention Center employees, ensuring they have a thorough understanding of the safety & security of the facility, intake process, juvenile rights, proper documentation, chain of command, staff rights and responsibilities.
- Is responsible for making sure that new Detention Center employees have the proper paperwork and screenings completed in a timely manner for admission to the Idaho POST Academy.
- Keeps weekly, monthly and yearly reports and records required per facility policy, state, and federal government requirements.
- Monitors and supervises the daily operations of the Juvenile Detention Center under the direction of the Juvenile Detention Manager. Specifically, assigns and monitors shift responsibilities, provides direction in day-to-day operations of the facility, assists the Detention Manager in monitoring compliance with established policy and procedures. Coordinates with staff, Clinician, Doctor, Nurse, and school component/teacher to set, adjust and/or maintain daily schedules for residents.
- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal information and faxing/scanning such information to the appropriate agencies, prints, pictures, placement, and all other related activities
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular ~~bed checks~~ security checks and head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff, and administers appropriate medications to inmates.
- Oversees inmate preparation for daily activities (~~e.g., school release, job release, etc.~~). Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, meals, etc.
- Conducts periodic searches ~~and shake-downs~~ of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court and other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among inmates.

- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Monitors each juvenile's behavioral progress on a regular basis and reports out to the Detention Manager and the appropriate probation officers.
- Promotes a zero tolerance for any and all sexual harassment or sexual abuse, either resident-on-resident or staff-on-resident.
- The facility is staffed 24 hours a day, seven days a week. Applicants must be available to work Holidays, weekends, day shift, night shift, rotating shifts, and overtime when needed.
- Assists in maintaining compliance with the standards of the Prison Rape Elimination Act of 2003.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention manager
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Maintains good driving record with current state licensure

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. A high school diploma or equivalent is required. A college degree is preferred. Minimum of an AA/AS degree preferred.
- One (1) year experience in a related field required, preferably in detention, other law enforcement services or other juvenile justice related field required.
- Must be Juvenile Detention POST certified. Other related training may be required throughout tenure in this position.
- Basic certification for juvenile detention officers is required within one year of hire.



- Intermediate certification for juvenile detention officers is preferred..
- Stays up to date and compliant with necessary trainings such as CPR, First Aid, OC spray, WRAP, restraint chair, use of force/ARCON, and more.
- Must be willing to work a flexible schedule and cover for other staff on short notice. Must be willing to be on-call when needed.
- Must be detail oriented and demonstrate problem-solving abilities.
- General knowledge of detention practices and principles. Such requirements are necessary following POST training. Ability to maintain such knowledge and skills throughout employment.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork.
- Demonstrated skills in conflict resolution and stress reduction management
- Ability to maintain confidentiality in managing sensitive legal issues and cases. Ability to develop effective working relationships with elected and appointed officials, legal professionals, law enforcement agencies, subordinates and the public.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to complete and be proficient in Appropriate Use of Force training/Arcon within six (6) months of hire and complete twelve (12) hours of re-certification yearly.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within twelve (6) months of hire.
- History of good driving record, with current valid state driver's license and comply with the Vehicle Use Policy.

### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, fingering; occasional crouching, grasping, stooping, and reaching. Requires the ability to use physical force and restraints as needed in the detention of detainees.

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**Disclaimer:** This job description is not an employment agreement or contract, and management

reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

DRAFT



## JOB TITLE: Juvenile Detention Officer



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 09/30/2025

### SUMMARY

Provides direct supervision and maintains the security of the facility, staff and juveniles held within County facilities. Ensures the safety and security of detainees and all persons within the detention facility. Transports juveniles to and from other facilities and from other counties/states to court hearings and other appointments as necessary. Uses physical restraint and force as needed. Errors may create situations of understaffing, wrongful placement of inmates in detention areas, potential for inmate suicide, and other potential for physical harm of oneself, others, and the initiation of legal action taken against the County. Must be able to work alternating/rotating shifts as assigned by the Detention Manager.

Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the shift supervisor and detention manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, counselors, Law Enforcement Agencies, and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities. Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal and medical information and faxing/scanning such information to the appropriate agencies, fingerprints, pictures, placement, and all other related activities.

- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular safety checks and head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff, and passes appropriate medications to inmates.
- Oversees inmate preparation for all daily activities. Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts periodic searches of inmate's person, inmate clothing, living areas, cells, dayrooms, and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Moves cell area to ensure security and to enforce rules among inmates.
- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driver's record with current state licensure

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.

- Performs facility maintenance and cleaning as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Minimum of a high school education (diploma) or GED. A college degree is preferred.
- Must possess a valid current driver's license. Must have a history of good driving record and maintain a good driving record in the course of the employee's employment. Class D.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, daily logs, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform the physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to restrain detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork.
- Stays up to date with necessary training such as CPR, First Aid, O.C. Spray, WRAP, restraint chair, use of force/ARCON, and more.
- Ability to develop and maintain harmonious working relationships with co-workers/others, both inside and outside the organization.
- Ability to complete and be proficient with Use of Force training/Arcon within six (6) months of hire and complete twelve (12) hours of ARCON yearly.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within six (6) months of hire.
- Ability to work with and understand a variety of inmates and inmate issues including drug addicted, mentally ill, sexual offenders and violent youth.
- The facility is staffed 24 hours a day, seven days a week. Applicants must be available to work Holidays, weekends, day shift, night shift, rotating 12 hour shifts, and overtime when needed.
- Must be 21 years of age and able to successfully pass a background investigation, a physical examination and other medical related tests in order to be accepted into the POST Academy. Must also successfully complete a 3 1/2 week POST Academy for Juvenile Detention Officers within 1 year of hire.
- Basic certification for juvenile detention officers is required within one year of hire.

- Intermediate certification for juvenile detention officers is preferred.
- Applicants must be certified to use and carry OC pepper spray within one year of hire.
- Applicants must be certified to use the wrap restraint system within one year of hire.
- Requires history of good driving record and comply with requirements of the Vehicle Use Policy.

## **PHYSICAL ABILITIES & WORKING CONDITIONS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed indoors in a correctional setting on an assigned shift supporting a 24 hour, 7 day a week operation. Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work involves the potential for contact with or exposure to blood borne pathogens or other body fluids and infectious materials. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations.

Incumbent is required to physically engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves or others should the need for physical confrontation arise.

Incumbents must meet the following specific job related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 – 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100 lbs. push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces
- Visual constant – near, far and peripheral vision plus depth perception
- Auditory Frequent to constant moderate sound with occasional loud noises

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job.



Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

DRAFT

## JOB TITLE: Juvenile Detention Officer



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 7/12/2022 09/30/2025

### SUMMARY

Provides direct supervision and maintains the security of the facility, staff and juveniles held within County facilities. Ensures the safety and security of detainees and all persons within the detention facility. Transports juveniles to and from other facilities and from other counties/states to court hearings and other appointments as necessary. Uses physical restraint and force as needed. Errors may create situations of understaffing, wrongful placement of inmates in detention areas, potential for inmate suicide, and other potential for physical harm of oneself, others, and the initiation of legal action taken against the County. Must be able to work alternating/rotating shifts as assigned by the Detention Manager.

Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the shift supervisor and detention manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, counselors, Law Enforcement Agencies, and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities. Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal and medical information and faxing/scanning such information to the appropriate agencies, fingerprints, pictures, placement, and all other related activities.

- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular safety checks and head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff, and passes appropriate medications to inmates.
- Oversees inmate preparation for all daily activities. Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts periodic searches of inmate's person, inmate clothing, living areas, cells, dayrooms, and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Moves cell area to ensure security and to enforce rules among inmates.
- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driver's record with current state licensure

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.



- Performs facility maintenance and cleaning as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Minimum of a high school education (diploma) or GED. A college degree is preferred.
- Must possess a valid current driver's license. Must have a history of good driving record and maintain a good driving record in the course of the employee's employment. Class D.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, daily logs, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform the physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to restrain detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork.
- Stays up to date with necessary training such as CPR, First Aid, O.C. Spray, WRAP, restraint chair, use of force/ARCON, and more.
- Ability to develop and maintain harmonious working relationships with co-workers/others, both inside and outside the organization.
- Ability to complete and be proficient with Use of Force training/Arcon within six (6) months of hire and complete twelve (12) hours of ARCON yearly.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within six (6) months of hire.
- Ability to work with and understand a variety of inmates and inmate issues including drug addicted, mentally ill, sexual offenders and violent youth.
- The facility is staffed 24 hours a day, seven days a week. Applicants must be available to work Holidays, weekends, day shift, night shift, rotating 12 hour shifts, and overtime when needed.
- Must be 21 years of age and able to successfully pass a background investigation, a physical examination and other medical related tests in order to be accepted into the POST Academy. Must also successfully complete a 3 1/2 week POST Academy for Juvenile Detention Officers within 1 year of hire.
- Basic certification for juvenile detention officers is required within one year of hire.



- Intermediate certification for juvenile detention officers is preferred.
- Applicants must be certified to use and carry OC pepper spray within one year of hire.
- Applicants must be certified to use the wrap restraint system within one year of hire.
- Requires history of good driving record and comply with requirements of the Vehicle Use Policy.

## **PHYSICAL ABILITIES & WORKING CONDITIONS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed indoors in a correctional setting on an assigned shift supporting a 24 hour, 7 day a week operation. Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work involves the potential for contact with or exposure to blood borne pathogens or other body fluids and infectious materials. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations.

Incumbent is required to physically engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves or others should the need for physical confrontation arise.

Incumbents must meet the following specific job related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 – 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100 lbs. push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces
- Visual constant – near, far and peripheral vision plus depth perception
- Auditory Frequent to constant moderate sound with occasional loud noises

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job.

Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

DRAFT

## JOB TITLE: Juvenile Detention Officer II - ~~Shift~~ Supervisor



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: Provides direct supervision of ~~line staff~~ Juvenile Detention Officers under the direction of the Juvenile Detention Manager  
Exempt Status: (Exempt or Hourly)  
Benefits Eligibility Status: (Eligible or Non-Eligible)  
BOCC Approval: ~~7/21/2022~~ 9/30/2025

### SUMMARY

Provides direct supervision of inmates and maintains the security of juveniles held within the juvenile detention facility. Ensures the safety and security of detainees. ~~Transports~~ juveniles to and from other counties/states, court hearings, and other appointments as necessary. Uses physical restraint and force as needed. Must be able to work alternating shifts as assigned by the Detention Manager. Performs as Supervisor of day-to-day operations and supervises other employees in the absence of the Detention Manager. Responsible for decision-making and determining when notification to the Detention Manager or on-call Supervisor is prudent or necessary.

Other Information: Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the Detention Manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, law enforcement agencies, various state agencies, counselors and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities. Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- ~~Coordinates trainings.~~
- ~~Keeps records of all staff trainings to ensure that all employees stay current with required training hours.~~



- Is responsible for orientation and training of all new Detention Center employees, ensuring they have a thorough understanding of the safety & security of the facility, intake process, juvenile rights, proper documentation, chain of command, staff rights and responsibilities.
- Is responsible for making sure that new Detention Center employees have the proper paperwork and screenings completed in a timely manner for admission to the Idaho POST Academy.
- Keeps weekly, monthly and yearly reports and records required per facility policy, state, and federal government requirements.
- Monitors and supervises the daily operations of the Juvenile Detention Center under the direction of the Juvenile Detention Manager. Specifically, assigns and monitors shift responsibilities, provides direction in day-to-day operations of the facility, assists the Detention Manager in monitoring compliance with established policy and procedures. Coordinates with staff, Clinician, Doctor, Nurse, and school component/teacher to set, adjust and/or maintain daily schedules for residents.
- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal information and faxing/scanning such information to the appropriate agencies, prints, pictures, placement, and all other related activities
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular ~~bed checks~~ security checks and head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff, and administers appropriate medications to inmates.
- Oversees inmate preparation for daily activities ~~(e.g., school release, job release, etc.)~~. Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, meals, etc.
- Conducts periodic searches ~~and shake-downs~~ of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court and other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among inmates.



- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Monitors each juvenile's behavioral progress on a regular basis and reports out to the Detention Manager and the appropriate probation officers.
- Promotes a zero tolerance for any and all sexual harassment or sexual abuse, either resident-on-resident or staff-on-resident.
- The facility is staffed 24 hours a day, seven days a week. Applicants must be available to work Holidays, weekends, day shift, night shift, rotating shifts, and overtime when needed.
- Assists in maintaining compliance with the standards of the Prison Rape Elimination Act of 2003.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention manager
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Maintains good driving record with current state licensure

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. **A high school diploma or equivalent is required. A college degree is preferred. Minimum of an AA/AS degree preferred.**
- One (1) year experience in a related field required, preferably in detention, other law enforcement services or other juvenile justice related field required.
- Must be Juvenile Detention POST certified. Other related training may be required throughout tenure in this position.
- **Basic certification for juvenile detention officers is required within one year of hire.**

- Intermediate certification for juvenile detention officers is preferred..
- Stays up to date and compliant with necessary trainings such as CPR, First Aid, OC spray, WRAP, restraint chair, use of force/ARCON, and more.
- Must be willing to work a flexible schedule and cover for other staff on short notice. Must be willing to be on-call when needed.
- Must be detail oriented and demonstrate problem-solving abilities.
- General knowledge of detention practices and principles. Such requirements are necessary following POST training. Ability to maintain such knowledge and skills throughout employment.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork.
- Demonstrated skills in conflict resolution and stress reduction management
- Ability to maintain confidentiality in managing sensitive legal issues and cases. Ability to develop effective working relationships with elected and appointed officials, legal professionals, law enforcement agencies, subordinates and the public.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to complete and be proficient in Appropriate Use of Force training/Arcon within six (6) months of hire and complete twelve (12) hours of re-certification yearly.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within twelve (6) months of hire.
- History of good driving record, with current valid state driver's license and comply with the Vehicle Use Policy.

### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, fingering; occasional crouching, grasping, stooping, and reaching. Requires the ability to use physical force and restraints as needed in the detention of detainees.

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**Disclaimer:** This job description is not an employment agreement or contract, and management

reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

DRAFT



# JOB TITLE: JUVENILE DETENTION OFFICER II - SUPERVISOR & TRAINING/PREA COORDINATOR



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: Direct supervision of detention staff under direction of Juvenile Detention Manager  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 09/30/2025

## SUMMARY

Under the general supervision of the Detention Manager, this position assists in overseeing detention programs and staffing levels to ensure compliance with county, state, and federal regulations. It tracks and develops training programs, coordinates to meet training needs, aids in maintaining the safety and security of all juveniles and staff in the detention center and ensures that Prison Rape Elimination Act (PREA) standards are adhered to. This role is also required to perform all basic and specific duties of a Detention Supervisor.

Provides direct supervision and maintains security of juveniles held within County facilities. Ensures safety and security of detainees. Transports juveniles to facility from other counties/states and to court hearings. Uses physical restraint and force as needed. Must be able to work alternating shifts as assigned by Detention Manager. Acts as Supervisor of day-to-day operations and supervises other employees in the absence of the Detention Manager. Responsible for decision making and determining when notification to Detention Manager or on-call Supervisor is prudent or necessary.

Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbents typically work under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment, and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions, and acting appropriately. Incumbent regularly interacts with the Detention Manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, law enforcement agencies, various state agencies, counselors, and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities.

## ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:



- Coordinates training.
- Trains Juvenile Detention Officers in all required job responsibilities. Monitors and oversees the Field Training Officer (FTO) training program in the detention center to ensure all new hires meet the minimum training standards per state and department policy and federal law, meeting PREA standards.
- Assigns, monitors, tracks and ensures completion of annual detention staff training requirements. Creates and maintains a training database.
- Provides remedial training for performance improvement issues with existing staff.
- Keeps records of all staff training to ensure that all employees stay current with required training hours.
- Is responsible for orientation and training of all new Detention Center employees, ensuring they have a thorough understanding of the safety & security of the facility, intake process, juvenile rights, proper documentation, chain of command, staff rights and responsibilities.
- Is responsible for making sure that new Detention Center employees have the proper paperwork and screenings completed in a timely manner for admission to the Idaho POST Academy.
- Keeps weekly, monthly and yearly reports and records required per facility policy, state, and federal government requirements.
- Monitors the activities of residents in the Bonner County Juvenile Detention Center to ensure the safety and security of the facility, and to ensure that state standards, as well as county policies and procedures, are implemented and followed. Performs all duties of a Juvenile Detention Officer II – Supervisor.
- Monitors and supervises the daily operations of the Juvenile Detention Center under the direction of the Juvenile Detention Manager. Specifically, assigns and monitors shift responsibilities, provides direction in day-to-day operations of the facility, assists the Detention Manager in monitoring compliance with established policy and procedures.
- Coordinates with staff, Clinician and school component/teacher to set, adjust and/or maintain daily schedules for residents.
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions, and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular bed checks or head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff and passes appropriate and approved medications to inmates.
- Oversees inmate preparation for daily activities (e.g., school release, job release, etc.). Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts searches of juveniles upon entering the facility and periodically as needed.

Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.

- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Communicates with dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among prisoners.
- Must have knowledge of Juvenile Corrections Act and any Federal, State, and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encourages the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Monitors each juvenile's behavioral progress on a regular basis and reports out to the Detention Manager and the appropriate probation officers.
- Promotes a zero tolerance for any and all sexual harassment or sexual abuse, either resident-on-resident or staff-on-resident.
- Responsible for following and monitoring all federal guidelines to ensure compliance with PREA. Conducts audits to ensure adherence to department policy and federal law, meeting PREA standards.
- Compiles records and statistical data for submission to the Federal Bureau of Justice, as required by PREA standards. Responsible for Maintaining and storing all records for PREA inspections.
- Assists the Juvenile Detention Manager in creating and adjusting the schedule to meet security and facility requirements, while adhering to budget constraints. Monitors the schedule and staffing levels to ensure state and PREA standards are met.
- Trains Juvenile Detention Officers in all required job responsibilities. Monitors and oversees the Field Training Officer (FTO) training program in the detention center to ensure all new hires meet the minimum training standards per state and department policy and federal law, meeting PREA standards.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driving record with current state licensure.

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.

- Intakes inmates and conducts booking procedure for incarceration upon apprehension. Includes obtaining personal information and faxing such information to the appropriate agencies, prints, pictures, placement, and all other related activities.
- Maintains facility security by performing headcounts, inventory counts, perimeter checks, and security checks.
- Transports residents to court, outside the facility for medical treatment and to other facilities.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Completes laundry and other cleaning duties as necessary.
- Assists residents with large muscle exercises.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance as needed.
- Performs all other duties as assigned.

### **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills, and abilities so as to competently perform the essential functions of the job.
- A bachelor's degree from a four-year college or university, or four years of related experience, or a combination of education and experience is preferred.
- A minimum of one year as a Detention Supervisor at the Bonner County Juvenile Detention Center is preferred.
- Must be Juvenile Detention POST certified. Other related training may be required throughout tenure in this position.
- Basic certification for juvenile detention officers is required within one year of hire.
- Intermediate certification for juvenile detention officers is preferred
- Stays up to date and compliant with necessary trainings such as CPR, First Aid, OC spray, WRAP, restraint chair, use of force/ARCON, and more.
- Must be willing to work flexible schedule and cover for other staff on short notice.
- Must be willing to be on-call when needed.
- Must be detail oriented and demonstrate problem-solving abilities.
- General knowledge of detention practices and principles. Such requirement is necessary following POST training. Ability to maintain such knowledge and skills throughout employment.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, report writing, and related.

- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork.

## **PHYSICAL ABILITIES & WORKING CONDITIONS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states. Work is generally performed in a correctional setting on an assigned shift supporting a 24-hour, 7 day a week operation. Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work involves the potential for contact with or exposure to blood borne pathogens or other body fluids and infectious materials. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations.

Incumbent is required to physically engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves, or others should the need for physical confrontation arise.

Incumbents must meet the following specific job-related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 - 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100 lbs. push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces
- Visual constant - near, far, and peripheral vision plus depth perception



- Auditory Frequent to constant moderate sound with occasional loud noises

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job. Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

# JOB TITLE: JUVENILE DETENTION OFFICER II - SUPERVISOR & TRAINING/PREA COORDINATOR



Department: Justice Services  
Supervisor: Juvenile Detention Manager  
Supervision Exercised: Direct supervision of detention staff under direction of Juvenile Detention Manager  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 05/28/2024 09/30/2025

## SUMMARY

Under the general supervision of the Detention Manager, this position assists in overseeing detention programs and staffing levels to ensure compliance with county, state, and federal regulations. It tracks and develops training programs, coordinates to meet training needs, aids in maintaining the safety and security of all juveniles and staff in the detention center and ensures that Prison Rape Elimination Act (PREA) standards are adhered to. This role is also required to perform all basic and specific duties of a Detention Supervisor.

Provides direct supervision and maintains security of juveniles held within County facilities. Ensures safety and security of detainees. Transports juveniles to facility from other counties/states and to court hearings. Uses physical restraint and force as needed. Must be able to work alternating shifts as assigned by Detention Manager. Acts as Supervisor of day-to-day operations and supervises other employees in the absence of the Detention Manager. Responsible for decision making and determining when notification to Detention Manager or on-call Supervisor is prudent or necessary.

Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbents typically work under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment, and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions, and acting appropriately. Incumbent regularly interacts with the Detention Manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, law enforcement agencies, various state agencies, counselors, and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities.

## ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Coordinates training.
- Trains Juvenile Detention Officers in all required job responsibilities. Monitors and oversees the Field Training Officer (FTO) training program in the detention center to ensure all new hires meet the minimum training standards per state and department policy and federal law, meeting PREA standards.
- Assigns, monitors, tracks and ensures completion of annual detention staff training requirements. Creates and maintains a training database.
- Provides remedial training for performance improvement issues with existing staff.
- Keeps records of all staff training to ensure that all employees stay current with required training hours.
- Is responsible for orientation and training of all new Detention Center employees, ensuring they have a thorough understanding of the safety & security of the facility, intake process, juvenile rights, proper documentation, chain of command, staff rights and responsibilities.
- Is responsible for making sure that new Detention Center employees have the proper paperwork and screenings completed in a timely manner for admission to the Idaho POST Academy.
- Keeps weekly, monthly and yearly reports and records required per facility policy, state, and federal government requirements.
- Monitors the activities of residents in the Bonner County Juvenile Detention Center to ensure the safety and security of the facility, and to ensure that state standards, as well as county policies and procedures, are implemented and followed. Performs all duties of a Juvenile Detention Officer II – Supervisor.
- Monitors and supervises the daily operations of the Juvenile Detention Center under the direction of the Juvenile Detention Manager. Specifically, assigns and monitors shift responsibilities, provides direction in day-to-day operations of the facility, assists the Detention Manager in monitoring compliance with established policy and procedures.
- Coordinates with staff, Clinician and school component/teacher to set, adjust and/or maintain daily schedules for residents.
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions, and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular bed checks or head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff and passes appropriate and approved medications to inmates.
- Oversees inmate preparation for daily activities (e.g., school release, job release, etc.). Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts searches of juveniles upon entering the facility and periodically as needed.

Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.

- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Communicates with dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among prisoners.
- Must have knowledge of Juvenile Corrections Act and any Federal, State, and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encourages the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Monitors each juvenile's behavioral progress on a regular basis and reports out to the Detention Manager and the appropriate probation officers.
- Promotes a zero tolerance for any and all sexual harassment or sexual abuse, either resident-on-resident or staff-on-resident.
- Responsible for following and monitoring all federal guidelines to ensure compliance with PREA. Conducts audits to ensure adherence to department policy and federal law, meeting PREA standards.
- Compiles records and statistical data for submission to the Federal Bureau of Justice, as required by PREA standards. Responsible for Maintaining and storing all records for PREA inspections.
- Assists the Juvenile Detention Manager in creating and adjusting the schedule to meet security and facility requirements, while adhering to budget constraints. Monitors the schedule and staffing levels to ensure state and PREA standards are met.
- Trains Juvenile Detention Officers in all required job responsibilities. Monitors and oversees the Field Training Officer (FTO) training program in the detention center to ensure all new hires meet the minimum training standards per state and department policy and federal law, meeting PREA standards.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driving record with current state licensure.

## **SECONDARY FUNCTIONS**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.



- Intakes inmates and conducts booking procedure for incarceration upon apprehension. Includes obtaining personal information and faxing such information to the appropriate agencies, prints, pictures, placement, and all other related activities.
- Maintains facility security by performing headcounts, inventory counts, perimeter checks, and security checks.
- Transports residents to court, outside the facility for medical treatment and to other facilities.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Completes laundry and other cleaning duties as necessary.
- Assists residents with large muscle exercises.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance as needed.
- Performs all other duties as assigned.

### **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills, and abilities so as to competently perform the essential functions of the job.
- A bachelor's degree from a four-year college or university, or four years of related experience, or a combination of education and experience is preferred.
- A minimum of one year as a Detention Supervisor at the Bonner County Juvenile Detention Center is preferred.
- Must be Juvenile Detention POST certified. Other related training may be required throughout tenure in this position.
- Basic certification for juvenile detention officers is required within one year of hire.
- Intermediate certification for juvenile detention officers is preferred
- Stays up to date and compliant with necessary trainings such as CPR, First Aid, OC spray, WRAP, restraint chair, use of force/ARCON, and more.
- ~~Must complete Field Training Officer (FTO) program.~~
- Must be willing to work flexible schedule and cover for other staff on short notice.
- Must be willing to be on-call when needed.
- Must be detail oriented and demonstrate problem-solving abilities.
- General knowledge of detention practices and principles. Such requirement is necessary following POST training. Ability to maintain such knowledge and skills throughout employment.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for

- booking, receipt of monies, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork.

## **PHYSICAL ABILITIES & WORKING CONDITIONS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed indoors but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states. Work is generally performed in a correctional setting on an assigned shift supporting a 24-hour, 7 day a week operation. Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work involves the potential for contact with or exposure to blood borne pathogens or other body fluids and infectious materials. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations.

Incumbent is required to physically engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves, or others should the need for physical confrontation arise.

Incumbents must meet the following specific job-related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 - 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100 lbs. push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces

- Visual constant - near, far, and peripheral vision plus depth perception
- Auditory Frequent to constant moderate sound with occasional loud noises

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job. Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_



## JOB TITLE: Juvenile Detention Officer / Community Service Officer



Department: Justice Services  
Supervisor: Detention Manager  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 09/30/2025

### SUMMARY

Performs a variety of duties and responsibilities to assist Juvenile Probation Officers and Adult Misdemeanor in managing caseloads. Develops, implements, and supervises the community service program. Maintains office building, grounds, and vehicle fleet. Develops and implements work/restitution programs.

Provides direct supervision and maintains the security of the juvenile detention facility, staff and juveniles held within County facilities. Ensures the safety and security of detainees and all persons within the detention facility. Transports juveniles to and from other facilities and from other counties/states, to court hearings and other appointments as necessary. Uses physical restraint and force as needed. Must be able to work alternating/rotating shifts as assigned by the Detention Manager.

Work typically involves regular and recurring situations wherein the incumbent typically operates from specific and definite instructions involving a low to moderate degree of complexity. Work typically has potential for distinct but moderate impact to department operations; however, most errors would be identified and resolved prior to reaching a grievous state. Communicates heavily with others both inside the organization, including co-workers, as well as those outside of the organization. Work involves some degree of responsibility as incumbent works independently under regular supervision. Work is typically performed both indoor and outdoor involves travel. Typically involves moderate stress related to the nature of the work and potential for publicity inherent in the work.

Work requires the exercise of initiative, independent judgment and discretion insofar as the incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the shift supervisors and detention manager while receiving regular or periodic supervision.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:



- Performs select monitoring of compliance by juvenile and adult offenders with court orders. May include curfew checks, assisting with home visits, and supervising urinalysis testing.
- Oversees court-ordered completion of community service, work in lieu of detention (WILD) and related diversion programs.
- Coordinates and supervises community service work crews to ensure a safe and meaningful work experience for juvenile and adult offenders as well as providing a beneficial service to the community with oversight from the Detention Manager.
- Maintains accurate records to ensure that community service work is documented and recorded for each youth and adult assigned to perform community service or a related activity.
- Provides transportation for juvenile offenders as directed by Detention Manager. May include transportation to counseling, medical visits, probation appointments, etc.
- Monitors the Department's automotive fleet to ensure efficient operation and safety. Maintains all maintenance and repair records for all vehicles in the fleet.
- Maintains office building and grounds to ensure a safe, professional and comfortable working environment.
- Develops and implements work/restitution programs for juvenile offenders with local businesses and through construction of on-site wood shop.
- Testifies in court regarding juvenile offenders' compliance with court-ordered probation terms and conditions.
- Responsible for establishing and maintaining positive working relationships with charitable/nonprofit organizations, senior citizens, city, and county departments (law enforcement, parks, fairgrounds, Food Bank and Panhandle Animal Shelter, etc.) helping to establish community service projects.
- Assists Juvenile Detention, filling in for detention officers that are on vacation, lateness, sickness, or at training on an as needed basis.
- Conducts minor repairs on buildings involving plumbing, roofing, and electrical issues. etc.
- Stays up to date and compliant with necessary training such as CPR, First Aid, O.C. Spray, WRAP, restraint chair, Use of Force/Arcon, and more.
- Operates snow removal equipment to remove snow from parking lots, driveways, and shoveling walkways and entrances to facilities.
- Perform observed drug-testing of clients to ensure compliance with probation conditions. Receive education and training on the proper and safe handling of urine and exposure to carriers of blood-borne diseases, such as HIV virus and Hepatitis.
- Follow department and county procedures as defined in training manuals.
- Must be certified in the Use of Force/Arcon standards as required by the Idaho P.O.S.T.

Council for the use of self-defense.

- Must be certified in First-Aid and CPR and must maintain certification as required by the State of Idaho.
- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal and medical information and faxing/scanning such information to the appropriate agencies, fingerprints, pictures, placement, and all other related activities.
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular security checks and head counts throughout the shift. Completes reports regarding incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff and passes appropriate medications to inmates.
- Oversees inmate preparation for daily activities. Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts periodic searches of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among inmates.
- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Conducts searches of juveniles upon entering the facility and periodically as needed.

Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.

- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driver's record with current state licensure.

## **SECONDARY FUNCTIONS**

- Assists Justice Services Director in planning and supervising additional construction and remodeling of office building and grounds as necessary.
- Performs all other duties as assigned.
- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance and cleaning as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High School diploma or equivalent is required. College degree is preferred.
- One year of experience working with youth or juvenile offenders is preferred.
- Must possess good organizational and communication skills as needed in this position.
- Basic understanding of general office skills and protocol as needed to develop required reports and documentation. Knowledge of and ability to use spreadsheet and database computer applications.
- Ability to work with juveniles in a positive and constructive manner. Ability to work with a variety of juveniles, family members and others with a wide range of personalities and behavior. Ability to perceive and assess potentially dangerous and volatile situations and circumstances and to apply appropriate steps to defuse and mitigate the circumstance.
- Ability to read and interpret both general and specific instructions as they pertain to carrying out assignments or tasks.
- Working knowledge of construction and industrial arts skills with emphasis on

ability to teach skills to individuals.

- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Ability to complete Use of Force training/ARCON within six (6) months of hire and complete twelve (12) hours of re-certification yearly.
- Basic certification for juvenile detention officers is required within one year of hire.
- Intermediate certification for juvenile detention officers is preferred.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within twelve (12) months of hire.
- Ability to work with and understand a variety of inmates and inmate issues including drug addicted, mentally ill, sexual offenders and violent youth.
- The facility is staffed 24 hours a day, seven days a week. Applicant must be able to work Holidays, weekends, rotating 12 hour shifts, and overtime when needed.
- Must be 21 years of age and able to successfully pass a background investigation, a physical examination and other medical related tests in order to be accepted into the POST Academy. Must also successfully complete a 3 ½ week POST Academy for Juvenile Detention Officers within 1 year of hire.
- Requires history of good driving record and comply with requirements of the Vehicle Use Policy.

#### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone). May require working odd hours, long hours and extensive driving in the local area or throughout the County. Work is regularly subject to both indoor and outdoor environmental conditions including exposure to blood borne pathogens, bodily fluids, and other biohazards through regular contact with others. Requires good general vision.

Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations. Incumbent is required to physically



engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves or others should the need for physical confrontation arise. Incumbents must meet the following specific job related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 – 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100lbs push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces
- Visual constant – near, far and peripheral vision plus depth perception
- Auditory Frequent to constant moderate sound with occasional loud noises.

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job.

Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

## JOB TITLE: Juvenile Detention Officer / Community Service Officer



Department: Justice Services  
Supervisor: ~~Director~~ Detention Manager  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 7/21/2022 09/30/2025

### SUMMARY

Performs a variety of duties and responsibilities to assist Juvenile Probation Officers and Adult Misdemeanor in managing caseloads. Develops, implements, and supervises the community service program. Maintains office building, grounds, and vehicle fleet. Develops and implements work/restitution programs.

Provides direct supervision and maintains the security of the juvenile detention facility, staff and juveniles held within County facilities. Ensures the safety and security of detainees and all persons within the detention facility. Transports juveniles to and from other facilities and from other counties/states, to court hearings and other appointments as necessary. Uses physical restraint and force as needed. Must be able to work alternating/rotating shifts as assigned by the Detention Manager.

Work typically involves regular and recurring situations wherein the incumbent typically operates from specific and definite instructions involving a low to moderate degree of complexity. Work typically has potential for distinct but moderate impact to department operations; however, most errors would be identified and resolved prior to reaching a grievous state. Communicates heavily with others both inside the organization, including co-workers, as well as those outside of the organization. Work involves some degree of responsibility as incumbent works independently under regular supervision. Work is typically performed both indoor and outdoor involves travel. Typically involves moderate stress related to the nature of the work and potential for publicity inherent in the work.

Work requires the exercise of initiative, independent judgment and discretion insofar as the incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the shift supervisors and detention manager while receiving regular or periodic supervision.

### ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Performs select monitoring of compliance by juvenile and adult offenders with court orders. May include curfew checks, assisting with home visits, and supervising urinalysis testing. ~~and monitoring house arrest for the Intensive Supervision Unit.~~
- Oversees court-ordered completion of community service, work in lieu of detention (WILD) and related diversion programs.
- Coordinates and supervises community service work crews to ensure a safe and meaningful work experience for juvenile and adult offenders as well as providing a beneficial service to the community with oversight from the Detention Manager.
- Maintains accurate records to ensure that community service work is documented and recorded for each youth and adult assigned to perform community service or a related activity.
- Provides transportation for juvenile offenders as directed by ~~Probation Officers~~ **Detention Manager**. May include transportation to counseling, medical visits, probation appointments, etc.
- Monitors the ~~Probation~~ Department's automotive fleet to ensure efficient operation and safety. Maintains all maintenance and repair records for all vehicles in the fleet.
- Maintains office building and grounds to ensure a safe, professional and comfortable working environment.
- Develops and implements work/restitution programs for juvenile offenders with local businesses and through construction of on-site wood shop.
- ~~Testifies in court as to compliance by juvenile offenders to court-ordered probation and the terms and conditions thereof. Testifies in court regarding juvenile offenders' compliance with court-ordered probation terms and conditions.~~
- Responsible for establishing and maintaining positive working relationships with charitable/nonprofit organizations, senior citizens, city, and county departments (law enforcement, parks, fairgrounds, Food Bank and Panhandle Animal Shelter, etc.) helping to establish community service projects.
- ~~Assists Juvenile Detention, filling in for detention officers that are on vacation, lateness, sickness, or at training on an as needed basis.~~
- ~~Assist Probation, filling in for probation officers that are on vacation, late, sickness, or as training on an as needed basis. Meet with clients and conducts office visits when Probation Officers are not available to do so.~~
- Conducts minor repairs on buildings involving plumbing, roofing, and electrical issues. etc.
- Stays up to date and compliant with necessary training such as CPR, First Aid, ~~LifeLoc~~, **O.C. Spray, WRAP, restraint chair, Appropriate** Use of Force/Arcon, and more.
- Operates snow removal equipment to remove snow from parking lots, driveways, and shoveling walkways and entrances to facilities.



- Perform observed drug-testing of clients to ensure compliance with probation conditions. Receive education and training on the proper and safe handling of urine and exposure to carriers of blood-borne diseases, such as HIV virus and Hepatitis.
- Follow department and county procedures as defined in training manuals.
- Must be certified in the Use of Force/Arcon standards as required by the Idaho P.O.S.T. Council for the use of self-defense.
- Must be certified in First-Aid and CPR and must maintain certification as required by the State of Idaho.
- Intakes inmates and conducts booking procedures for incarceration upon apprehension. Includes obtaining personal and medical information and faxing/scanning such information to the appropriate agencies, fingerprints, pictures, placement, and all other related activities.
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular-bed security checks and head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff and passes appropriate medications to inmates.
- Oversees inmate preparation for daily activities (e.g., school release, job release, etc.). Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts periodic searches and shake-downs of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.
- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with the dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among inmates.



- Must have knowledge of the Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encouraging the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driver's record with current state licensure.

### **SECONDARY FUNCTIONS**

- Assists ~~Justice Services Director~~ ~~Services Administrator~~ in planning and supervising additional construction and remodeling of office building and grounds as necessary.
- Performs all other duties as assigned.
- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance and cleaning as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

### **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High School diploma or equivalent ~~is required.~~ ~~College degree is preferred.~~
- ~~One year general experience required with prior experience in working with youth or juvenile offenders is preferred.~~ One year of experience working with youth or juvenile offenders is preferred.
- Must possess good organizational and communication skills as needed in this position.
- Basic understanding of general office skills and protocol as needed to develop required reports and documentation. Knowledge of and ability to use spreadsheet

and database computer applications.

- Ability to work with juveniles in a positive and constructive manner. Ability to work with a variety of juveniles, family members and others with a wide range of personalities and behavior. Ability to perceive and assess potentially dangerous and volatile situations and circumstances and to apply appropriate steps to defuse and mitigate the circumstance.
- Ability to read and interpret both general and specific instructions as they pertain to carrying out assignments or tasks.
- Working knowledge of construction and industrial arts skills with emphasis on ability to teach skills to individuals.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Ability to complete Use of Force training/ARCON within six (6) months of hire and complete twelve (12) hours of re-certification yearly.
- Basic certification for juvenile detention officers is required within one year of hire.
- Intermediate certification for juvenile detention officers is preferred.
- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within twelve (12) months of hire.
- Ability to work with and understand a variety of inmates and inmate issues including drug addicted, mentally ill, sexual offenders and violent youth.
- The facility is staffed 24 hours a day, seven days a week. Applicant must be able to work Holidays, weekends, rotating 12 hour shifts, and overtime when needed.
- Must be 21 years of age and able to successfully pass a background investigation, a physical examination and other medical related tests in order to be accepted into the POST Academy. Must also successfully complete a 120-hour 3 ½ week POST Academy for Juvenile Detention Officers within 1 year of hire.
- Requires history of good driving record and comply with requirements of the Vehicle Use Policy.

#### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone). May require

working odd hours, long hours and extensive driving in the local area or throughout the County. Work is regularly subject to both indoor and outdoor environmental conditions including exposure to blood borne pathogens, bodily fluids, and other biohazards through regular contact with others. Requires good general vision.

Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations. Incumbent is required to physically engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves or others should the need for physical confrontation arise. Incumbents must meet the following specific job related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 – 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100lbs push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces
- Visual constant – near, far and peripheral vision plus depth perception
- Auditory Frequent to constant moderate sound with occasional loud noises.

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job.

Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

DRAFT





**Bonner County**  
**Board of Commissioners**

Brian Domke

Asia Williams

Ron Korn

September 30, 2025

CLERK  
Item #1

**MEMORANDUM**

To: Bonner County Commissioners

Re: FY25 Claims in Batch #51

The Auditor's Office presented the FY25 Claims Batch #51, **Totaling \$764,355.75**

**A suggested Motion would be:** Based on the information before us, I move to approve payment of the FY25 Claims in Batch #51, totaling \$764,355.75.

Recommendation Acceptance: ☐ Yes ☐ No

\_\_\_\_\_  
Asia Williams, Chair

\_\_\_\_\_  
Date

## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 09/25/2025    WARRANT: BOC5125    AMOUNT: \$ 764,355.75

COMMISSIONER'S APPROVAL REPORT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRAFT

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO | TYPE        | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------------|----|-------------|------------|----------------|---------|-------|
| 5909 45 DRIVES USA INC      | 1 00115 9430 | 00002       |    | INV         | 09/30/2025 | 232727         | 181198  |       |
|                             |              | TECHNOLOG   |    | CAP - COMP  |            | 3,951.00       |         |       |
|                             |              | Invoice Net |    |             |            | 3,951.00       |         |       |
|                             |              |             |    | CHECK TOTAL |            | 3,951.00       |         | ----- |
| 2 4IMPRINT INC              | 1 006 8340   | 00001       |    | INV         | 09/22/2025 | 14259724       | 181159  |       |
|                             |              | DISTCT      |    | JURY OTHER  |            | 491.43         |         |       |
|                             |              | Invoice Net |    |             |            | 491.43         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 491.43         |         | ----- |
| 6141 95 EXPRESS LLC         | 1 03457 6520 | 00001       |    | INV         | 09/22/2025 | 1129           | 181106  |       |
|                             |              | SHERAUTO    |    | DUES        |            | 500.00         |         |       |
|                             |              | Invoice Net |    |             |            | 500.00         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 500.00         |         | ----- |
| 4760 ACTIVE 911 INC         | 1 01110 7331 | 00001       |    | INV         | 09/25/2025 | 637630         | 181344  |       |
|                             |              | EMERGMGT    |    | EM OPERATE  |            | 81.00          |         |       |
|                             |              | Invoice Net |    |             |            | 81.00          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 81.00          |         | ----- |
| 1817 ALSCO                  | 1 006 7430   | 00001       |    | INV         | 09/22/2025 | LSPO2871064    | 181165  |       |
|                             |              | DISTCT      |    | REPBLDGS    |            | 234.96         |         |       |
|                             |              | Invoice Net |    |             |            | 234.96         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 234.96         |         | ----- |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 8590 | 00001       |    | INV         | 09/18/2025 | 1YVK-J6KG-7PTR | 181075  |       |
|                             |              | JAILDETENT  |    | EQUIPMENT   |            | 991.92         |         |       |
|                             |              | Invoice Net |    |             |            | 991.92         |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 6530 | 00001       |    | INV         | 09/18/2025 | 1TWJ-6LKW-9GJL | 181078  |       |
|                             |              | JAILDETENT  |    | OFFICE      |            | 1,638.00       |         |       |
|                             |              | Invoice Net |    |             |            | 1,638.00       |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 00823 7430 | 00001       |    | INV         | 09/22/2025 | 1GYF-W9RX-HTYD | 181107  |       |
|                             |              | 911TECH     |    | REPBLDGS    |            | 148.16         |         |       |
|                             |              | Invoice Net |    |             |            | 148.16         |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 8640 | 00001       |    | INV         | 09/22/2025 | 1XPL-6LV9-GMHD | 181108  |       |
|                             |              | JAILDETENT  |    | OFF EQUIP   |            | 4,298.00       |         |       |
|                             |              | Invoice Net |    |             |            | 4,298.00       |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03451 6530 | 00001       |    | INV         | 09/23/2025 | 16XC-NTJX-JCT3 | 181188  |       |
|                             |              | SHERCLCREC  |    | OFFICE      |            | 24.56          |         |       |
|                             |              | Invoice Net |    |             |            | 24.56          |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 6530 | 00001       |    | INV         | 09/23/2025 | 1VDR-1X4J-9TFH | 181228  |       |
|                             |              | JAILDETENT  |    | OFFICE      |            | 227.41         |         |       |
|                             |              | Invoice Net |    |             |            | 227.41         |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03453 8590 | 00001       |    | INV         | 09/25/2025 | 197W-CMCK-D6T7 | 181328  |       |
|                             |              | SHERPATROL  |    | EQUIPMENT   |            | 1,419.90       |         |       |
|                             |              | Invoice Net |    |             |            | 1,419.90       |         |       |
| 4700 AMAZON CAPITAL SERVICE |              | 00001       |    | INV         | 09/25/2025 | 1PX4-M779-D9HV | 181329  |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R     | PO | TYPE                  | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------|----|-----------------------|----------|----------------|---------|-------|
|                             | 1 03461 8590 |       |    | JAILDETENT EQUIPMENT  |          | 1,419.90       |         |       |
|                             |              |       |    | Invoice Net           |          | 1,419.90       |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 7930 | 00001 |    | INV 09/25/2025        |          | 19RL-LTH4-CNXW | 181330  |       |
|                             |              |       |    | JAILDETENT PRISLABOR  |          | 21.48          |         |       |
|                             |              |       |    | Invoice Net           |          | 21.48          |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 34180 8580 | 00001 |    | CRM 09/25/2025        |          | 13NJ-DCWY-6MF6 | 181333  |       |
|                             |              |       |    | JUST-GENEX SM COMP EQ |          | -249.99        |         |       |
|                             |              |       |    | Invoice Net           |          | -249.99        |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03453 6670 | 00001 |    | INV 09/25/2025        |          | 193N-TT7M-D1XD | 181334  |       |
|                             |              |       |    | SHERPATROL OTHER      |          | 149.98         |         |       |
|                             |              |       |    | Invoice Net           |          | 149.98         |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 6530 | 00001 |    | INV 09/25/2025        |          | 1DG9-GVYT-CX7P | 181337  |       |
|                             |              |       |    | JAILDETENT OFFICE     |          | 51.15          |         |       |
|                             |              |       |    | Invoice Net           |          | 51.15          |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03461 7430 | 00001 |    | INV 09/25/2025        |          | 1V9G-CR6C-9CG9 | 181347  |       |
|                             |              |       |    | JAILDETENT REPBLDGS   |          | 30.99          |         |       |
|                             |              |       |    | Invoice Net           |          | 30.99          |         |       |
| 4700 AMAZON CAPITAL SERVICE | 1 03451 6530 | 00001 |    | INV 09/25/2025        |          | 1FKX-MTQM-91CR | 181348  |       |
|                             |              |       |    | SHERCLCREC OFFICE     |          | 6.98           |         |       |
|                             |              |       |    | Invoice Net           |          | 6.98           |         |       |
|                             |              |       |    | CHECK TOTAL           |          | 10,178.44      |         | ----- |
| 6432 AMERICAN FIRST AID SUP | 1 002 6640   | 00001 |    | INV 09/24/2025        |          | CW-1729        | 181242  |       |
|                             |              |       |    | RD&BR GEN SAFETY      |          | 204.37         |         |       |
|                             |              |       |    | Invoice Net           |          | 204.37         |         |       |
| 6432 AMERICAN FIRST AID SUP | 1 002 6640   | 00001 |    | INV 09/24/2025        |          | CW-1724        | 181243  |       |
|                             |              |       |    | RD&BR GEN SAFETY      |          | 205.74         |         |       |
|                             |              |       |    | Invoice Net           |          | 205.74         |         |       |
|                             |              |       |    | CHECK TOTAL           |          | 410.11         |         | ----- |
| 6416 LEGRAND DPC LLC        | 1 00823 6600 | 00001 |    | INV 09/22/2025        |          | 90273467       | 181110  |       |
|                             |              |       |    | 911TECH NETWORK       |          | 942.52         |         |       |
|                             |              |       |    | Invoice Net           |          | 942.52         |         |       |
|                             |              |       |    | CHECK TOTAL           |          | 942.52         |         | ----- |
| 6032 ARDURRA GROUP, INC     | 1 00356 9000 | 00002 |    | INV 09/22/2025        |          | 230099-20      | 181162  |       |
|                             | 2 047 8991   |       |    | AIRPRRIVR GRNTCOUNTY  |          | 386.95         |         |       |
|                             |              |       |    | GRANT AIPGRANTS       |          | 7,352.00       |         |       |
|                             |              |       |    | Invoice Net           |          | 7,738.95       |         |       |
| 6032 ARDURRA GROUP, INC     | 1 00356 9000 | 00002 |    | INV 09/22/2025        |          | 230653-16      | 181163  |       |
|                             | 2 047 8991   |       |    | AIRPRRIVR GRNTCOUNTY  |          | 539.73         |         |       |
|                             |              |       |    | GRANT AIPGRANTS       |          | 10,254.84      |         |       |
|                             |              |       |    | Invoice Net           |          | 10,794.57      |         |       |
| 6032 ARDURRA GROUP, INC     | 1 00355 9000 | 00002 |    | INV 09/22/2025        |          | 240449-7       | 181164  |       |
|                             | 2 047 8991   |       |    | AIRSANDPT GRNTCOUNTY  |          | 195.95         |         |       |
|                             |              |       |    | GRANT AIPGRANTS       |          | 3,723.04       |         |       |
|                             |              |       |    | Invoice Net           |          | 3,918.99       |         |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO | TYPE       | DUE DATE   | INVOICE/AMOUNT  | VOUCHER    | CHECK |
|-----------------------------|--------------|-------------|----|------------|------------|-----------------|------------|-------|
|                             |              |             |    |            |            | CHECK TOTAL     | 22,452.51  | ----- |
| 1880 KORKYM CORPORATION     |              | 00001       |    | INV        | 09/25/2025 | 3289            | 181346     |       |
| 1 03453 7710                |              | SHERPATROL  |    | UNIFORMS   |            | 378.95          |            |       |
| 2 03461 7710                |              | JAILDETENT  |    | UNIFORMS   |            | 1,286.80        |            |       |
|                             |              | Invoice Net |    |            |            | 1,665.75        |            |       |
|                             |              |             |    |            |            | CHECK TOTAL     | 1,665.75   | ----- |
| 4241 ASH GROVE CEMENT COMPA |              | 00001       |    | INV        | 09/24/2025 | 72163723        | 181278     |       |
| 1 032 8750                  |              | HIGHWAY     |    | CONTRMISC  |            | 58,051.43       |            |       |
|                             |              | Invoice Net |    |            |            | 58,051.43       |            |       |
| 4241 ASH GROVE CEMENT COMPA |              | 00001       |    | INV        | 09/24/2025 | 72166860        | 181279     |       |
| 1 032 8750                  |              | HIGHWAY     |    | CONTRMISC  |            | 7,940.85        |            |       |
|                             |              | Invoice Net |    |            |            | 7,940.85        |            |       |
| 4241 ASH GROVE CEMENT COMPA |              | 00001       |    | INV        | 09/24/2025 | 72163775        | 181280     |       |
| 1 032 8750                  |              | HIGHWAY     |    | CONTRMISC  |            | 39,109.89       |            |       |
|                             |              | Invoice Net |    |            |            | 39,109.89       |            |       |
| 4241 ASH GROVE CEMENT COMPA |              | 00001       |    | INV        | 09/24/2025 | 72169958        | 181281     |       |
| 1 032 8750                  |              | HIGHWAY     |    | CONTRMISC  |            | 5,116.36        |            |       |
|                             |              | Invoice Net |    |            |            | 5,116.36        |            |       |
|                             |              |             |    |            |            | CHECK TOTAL     | 110,218.53 | ----- |
| 1889 AUDIOLOGY RESEARCH ASS |              | 00001       |    | INV        | 09/22/2025 | 126042          | 181111     |       |
| 1 03453 6830                |              | SHERPATROL  |    | BACKGR CHK |            | 33.00           |            |       |
|                             |              | Invoice Net |    |            |            | 33.00           |            |       |
|                             |              |             |    |            |            | CHECK TOTAL     | 33.00      | ----- |
| 5951 AUTOZONE STORES LLC    |              | 00001       |    | INV        | 09/24/2025 | 06225736406     | 181289     |       |
| 1 002 7040                  |              | RD&BR GEN   |    | REPAIR     |            | 148.98          |            |       |
|                             |              | Invoice Net |    |            |            | 148.98          |            |       |
| 5951 AUTOZONE STORES LLC    |              | 00001       |    | INV        | 09/24/2025 | 06225736342     | 181293     |       |
| 1 002 7040                  |              | RD&BR GEN   |    | REPAIR     |            | 164.99          |            |       |
|                             |              | Invoice Net |    |            |            | 164.99          |            |       |
|                             |              |             |    |            |            | CHECK TOTAL     | 313.97     | ----- |
| 1900 AVISTA UTILITIES       |              | 00001       |    | INV        | 09/23/2025 | 7159830000SEP25 | 181190     |       |
| 1 02381 6980                |              | LOCAL       |    | OTHER UTIL |            | 51.89           |            |       |
|                             |              | Invoice Net |    |            |            | 51.89           |            |       |
| 1900 AVISTA UTILITIES       |              | 00001       |    | INV        | 09/23/2025 | 0727737636SEP25 | 181204     |       |
| 1 00118 6930                |              | GENEXP      |    | ELECTRIC   |            | 677.80          |            |       |
| 2 00118 6980                |              | GENEXP      |    | OTHER UTIL |            | 33.62           |            |       |
|                             |              | Invoice Net |    |            |            | 711.42          |            |       |
| 1900 AVISTA UTILITIES       |              | 00001       |    | INV        | 09/23/2025 | 5803520000SEP25 | 181205     |       |
| 1 00118 6980                |              | GENEXP      |    | OTHER UTIL |            | 468.31          |            |       |
|                             |              | Invoice Net |    |            |            | 468.31          |            |       |
| 1900 AVISTA UTILITIES       |              | 00001       |    | INV        | 09/23/2025 | 5329760000SEP25 | 181206     |       |
| 1 00118 6980                |              | GENEXP      |    | OTHER UTIL |            | 130.42          |            |       |
|                             |              | Invoice Net |    |            |            | 130.42          |            |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC5125

09/25/2025

DUE DATE: 09/30/2025

| VENDOR                | G/L ACCOUNTS | R          | PO         | TYPE       | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------|--------------|------------|------------|------------|----------|----------------|---------|-------|
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 4679400000 | SEP25    | 181207         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 24.72      |          |                |         |       |
|                       | Invoice Net  |            |            | 24.72      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 1566410000 | SEP25    | 181208         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 45.56      |          |                |         |       |
|                       | Invoice Net  |            |            | 45.56      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 5925930000 | SEP25    | 181210         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 20.85      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.85      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 8658940000 | SEP25    | 181211         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 20.85      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.85      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 7555200000 | SEP25    | 181212         |         |       |
| 1 00118 6930          | GENEXP       | ELECTRIC   |            | 133.04     |          |                |         |       |
| 2 00118 6980          | GENEXP       | OTHER UTIL |            | 21.48      |          |                |         |       |
|                       | Invoice Net  |            |            | 154.52     |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 0569720000 | SEP25    | 181215         |         |       |
| 1 00355 6930          | AIRSANDPT    | ELECTRIC   |            | 45.01      |          |                |         |       |
| 2 00355 6980          | AIRSANDPT    | OTHER UTIL |            | 20.85      |          |                |         |       |
|                       | Invoice Net  |            |            | 65.86      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 0658340000 | SEP25    | 181216         |         |       |
| 1 00355 6930          | AIRSANDPT    | ELECTRIC   |            | 44.86      |          |                |         |       |
|                       | Invoice Net  |            |            | 44.86      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 1108050000 | SEP25    | 181217         |         |       |
| 1 00355 6930          | AIRSANDPT    | ELECTRIC   |            | 32.03      |          |                |         |       |
|                       | Invoice Net  |            |            | 32.03      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 2877230000 | SEP25    | 181218         |         |       |
| 1 00355 6930          | AIRSANDPT    | ELECTRIC   |            | 20.39      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.39      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 1695020000 | SEP25    | 181219         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 20.20      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.20      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 2021560000 | SEP25    | 181220         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 20.20      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.20      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 5107150000 | SEP25    | 181221         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 20.20      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.20      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 6239320000 | SEP25    | 181222         |         |       |
| 1 00355 6930          | AIRSANDPT    | ELECTRIC   |            | 20.20      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.20      |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 6865650000 | SEP25    | 181223         |         |       |
| 1 00355 6930          | AIRSANDPT    | ELECTRIC   |            | 158.61     |          |                |         |       |
|                       | Invoice Net  |            |            | 158.61     |          |                |         |       |
| 1900 AVISTA UTILITIES | 00001        | INV        | 09/23/2025 | 8679400000 | SEP25    | 181224         |         |       |
| 1 00118 6980          | GENEXP       | OTHER UTIL |            | 20.85      |          |                |         |       |
|                       | Invoice Net  |            |            | 20.85      |          |                |         |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R          | PO         | TYPE         | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|------------|------------|--------------|----------|----------------|---------|-------|
| 1900 AVISTA UTILITIES       | 00001        | INV        | 09/24/2025 | 9295605315   | Sep25    | 181238         |         |       |
| 1 002 6930                  | RD&BR GEN    | ELECTRIC   |            | 20.00        |          |                |         |       |
|                             | Invoice Net  |            |            | 20.00        |          |                |         |       |
| 1900 AVISTA UTILITIES       | 00001        | INV        | 09/24/2025 | 8542220000   | Sep25    | 181239         |         |       |
| 1 002 6930                  | RD&BR GEN    | ELECTRIC   |            | 517.91       |          |                |         |       |
| 2 002 6880                  | RD&BR GEN    | FUELFORHEA |            | 126.35       |          |                |         |       |
|                             | Invoice Net  |            |            | 644.26       |          |                |         |       |
| 1900 AVISTA UTILITIES       | 00001        | INV        | 09/25/2025 | 0861150000   | SEP25    | 181354         |         |       |
| 1 00118 6930                | GENEXP       | ELECTRIC   |            | 3,907.56     |          |                |         |       |
| 2 00118 6980                | GENEXP       | OTHER UTIL |            | 79.65        |          |                |         |       |
|                             | Invoice Net  |            |            | 3,987.21     |          |                |         |       |
| 1900 AVISTA UTILITIES       | 00001        | INV        | 09/25/2025 | 5555200000   | SEP25    | 181355         |         |       |
| 1 00118 6930                | GENEXP       | ELECTRIC   |            | 164.29       |          |                |         |       |
| 2 00118 6980                | GENEXP       | OTHER UTIL |            | 20.20        |          |                |         |       |
|                             | Invoice Net  |            |            | 184.49       |          |                |         |       |
| 1900 AVISTA UTILITIES       | 00001        | INV        | 09/25/2025 | 6555200000   | SEP25    | 181356         |         |       |
| 1 00118 6930                | GENEXP       | ELECTRIC   |            | 238.90       |          |                |         |       |
| 2 00118 6980                | GENEXP       | OTHER UTIL |            | 20.84        |          |                |         |       |
|                             | Invoice Net  |            |            | 259.74       |          |                |         |       |
|                             | CHECK TOTAL  |            |            | 7,147.64     |          |                |         | ----- |
| 6462 BCS INSURANCE COMPANY  | 00001        | INV        | 09/30/2025 | BCSOct2025   |          | 181176         |         |       |
| 1 082 6156                  | SI MEDICAL   | SIMEDCLAIM |            | 62,879.19    |          |                |         |       |
|                             | Invoice Net  |            |            | 62,879.19    |          |                |         |       |
|                             | CHECK TOTAL  |            |            | 62,879.19    |          |                |         | ----- |
| 6143 WARREN RESORT HOTELS O | 00001        | INV        | 09/24/2025 | 9909         |          | 181341         |         |       |
| 1 03473 7700                | JUST-PA      | CONTINGENC |            | 110.00       |          |                |         |       |
|                             | Invoice Net  |            |            | 110.00       |          |                |         |       |
|                             | CHECK TOTAL  |            |            | 110.00       |          |                |         | ----- |
| 6407 CANTER BUYER PARENT LP | 00001        | INV        | 09/24/2025 | 5003-7289543 |          | 181245         |         |       |
| 1 002 7020                  | RD&BR GEN    | TIRES      |            | 764.00       |          |                |         |       |
|                             | Invoice Net  |            |            | 764.00       |          |                |         |       |
| 6407 CANTER BUYER PARENT LP | 00001        | INV        | 09/24/2025 | 5003-7289480 |          | 181282         |         |       |
| 1 002 7020                  | RD&BR GEN    | TIRES      |            | 772.00       |          |                |         |       |
|                             | Invoice Net  |            |            | 772.00       |          |                |         |       |
| 6407 CANTER BUYER PARENT LP | 00001        | INV        | 09/24/2025 | 5003-7289492 |          | 181286         |         |       |
| 1 002 7020                  | RD&BR GEN    | TIRES      |            | 772.00       |          |                |         |       |
|                             | Invoice Net  |            |            | 772.00       |          |                |         |       |
| 6407 CANTER BUYER PARENT LP | 00001        | INV        | 09/24/2025 | 5003-7289528 |          | 181287         |         |       |
| 1 002 7020                  | RD&BR GEN    | TIRES      |            | 772.00       |          |                |         |       |
|                             | Invoice Net  |            |            | 772.00       |          |                |         |       |
|                             | CHECK TOTAL  |            |            | 3,080.00     |          |                |         | ----- |
| 4886 BO CO TREASURER FTO PA | 00000        | INV        | 09/23/2025 | 35923        |          | 181234         |         |       |
| 1 082 6156                  | SI MEDICAL   | SIMEDCLAIM |            | 133,234.84   |          |                |         |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO         | TYPE     | DUE DATE | INVOICE/AMOUNT | VOUCHER    | CHECK |
|-----------------------------|--------------|-------------|------------|----------|----------|----------------|------------|-------|
|                             | 2 082 6157   | SI MEDICAL  |            | SIPHARM  |          | 23,660.59      |            |       |
|                             |              | Invoice Net |            |          |          | 156,895.43     |            |       |
|                             |              |             |            |          |          | CHECK TOTAL    | 156,895.43 | ----- |
| 3793 BONNER COUNTY TREASURE | 00000        | INV         | 09/23/2025 | SEP25    |          |                | 181230     |       |
| 1 00103 7850                | TREASURER    | SERV        | CHG        |          |          | 1,580.00       |            |       |
|                             | Invoice Net  |             |            |          |          | 1,580.00       |            |       |
|                             |              |             |            |          |          | CHECK TOTAL    | 1,580.00   | ----- |
| 111 BONNER MALL LLC         | 00001        | INV         | 09/24/2025 | OCT25    |          |                | 181318     |       |
| 1 01261 7660                | MOTVEHSDP    | RTOTHER     |            |          |          | 1,418.71       |            |       |
|                             | Invoice Net  |             |            |          |          | 1,418.71       |            |       |
|                             |              |             |            |          |          | CHECK TOTAL    | 1,418.71   | ----- |
| 2127 BURNETT ELECTRIC INC   | 00001        | INV         | 09/22/2025 | 92025    |          |                | 181160     |       |
| 1 00355 7430                | AIRSANDPT    | REPBLDGS    |            |          |          | 975.00         |            |       |
|                             | Invoice Net  |             |            |          |          | 975.00         |            |       |
|                             |              |             |            |          |          | CHECK TOTAL    | 975.00     | ----- |
| 963 CANNON HILL             | 00000        | INV         | 09/25/2025 | 43566    |          |                | 181362     |       |
| 1 02381 8670                | LOCAL        | LABOR       |            |          |          | 42,719.40      |            |       |
|                             | Invoice Net  |             |            |          |          | 42,719.40      |            |       |
|                             |              |             |            |          |          | CHECK TOTAL    | 42,719.40  | ----- |
| 965 CANON FINANCIAL SERVIC  | 00000        | INV         | 09/24/2025 | 41807781 |          |                | 181252     |       |
| 1 00124 6530                | GIS          | OFFICE      |            |          |          | 6.26           |            |       |
| 2 00124 9350                | GIS          | CAP - LEAS  |            |          |          | 64.00          |            |       |
|                             | Invoice Net  |             |            |          |          | 70.26          |            |       |
|                             |              |             |            |          |          | CHECK TOTAL    | 70.26      | ----- |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/19/2025 | 41807782 |          |                | 181099     |       |
| 1 00101 9350                | CLERK        | CAP - LEAS  |            |          |          | 135.00         |            |       |
| 2 00101 7410                | CLERK        | REPOFFICE   |            |          |          | 72.36          |            |       |
|                             | Invoice Net  |             |            |          |          | 207.36         |            |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/22/2025 | 41807774 |          |                | 181112     |       |
| 1 00822 9350                | 9110PS       | CAP - LEAS  |            |          |          | 154.75         |            |       |
| 2 00822 7410                | 9110PS       | REPOFFICE   |            |          |          | 51.58          |            |       |
|                             | Invoice Net  |             |            |          |          | 206.33         |            |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/22/2025 | 41807779 |          |                | 181114     |       |
| 1 03450 7420                | SHERADMIN    | REPEQUIP    |            |          |          | 37.38          |            |       |
| 2 03472 9350                | JUSTSHER     | CAP - LEAS  |            |          |          | 164.00         |            |       |
|                             | Invoice Net  |             |            |          |          | 201.38         |            |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/22/2025 | 41807780 |          |                | 181115     |       |
| 1 03461 7420                | JAILDETENT   | REPEQUIP    |            |          |          | 12.56          |            |       |
| 2 03461 9350                | JAILDETENT   | CAP - LEAS  |            |          |          | 167.00         |            |       |
|                             | Invoice Net  |             |            |          |          | 179.56         |            |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/22/2025 | 41807784 |          |                | 181153     |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO         | TYPE       | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------------|------------|------------|----------|----------------|---------|-------|
|                             | 1 00105 9350 | COMMISS     |            | CAP - LEAS |          | 262.00         |         |       |
|                             | 2 00105 6530 | COMMISS     |            | OFFICE     |          | 48.52          |         |       |
|                             | 3 00105 6530 | COMMISS     |            | OFFICE     |          | 12.96          |         |       |
|                             |              | Invoice Net |            |            |          | 323.48         |         |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/22/2025 |            |          | 41807776       | 181166  |       |
| 1 006 9350                  | DISTCT       | CAP - LEAS  |            |            |          | 38.47          |         |       |
|                             | Invoice Net  |             |            |            |          | 38.47          |         |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/24/2025 |            |          | 41807783       | 181247  |       |
| 1 002 9350                  | RD&BR GEN    | CAP - LEAS  |            |            |          | 99.00          |         |       |
| 2 002 6530                  | RD&BR GEN    | OFFICE      |            |            |          | 53.37          |         |       |
|                             | Invoice Net  |             |            |            |          | 152.37         |         |       |
| 965 CANON FINANCIAL SERVIC  | 00001        | INV         | 09/24/2025 |            |          | 41807786       | 181309  |       |
| 1 00122 7410                | VETS SVCS    | REPOFFICE   |            |            |          | 24.13          |         |       |
| 2 00122 9350                | VETS SVCS    | CAP - LEAS  |            |            |          | 67.00          |         |       |
|                             | Invoice Net  |             |            |            |          | 91.13          |         |       |
|                             |              | CHECK TOTAL |            |            |          | 1,400.08       |         | ----- |
| 186 CINTAS CORPORATION #60  | 00001        | INV         | 09/24/2025 |            |          | 4239374802     | 181249  |       |
| 1 002 6560                  | RD&BR GEN    | LAUNDRY     |            |            |          | 405.96         |         |       |
|                             | Invoice Net  |             |            |            |          | 405.96         |         |       |
| 186 CINTAS CORPORATION #60  | 00001        | CRM         | 09/24/2025 |            |          | 9338638420     | 181250  |       |
| 1 002 6560                  | RD&BR GEN    | LAUNDRY     |            |            |          | -311.52        |         |       |
|                             | Invoice Net  |             |            |            |          | -311.52        |         |       |
| 186 CINTAS CORPORATION #60  | 00001        | INV         | 09/24/2025 |            |          | 4243477806     | 181251  |       |
| 1 002 6560                  | RD&BR GEN    | LAUNDRY     |            |            |          | 77.76          |         |       |
|                             | Invoice Net  |             |            |            |          | 77.76          |         |       |
| 186 CINTAS CORPORATION #60  | 00001        | INV         | 09/24/2025 |            |          | 4243786399     | 181253  |       |
| 1 002 6560                  | RD&BR GEN    | LAUNDRY     |            |            |          | 74.53          |         |       |
|                             | Invoice Net  |             |            |            |          | 74.53          |         |       |
| 186 CINTAS CORPORATION #60  | 00001        | INV         | 09/24/2025 |            |          | 4243789630     | 181254  |       |
| 1 002 6560                  | RD&BR GEN    | LAUNDRY     |            |            |          | 86.93          |         |       |
|                             | Invoice Net  |             |            |            |          | 86.93          |         |       |
| 186 CINTAS CORPORATION #60  | 00001        | INV         | 09/24/2025 |            |          | 4244203205     | 181295  |       |
| 1 002 6560                  | RD&BR GEN    | LAUNDRY     |            |            |          | 77.76          |         |       |
|                             | Invoice Net  |             |            |            |          | 77.76          |         |       |
|                             |              | CHECK TOTAL |            |            |          | 411.42         |         | ----- |
| 2592 CO-OP GAS AND SUPPLY C | 00001        | INV         | 09/22/2025 |            |          | 77429          | 181157  |       |
| 1 00355 6540                | AIRSANDPT    | SHOP        |            |            |          | 77.72          |         |       |
|                             | Invoice Net  |             |            |            |          | 77.72          |         |       |
| 2592 CO-OP GAS AND SUPPLY C | 00001        | INV         | 09/24/2025 |            |          | 87340          | 181294  |       |
| 1 002 6720                  | RD&BR GEN    | SM ASSETS   |            |            |          | 49.98          |         |       |
|                             | Invoice Net  |             |            |            |          | 49.98          |         |       |
|                             |              | CHECK TOTAL |            |            |          | 127.70         |         | ----- |
| 2544 COLEMAN OIL COMPANY    | 00001        | INV         | 09/22/2025 |            |          | INV-319423     | 181109  |       |
| 1 03457 7030                | SHERAUTO     | LUBRICANT   |            |            |          | 3,998.44       |         |       |
|                             | Invoice Net  |             |            |            |          | 3,998.44       |         |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR | G/L ACCOUNTS           | R           | PO | TYPE        | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|--------|------------------------|-------------|----|-------------|------------|----------------|---------|-------|
| 2544   | COLEMAN OIL COMPANY    | 00001       |    | INV         | 09/24/2025 | CP-0307411     | 181248  |       |
|        | 1 002 7000             | RD&BR GEN   |    | GASOLINE    |            | 428.50         |         |       |
|        | 2 002 7010             | RD&BR GEN   |    | DIESEL      |            | 1,199.97       |         |       |
|        |                        | Invoice Net |    |             |            | 1,628.47       |         |       |
|        |                        |             |    | CHECK TOTAL |            | 5,626.91       |         | ----- |
| 2577   | CONSOLIDATED SUPPLY CO | 00001       |    | INV         | 09/24/2025 | S012588798.001 | 181255  |       |
|        | 1 002 8460             | RD&BR GEN   |    | SIGNS       |            | 21.78          |         |       |
|        |                        | Invoice Net |    |             |            | 21.78          |         |       |
| 2577   | CONSOLIDATED SUPPLY CO | 00001       |    | INV         | 09/24/2025 | S012588798.002 | 181256  |       |
|        | 1 002 8460             | RD&BR GEN   |    | SIGNS       |            | 21.78          |         |       |
|        |                        | Invoice Net |    |             |            | 21.78          |         |       |
|        |                        |             |    | CHECK TOTAL |            | 43.56          |         | ----- |
| 1962   | CORPORATE PAYMENT SYST | 00001       |    | INV         | 09/23/2025 | 0724Aug25      | 181225  |       |
|        | 1 00106 6490           | CORONER     |    | EDUCATION   |            | 60.00          |         |       |
|        | 2 00106 6490           | CORONER     |    | EDUCATION   |            | 646.36         |         |       |
|        | 3 00106 6450           | CORONER     |    | MILEAGE     |            | 59.43          |         |       |
|        | 4 00106 6450           | CORONER     |    | MILEAGE     |            | -172.77        |         |       |
|        |                        | Invoice Net |    |             |            | 593.02         |         |       |
|        |                        |             |    | CHECK TOTAL |            | 593.02         |         | ----- |
| 6481   | CRAPO LTD              | 00001       |    | INV         | 09/24/2025 | 53416          | 181246  |       |
|        | 1 002 8445             | RD&BR GEN   |    | SALT        |            | 19,900.24      |         |       |
|        |                        | Invoice Net |    |             |            | 19,900.24      |         |       |
|        |                        |             |    | CHECK TOTAL |            | 19,900.24      |         | ----- |
| 6435   | CURALINC LLC - ACCT#05 | 00001       |    | INV         | 09/19/2025 | 67895          | 181097  |       |
|        | 1 00118 6260           | GENEXP      |    | EAP         |            | 2,050.05       |         |       |
|        |                        | Invoice Net |    |             |            | 2,050.05       |         |       |
|        |                        |             |    | CHECK TOTAL |            | 2,050.05       |         | ----- |
| 5894   | PREMIER TRUCK ACCESSOR | 00001       |    | INV         | 09/23/2025 | 186522         | 181209  |       |
|        | 1 03472 9390           | JUSTSHER    |    | CAP - VEHI  |            | 1,200.00       |         |       |
|        |                        | Invoice Net |    |             |            | 1,200.00       |         |       |
| 5894   | PREMIER TRUCK ACCESSOR | 00001       |    | INV         | 09/23/2025 | 186514         | 181214  |       |
|        | 1 03472 9390           | JUSTSHER    |    | CAP - VEHI  |            | 1,200.00       |         |       |
|        |                        | Invoice Net |    |             |            | 1,200.00       |         |       |
|        |                        |             |    | CHECK TOTAL |            | 2,400.00       |         | ----- |
| 1067   | DELL MARKETING L.P.    | 00001       |    | INV         | 09/25/2025 | 10837724128    | 181332  |       |
|        | 1 03461 8640           | JAILDETENT  |    | OFF EQUIP   |            | 2,495.96       |         |       |
|        |                        | Invoice Net |    |             |            | 2,495.96       |         |       |
|        |                        |             |    | CHECK TOTAL |            | 2,495.96       |         | ----- |
| 1089   | DIRECT AUTOMOTIVE DIST | 00001       |    | INV         | 09/18/2025 | 01IW2825       | 181076  |       |
|        | 1 03457 7040           | SHERAUTO    |    | REPAIR      |            | 1,290.41       |         |       |
|        |                        | Invoice Net |    |             |            | 1,290.41       |         |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO | TYPE       | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------------|----|------------|------------|----------------|---------|-------|
| 1089 DIRECT AUTOMOTIVE DIST | 1 03457 7040 | 00001       |    | INV        | 09/18/2025 | 01IW2824       | 181077  |       |
|                             |              | SHERAUTO    |    | REPAIR     |            | 300.60         |         |       |
|                             |              | Invoice Net |    |            |            | 300.60         |         |       |
| 1089 DIRECT AUTOMOTIVE DIST | 1 03457 7040 | 00001       |    | INV        | 09/18/2025 | 01IW2826       | 181079  |       |
|                             |              | SHERAUTO    |    | REPAIR     |            | 1,039.28       |         |       |
|                             |              | Invoice Net |    |            |            | 1,039.28       |         |       |
| 1089 DIRECT AUTOMOTIVE DIST | 1 03457 7030 | 00001       |    | INV        | 09/23/2025 | 01IW4674       | 181186  |       |
|                             |              | SHERAUTO    |    | LUBRICANT  |            | 485.82         |         |       |
|                             |              | Invoice Net |    |            |            | 485.82         |         |       |
| 1089 DIRECT AUTOMOTIVE DIST | 1 03457 7040 | 00001       |    | INV        | 09/25/2025 | 01IW6605       | 181339  |       |
|                             |              | SHERAUTO    |    | REPAIR     |            | 300.60         |         |       |
|                             |              | Invoice Net |    |            |            | 300.60         |         |       |
| 1089 DIRECT AUTOMOTIVE DIST | 1 03457 7040 | 00001       |    | INV        | 09/25/2025 | 01IW6607       | 181340  |       |
|                             |              | SHERAUTO    |    | REPAIR     |            | 84.13          |         |       |
|                             |              | Invoice Net |    |            |            | 84.13          |         |       |
|                             |              | CHECK TOTAL |    |            |            | 3,500.84       |         | ----- |
| 251 DOVER BAY MARINA        | 1 03479 7000 | 00001       |    | INV        | 09/23/2025 | 34998          | 181227  |       |
|                             |              | MARINE PTR  |    | GASOLINE   |            | 156.57         |         |       |
|                             |              | Invoice Net |    |            |            | 156.57         |         |       |
|                             |              | CHECK TOTAL |    |            |            | 156.57         |         | ----- |
| 3030 EVANS CRAVEN & LACKIE  | 1 024 6870   | 00001       |    | INV        | 09/25/2025 | 137075         | 181353  |       |
|                             |              | TORT        |    | INS - DEDU |            | 899.00         |         |       |
|                             |              | Invoice Net |    |            |            | 899.00         |         |       |
|                             |              | CHECK TOTAL |    |            |            | 899.00         |         | ----- |
| 5790 EXCESS DISPOSAL INC    | 1 02380 7390 | 00001       |    | INV        | 09/22/2025 | 282            | 181184  |       |
|                             |              | LONGHAUL    |    | COMM COLL  |            | 1,323.47       |         |       |
|                             |              | Invoice Net |    |            |            | 1,323.47       |         |       |
|                             |              | CHECK TOTAL |    |            |            | 1,323.47       |         | ----- |
| 3242 FIRE PROTECTION SPECIA | 1 00823 7110 | 00001       |    | INV        | 09/23/2025 | 30373          | 181229  |       |
|                             |              | 911TECH     |    | OTHER      |            | 725.00         |         |       |
|                             |              | Invoice Net |    |            |            | 725.00         |         |       |
|                             |              | CHECK TOTAL |    |            |            | 725.00         |         | ----- |
| 6358 FOAMFRAT LLC           | 1 02381 7370 | 00001       |    | INV        | 09/25/2025 | 202509-2       | 181358  |       |
|                             |              | LOCAL       |    | HOUSE HAZ  |            | 40.00          |         |       |
|                             |              | Invoice Net |    |            |            | 40.00          |         |       |
|                             |              | CHECK TOTAL |    |            |            | 40.00          |         | ----- |
| 310 GALLS PARENT HOLDINGS   | 1 03479 8590 | 00002       |    | INV        | 09/22/2025 | 032587971      | 181102  |       |
|                             |              | MARINE PTR  |    | EQUIPMENT  |            | 1,366.20       |         |       |
|                             |              | Invoice Net |    |            |            | 1,366.20       |         |       |
| 310 GALLS PARENT HOLDINGS   | 1 03453 8590 | 00002       |    | INV        | 09/22/2025 | 032587972      | 181103  |       |
|                             |              | SHERPATROL  |    | EQUIPMENT  |            | 1,366.20       |         |       |
|                             |              | Invoice Net |    |            |            | 1,366.20       |         |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                     | G/L ACCOUNTS | R          | PO         | TYPE       | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|----------------------------|--------------|------------|------------|------------|----------|----------------|---------|-------|
| 310 GALLS PARENT HOLDINGS  | 00002        | INV        | 09/22/2025 | 032594887  |          | 181104         |         |       |
| 1 03453 7710               | SHERPATROL   | UNIFORMS   |            | 178.59     |          |                |         |       |
|                            | Invoice Net  |            |            | 178.59     |          |                |         |       |
|                            | CHECK TOTAL  |            |            | 2,910.99   |          |                |         |       |
| 343 GEYMAN TROY DR.        | 00001        | INV        | 09/18/2025 | AUG25      |          | 181074         |         |       |
| 1 03461 8060               | JAILDETENT   | MEDICAL    |            | 3,587.50   |          |                |         |       |
|                            | Invoice Net  |            |            | 3,587.50   |          |                |         |       |
|                            | CHECK TOTAL  |            |            | 3,587.50   |          |                |         |       |
| 2190 GRANITE AVIATION LLC  | 00001        | INV        | 09/24/2025 | OCT25      |          | 181319         |         |       |
| 1 00355 7661               | AIRSANDPT    | OFFICERNT  |            | 450.00     |          |                |         |       |
|                            | Invoice Net  |            |            | 450.00     |          |                |         |       |
|                            | CHECK TOTAL  |            |            | 450.00     |          |                |         |       |
| 2219 GRIZZLY GLASS CENTER  | 00001        | INV        | 09/25/2025 | H0176547   |          | 181352         |         |       |
| 1 024 6870                 | TORT         | INS - DEDU |            | 250.00     |          |                |         |       |
|                            | Invoice Net  |            |            | 250.00     |          |                |         |       |
|                            | CHECK TOTAL  |            |            | 250.00     |          |                |         |       |
| 6480 MARK HEID             | 00000        | INV        | 09/23/2025 | 09.10.2025 |          | 181226         |         |       |
| 1 006 7220                 | DISTCT       | PARENTING  |            | 650.60     |          |                |         |       |
|                            | Invoice Net  |            |            | 650.60     |          |                |         |       |
|                            | CHECK TOTAL  |            |            | 650.60     |          |                |         |       |
| 6417 KIMBERLY HERBST       | 00001        | INV        | 09/24/2025 | 000655     |          | 181303         |         |       |
| 1 03451 7110               | SHERCLCREC   | OTHER      |            | 583.34     |          |                |         |       |
| 2 03461 7110               | JAILDETENT   | OTHER      |            | 583.33     |          |                |         |       |
| 3 00822 7110               | 911OPS       | OTHER      |            | 583.33     |          |                |         |       |
|                            | Invoice Net  |            |            | 1,750.00   |          |                |         |       |
|                            | CHECK TOTAL  |            |            | 1,750.00   |          |                |         |       |
| 399 HOME DEPOT CREDIT SERV | 00003        | INV        | 09/23/2025 | 6028065    |          | 181192         |         |       |
| 1 03410 7530               | JUSTBLDGS    | REPFACILIT |            | 36.42      |          |                |         |       |
|                            | Invoice Net  |            |            | 36.42      |          |                |         |       |
| 399 HOME DEPOT CREDIT SERV | 00003        | INV        | 09/23/2025 | 4612291    |          | 181193         |         |       |
| 1 00110 7530               | BLDGGRD      | REPFACILIT |            | 845.65     |          |                |         |       |
|                            | Invoice Net  |            |            | 845.65     |          |                |         |       |
| 399 HOME DEPOT CREDIT SERV | 00003        | INV        | 09/23/2025 | 7623766    |          | 181195         |         |       |
| 1 00110 7530               | BLDGGRD      | REPFACILIT |            | 52.97      |          |                |         |       |
|                            | Invoice Net  |            |            | 52.97      |          |                |         |       |
| 399 HOME DEPOT CREDIT SERV | 00003        | INV        | 09/23/2025 | 6021187    |          | 181197         |         |       |
| 1 03410 7530               | JUSTBLDGS    | REPFACILIT |            | 17.96      |          |                |         |       |
|                            | Invoice Net  |            |            | 17.96      |          |                |         |       |
| 399 HOME DEPOT CREDIT SERV | 00003        | INV        | 09/23/2025 | 5021370    |          | 181199         |         |       |
| 1 03410 7530               | JUSTBLDGS    | REPFACILIT |            | 61.93      |          |                |         |       |
|                            | Invoice Net  |            |            | 61.93      |          |                |         |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO | TYPE        | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------------|----|-------------|------------|----------------|---------|-------|
| 399 HOME DEPOT              | CREDIT SERV  | 00003       |    | INV         | 09/23/2025 | 9022361        | 181201  |       |
| 1 00110                     | 7530         | BLDGGRD     |    | REPFACILIT  |            | 67.73          |         |       |
|                             |              | Invoice Net |    |             |            | 67.73          |         |       |
| 399 HOME DEPOT              | CREDIT SERV  | 00003       |    | INV         | 09/23/2025 | 7022718        | 181202  |       |
| 1 00110                     | 7530         | BLDGGRD     |    | REPFACILIT  |            | 24.94          |         |       |
|                             |              | Invoice Net |    |             |            | 24.94          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 1,107.60       |         | ----- |
| 403 HOME DEPOT              | CREDIT SERV  | 00001       |    | INV         | 09/24/2025 | 8901542        | 181257  |       |
| 1 002                       | 6540         | RD&BR GEN   |    | SHOP        |            | 14.45          |         |       |
|                             |              | Invoice Net |    |             |            | 14.45          |         |       |
| 403 HOME DEPOT              | CREDIT SERV  | 00001       |    | INV         | 09/24/2025 | 5614725        | 181258  |       |
| 1 002                       | 8460         | RD&BR GEN   |    | SIGNS       |            | 13.04          |         |       |
|                             |              | Invoice Net |    |             |            | 13.04          |         |       |
| 403 HOME DEPOT              | CREDIT SERV  | 00001       |    | INV         | 09/24/2025 | 1020433        | 181259  |       |
| 1 002                       | 8460         | RD&BR GEN   |    | SIGNS       |            | 29.64          |         |       |
|                             |              | Invoice Net |    |             |            | 29.64          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 57.13          |         | ----- |
| 3462 IDAHO DEPT OF LANDS    |              | 00001       |    | INV         | 09/24/2025 | S01041FY25     | 181296  |       |
| 1 032                       | 8750         | HIGHWAY     |    | CONTRMISC   |            | 250.00         |         |       |
|                             |              | Invoice Net |    |             |            | 250.00         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 250.00         |         | ----- |
| 3462 IDAHO DEPT OF LANDS    |              | 00001       |    | INV         | 09/24/2025 | S00380FY25     | 181297  |       |
| 1 032                       | 8750         | HIGHWAY     |    | CONTRMISC   |            | 250.00         |         |       |
|                             |              | Invoice Net |    |             |            | 250.00         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 250.00         |         | ----- |
| 3663 INLAND POWER & LIGHT   |              | 00001       |    | INV         | 09/24/2025 | 85450001Sep25  | 181240  |       |
| 1 002                       | 6940         | RD&BR GEN   |    | STR LIGHT   |            | 46.52          |         |       |
|                             |              | Invoice Net |    |             |            | 46.52          |         |       |
| 3663 INLAND POWER & LIGHT   |              | 00001       |    | INV         | 09/25/2025 | 137354001SEP25 | 181360  |       |
| 1 02381                     | 6980         | LOCAL       |    | OTHER UTIL  |            | 85.42          |         |       |
|                             |              | Invoice Net |    |             |            | 85.42          |         |       |
| 3663 INLAND POWER & LIGHT   |              | 00001       |    | INV         | 09/25/2025 | 62146001SEP25  | 181361  |       |
| 1 02381                     | 6980         | LOCAL       |    | OTHER UTIL  |            | 57.26          |         |       |
|                             |              | Invoice Net |    |             |            | 57.26          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 189.20         |         | ----- |
| 6317 IT1 SOURCE LLC         |              | 00001       |    | INV         | 09/30/2025 | 01048260       | 181313  |       |
| 1 00115                     | 9430         | TECHNOLOG   |    | CAP - COMP  |            | 21,193.00      |         |       |
|                             |              | Invoice Net |    |             |            | 21,193.00      |         |       |
|                             |              |             |    | CHECK TOTAL |            | 21,193.00      |         | ----- |
| 1261 JASPER ENGINES & TRANS |              | 00001       |    | INV         | 09/25/2025 | 14980656       | 181336  |       |
| 1 03457                     | 7040         | SHERAUTO    |    | REPAIR      |            | 4,185.00       |         |       |
|                             |              | Invoice Net |    |             |            | 4,185.00       |         |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R          | PO         | TYPE | DUE DATE | INVOICE/AMOUNT  | VOUCHER   | CHECK |
|-----------------------------|--------------|------------|------------|------|----------|-----------------|-----------|-------|
|                             |              |            |            |      |          | CHECK TOTAL     | 4,185.00  | ----- |
| 6483 HEIDI JOHNSON          | 00000        | INV        | 09/25/2025 |      |          | SEPT25          | 181351    |       |
| 1 03451 6440                | SHERCLCREC   | TRAVEL     |            |      |          | 68.04           |           |       |
|                             | Invoice Net  |            |            |      |          | 68.04           |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 68.04     | ----- |
| 4753 RANDY MAY              | 00000        | INV        | 09/25/2025 |      |          | SEP25           | 181331    |       |
| 1 023 7000                  | SOL WASTE    | GASOLINE   |            |      |          | 303.10          |           |       |
|                             | Invoice Net  |            |            |      |          | 303.10          |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 303.10    | ----- |
| 4033 MESERVE, JANET         | 00000        | INV        | 09/22/2025 |      |          | 08/28/2025      | 181169    |       |
| 1 006 7220                  | DISTCT       | PARENTING  |            |      |          | 700.00          |           |       |
|                             | Invoice Net  |            |            |      |          | 700.00          |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 700.00    | ----- |
| 3836 A PYE-BARKER FIRE & SA | 00001        | INV        | 09/30/2025 |      |          | 7126078         | 181194    |       |
| 1 00115 8950                | TECHNOLOG    | SOFTWARE   |            |      |          | 176.00          |           |       |
|                             | Invoice Net  |            |            |      |          | 176.00          |           |       |
| 3836 A PYE-BARKER FIRE & SA | 00001        | INV        | 09/30/2025 |      |          | 7125602         | 181196    |       |
| 1 00115 8950                | TECHNOLOG    | SOFTWARE   |            |      |          | 101.78          |           |       |
|                             | Invoice Net  |            |            |      |          | 101.78          |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 277.78    | ----- |
| 1417 MOUNTAIN VIEW FAMILY M | 00001        | INV        | 09/24/2025 |      |          | 24690           | 181307    |       |
| 1 03453 6830                | SHERPATROL   | BACKGR CHK |            |      |          | 265.00          |           |       |
|                             | Invoice Net  |            |            |      |          | 265.00          |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 265.00    | ----- |
| 6018 GENUINE PARTS COMPANY  | 00001        | INV        | 09/24/2025 |      |          | 249035          | 181262    |       |
| 1 002 6540                  | RD&BR GEN    | SHOP       |            |      |          | 899.10          |           |       |
|                             | Invoice Net  |            |            |      |          | 899.10          |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 899.10    | ----- |
| 6282 DANIEL ROSE            | 00001        | INV        | 09/24/2025 |      |          | 155             | 181305    |       |
| 1 03461 7110                | JAILDETENT   | OTHER      |            |      |          | 9,845.00        |           |       |
|                             | Invoice Net  |            |            |      |          | 9,845.00        |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 9,845.00  | ----- |
| 2346 NORTHWEST AUTOBODY & T | 00002        | INV        | 09/19/2025 |      |          | RO 271          | 181100    |       |
| 1 024 6870                  | TORT         | INS - DEDU |            |      |          | 10,000.00       |           |       |
|                             | Invoice Net  |            |            |      |          | 10,000.00       |           |       |
|                             |              |            |            |      |          | CHECK TOTAL     | 10,000.00 | ----- |
| 3856 NORTHWEST POLYGRAPH SE | 00001        | INV        | 09/22/2025 |      |          | 09.18.2025-5281 | 181170    |       |
| 1 006 7110                  | DISTCT       | OTHER      |            |      |          | 650.00          |           |       |
|                             | Invoice Net  |            |            |      |          | 650.00          |           |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R          | PO         | TYPE | DUE DATE | INVOICE/AMOUNT | VOUCHER   | CHECK |
|-----------------------------|--------------|------------|------------|------|----------|----------------|-----------|-------|
|                             |              |            |            |      |          | CHECK TOTAL    | 650.00    | ----- |
| 2771 O'REILLY AUTOMOTIVE IN | 00001        | INV        | 09/22/2025 |      |          | 3456-252125    | 181175    |       |
| 1 03479 7040                | MARINE PTR   | REPAIR     |            |      |          | 6.67           |           |       |
|                             | Invoice Net  |            |            |      |          | 6.67           |           |       |
|                             |              |            |            |      |          | CHECK TOTAL    | 6.67      | ----- |
| 2771 OREILLY AUTO PARTS     | 00002        | INV        | 09/24/2025 |      |          | 3456-251825    | 181263    |       |
| 1 002 7040                  | RD&BR GEN    | REPAIR     |            |      |          | 236.46         |           |       |
|                             | Invoice Net  |            |            |      |          | 236.46         |           |       |
| 2771 OREILLY AUTO PARTS     | 00002        | INV        | 09/24/2025 |      |          | 3456-251871    | 181264    |       |
| 1 002 7040                  | RD&BR GEN    | REPAIR     |            |      |          | 272.02         |           |       |
|                             | Invoice Net  |            |            |      |          | 272.02         |           |       |
| 2771 OREILLY AUTO PARTS     | 00002        | INV        | 09/24/2025 |      |          | 3456-252681    | 181265    |       |
| 1 002 6540                  | RD&BR GEN    | SHOP       |            |      |          | 26.98          |           |       |
|                             | Invoice Net  |            |            |      |          | 26.98          |           |       |
| 2771 OREILLY AUTO PARTS     | 00002        | CRM        | 09/24/2025 |      |          | 3456-251840    | 181266    |       |
| 1 002 7040                  | RD&BR GEN    | REPAIR     |            |      |          | -100.00        |           |       |
|                             | Invoice Net  |            |            |      |          | -100.00        |           |       |
| 2771 OREILLY AUTO PARTS     | 00002        | CRM        | 09/24/2025 |      |          | 3456-251917    | 181267    |       |
| 1 002 7040                  | RD&BR GEN    | REPAIR     |            |      |          | -90.00         |           |       |
|                             | Invoice Net  |            |            |      |          | -90.00         |           |       |
|                             |              |            |            |      |          | CHECK TOTAL    | 345.46    | ----- |
| 9999 Ericka Obaitek         | 00000        | INV        | 09/24/2025 |      |          | Sept2025       | 181310    |       |
| 1 03473 8330                | JUST-PA      | JURYWITNES |            |      |          | 487.96         |           |       |
|                             | Invoice Net  |            |            |      |          | 487.96         |           |       |
|                             |              |            |            |      |          | CHECK TOTAL    | 487.96    | ----- |
| 2768 ONIX NETWORKING CORPOR | 00002        | INV        | 09/30/2025 |      |          | SIN050078      | 181311    |       |
| 1 00115 8950                | TECHNOLOG    | SOFTWARE   |            |      |          | 94,391.22      |           |       |
|                             | Invoice Net  |            |            |      |          | 94,391.22      |           |       |
|                             |              |            |            |      |          | CHECK TOTAL    | 94,391.22 | ----- |
| 2815 PANHANDLE AREA COUNCIL | 00001        | INV        | 09/24/2025 |      |          | OCT25          | 181320    |       |
| 1 00118 7660                | GENEXP       | RTOTHER    |            |      |          | 7,020.01       |           |       |
|                             | Invoice Net  |            |            |      |          | 7,020.01       |           |       |
|                             |              |            |            |      |          | CHECK TOTAL    | 7,020.01  | ----- |
| 5203 PAPE MACHINERY INC     | 00001        | INV        | 09/19/2025 |      |          | 16321036       | 181101    |       |
| 1 024 6870                  | TORT         | INS - DEDU |            |      |          | 3,675.29       |           |       |
|                             | Invoice Net  |            |            |      |          | 3,675.29       |           |       |
| 5203 PAPE MACHINERY INC     | 00001        | INV        | 09/23/2025 |      |          | 16412788       | 181189    |       |
| 1 03461 7930                | JAILDETENT   | PRISLABOR  |            |      |          | 112.34         |           |       |
|                             | Invoice Net  |            |            |      |          | 112.34         |           |       |
| 5203 PAPE MACHINERY INC     | 00001        | INV        | 09/24/2025 |      |          | 7008559        | 181270    |       |
| 1 002 7750                  | RD&BR GEN    | SHIPANDFRT |            |      |          | 23.00          |           |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002

TREASURER ACCT/WARRANT ACCT

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR | G/L ACCOUNTS           | R           | PO | TYPE       | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|--------|------------------------|-------------|----|------------|------------|----------------|---------|-------|
|        | 2 002 7422             | RD&BR GEN   |    | REPHEQUIP  |            | 1,680.00       |         |       |
|        |                        | Invoice Net |    |            |            | 1,703.00       |         |       |
| 5203   | PAPE MACHINERY INC     | 00001       |    | INV        | 09/24/2025 | 16423427       | 181271  |       |
|        | 1 002 6540             | RD&BR GEN   |    | SHOP       |            | 11.31          |         |       |
|        |                        | Invoice Net |    |            |            | 11.31          |         |       |
| 5203   | PAPE MACHINERY INC     | 00001       |    | INV        | 09/24/2025 | 16406886       | 181321  |       |
|        | 1 024 6870             | TORT        |    | INS - DEDU |            | 645.80         |         |       |
|        |                        | Invoice Net |    |            |            | 645.80         |         |       |
|        |                        | CHECK TOTAL |    |            |            | 6,147.74       |         | ----- |
| 4389   | PEND OREILLE MECHANICA | 00001       |    | INV        | 09/30/2025 | 34782200       | 181315  |       |
|        | 1 00115 8940           | TECHNOLOG   |    | COMP SUPP  |            | 525.00         |         |       |
|        |                        | Invoice Net |    |            |            | 525.00         |         |       |
|        |                        | CHECK TOTAL |    |            |            | 525.00         |         | ----- |
| 5637   | RCN COMMUNICATIONS LLC | 00001       |    | INV        | 09/24/2025 | INV-166173791  | 181312  |       |
|        | 1 03453 8590           | SHERPATROL  |    | EQUIPMENT  |            | 3,999.96       |         |       |
|        |                        | Invoice Net |    |            |            | 3,999.96       |         |       |
| 5637   | RCN COMMUNICATIONS LLC | 00001       |    | INV        | 09/24/2025 | INV-166152940  | 181322  |       |
|        | 1 03453 8590           | SHERPATROL  |    | EQUIPMENT  |            | 999.96         |         |       |
|        |                        | Invoice Net |    |            |            | 999.96         |         |       |
| 5637   | RCN COMMUNICATIONS LLC | 00001       |    | INV        | 09/25/2025 | INV-166152756  | 181323  |       |
|        | 1 00824 8590           | 911REPEATR  |    | EQUIPMENT  |            | 608.98         |         |       |
|        |                        | Invoice Net |    |            |            | 608.98         |         |       |
| 5637   | RCN COMMUNICATIONS LLC | 00001       |    | INV        | 09/25/2025 | INV-166173787  | 181324  |       |
|        | 1 00824 8590           | 911REPEATR  |    | EQUIPMENT  |            | 4,298.98       |         |       |
|        |                        | Invoice Net |    |            |            | 4,298.98       |         |       |
| 5637   | RCN COMMUNICATIONS LLC | 00001       |    | INV        | 09/25/2025 | INV-166213226  | 181326  |       |
|        | 1 00824 8590           | 911REPEATR  |    | EQUIPMENT  |            | 3,999.96       |         |       |
|        |                        | Invoice Net |    |            |            | 3,999.96       |         |       |
| 5637   | RCN COMMUNICATIONS LLC | 00001       |    | INV        | 09/25/2025 | INV-166155997  | 181327  |       |
|        | 1 00824 8590           | 911REPEATR  |    | EQUIPMENT  |            | 999.96         |         |       |
|        |                        | Invoice Net |    |            |            | 999.96         |         |       |
|        |                        | CHECK TOTAL |    |            |            | 14,907.80      |         | ----- |
| 3848   | MATTHEW E REESE        | 00001       |    | INV        | 09/23/2025 | 0000008        | 181187  |       |
|        | 1 03472 9390           | JUSTSHER    |    | CAP - VEHI |            | 4,539.00       |         |       |
|        |                        | Invoice Net |    |            |            | 4,539.00       |         |       |
|        |                        | CHECK TOTAL |    |            |            | 4,539.00       |         | ----- |
| 1530   | RIVERSIDE HOTEL THE    | 00001       |    | INV        | 09/23/2025 | 439215         | 181304  |       |
|        | 1 00105 6450           | COMMISS     |    | MILEAGE    |            | 522.00         |         |       |
|        |                        | Invoice Net |    |            |            | 522.00         |         |       |
|        |                        | CHECK TOTAL |    |            |            | 522.00         |         | ----- |
| 1593   | ROYAL PRECISION MACHIN | 00001       |    | INV        | 09/22/2025 | 14293          | 181158  |       |
|        | 1 00356 7502           | AIRPRRIVR   |    | AIRFLD EQU |            | 496.00         |         |       |
|        |                        | Invoice Net |    |            |            | 496.00         |         |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VENDOR                     | G/L ACCOUNTS | R        | PO         | TYPE | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|----------------------------|--------------|----------|------------|------|----------|----------------|---------|-------|
|                            |              |          |            |      |          | CHECK TOTAL    | 496.00  | ----- |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10308          | 181080  |       |
| 1 03479 7110               | MARINE PTR   | OTHER    |            |      |          | 21.00          |         |       |
| 2 03461 7110               | JAILDETENT   | OTHER    |            |      |          | 9.00           |         |       |
| 3 03453 7110               | SHERPATROL   | OTHER    |            |      |          | 86.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 116.00         |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10314          | 181081  |       |
| 1 03453 7710               | SHERPATROL   | UNIFORMS |            |      |          | 135.84         |         |       |
|                            | Invoice Net  |          |            |      |          | 135.84         |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10356          | 181082  |       |
| 1 03453 7110               | SHERPATROL   | OTHER    |            |      |          | 35.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 35.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10413          | 181083  |       |
| 1 03453 7110               | SHERPATROL   | OTHER    |            |      |          | 8.50           |         |       |
|                            | Invoice Net  |          |            |      |          | 8.50           |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 11194          | 181085  |       |
| 1 03461 7110               | JAILDETENT   | OTHER    |            |      |          | 70.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 70.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 11275          | 181086  |       |
| 1 03453 7110               | SHERPATROL   | OTHER    |            |      |          | 14.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 14.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 11385          | 181087  |       |
| 1 03453 7110               | SHERPATROL   | OTHER    |            |      |          | 35.70          |         |       |
|                            | Invoice Net  |          |            |      |          | 35.70          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 11339          | 181088  |       |
| 1 03453 7710               | SHERPATROL   | UNIFORMS |            |      |          | 36.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 36.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 11036          | 181089  |       |
| 1 03479 7110               | MARINE PTR   | OTHER    |            |      |          | 45.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 45.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10831          | 181090  |       |
| 1 03479 7110               | MARINE PTR   | OTHER    |            |      |          | 36.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 36.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10274          | 181091  |       |
| 1 03479 7110               | MARINE PTR   | OTHER    |            |      |          | 18.00          |         |       |
|                            | Invoice Net  |          |            |      |          | 18.00          |         |       |
| 768 FRIGGLE PICKLE LLC     | 00001        | INV      | 09/18/2025 |      |          | 10261          | 181092  |       |
| 1 03479 7110               | MARINE PTR   | OTHER    |            |      |          | 9.00           |         |       |
|                            | Invoice Net  |          |            |      |          | 9.00           |         |       |
|                            |              |          |            |      |          | CHECK TOTAL    | 559.04  | ----- |
| 775 SANDPOINT BUILDING SUP | 00001        | INV      | 09/24/2025 |      |          | 2511965        | 181308  |       |
| 1 038 7540                 | WATER        | REPDOCKS |            |      |          | 167.25         |         |       |
|                            | Invoice Net  |          |            |      |          | 167.25         |         |       |
|                            |              |          |            |      |          | CHECK TOTAL    | 167.25  | ----- |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: BOC5125 09/25/2025 DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO | TYPE        | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------------|----|-------------|------------|----------------|---------|-------|
| 790 SANDPOINT SUPER DRUG    | 1 030 8811   | 00001       |    | INV         | 09/12/2025 | 32043/1        | 180729  |       |
|                             |              | PARKS       |    | PARRECGFB   |            | 18.36          |         |       |
|                             |              | Invoice Net |    |             |            | 18.36          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 18.36          |         | ----- |
| 4110 SELKIRK POWER GENERATI | 1 00824 7110 | 00001       |    | INV         | 09/25/2025 | 138668         | 181335  |       |
|                             |              | 911REPEATR  |    | OTHER       |            | 1,113.95       |         |       |
|                             |              | Invoice Net |    |             |            | 1,113.95       |         |       |
|                             |              |             |    | CHECK TOTAL |            | 1,113.95       |         | ----- |
| 2459 SELKIRK PRESS INC.     | 1 00103 6530 | 00001       |    | INV         | 09/23/2025 | 22756          | 181237  |       |
|                             |              | TREASURER   |    | OFFICE      |            | 395.00         |         |       |
|                             |              | Invoice Net |    |             |            | 395.00         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 395.00         |         | ----- |
| 6184 MICHELLE R SHORMAN     | 1 03453 7110 | 00001       |    | INV         | 09/22/2025 | 0410           | 181117  |       |
|                             |              | SHERPATROL  |    | OTHER       |            | 25.00          |         |       |
|                             |              | Invoice Net |    |             |            | 25.00          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 25.00          |         | ----- |
| 4290 SOLV BUSINESS SOLUTION | 1 006 8340   | 00001       |    | INV         | 09/22/2025 | 451016         | 181171  |       |
|                             |              | DISTCT      |    | JURY OTHER  |            | 592.04         |         |       |
|                             |              | Invoice Net |    |             |            | 592.04         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 592.04         |         | ----- |
| 4158 STEVE PECK FABRICATION | 1 002 7418   | 00001       |    | INV         | 09/24/2025 | 9165           | 181273  |       |
|                             |              | RD&BR GEN   |    | REPHTRUCKS  |            | 1,050.00       |         |       |
|                             |              | Invoice Net |    |             |            | 1,050.00       |         |       |
|                             |              |             |    | CHECK TOTAL |            | 1,050.00       |         | ----- |
| 3753 STONEWAY ELECTRIC SUPP | 1 00356 7502 | 00001       |    | INV         | 09/23/2025 | S104737357.001 | 181235  |       |
|                             |              | AIRPRIVR    |    | AIRFLD EQU  |            | 274.05         |         |       |
|                             |              | Invoice Net |    |             |            | 274.05         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 274.05         |         | ----- |
| 3125 SUN RENTAL CENTER INC  | 1 002 7010   | 00001       |    | INV         | 09/24/2025 | 300431         | 181301  |       |
|                             | 2 002 7650   | RD&BR GEN   |    | DIESEL      |            | 6.80           |         |       |
|                             |              | RD&BR GEN   |    | RTEQUIP     |            | 309.75         |         |       |
|                             |              | Invoice Net |    |             |            | 316.55         |         |       |
|                             |              |             |    | CHECK TOTAL |            | 316.55         |         | ----- |
| 3357 TIFCO INDUSTRIES       | 1 002 6540   | 00001       |    | INV         | 09/24/2025 | 72126784       | 181274  |       |
|                             |              | RD&BR GEN   |    | SHOP        |            | 96.42          |         |       |
|                             |              | Invoice Net |    |             |            | 96.42          |         |       |
|                             |              |             |    | CHECK TOTAL |            | 96.42          |         | ----- |
| 4861 TINT WORKS INC         |              | 00001       |    | INV         | 09/24/2025 | 27325          | 181314  |       |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000

1002

TREASURER ACCT/WARRANT ACCT

WARRANT:

BOC5125

09/25/2025

DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO         | TYPE       | DUE DATE | INVOICE/AMOUNT    | VOUCHER   | CHECK |
|-----------------------------|--------------|-------------|------------|------------|----------|-------------------|-----------|-------|
|                             | 1 03473 7860 | JUST-PA     |            | MISCEXPENS |          | 4,928.00          |           |       |
|                             |              | Invoice Net |            |            |          | 4,928.00          |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 4,928.00  | ----- |
| 5364 TRINITY SERVICES GROUP | 00001        | INV         | 09/25/2025 |            |          | 3028800279        | 181345    |       |
| 1 03462 7630                | JAILKITCH    | FOOD        |            |            |          | 6,473.10          |           |       |
|                             | Invoice Net  |             |            |            |          | 6,473.10          |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 6,473.10  | ----- |
| 6403 TURNER PROMOTIONS INC  | 00001        | INV         | 09/26/2025 |            |          | 3220              | 181161    |       |
| 1 00106 7860                | CORONER      | MISCEXPENS  |            |            |          | 84.94             |           |       |
|                             | Invoice Net  |             |            |            |          | 84.94             |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 84.94     | ----- |
| 1714 UNITED PARCEL SERVICE  | 00001        | INV         | 09/22/2025 |            |          | 00001Y2V32385     | 181105    |       |
| 1 03451 6750                | SHERCLCREC   | POSTAGE     |            |            |          | 25.00             |           |       |
|                             | Invoice Net  |             |            |            |          | 25.00             |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 25.00     | ----- |
| 2474 VERIZON WIRELESS       | 00001        | INV         | 09/25/2025 |            |          | 764212409SEP25    | 181350    |       |
| 1 00355 6900                | AIRSANDPT    | CELL PHONE  |            |            |          | 61.80             |           |       |
| 2 00105 6900                | COMMISS      | CELL PHONE  |            |            |          | 77.44             |           |       |
| 3 00123 6900                | PLANNING     | CELL PHONE  |            |            |          | 38.72             |           |       |
| 4 002 6900                  | RD&BR GEN    | CELL PHONE  |            |            |          | 681.09            |           |       |
| 5 00115 6900                | TECHNOLOG    | CELL PHONE  |            |            |          | 139.24            |           |       |
| 6 038 6900                  | WATER        | CELL PHONE  |            |            |          | 51.80             |           |       |
| 7 027 6900                  | WEEDS        | CELL PHONE  |            |            |          | 51.80             |           |       |
|                             | Invoice Net  |             |            |            |          | 1,101.89          |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 1,101.89  | ----- |
| 6198 WALKERS FURNITURE INC  | 00001        | INV         | 09/19/2025 |            |          | 80259240          | 181098    |       |
| 1 03471 6720                | JUST-CIVIL   | SM ASSETS   |            |            |          | 1,449.85          |           |       |
|                             | Invoice Net  |             |            |            |          | 1,449.85          |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 1,449.85  | ----- |
| 4308 KACEY L WALL PLLC      | 00001        | INV         | 09/22/2025 |            |          | 9073              | 181172    |       |
| 1 006 7100                  | DISTCT       | LEGAL       |            |            |          | 565.00            |           |       |
|                             | Invoice Net  |             |            |            |          | 565.00            |           |       |
| 4308 KACEY L WALL PLLC      | 00001        | INV         | 09/22/2025 |            |          | 9036              | 181173    |       |
| 1 006 7100                  | DISTCT       | LEGAL       |            |            |          | 260.00            |           |       |
|                             | Invoice Net  |             |            |            |          | 260.00            |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 825.00    | ----- |
| 6190 WESTERN COMMUNITY INSU | 00001        | INV         | 09/24/2025 |            |          | 08-435083-03SEP25 | 181283    |       |
| 1 024 6850                  | TORT         | INS - LIAB  |            |            |          | 59,743.75         |           |       |
|                             | Invoice Net  |             |            |            |          | 59,743.75         |           |       |
|                             |              |             |            |            |          | CHECK TOTAL       | 59,743.75 | ----- |

## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: BOC5125 09/25/2025 DUE DATE: 09/30/2025

| VENDOR                      | G/L ACCOUNTS | R           | PO         | TYPE              | DUE DATE | INVOICE/AMOUNT | VOUCHER | CHECK |
|-----------------------------|--------------|-------------|------------|-------------------|----------|----------------|---------|-------|
| 3548 WESTERN STATES EQUIPME | 00001        | INV         | 09/24/2025 | IN003343666       |          | 181288         |         |       |
| 1 002 7750                  | RD&BR GEN    | SHIPANDFRT  |            | 20.00             |          |                |         |       |
| 2 002 7422                  | RD&BR GEN    | REPHEQUIP   |            | 409.46            |          |                |         |       |
|                             | Invoice Net  |             |            | 429.46            |          |                |         |       |
|                             |              | CHECK TOTAL |            | 429.46            |          |                |         | ----- |
| 3553 WEX BANK               | 00002        | INV         | 09/25/2025 | 107532360         |          | 181349         |         |       |
| 1 00123 7000                | PLANNING     | GASOLINE    |            | 682.11            |          |                |         |       |
|                             | Invoice Net  |             |            | 682.11            |          |                |         |       |
|                             |              | CHECK TOTAL |            | 682.11            |          |                |         | ----- |
| 1742 WILLIAMS MARGARET R. P | 00001        | INV         | 09/22/2025 | AUG25 CASA        |          | 181174         |         |       |
| 1 03419 7300                | PUBCASACFT   | CONFLICT    |            | 4,072.50          |          |                |         |       |
|                             | Invoice Net  |             |            | 4,072.50          |          |                |         |       |
|                             |              | CHECK TOTAL |            | 4,072.50          |          |                |         | ----- |
| 5930 ASIA WILLIAMS          | 00000        | INV         | 09/23/2025 | SEPT2025          |          | 181236         |         |       |
| 1 00105 6450                | COMMISS      | MILEAGE     |            | 71.40             |          |                |         |       |
| 2 00105 6450                | COMMISS      | MILEAGE     |            | 276.19            |          |                |         |       |
| 3 00105 6450                | COMMISS      | MILEAGE     |            | 70.00             |          |                |         |       |
| 5 00105 6450                | COMMISS      | MILEAGE     |            | 40.00             |          |                |         |       |
| 6 00105 6450                | COMMISS      | MILEAGE     |            | 318.00            |          |                |         |       |
|                             | Invoice Net  |             |            | 775.59            |          |                |         |       |
|                             |              | CHECK TOTAL |            | 775.59            |          |                |         | ----- |
| 3600 YOKE'S                 | 00001        | INV         | 09/22/2025 | 05-207110         |          | 181185         |         |       |
| 1 03454 8971                | SHERSEARCH   | VOL PROG    |            | 18.00             |          |                |         |       |
|                             | Invoice Net  |             |            | 18.00             |          |                |         |       |
|                             |              | CHECK TOTAL |            | 18.00             |          |                |         | ----- |
| 5284 NORTHWEST FIBER LLC    | 00001        | INV         | 09/22/2025 | 208-197-1279SEP25 |          | 181177         |         |       |
| 1 00823 6920                | 911TECH      | TELEPHONE   |            | 4,716.09          |          |                |         |       |
|                             | Invoice Net  |             |            | 4,716.09          |          |                |         |       |
| 5284 NORTHWEST FIBER LLC    | 00001        | INV         | 09/22/2025 | 208-265-4256SEP25 |          | 181178         |         |       |
| 1 00115 6920                | TECHNOLOG    | TELEPHONE   |            | 24.46             |          |                |         |       |
|                             | Invoice Net  |             |            | 24.46             |          |                |         |       |
| 5284 NORTHWEST FIBER LLC    | 00001        | INV         | 09/22/2025 | 208-266-0196SEP25 |          | 181179         |         |       |
| 1 00115 6920                | TECHNOLOG    | TELEPHONE   |            | 99.27             |          |                |         |       |
|                             | Invoice Net  |             |            | 99.27             |          |                |         |       |
| 5284 NORTHWEST FIBER LLC    | 00001        | INV         | 09/22/2025 | 208-266-1608SEP25 |          | 181180         |         |       |
| 1 00115 6920                | TECHNOLOG    | TELEPHONE   |            | 172.58            |          |                |         |       |
|                             | Invoice Net  |             |            | 172.58            |          |                |         |       |
| 5284 NORTHWEST FIBER LLC    | 00001        | INV         | 09/22/2025 | 208-189-0229SEP25 |          | 181181         |         |       |
| 1 00115 6920                | TECHNOLOG    | TELEPHONE   |            | 12,861.61         |          |                |         |       |
|                             | Invoice Net  |             |            | 12,861.61         |          |                |         |       |
| 5284 NORTHWEST FIBER LLC    | 00001        | INV         | 09/22/2025 | 208-265-5471SEP25 |          | 181182         |         |       |
| 1 00115 6920                | TECHNOLOG    | TELEPHONE   |            | 1,904.28          |          |                |         |       |
|                             | Invoice Net  |             |            | 1,904.28          |          |                |         |       |



## DETAIL INVOICE LIST

CASH ACCOUNT: 000 1002 TREASURER ACCT/WARRANT ACCT WARRANT: BOC5125 09/25/2025 DUE DATE: 09/30/2025

| VENDOR                   | G/L ACCOUNTS | R             | PO         | TYPE         | DUE DATE   | INVOICE/AMOUNT | VOUCHER | CHECK |
|--------------------------|--------------|---------------|------------|--------------|------------|----------------|---------|-------|
| 5284 NORTHWEST FIBER LLC | 00001        | INV           | 09/22/2025 | 208-266-1117 | SEP25      | 181183         |         |       |
| 1 00823 6920             | 911TECH      | TELEPHONE     |            | 90.04        |            |                |         |       |
|                          | Invoice Net  |               |            | 90.04        |            |                |         |       |
|                          |              | CHECK TOTAL   |            | 19,868.33    |            | -----          |         |       |
| 208 INVOICES             |              | WARRANT TOTAL |            | 764,355.75   | 764,355.75 |                |         |       |

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## WARRANT SUMMARY

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| FUND | ORG   | ACCOUNT            | AMOUNT              | AVLB                    | BUDGET     |              |
|------|-------|--------------------|---------------------|-------------------------|------------|--------------|
| 001  | 00101 | CLERK              | 001-01-00-000-7410- | REPAIRS/MAINT - OFFICE  | 72.36      | 7,734.64     |
| 001  | 00101 | CLERK              | 001-01-00-000-9350- | CAPITAL - LEASE EXPEND  | 135.00     | 21,883.35    |
| 001  | 00103 | TREASURER/TAX COLL | 001-03-00-000-6530- | SUPPLIES - OFFICE       | 395.00     | 67,883.85    |
| 001  | 00103 | TREASURER/TAX COLL | 001-03-00-000-7850- | SERVICE CHARGES         | 1,580.00   | 67,883.85    |
| 001  | 00105 | COMMISSIONERS      | 001-05-00-000-6450- | TRAVEL - MILEAGE        | 1,297.59   | 2,675.54     |
| 001  | 00105 | COMMISSIONERS      | 001-05-00-000-6530- | SUPPLIES - OFFICE       | 61.48      | 2,675.54     |
| 001  | 00105 | COMMISSIONERS      | 001-05-00-000-6900- | UTILITIES - CELLULAR T  | 77.44      | 2,675.54     |
| 001  | 00105 | COMMISSIONERS      | 001-05-00-000-9350- | CAPITAL - LEASE EXPEND  | 262.00     | 376.04       |
| 001  | 00106 | CORONER            | 001-06-00-000-6450- | TRAVEL - MILEAGE        | -113.34    | 43,212.44    |
| 001  | 00106 | CORONER            | 001-06-00-000-6490- | EDUCATION               | 706.36     | 43,212.44    |
| 001  | 00106 | CORONER            | 001-06-00-000-7860- | MISCELLANEOUS EXPENSES  | 84.94      | 43,212.44    |
| 001  | 00110 | FACILITIES         | 001-10-00-000-7530- | REPAIRS/MAINT - FACILI  | 991.29     | 50,685.73    |
| 001  | 00115 | TECHNOLOGY         | 001-15-00-000-6900- | UTILITIES - CELLULAR T  | 139.24     | 15,340.35    |
| 001  | 00115 | TECHNOLOGY         | 001-15-00-000-6920- | UTILITIES - TELEPHONE   | 15,062.20  | 15,340.35    |
| 001  | 00115 | TECHNOLOGY         | 001-15-00-000-8940- | COMPUTER - SUPPORT & U  | 525.00     | 15,340.35    |
| 001  | 00115 | TECHNOLOGY         | 001-15-00-000-8950- | SOFTWARE AND SOFTWARE S | 94,669.00  | 15,340.35    |
| 001  | 00115 | TECHNOLOGY         | 001-15-00-000-9430- | CAPITAL - COMPUTERS &   | 25,144.00  | 41,969.64    |
| 001  | 00118 | GENERAL FUND EXPEN | 001-18-00-000-6260- | EMPLOYEE ASSISTANCE PR  | 2,050.05   | -3,290.55    |
| 001  | 00118 | GENERAL FUND EXPEN | 001-18-00-000-6930- | UTILITIES - ELECTRICIT  | 5,121.59   | 215,062.22   |
| 001  | 00118 | GENERAL FUND EXPEN | 001-18-00-000-6980- | UTILITIES - OTHER       | 967.95     | 215,062.22   |
| 001  | 00118 | GENERAL FUND EXPEN | 001-18-00-000-7660- | RENT/LEASE - OTHER      | 7,020.01   | 215,062.22   |
| 001  | 00122 | VETERANS SERVICES  | 001-22-00-000-7410- | REPAIRS/MAINT - OFFICE  | 24.13      | 299.51       |
| 001  | 00122 | VETERANS SERVICES  | 001-22-00-000-9350- | CAPITAL - LEASE EXPEND  | 67.00      | 299.51       |
| 001  | 00123 | PLANNING           | 001-23-00-000-6900- | UTILITIES - CELLULAR T  | 38.72      | 8,755.68     |
| 001  | 00123 | PLANNING           | 001-23-00-000-7000- | VEHICLES - FUEL, GASOL  | 682.11     | 8,755.68     |
| 001  | 00124 | GIS                | 001-24-00-000-6530- | SUPPLIES - OFFICE       | 6.26       | 15,710.13    |
| 001  | 00124 | GIS                | 001-24-00-000-9350- | CAPITAL - LEASE EXPEND  | 64.00      | 66.00        |
| 001  | 01110 | EMERGENCY MANAGEME | 001-11-00-000-7331- | EMERGENCY MANAGEMENT O  | 81.00      | 4,087.44     |
| 001  | 01261 | MOTOR VEHICLE - SA | 001-26-01-000-7660- | RENT/LEASE - OTHER      | 1,418.71   | 7,190.49     |
|      |       |                    |                     | FUND TOTAL              | 158,631.09 |              |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6530- | SUPPLIES - OFFICE       | 53.37      | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6540- | SUPPLIES - SHOP         | 1,048.26   | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6560- | SUPPLIES - LAUNDRY      | 411.42     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6640- | SUPPLIES - SAFETY       | 410.11     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6720- | SMALL ASSETS AND EQUIP  | 49.98      | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6880- | UTILITIES - FUEL FOR H  | 126.35     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6900- | UTILITIES - CELLULAR T  | 681.09     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6930- | UTILITIES - ELECTRICIT  | 537.91     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-6940- | UTILITIES - STREET LIG  | 46.52      | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7000- | VEHICLES - FUEL, GASOL  | 428.50     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7010- | VEHICLES - FUEL, DIESE  | 1,206.77   | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7020- | VEHICLES - TIRES        | 3,080.00   | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7040- | VEHICLES - REPAIR/MAIN  | 632.45     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7418- | REPAIRS/MAINT - HEAVY   | 1,050.00   | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7422- | REPAIRS/MAINT - HEAVY   | 2,089.46   | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7650- | RENT/LEASE - EQUIPMENT  | 309.75     | 2,910,916.95 |
| 002  | 002   | ROAD & BRIDGE      | 002-00-00-000-7750- | SHIPPING AND FREIGHT    | 43.00      | 2,910,916.95 |

## WARRANT SUMMARY

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| FUND       | ORG   |                    | ACCOUNT             |                        | AMOUNT    | AVLB         | BUDGET |
|------------|-------|--------------------|---------------------|------------------------|-----------|--------------|--------|
| 002        | 002   | ROAD & BRIDGE      | 002-00-00-000-8445- | SALT                   | 19,900.24 | 2,910,916.95 |        |
| 002        | 002   | ROAD & BRIDGE      | 002-00-00-000-8460- | SIGNS                  | 86.24     | 2,910,916.95 |        |
| 002        | 002   | ROAD & BRIDGE      | 002-00-00-000-9350- | CAPITAL - LEASE EXPEND | 99.00     | 691,442.10   |        |
| FUND TOTAL |       |                    |                     |                        | 32,290.42 |              |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-6540- | SUPPLIES - SHOP        | 77.72     | 75,285.86    |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-6900- | UTILITIES - CELLULAR T | 61.80     | 75,285.86    |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-6930- | UTILITIES - ELECTRICIT | 321.10    | 75,285.86    |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-6980- | UTILITIES - OTHER      | 20.85     | 75,285.86    |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-7430- | REPAIRS/MAINT - BLDGS/ | 975.00    | 75,285.86    |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-7661- | OFFICE RENT            | 450.00    | 75,285.86    |        |
| 003        | 00355 | AIRPORT - SANDPOIN | 003-55-00-000-9000- | GRANT - COUNTY MATCH   | 195.95    | 19,653.73    |        |
| 003        | 00356 | AIRPORT - PRIEST R | 003-56-00-000-7502- | REPAIRS/MAINT-AIRFIELD | 770.05    | 11,440.42    |        |
| 003        | 00356 | AIRPORT - PRIEST R | 003-56-00-000-9000- | GRANT - COUNTY MATCH   | 926.68    | 548.28       |        |
| FUND TOTAL |       |                    |                     |                        | 3,799.15  |              |        |
| 006        | 006   | DISTRICT COURT     | 006-00-00-000-7100- | PROF. SVCS - LEGAL     | 825.00    | 81,253.62    |        |
| 006        | 006   | DISTRICT COURT     | 006-00-00-000-7110- | PROF. SVCS - OTHER     | 650.00    | 81,253.62    |        |
| 006        | 006   | DISTRICT COURT     | 006-00-00-000-7220- | PROF. SVCS - PARENTING | 1,350.60  | 81,253.62    |        |
| 006        | 006   | DISTRICT COURT     | 006-00-00-000-7430- | REPAIRS/MAINT - BLDGS/ | 234.96    | 81,253.62    |        |
| 006        | 006   | DISTRICT COURT     | 006-00-00-000-8340- | JURY - OTHER           | 1,083.47  | 81,253.62    |        |
| 006        | 006   | DISTRICT COURT     | 006-00-00-000-9350- | CAPITAL - LEASE EXPEND | 38.47     | 538.36       |        |
| FUND TOTAL |       |                    |                     |                        | 4,182.50  |              |        |
| 008        | 00822 | 911 OPERATIONS     | 008-00-22-000-7110- | PROF. SVCS - OTHER     | 583.33    | 31,212.31    |        |
| 008        | 00822 | 911 OPERATIONS     | 008-00-22-000-7410- | REPAIRS/MAINT - OFFICE | 51.58     | 31,212.31    |        |
| 008        | 00822 | 911 OPERATIONS     | 008-00-22-000-9350- | CAPITAL - LEASE EXPEND | 154.75    | 247.75       |        |
| 008        | 00823 | 911 TECHNOLOGY     | 008-00-23-000-6600- | SUPPLIES - NETWORK     | 942.52    | 223,427.19   |        |
| 008        | 00823 | 911 TECHNOLOGY     | 008-00-23-000-6920- | UTILITIES - TELEPHONE  | 4,806.13  | 223,427.19   |        |
| 008        | 00823 | 911 TECHNOLOGY     | 008-00-23-000-7110- | PROF. SVCS - OTHER     | 725.00    | 223,427.19   |        |
| 008        | 00823 | 911 TECHNOLOGY     | 008-00-23-000-7430- | REPAIRS/MAINT - BLDGS/ | 148.16    | 223,427.19   |        |
| 008        | 00824 | 911 REPEATER SITE  | 008-00-24-000-7110- | PROF. SVCS - OTHER     | 1,113.95  | 223,427.19   |        |
| 008        | 00824 | 911 REPEATER SITE  | 008-00-24-000-8590- | EQUIPMENT              | 9,907.88  | 223,427.19   |        |
| FUND TOTAL |       |                    |                     |                        | 18,433.30 |              |        |
| 023        | 023   | SOLID WASTE        | 023-00-00-000-7000- | VEHICLES - FUEL, GASOL | 303.10    | 1,112,191.07 |        |
| 023        | 02380 | SW - LONGHAUL      | 023-00-80-000-7390- | COMMERCIAL COLLECTION  | 1,323.47  | 1,112,191.07 |        |
| 023        | 02381 | SW - LOCAL         | 023-00-81-000-6980- | UTILITIES - OTHER      | 194.57    | 1,112,191.07 |        |
| 023        | 02381 | SW - LOCAL         | 023-00-81-000-7370- | HOUSEHOLD HAZARDOUS WA | 40.00     | 1,112,191.07 |        |
| 023        | 02381 | SW - LOCAL         | 023-00-81-000-8670- | CONTRACTED LABOR       | 42,719.40 | 1,112,191.07 |        |
| FUND TOTAL |       |                    |                     |                        | 44,580.54 |              |        |
| 024        | 024   | TORT               | 024-00-00-000-6850- | INSURANCE - LIABILITY  | 59,743.75 | -15,483.62   |        |
| 024        | 024   | TORT               | 024-00-00-000-6870- | INSURANCE - DEDUCTIBLE | 15,470.09 | -15,483.62   |        |



## WARRANT SUMMARY

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| FUND       | ORG   | ACCOUNT                                | AMOUNT                          | AVLB BUDGET |
|------------|-------|----------------------------------------|---------------------------------|-------------|
| FUND TOTAL |       |                                        | 75,213.84                       |             |
| 027        | 027   | WEEDS 027-00-00-000-6900-              | UTILITIES - CELLULAR T 51.80    | 14,431.34   |
| FUND TOTAL |       |                                        | 51.80                           |             |
| 030        | 030   | PARKS & RECREATION 030-00-00-000-8811- | PARKS & REC FAC - GARF 18.36    | 14,398.64   |
| FUND TOTAL |       |                                        | 18.36                           |             |
| 032        | 032   | HIGHWAY SPECIAL ST 032-00-00-000-8750- | CONTRACTS - MISC 110,718.53     | 241,464.91  |
| FUND TOTAL |       |                                        | 110,718.53                      |             |
| 034        | 03410 | JUSTICE - BLDGS & 034-10-00-000-7530-  | REPAIRS/MAINT - FACILI 116.31   | 32,003.95   |
| 034        | 03419 | PUB DEFENDER - CAS 034-74-19-000-7300- | PROF. SVCS - CONFLICT 4,072.50  | 93,401.21   |
| 034        | 03450 | SHERIFF - ADMINIST 034-72-50-000-7420- | REPAIRS/MAINT - EQUIPM 37.38    | 76,265.89   |
| 034        | 03451 | SHERIFF - CLERICAL 034-72-51-000-6440- | TRAVEL 68.04                    | 76,265.89   |
| 034        | 03451 | SHERIFF - CLERICAL 034-72-51-000-6530- | SUPPLIES - OFFICE 31.54         | 76,265.89   |
| 034        | 03451 | SHERIFF - CLERICAL 034-72-51-000-6750- | POSTAGE 25.00                   | 76,265.89   |
| 034        | 03451 | SHERIFF - CLERICAL 034-72-51-000-7110- | PROF. SVCS - OTHER 583.34       | 76,265.89   |
| 034        | 03453 | SHERIFF - PATROL 034-72-53-000-6670-   | SUPPLIES - OTHER 149.98         | 76,265.89   |
| 034        | 03453 | SHERIFF - PATROL 034-72-53-000-6830-   | BACKGROUND CHECKS 298.00        | 76,265.89   |
| 034        | 03453 | SHERIFF - PATROL 034-72-53-000-7110-   | PROF. SVCS - OTHER 204.20       | 76,265.89   |
| 034        | 03453 | SHERIFF - PATROL 034-72-53-000-7710-   | UNIFORMS 729.38                 | 76,265.89   |
| 034        | 03453 | SHERIFF - PATROL 034-72-53-000-8590-   | EQUIPMENT 7,786.02              | 76,265.89   |
| 034        | 03454 | SHERIFF - SEARCH & 034-72-54-000-8971- | VOLUNTEER PROGRAMS 18.00        | 76,265.89   |
| 034        | 03457 | SHERIFF - AUTO SHO 034-72-57-000-6520- | DUES/MEMBERSHIP/LICENS 500.00   | 76,265.89   |
| 034        | 03457 | SHERIFF - AUTO SHO 034-72-57-000-7030- | VEHICLES - LUBRICANTS 4,484.26  | 76,265.89   |
| 034        | 03457 | SHERIFF - AUTO SHO 034-72-57-000-7040- | VEHICLES - REPAIR/MAIN 7,200.02 | 76,265.89   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-6530-   | SUPPLIES - OFFICE 1,916.56      | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-7110-   | PROF. SVCS - OTHER 10,507.33    | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-7420-   | REPAIRS/MAINT - EQUIPM 12.56    | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-7430-   | REPAIRS/MAINT - BLDGS/ 30.99    | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-7710-   | UNIFORMS 1,286.80               | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-7930-   | PRISONER - INMATE LABO 133.82   | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-8060-   | MEDICAL 3,587.50                | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-8590-   | EQUIPMENT 2,411.82              | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-8640-   | OFFICE EQUIPMENT 6,793.96       | 73,754.70   |
| 034        | 03461 | JAIL - DETENTION 034-78-61-000-9350-   | CAPITAL - LEASE EXPEND 167.00   | 73,754.70   |
| 034        | 03462 | JAIL - KITCHEN 034-78-62-000-7630-     | FOOD 6,473.10                   | 73,754.70   |
| 034        | 03471 | JUSTICE - CIVIL LI 034-71-00-000-6720- | SMALL ASSETS AND EQUIP 1,449.85 | 291,549.03  |
| 034        | 03472 | JUSTICE - SHERIFF 034-72-00-000-9350-  | CAPITAL - LEASE EXPEND 164.00   | 4,889.99    |
| 034        | 03472 | JUSTICE - SHERIFF 034-72-00-000-9390-  | CAPITAL - VEHICLES 6,939.00     | 4,889.99    |
| 034        | 03473 | JUSTICE - PROSECUT 034-73-00-000-7700- | CONTINGENCY ACCOUNT 110.00      | 70,880.29   |
| 034        | 03473 | JUSTICE - PROSECUT 034-73-00-000-7860- | MISCELLANEOUS EXPENSES 4,928.00 | 70,880.29   |
| 034        | 03473 | JUSTICE - PROSECUT 034-73-00-000-8330- | JURY/WITNESS FEES 487.96        | 70,880.29   |
| 034        | 03479 | JUSTICE - MARINE P 034-79-00-000-7000- | VEHICLES - FUEL, GASOL 156.57   | 6,646.68    |



**WARRANT SUMMARY**

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| FUND                  | ORG   | ACCOUNT                                | AMOUNT                 | AVLB       | BUDGET        |
|-----------------------|-------|----------------------------------------|------------------------|------------|---------------|
| 034                   | 03479 | JUSTICE - MARINE P 034-79-00-000-7040- | VEHICLES - REPAIR/MAIN | 6.67       | 6,646.68      |
| 034                   | 03479 | JUSTICE - MARINE P 034-79-00-000-7110- | PROF. SVCS - OTHER     | 129.00     | 6,646.68      |
| 034                   | 03479 | JUSTICE - MARINE P 034-79-00-000-8590- | EQUIPMENT              | 1,366.20   | 6,646.68      |
| 034                   | 34180 | JUSTICE - GENERAL 034-18-00-000-8580-  | SMALL COMPUTER EQUIPME | -249.99    | 1,284,536.14  |
| FUND TOTAL            |       |                                        | 75,112.67              |            |               |
| 038                   | 038   | WATERWAYS 038-00-00-000-6900-          | UTILITIES - CELLULAR T | 51.80      | 18,496.58     |
| 038                   | 038   | WATERWAYS 038-00-00-000-7540-          | REPAIRS/MAINT - DOCKS  | 167.25     | 18,496.58     |
| FUND TOTAL            |       |                                        | 219.05                 |            |               |
| 047                   | 047   | GRANTS 047-00-00-000-8991-             | AIRPORT GRANTS         | 21,329.88  | 859,381.06    |
| FUND TOTAL            |       |                                        | 21,329.88              |            |               |
| 082                   | 082   | SELF INSURED MEDIC 082-00-00-000-6156- | SELF INSURED MEDICAL C | 196,114.03 | -3,430,103.87 |
| 082                   | 082   | SELF INSURED MEDIC 082-00-00-000-6157- | SELF INSURED PHARM CLA | 23,660.59  | -909,120.13   |
| FUND TOTAL            |       |                                        | 219,774.62             |            |               |
| WARRANT SUMMARY TOTAL |       |                                        | 764,355.75             |            |               |
| GRAND TOTAL           |       |                                        | 764,355.75             |            |               |

## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE        | PO | TYPE | DUE DATE   | AMOUNT    | COMMENT                |
|---------|--------|-----------------------------|----------------|----|------|------------|-----------|------------------------|
| 180729  | 790    | SANDPOINT SUPER DRUG        | 32043/1        |    | INV  | 09/12/2025 | 18.36     | Parts                  |
| 181074  | 343    | GEYMAN TROY DR.             | AUG25          |    | INV  | 09/18/2025 | 3,587.50  | Inmate/Juvenile Sick C |
| 181075  | 4700   | AMAZON CAPITAL SERVICES INC | 1YVK-J6KG-7PTR |    | INV  | 09/18/2025 | 991.92    | Soundbars, TVs, TV Mou |
| 181076  | 1089   | DIRECT AUTOMOTIVE DISTRIBUT | 01IW2825       |    | INV  | 09/18/2025 | 1,290.41  | Disc Brk Pad Kit, Roto |
| 181077  | 1089   | DIRECT AUTOMOTIVE DISTRIBUT | 01IW2824       |    | INV  | 09/18/2025 | 300.60    | Brake pads, Rotors, Ca |
| 181078  | 4700   | AMAZON CAPITAL SERVICES INC | 1TWJ-6LKW-9GJL |    | INV  | 09/18/2025 | 1,638.00  | pallet of paper        |
| 181079  | 1089   | DIRECT AUTOMOTIVE DISTRIBUT | 01IW2826       |    | INV  | 09/18/2025 | 1,039.28  | Calipers, Rotors, Brak |
| 181080  | 768    | FRIGGLE PICKLE LLC          | 10308          |    | INV  | 09/18/2025 | 116.00    | Nametags, Lt. Silver B |
| 181081  | 768    | FRIGGLE PICKLE LLC          | 10314          |    | INV  | 09/18/2025 | 135.84    | Polo w/Embroidery      |
| 181082  | 768    | FRIGGLE PICKLE LLC          | 10356          |    | INV  | 09/18/2025 | 35.00     | Nametags, Stars embroi |
| 181083  | 768    | FRIGGLE PICKLE LLC          | 10413          |    | INV  | 09/18/2025 | 8.50      | Embroidered Stars on s |
| 181085  | 768    | FRIGGLE PICKLE LLC          | 11194          |    | INV  | 09/18/2025 | 70.00     | Nametags               |
| 181086  | 768    | FRIGGLE PICKLE LLC          | 11275          |    | INV  | 09/18/2025 | 14.00     | Nametags               |
| 181087  | 768    | FRIGGLE PICKLE LLC          | 11385          |    | INV  | 09/18/2025 | 35.70     | Nametags               |
| 181088  | 768    | FRIGGLE PICKLE LLC          | 11339          |    | INV  | 09/18/2025 | 36.00     | Embroidery on Polo     |
| 181089  | 768    | FRIGGLE PICKLE LLC          | 11036          |    | INV  | 09/18/2025 | 45.00     | Name tags              |
| 181090  | 768    | FRIGGLE PICKLE LLC          | 10831          |    | INV  | 09/18/2025 | 36.00     | Nametags               |
| 181091  | 768    | FRIGGLE PICKLE LLC          | 10274          |    | INV  | 09/18/2025 | 18.00     | Nametags               |
| 181092  | 768    | FRIGGLE PICKLE LLC          | 10261          |    | INV  | 09/18/2025 | 9.00      | Nametags               |
| 181097  | 6435   | CURALINC LLC - ACCT#05876   | 67895          |    | INV  | 09/19/2025 | 2,050.05  | EAP OCT NOV DEC        |
| 181098  | 6198   | WALKERS FURNITURE INC       | 80259240       |    | INV  | 09/19/2025 | 1,449.85  | Cust. #7027380 Inv. #8 |
| 181099  | 965    | CANON FINANCIAL SERVICES IN | 41807782       |    | INV  | 09/19/2025 | 207.36    | 2YJ14885 COPIER LEASE/ |
| 181100  | 2346   | NORTHWEST AUTOBODY & TOWING | RO 271         |    | INV  | 09/19/2025 | 10,000.00 | claim 202505297072 BCS |
| 181101  | 5203   | PAPE MACHINERY INC          | 16321036       |    | INV  | 09/19/2025 | 3,675.29  | Repair for claim 20250 |
| 181102  | 310    | GALLS PARENT HOLDINGS LLC   | 032587971      |    | INV  | 09/22/2025 | 1,366.20  | Bullet Proof Vest - Ha |

## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE        | PO | TYPE | DUE DATE   | AMOUNT    | COMMENT                |
|---------|--------|-----------------------------|----------------|----|------|------------|-----------|------------------------|
| 181103  | 310    | GALLS PARENT HOLDINGS LLC   | 032587972      |    | INV  | 09/22/2025 | 1,366.20  | Bullet Proof Vest - Ri |
| 181104  | 310    | GALLS PARENT HOLDINGS LLC   | 032594887      |    | INV  | 09/22/2025 | 178.59    | Uniform Pants          |
| 181105  | 1714   | UNITED PARCEL SERVICE       | 00001Y2V32385  |    | INV  | 09/22/2025 | 25.00     | Shipping Charges       |
| 181106  | 6141   | 95 EXPRESS LLC              | 1129           |    | INV  | 09/22/2025 | 500.00    | Car wash membership    |
| 181107  | 4700   | AMAZON CAPITAL SERVICES INC | 1GYF-W9RX-HTYD |    | INV  | 09/22/2025 | 148.16    | Sound Proof Foam Panel |
| 181108  | 4700   | AMAZON CAPITAL SERVICES INC | 1XPL-6LV9-GMHD |    | INV  | 09/22/2025 | 4,298.00  | Video Conferencing Sol |
| 181109  | 2544   | COLEMAN OIL COMPANY         | INV-319423     |    | INV  | 09/22/2025 | 3,998.44  | Bulk oil 0w20, 5w30, 7 |
| 181110  | 6416   | LEGRAND DPC LLC             | 90273467       |    | INV  | 09/22/2025 | 942.52    | Cistco GLC-10G-T Trans |
| 181111  | 1889   | AUDIOLOGY RESEARCH ASSOCIAT | 126042         |    | INV  | 09/22/2025 | 33.00     | Pre-employment hearing |
| 181112  | 965    | CANON FINANCIAL SERVICES IN | 41807774       |    | INV  | 09/22/2025 | 206.33    | Maintenance/Contract C |
| 181114  | 965    | CANON FINANCIAL SERVICES IN | 41807779       |    | INV  | 09/22/2025 | 201.38    | Maintenance/Contract C |
| 181115  | 965    | CANON FINANCIAL SERVICES IN | 41807780       |    | INV  | 09/22/2025 | 179.56    | Maintenance/Contract C |
| 181117  | 6184   | MICHELLE R SHORMAN          | 0410           |    | INV  | 09/22/2025 | 25.00     | Name Tags, Badge, Patc |
| 181153  | 965    | CANON FINANCIAL SERVICES IN | 41807784       |    | INV  | 09/22/2025 | 323.48    | 2XK11812 Canon Copier  |
| 181157  | 2592   | CO-OP GAS AND SUPPLY CO     | 77429          |    | INV  | 09/22/2025 | 77.72     | SHOP SUPPLIES          |
| 181158  | 1593   | ROYAL PRECISION MACHINING   | 14293          |    | INV  | 09/22/2025 | 496.00    | RUNWAY LIGHT PARTS     |
| 181159  | 2      | 4IMPRINT INC                | 14259724       |    | INV  | 09/22/2025 | 491.43    | Jury Pens              |
| 181160  | 2127   | BURNETT ELECTRIC INC        | 92025          |    | INV  | 09/22/2025 | 975.00    | GATE REPAIR            |
| 181161  | 6403   | TURNER PROMOTIONS INC       | 3220           |    | INV  | 09/26/2025 | 84.94     | Resource card bill     |
| 181162  | 6032   | ARDURRA GROUP, INC          | 230099-20      |    | INV  | 09/22/2025 | 7,738.95  | PRIEST RIVER ALP UPDAT |
| 181163  | 6032   | ARDURRA GROUP, INC          | 230653-16      |    | INV  | 09/22/2025 | 10,794.57 | PRIEST RIVER TAXILANE  |
| 181164  | 6032   | ARDURRA GROUP, INC          | 240449-7       |    | INV  | 09/22/2025 | 3,918.99  | SANDPOINT OBSTRUCTION  |
| 181165  | 1817   | ALSCO                       | LSP02871064    |    | INV  | 09/22/2025 | 234.96    | Entry Mat Maintenance  |
| 181166  | 965    | CANON FINANCIAL SERVICES IN | 41807776       |    | INV  | 09/22/2025 | 38.47     | Copier Lease Courtroom |



## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE           | PO | TYPE | DUE DATE   | AMOUNT    | COMMENT                |
|---------|--------|-----------------------------|-------------------|----|------|------------|-----------|------------------------|
| 181169  | 4033   | MESERVE, JANET              | 08/28/2025        |    | INV  | 09/22/2025 | 700.00    | Registration AFCC Conf |
| 181170  | 3856   | NORTHWEST POLYGRAPH SERVICE | 09.18.2025-5281   |    | INV  | 09/22/2025 | 650.00    | Polygraph CR09-24-5281 |
| 181171  | 4290   | SOLV BUSINESS SOLUTIONS-SAF | 451016            |    | INV  | 09/22/2025 | 592.04    | Envelopes - Jury       |
| 181172  | 4308   | KACEY L WALL PLLC           | 9073              |    | INV  | 09/22/2025 | 565.00    | Attorney Fees CV09-23- |
| 181173  | 4308   | KACEY L WALL PLLC           | 9036              |    | INV  | 09/22/2025 | 260.00    | Attorney Fees CV-2010- |
| 181174  | 1742   | WILLIAMS MARGARET R. PLLC   | AUG25 CASA        |    | INV  | 09/22/2025 | 4,072.50  | Misc CASA Cases        |
| 181175  | 2771   | O'REILLY AUTOMOTIVE INC     | 3456-252125       |    | INV  | 09/22/2025 | 6.67      | Spindle Nut            |
| 181176  | 6462   | BCS INSURANCE COMPANY       | BCSoct2025        |    | INV  | 09/30/2025 | 62,879.19 | Stop Loss Premium Octo |
| 181177  | 5284   | NORTHWEST FIBER LLC         | 208-197-1279SEP25 |    | INV  | 09/22/2025 | 4,716.09  | 9-1-1 TRUNK LINES      |
| 181178  | 5284   | NORTHWEST FIBER LLC         | 208-265-4256SEP25 |    | INV  | 09/22/2025 | 24.46     | VAST FAX LINE          |
| 181179  | 5284   | NORTHWEST FIBER LLC         | 208-266-0196SEP25 |    | INV  | 09/22/2025 | 99.27     | CLARK FORK SW SITE     |
| 181180  | 5284   | NORTHWEST FIBER LLC         | 208-266-1608SEP25 |    | INV  | 09/22/2025 | 172.58    | CLARK FORK R&B SHOP    |
| 181181  | 5284   | NORTHWEST FIBER LLC         | 208-189-0229SEP25 |    | INV  | 09/22/2025 | 12,861.61 | BONNER COUNTY SUMMARY  |
| 181182  | 5284   | NORTHWEST FIBER LLC         | 208-265-5471SEP25 |    | INV  | 09/22/2025 | 1,904.28  | NON-EMERGENCY PHONE LI |
| 181183  | 5284   | NORTHWEST FIBER LLC         | 208-266-1117SEP25 |    | INV  | 09/22/2025 | 90.04     | CLARK FORK ALARM/TELEM |
| 181184  | 5790   | EXCESS DISPOSAL INC         | 282               |    | INV  | 09/22/2025 | 1,323.47  | SW BILLING FEE AUG25   |
| 181185  | 3600   | YOKE'S                      | 05-207110         |    | INV  | 09/22/2025 | 18.00     | Cookies for S&R meetin |
| 181186  | 1089   | DIRECT AUTOMOTIVE DISTRIBUT | 01IW4674          |    | INV  | 09/23/2025 | 485.82    | Transmission Fluid, Co |
| 181187  | 3848   | MATTHEW E REESE             | 0000008           |    | INV  | 09/23/2025 | 4,539.00  | Mobile Kit Locker, Bat |
| 181188  | 4700   | AMAZON CAPITAL SERVICES INC | 16XC-NTJX-JCT3    |    | INV  | 09/23/2025 | 24.56     | Laptop Bag             |
| 181189  | 5203   | PAPE MACHINERY INC          | 16412788          |    | INV  | 09/23/2025 | 112.34    | starter motor          |
| 181190  | 1900   | AVISTA UTILITIES            | 7159830000SEP25   |    | INV  | 09/23/2025 | 51.89     | SW UPLAND ELECTRICTY   |
| 181192  | 399    | HOME DEPOT CREDIT SERVICES  | 6028065           |    | INV  | 09/23/2025 | 36.42     | FAC LB HEAT EXHAUST    |
| 181193  | 399    | HOME DEPOT CREDIT SERVICES  | 4612291           |    | INV  | 09/23/2025 | 845.65    | FAC ADMIN SPRINKLER SY |
| 181194  | 3836   | A PYE-BARKER FIRE & SAFETY  | 7126078           |    | INV  | 09/30/2025 | 176.00    | JSTORMS-PDKCloudHost-  |



## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE         | PO | TYPE | DUE DATE   | AMOUNT   | COMMENT                |
|---------|--------|-----------------------------|-----------------|----|------|------------|----------|------------------------|
| 181195  | 399    | HOME DEPOT CREDIT SERVICES  | 7623766         |    | INV  | 09/23/2025 | 52.97    | FAC WEED KILLER        |
| 181196  | 3836   | A PYE-BARKER FIRE & SAFETY  | 7125602         |    | INV  | 09/30/2025 | 101.78   | JSTORMS-Moon-PDKCloudH |
| 181197  | 399    | HOME DEPOT CREDIT SERVICES  | 6021187         |    | INV  | 09/23/2025 | 17.96    | FAC PROSOCUTORS TOILET |
| 181198  | 5909   | 45 DRIVES USA INC           | 232727          |    | INV  | 09/30/2025 | 3,951.00 | JSTORMS-45Drives-Super |
| 181199  | 399    | HOME DEPOT CREDIT SERVICES  | 5021370         |    | INV  | 09/23/2025 | 61.93    | FAC JUVIE BASKETBALL H |
| 181201  | 399    | HOME DEPOT CREDIT SERVICES  | 9022361         |    | INV  | 09/23/2025 | 67.73    | FAC SUPPLIES           |
| 181202  | 399    | HOME DEPOT CREDIT SERVICES  | 7022718         |    | INV  | 09/23/2025 | 24.94    | FAC ASSESSOR TV MOUNT  |
| 181204  | 1900   | AVISTA UTILITIES            | 0727737636SEP25 |    | INV  | 09/23/2025 | 711.42   | 521 S DIVISION - COUNT |
| 181205  | 1900   | AVISTA UTILITIES            | 5803520000SEP25 |    | INV  | 09/23/2025 | 468.31   | JAIL GAS 4001 N BOYER  |
| 181206  | 1900   | AVISTA UTILITIES            | 5329760000SEP25 |    | INV  | 09/23/2025 | 130.42   | JUSTICE SERVICES 4002  |
| 181207  | 1900   | AVISTA UTILITIES            | 4679400000SEP25 |    | INV  | 09/23/2025 | 24.72    | FAIRGROUNDS OFFICE GAS |
| 181208  | 1900   | AVISTA UTILITIES            | 1566410000SEP25 |    | INV  | 09/23/2025 | 45.56    | STORAGE UNIT B 4105 N  |
| 181209  | 5894   | PREMIER TRUCK ACCESSORIES I | 186522          |    | INV  | 09/23/2025 | 1,200.00 | Tonneau Cover & Labor  |
| 181210  | 1900   | AVISTA UTILITIES            | 5925930000SEP25 |    | INV  | 09/23/2025 | 20.85    | STORAGE UNIT C 4105 N  |
| 181211  | 1900   | AVISTA UTILITIES            | 8658940000SEP25 |    | INV  | 09/23/2025 | 20.85    | DISPATCH/MARINE PATROL |
| 181212  | 1900   | AVISTA UTILITIES            | 7555200000SEP25 |    | INV  | 09/23/2025 | 154.52   | PROSECUTOR 127 S FIRST |
| 181214  | 5894   | PREMIER TRUCK ACCESSORIES I | 186514          |    | INV  | 09/23/2025 | 1,200.00 | Tonneau Cover & Labor  |
| 181215  | 1900   | AVISTA UTILITIES            | 0569720000SEP25 |    | INV  | 09/23/2025 | 65.86    | SDPT AIRPORT GLANTZ EQ |
| 181216  | 1900   | AVISTA UTILITIES            | 0658340000SEP25 |    | INV  | 09/23/2025 | 44.86    | SDPT AIRPORT GATE 1100 |
| 181217  | 1900   | AVISTA UTILITIES            | 1108050000SEP25 |    | INV  | 09/23/2025 | 32.03    | SDPT AIRPORT WEATHER O |
| 181218  | 1900   | AVISTA UTILITIES            | 2877230000SEP25 |    | INV  | 09/23/2025 | 20.39    | SDPT AIRPORT NORTH HAN |
| 181219  | 1900   | AVISTA UTILITIES            | 1695020000SEP25 |    | INV  | 09/23/2025 | 20.20    | DRIVERS LICENSE BLDG G |
| 181220  | 1900   | AVISTA UTILITIES            | 2021560000SEP25 |    | INV  | 09/23/2025 | 20.20    | JUSTICE SVCS C/S SHOP  |
| 181221  | 1900   | AVISTA UTILITIES            | 5107150000SEP25 |    | INV  | 09/23/2025 | 20.20    | TASK FORCE GAS 4001 N  |

## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE         | PO | TYPE | DUE DATE   | AMOUNT     | COMMENT                 |
|---------|--------|-----------------------------|-----------------|----|------|------------|------------|-------------------------|
| 181222  | 1900   | AVISTA UTILITIES            | 6239320000SEP25 |    | INV  | 09/23/2025 | 20.20      | SANDPOINT AVIATION NDB  |
| 181223  | 1900   | AVISTA UTILITIES            | 6865650000SEP25 |    | INV  | 09/23/2025 | 158.61     | SDPT AIRPORT APPROACH   |
| 181224  | 1900   | AVISTA UTILITIES            | 8679400000SEP25 |    | INV  | 09/23/2025 | 20.85      | FAIR/GROUNDSKEEPER SHO  |
| 181225  | 1962   | CORPORATE PAYMENT SYSTEMS   | 0724Aug25       |    | INV  | 09/23/2025 | 593.02     | Visa charges for August |
| 181226  | 6480   | MARK HEID                   | 09.10.2025      |    | INV  | 09/23/2025 | 650.60     | DV Training             |
| 181227  | 251    | DOVER BAY MARINA            | 34998           |    | INV  | 09/23/2025 | 156.57     | Marine Fuel             |
| 181228  | 4700   | AMAZON CAPITAL SERVICES INC | 1VDR-1X4J-9TFH  |    | INV  | 09/23/2025 | 227.41     | Toner                   |
| 181229  | 3242   | FIRE PROTECTION SPECIALISTS | 30373           |    | INV  | 09/23/2025 | 725.00     | Fire Suppression Inspe  |
| 181230  | 3793   | BONNER COUNTY TREASURER     | SEP25           |    | INV  | 09/23/2025 | 1,580.00   | BANK ANALYSIS FEES AUG  |
| 181234  | 4886   | BO CO TREASURER FTO PACIFIC | 35923           |    | INV  | 09/23/2025 | 156,895.43 | 9184 PS Medical and Ph  |
| 181235  | 3753   | STONEWAY ELECTRIC SUPPLY CO | S104737357.001  |    | INV  | 09/23/2025 | 274.05     | RUNWAY LIGHT SOCKETS    |
| 181236  | 5930   | ASIA WILLIAMS               | SEPT2025        |    | INV  | 09/23/2025 | 775.59     | Reimbursement_Travel_2  |
| 181237  | 2459   | SELKIRK PRESS INC.          | 22756           |    | INV  | 09/23/2025 | 395.00     | BATCH ENVELOPES         |
| 181238  | 1900   | AVISTA UTILITIES            | 9295605315Sep25 |    | INV  | 09/24/2025 | 20.00      | Blanchard Pit Electric  |
| 181239  | 1900   | AVISTA UTILITIES            | 8542220000Sep25 |    | INV  | 09/24/2025 | 644.26     | D1 shop gas, electric   |
| 181240  | 3663   | INLAND POWER & LIGHT        | 85450001Sep25   |    | INV  | 09/24/2025 | 46.52      | Hwy 41 & Old Priest Ri  |
| 181242  | 6432   | AMERICAN FIRST AID SUPPLY   | CW-1729         |    | INV  | 09/24/2025 | 204.37     | D2, First Aid Supplies  |
| 181243  | 6432   | AMERICAN FIRST AID SUPPLY   | CW-1724         |    | INV  | 09/24/2025 | 205.74     | D3, First Aid Supplies  |
| 181245  | 6407   | CANTER BUYER PARENT LP      | 5003-7289543    |    | INV  | 09/24/2025 | 764.00     | 1PU23, Tires            |
| 181246  | 6481   | CRAPO LTD                   | 53416           |    | INV  | 09/24/2025 | 19,900.24  | All Three Districts, S  |
| 181247  | 965    | CANON FINANCIAL SERVICES IN | 41807783        |    | INV  | 09/24/2025 | 152.37     | R&B Contract Charge an  |
| 181248  | 2544   | COLEMAN OIL COMPANY         | CP-0307411      |    | INV  | 09/24/2025 | 1,628.47   | R&B Vehicle Fuel        |
| 181249  | 186    | CINTAS CORPORATION #606     | 4239374802      |    | INV  | 09/24/2025 | 405.96     | D2 Laundry              |
| 181250  | 186    | CINTAS CORPORATION #606     | 9338638420      |    | CRM  | 09/24/2025 | -311.52    | D2. Credit, Mischarge,  |
| 181251  | 186    | CINTAS CORPORATION #606     | 4243477806      |    | INV  | 09/24/2025 | 77.76      | D3 Laundry              |

## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR                           | VENDOR NAME           | INVOICE           | PO | TYPE | DUE DATE   | AMOUNT    | COMMENT                |
|---------|----------------------------------|-----------------------|-------------------|----|------|------------|-----------|------------------------|
| 181252  | 965 CANON                        | FINANCIAL SERVICES IN | 41807781          |    | INV  | 09/24/2025 | 70.26     | GIS Copier             |
| 181253  | 186 CINTAS CORPORATION           | #606                  | 4243786399        |    | INV  | 09/24/2025 | 74.53     | D1 Laundry             |
| 181254  | 186 CINTAS CORPORATION           | #606                  | 4243789630        |    | INV  | 09/24/2025 | 86.93     | D2 Laundry             |
| 181255  | 2577 CONSOLIDATED SUPPLY CO --   | S                     | 5012588798.001    |    | INV  | 09/24/2025 | 21.78     | Frost Probe Caps       |
| 181256  | 2577 CONSOLIDATED SUPPLY CO --   | S                     | 5012588798.002    |    | INV  | 09/24/2025 | 21.78     | Frost Probe Caps       |
| 181257  | 403 HOME DEPOT CREDIT SERVICES   |                       | 8901542           |    | INV  | 09/24/2025 | 14.45     | D3 Shop, Rotor and Pip |
| 181258  | 403 HOME DEPOT CREDIT SERVICES   |                       | 5614725           |    | INV  | 09/24/2025 | 13.04     | Frost Probes, Elbows a |
| 181259  | 403 HOME DEPOT CREDIT SERVICES   |                       | 1020433           |    | INV  | 09/24/2025 | 29.64     | Frost Probes, Schedule |
| 181262  | 6018 GENUINE PARTS COMPANY       |                       | 249035            |    | INV  | 09/24/2025 | 899.10    | D1 Shop, Oil Pump      |
| 181263  | 2771 OREILLY AUTO PARTS          |                       | 3456-251825       |    | INV  | 09/24/2025 | 236.46    | 3PU25, Brake Calipers  |
| 181264  | 2771 OREILLY AUTO PARTS          |                       | 3456-251871       |    | INV  | 09/24/2025 | 272.02    | 3PU25, Brake Calipers, |
| 181265  | 2771 OREILLY AUTO PARTS          |                       | 3456-252681       |    | INV  | 09/24/2025 | 26.98     | D3 Shop, Connectors    |
| 181266  | 2771 OREILLY AUTO PARTS          |                       | 3456-251840       |    | CRM  | 09/24/2025 | -100.00   | 3PU25, Core Return     |
| 181267  | 2771 OREILLY AUTO PARTS          |                       | 3456-251917       |    | CRM  | 09/24/2025 | -90.00    | 3PU25, Core Return     |
| 181270  | 5203 PAPE MACHINERY INC          |                       | 7008559           |    | INV  | 09/24/2025 | 1,703.00  | 1GR22, Freight & Labor |
| 181271  | 5203 PAPE MACHINERY INC          |                       | 16423427          |    | INV  | 09/24/2025 | 11.31     | D3 Shop, Bolt Stock    |
| 181273  | 4158 STEVE PECK FABRICATION LLC  |                       | 9165              |    | INV  | 09/24/2025 | 1,050.00  | 1TK31, Hydraulic Tank  |
| 181274  | 3357 TIFCO INDUSTRIES            |                       | 72126784          |    | INV  | 09/24/2025 | 96.42     | D1, Nuts, Hose Shield  |
| 181278  | 4241 ASH GROVE CEMENT COMPANY    |                       | 72163723          |    | INV  | 09/24/2025 | 58,051.43 | Garfield Bay Rd, Cemen |
| 181279  | 4241 ASH GROVE CEMENT COMPANY    |                       | 72166860          |    | INV  | 09/24/2025 | 7,940.85  | Garfield Bay Rd, Cemen |
| 181280  | 4241 ASH GROVE CEMENT COMPANY    |                       | 72163775          |    | INV  | 09/24/2025 | 39,109.89 | Garfield Bay Rd, Cemen |
| 181281  | 4241 ASH GROVE CEMENT COMPANY    |                       | 72169958          |    | INV  | 09/24/2025 | 5,116.36  | Garfield Bay Rd, Cemen |
| 181282  | 6407 CANTER BUYER PARENT LP      |                       | 5003-7289480      |    | INV  | 09/24/2025 | 772.00    | 1PU22, Tires           |
| 181283  | 6190 WESTERN COMMUNITY INSURANCE |                       | 08-435083-03SEP25 |    | INV  | 09/24/2025 | 59,743.75 | QTRLY PROPERTY INSURAN |



## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE       | PO | TYPE | DUE DATE   | AMOUNT    | COMMENT                |
|---------|--------|-----------------------------|---------------|----|------|------------|-----------|------------------------|
| 181286  | 6407   | CANTER BUYER PARENT LP      | 5003-7289492  |    | INV  | 09/24/2025 | 772.00    | 3PU21, Tires           |
| 181287  | 6407   | CANTER BUYER PARENT LP      | 5003-7289528  |    | INV  | 09/24/2025 | 772.00    | 3PU06, Tires           |
| 181288  | 3548   | WESTERN STATES EQUIPMENT CO | IN003343666   |    | INV  | 09/24/2025 | 429.46    | 2LO07, Gas Strut and T |
| 181289  | 5951   | AUTOZONE STORES LLC         | 06225736406   |    | INV  | 09/24/2025 | 148.98    | 3PU25, Rotors          |
| 181293  | 5951   | AUTOZONE STORES LLC         | 06225736342   |    | INV  | 09/24/2025 | 164.99    | 3PU25, Rotors and Brak |
| 181294  | 2592   | CO-OP GAS AND SUPPLY CO     | 87340         |    | INV  | 09/24/2025 | 49.98     | D3 Tools, Batteries    |
| 181295  | 186    | CINTAS CORPORATION #606     | 4244203205    |    | INV  | 09/24/2025 | 77.76     | D3 Laundry             |
| 181296  | 3462   | IDAHO DEPT OF LANDS         | S01041FY25    |    | INV  | 09/24/2025 | 250.00    | Dickensheet S01041 Min |
| 181297  | 3462   | IDAHO DEPT OF LANDS         | S00380FY25    |    | INV  | 09/24/2025 | 250.00    | Jack Pines Flat S00380 |
| 181301  | 3125   | SUN RENTAL CENTER INC       | 300431        |    | INV  | 09/24/2025 | 316.55    | Rental, Trench Compact |
| 181303  | 6417   | KIMBERLY HERBST             | 000655        |    | INV  | 09/24/2025 | 1,750.00  | Website Redesign - fin |
| 181304  | 1530   | RIVERSIDE HOTEL THE         | 439215        |    | INV  | 09/23/2025 | 522.00    | Hotel-2025 IAC Conf-wi |
| 181305  | 6282   | DANIEL ROSE                 | 155           |    | INV  | 09/24/2025 | 9,845.00  | Excavate 10x10 pit for |
| 181307  | 1417   | MOUNTAIN VIEW FAMILY MEDICI | 24690         |    | INV  | 09/24/2025 | 265.00    | Pre-employment health  |
| 181308  | 775    | SANDPOINT BUILDING SUPPLY   | 2511965       |    | INV  | 09/24/2025 | 167.25    | Laclede                |
| 181309  | 965    | CANON FINANCIAL SERVICES IN | 41807786      |    | INV  | 09/24/2025 | 91.13     | Printer                |
| 181310  | 9999   | Ericka Obaitek              | Sept2025      |    | INV  | 09/24/2025 | 487.96    | Victim Reimbursement - |
| 181311  | 2768   | ONIX NETWORKING CORPORATION | SIN050078     |    | INV  | 09/30/2025 | 94,391.22 | JSTORMS-Onix-GoogleEnt |
| 181312  | 5637   | RCN COMMUNICATIONS LLC      | INV-166173791 |    | INV  | 09/24/2025 | 3,999.96  | Mobile Router Essentia |
| 181313  | 6317   | IT1 SOURCE LLC              | 01048260      |    | INV  | 09/30/2025 | 21,193.00 | JSTORMS-it1Source-Yubi |
| 181314  | 4861   | TINT WORKS INC              | 27325         |    | INV  | 09/24/2025 | 4,928.00  | Inv. #27325 -Window ti |
| 181315  | 4389   | PEND OREILLE MECHANICAL     | 34782200      |    | INV  | 09/30/2025 | 525.00    | JSTORMS-PendOreilleMec |
| 181318  | 111    | BONNER MALL LLC             | OCT25         |    | INV  | 09/24/2025 | 1,418.71  | MOTOR VEHICLES OFFICE  |
| 181319  | 2190   | GRANITE AVIATION LLC        | OCT25         |    | INV  | 09/24/2025 | 450.00    | AIRPORT DIRECTOR'S OFF |
| 181320  | 2815   | PANHANDLE AREA COUNCIL      | OCT25         |    | INV  | 09/24/2025 | 7,020.01  | ADMIN BLDG LEASE 10/01 |

## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER | VENDOR | VENDOR NAME                 | INVOICE        | PO | TYPE | DUE DATE   | AMOUNT   | COMMENT                |
|---------|--------|-----------------------------|----------------|----|------|------------|----------|------------------------|
| 181321  | 5203   | PAPE MACHINERY INC          | 16406886       |    | INV  | 09/24/2025 | 645.80   | WINDSHIELD FOR R&B GRA |
| 181322  | 5637   | RCN COMMUNICATIONS LLC      | INV-166152940  |    | INV  | 09/24/2025 | 999.96   | Cables                 |
| 181323  | 5637   | RCN COMMUNICATIONS LLC      | INV-166152756  |    | INV  | 09/25/2025 | 608.98   | Cables                 |
| 181324  | 5637   | RCN COMMUNICATIONS LLC      | INV-166173787  |    | INV  | 09/25/2025 | 4,298.98 | Cradlepoint Routers    |
| 181326  | 5637   | RCN COMMUNICATIONS LLC      | INV-166213226  |    | INV  | 09/25/2025 | 3,999.96 | Cradlepoint Routers    |
| 181327  | 5637   | RCN COMMUNICATIONS LLC      | INV-166155997  |    | INV  | 09/25/2025 | 999.96   | Cables                 |
| 181328  | 4700   | AMAZON CAPITAL SERVICES INC | 197W-CMCK-D6T7 |    | INV  | 09/25/2025 | 1,419.90 | Body Cameras           |
| 181329  | 4700   | AMAZON CAPITAL SERVICES INC | 1PX4-M779-D9HV |    | INV  | 09/25/2025 | 1,419.90 | Body Cameras           |
| 181330  | 4700   | AMAZON CAPITAL SERVICES INC | 19RL-LTH4-CNXW |    | INV  | 09/25/2025 | 21.48    | Solenoid               |
| 181331  | 4753   | RANDY MAY                   | SEP25          |    | INV  | 09/25/2025 | 303.10   | SW FUEL REIMBURSEMENT  |
| 181332  | 1067   | DELL MARKETING L.P.         | 10837724128    |    | INV  | 09/25/2025 | 2,495.96 | Dell 15 Laptops        |
| 181333  | 4700   | AMAZON CAPITAL SERVICES INC | 13NJ-DCWY-6MF6 |    | CRM  | 09/25/2025 | -249.99  | Return of wireless con |
| 181334  | 4700   | AMAZON CAPITAL SERVICES INC | 193N-TT7M-D1XD |    | INV  | 09/25/2025 | 149.98   | 1TB SD Memory Cards    |
| 181335  | 4110   | SELKIRK POWER GENERATION IN | 138668         |    | INV  | 09/25/2025 | 1,113.95 | Maintenance on Generat |
| 181336  | 1261   | JASPER ENGINES & TRANSMISSI | 14980656       |    | INV  | 09/25/2025 | 4,185.00 | Transmission, remote p |
| 181337  | 4700   | AMAZON CAPITAL SERVICES INC | 1DG9-GVYT-CX7P |    | INV  | 09/25/2025 | 51.15    | Highlighters           |
| 181339  | 1089   | DIRECT AUTOMOTIVE DISTRIBUT | 01IW6605       |    | INV  | 09/25/2025 | 300.60   | Calipers               |
| 181340  | 1089   | DIRECT AUTOMOTIVE DISTRIBUT | 01IW6607       |    | INV  | 09/25/2025 | 84.13    | Brake Calipers         |
| 181341  | 6143   | WARREN RESORT HOTELS OF PON | 9909           |    | INV  | 09/24/2025 | 110.00   | Inv. #9909 Acct. BCP - |
| 181344  | 4760   | ACTIVE 911 INC              | 637630         |    | INV  | 09/25/2025 | 81.00    | EM ACTIVE 911 SUBSCRIP |
| 181345  | 5364   | TRINITY SERVICES GROUP INC  | 3028800279     |    | INV  | 09/25/2025 | 6,473.10 | Inmate/Juvenile Meals  |
| 181346  | 1880   | KORKYM CORPORATION          | 3289           |    | INV  | 09/25/2025 | 1,665.75 | Boots-Razor, Poorman,  |
| 181347  | 4700   | AMAZON CAPITAL SERVICES INC | 1V9G-CR6C-9CG9 |    | INV  | 09/25/2025 | 30.99    | Black Cabinet Cup Pull |
| 181348  | 4700   | AMAZON CAPITAL SERVICES INC | 1FKX-MTQM-91CR |    | INV  | 09/25/2025 | 6.98     | File Organizer         |

## WARRANT LIST BY VOUCHER

WARRANT: BOC5125 09/25/2025

DUE DATE: 09/30/2025

| VOUCHER       | VENDOR | VENDOR NAME           | INVOICE         | PO | TYPE | DUE DATE   | AMOUNT     | COMMENT                |
|---------------|--------|-----------------------|-----------------|----|------|------------|------------|------------------------|
| 181349        | 3553   | WEX BANK              | 107532360       |    | INV  | 09/25/2025 | 682.11     | PLANNING FUEL SEP25    |
| 181350        | 2474   | VERIZON WIRELESS      | 764212409SEP25  |    | INV  | 09/25/2025 | 1,101.89   | CELL PHONES SEP25      |
| 181351        | 6483   | HEIDI JOHNSON         | SEPT25          |    | INV  | 09/25/2025 | 68.04      | Mileage Reimbursement  |
| 181352        | 2219   | GRIZZLY GLASS CENTER  | H0176547        |    | INV  | 09/25/2025 | 250.00     | WINDSHIELD INSTALL - C |
| 181353        | 3030   | EVANS CRAVEN & LACKIE | 137075          |    | INV  | 09/25/2025 | 899.00     | LEGAL SVCS 04/23 TO 5/ |
| 181354        | 1900   | AVISTA UTILITIES      | 0861150000SEP25 |    | INV  | 09/25/2025 | 3,987.21   | ADMIN BLDG 150 HWY 2   |
| 181355        | 1900   | AVISTA UTILITIES      | 5555200000SEP25 |    | INV  | 09/25/2025 | 184.49     | PROSECUTOR 127 S FIRST |
| 181356        | 1900   | AVISTA UTILITIES      | 6555200000SEP25 |    | INV  | 09/25/2025 | 259.74     | PROSECUTOR 127 S FIRST |
| 181358        | 6358   | FOAMFRAT LLC          | 202509-2        |    | INV  | 09/25/2025 | 40.00      | SW HHW BARRELS         |
| 181360        | 3663   | INLAND POWER & LIGHT  | 137354001SEP25  |    | INV  | 09/25/2025 | 85.42      | SW BLANCHARD ELECTRICI |
| 181361        | 3663   | INLAND POWER & LIGHT  | 62146001SEP25   |    | INV  | 09/25/2025 | 57.26      | SW IDAHO HILL ELECTRIC |
| 181362        | 963    | CANNON HILL           | 43566           |    | INV  | 09/25/2025 | 42,719.40  | SW WOOD GRINDING COLBU |
| WARRANT TOTAL |        |                       |                 |    |      |            | 764,355.75 |                        |

\*\* END OF REPORT - Generated by Nichole Janes \*\*





# BONNER COUNTY PROSECUTOR

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

## Memorandum

## Prosecutor Item #1

September 30, 2025

To: Board of County Commissioners

From: Louis Marshall  
Bonner County Prosecutor

Re: Unanticipated revenue for LillyBrooke Family Justice Center

LillyBrooke Family Justice Center has received a grant from the **Idaho State Child Advocacy Center (CAC) Grant Program** in the amount of \$233,750 for the FY2026 grant cycle (ending 6/30/26). Before LBFJC may utilize the funds, the Board of County Commissioners must accept the funds by opening the budget and allocating them appropriately. LBFJC will use these funds in accordance with CAC guidelines for assisting victims.

A suggested motion would be, **Mr. Chairman based on the information before us I move for the Board to approve Resolution #25 - \_\_\_\_\_ authorizing the receipt of unanticipated revenue in the total amount of \$233,750 for use by LBFJC in accordance with CAC guidelines for the furtherance of its mission to support victims of violence in Bonner County.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Brian Domke, Chair

**RESOLUTION NO. 2025 - \_\_\_\_\_**  
**PROSECUTOR'S OFFICE**  
**VAST**

**Budget Adjustment –Unanticipated Revenues for LBFJC – FY2026 CAC Grant**

**WHEREAS**, Idaho Code Section 31-1605 provides that the Board of County Commissioners may adjust the budget as adopted to reflect the receipt of unscheduled revenue, grants, or donations from federal, state or local governments or private sources, so long as there shall be no increase in anticipated property taxes; and

**WHEREAS**, Bonner County, Idaho, through the LillyBrooke Family Justice Center (LBFJC), is committed to supporting victims of child abuse and sexual assault through a coordinated community response; and

**WHEREAS**, the State of Idaho has awarded a Child Advocacy Center (CAC) Grant in the amount of \$233,750.00 to support eligible services and program operations at LBFJC; and

**WHEREAS**, the grant funding will enhance BFJC's ability to provide critical services to vulnerable populations and support efforts to improve outcomes for children and families in crisis; and

**WHEREAS**, it is in the best interest of the County to accept and implement the grant in accordance with the terms of the award;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners of Bonner County hereby **accepts the FY2026 State CAC Grant in the amount of \$233,750.00** awarded to the LillyBrooke Family Justice Center.

**BE IT FURTHER RESOLVED**, that the Board authorizes to submit the grants funds of \$233,750.00 and take all necessary actions to implement the project.

**Adopted as a Resolution** of the Board of Commissioners of Bonner County, Idaho on the 30<sup>th</sup> day of September, 2025.

**BOARD OF BONNER COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brian Domke, Chair

\_\_\_\_\_  
Ron Korn, Commissioner

\_\_\_\_\_  
Asia Williams, Commissioner

**ATTEST:** Michael Rosedale

By \_\_\_\_\_  
Deputy Clerk

# Idaho Council ON Domestic Violence AND Victim Assistance

450 W. State Street, 5<sup>th</sup> Floor Boise, ID 83702 | 208.332.1540 | [info@icdv.idaho.gov](mailto:info@icdv.idaho.gov)

June 16, 2025

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

RE: FY2025 State CAC Award Notification

Dear Ms. Fox:

We are pleased to inform you that LillyBrooke Family Justice Center has been awarded \$77,916.75 in State CAC funds for the remaining part of federal fiscal year 2025 (July – September 2025). Please remember that \$9,288 in VOCA will be de-obligated from your initial award, bringing your new amended award total to \$166,258.75.

VOCA: \$65,017.00  
FVPSA: \$23,325.00  
State CAC: \$77,916.75

Please note that these funds will be available starting July 1, 2025. Your Grant Manager will adjust your budget in AmpliFund to reflect these new funds as soon as your amendment is fully executed. The amendment will come directly from the Department of Health and Welfare, and should be signed and returned to them promptly.

We are pleased to be able to continue to support your important work with Idaho victims and to make the best use of all available funds.

Sincerely,



Amy Duque  
Program Administration Manager

cc: Dana Wiemiller, Erin Vlamis





# 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 - \_\_\_\_\_ 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 \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Brian Domke, Chair

**RESOLUTION NO. 2025 - \_\_\_\_\_**  
**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 30<sup>th</sup> day of September, 2025.

**BOARD OF BONNER COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brian Domke, Chair

\_\_\_\_\_  
Ron Korn, Commissioner

\_\_\_\_\_  
Asia Williams, Commissioner

**ATTEST:** Michael Rosedale

By \_\_\_\_\_  
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.



**National  
Children's  
Alliance®**

*The Force Behind  
Children's Advocacy Centers*

# Children's Advocacy Center 2024 Staffing and Salary Survey

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Benchmarking the Compensation,  
Benefits, and Workload of the  
Children's Advocacy Center Workforce



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| <p><b>45</b></p>                                                                    | <p>Communications/Marketing Personnel</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>55</b></p>                                                                    | <p>Data/Quality Improvement Personnel</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Introduction

### Who we surveyed, how, and why

This report details findings from the 2024 National Children's Alliance (NCA) Children's Advocacy Center Staffing and Salary Survey, tabulating responses from more than 500 Children's Advocacy Center representatives nationwide. This periodic benchmarking effort collects data on compensation, benefits, workload, and turnover across all staff roles at Children's Advocacy Centers (CACs) nationally. The survey provides a snapshot of the demographic makeup, nature of employment, and length of tenure of the CAC workforce. The Staffing and Salary Survey report provides metrics useful to CACs, State Chapters, and Regional CACs for strategic and financial planning, resource advocacy, and anticipating recruiting and retention needs for the talented staff in this critical workforce.

The findings in this report reflect responses from more than 64% of all Accredited, Associate/Developing, and Affiliate member CACs. CACs that responded to the survey are representative of the larger field in terms of membership and accreditation status, organization type, region of the country and whether the CACs are primarily urban- or rural-serving. Staff salary data is presented in aggregate for each position, as well as more specifically by agency size, budget, client service numbers, primary service area, region, and organization type. Our hope is that these breakdowns provide multiple ways for CACs to locate and benchmark themselves among similarly situated peer organizations as they assess salary schedules and resource needs.

Most of the questions in the 2024 Staffing and Salary Survey were identical to those posed in the original 2021 survey to allow for year-over-year comparisons and the identification of trends. For ease of presentation and clarity, data reflected in the tables in this report are solely from 2024. When possible, changes and trends since the 2021 Staffing and Salary Survey are highlighted in the text accompanying each table.

The 2024 Staffing and Salary Survey could not have happened without the careful and thoughtful participation of so many Children's Advocacy Centers. CAC representatives spent an average of 40 minutes completing the survey (and some larger organizations spent much longer) amid busy schedules filled with the demanding, ongoing, critical work of serving children and families. This report is dedicated to the thousands of caring, committed CAC workforce members reflected in these survey responses who have an enormous, positive impact on the lives of young people every single day.

The Children's Advocacy Center Staffing and Salary Survey was compiled by the NCA's Program Evaluation Manager Erin Casey. Please contact Erin at [ecasey@nca-online.org](mailto:ecasey@nca-online.org) with questions about this report or the survey itself.



## Snapshot of Survey Methodology and Respondents

All 912 Accredited, Associate/Developing, or Affiliate NCA member organizations were invited to complete the 2024 Staffing and Salary Survey. Survey invitations were sent to each CAC's executive director or primary contact, who completed the survey on behalf of the organization or identified a designee to complete the survey. Surveys were completed online via customized survey links emailed to each center, and data was collected using the online survey platform Qualtrics. Data collection occurred in May and June of 2024.

The final sample reflects more than 64% of NCA Member CACs who are Accredited, Associate/Developing, and Affiliate. NCA received 569 survey responses which, collectively, included data from 587 CACs. Some CACs include more than one Accredited or Associate/Developing location under the same umbrella organization, and some agencies integrated information from multiple CACs into one survey submission in lieu of multiple submissions. Because it is not possible to disaggregate site-specific data in the handful of responses that include more than one Accredited or Associate/Developing CAC, we used the 569 completed surveys as the baseline sample size in all analyses. CACs with satellite, mobile, and auxiliary offices also included information from their secondary locations in their survey submissions.

CACs that responded to the 2024 Staffing and Salary Survey are representative of the field. The table below depicts characteristics of CACs' responses to the survey and of NCA member organizations in terms of accreditation status, region of the country, self-identified primary service area, and organizational type. Across all of these categories, the CACs that responded to the survey are similar to the larger field. Although there were slight differences between CACs and the field as a whole in terms of region and primary service area, none of these differences were statistically significant. This suggests that data from the survey can be roughly generalized to the broader CAC field.

### 2024 CAC Staffing and Salary Respondents: Comparison with the CAC field

|                              | Survey Respondents | NCA CAC Membership |
|------------------------------|--------------------|--------------------|
| <b>NCA Membership Status</b> | <b>N=569</b>       | <b>N=912</b>       |
| Accredited                   | 86% (491)          | 86% (786)          |
| Associate / Developing       | 9% (51)            | 9% (80)            |
| Affiliate                    | 5% (27)            | 5% (46)            |
| <b>Region</b>                | <b>N=569</b>       | <b>N=912</b>       |
| Midwest                      | 23% (130)          | 22% (202)          |
| Northeast                    | 16% (91)           | 16% (148)          |
| Southern                     | 45% (254)          | 43% (393)          |
| Western                      | 16% (94)           | 18% (168)          |
| <b>Primary Service Area*</b> | <b>N=561</b>       | <b>N=814</b>       |
| Urban                        | 40% (222)          | 38% (308)          |
| Suburban                     | 19% (107)          | 19% (153)          |
| Rural                        | 41% (232)          | 43% (353)          |
| <b>Organizational Type*</b>  | <b>N=561</b>       | <b>N=771</b>       |
| Nonprofit                    | 78% (439)          | 77% (597)          |
| Hospital-based               | 5% (29)            | 6% (48)            |
| Government-based             | 17% (93)           | 16% (126)          |

\*Comparison data is from 2023 NCA Member Census

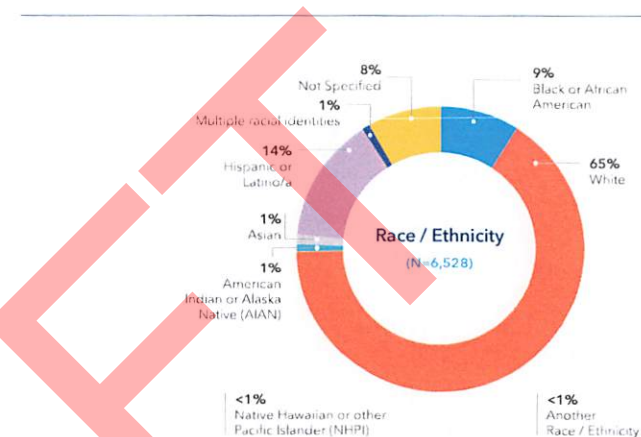
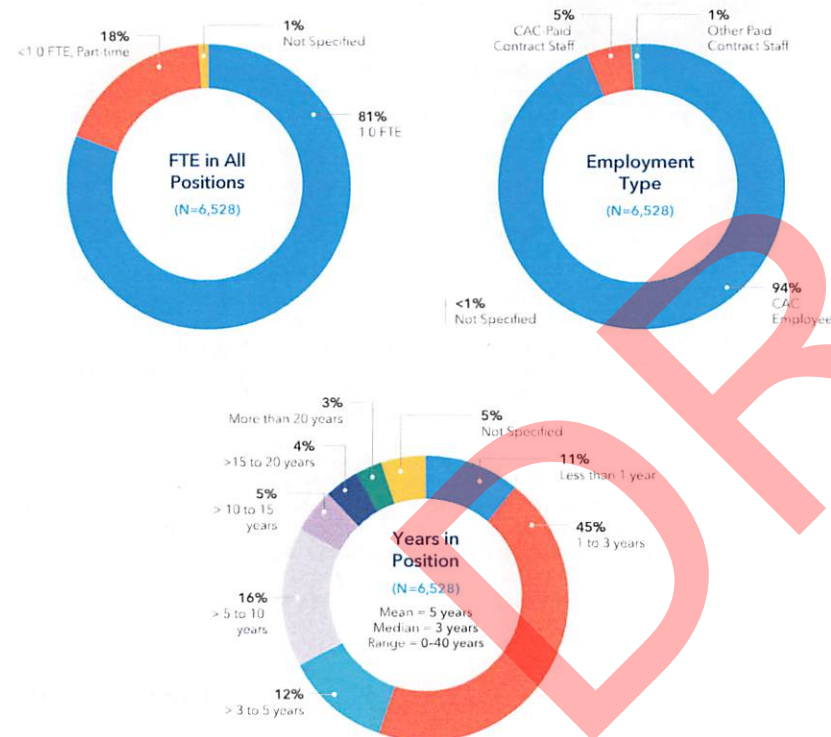




## The Children's Advocacy Center Workforce

### By the numbers

CACs provided detailed information regarding current staff positions at their centers. Using a standardized Staffing Guide, CACs listed all employee and contract positions, and identified the primary role, full-time equivalence (FTE), annual salary, length of tenure, and demographics of the people in those positions. CACs provided information for more than 6,500 staff positions. A breakdown of the general characteristics of these positions is provided in the table below. A comprehensive list of positions and the number of staff holding each primary role is available in the Staff Salaries: Salaries by Position Type and Characteristics section of this report, along with the descriptions of each position provided in the Staffing Guide.



### Workforce data highlights

#### What full-time status and tenure tell us

In 2024, more than 81% of positions within CACs were full-time, 94% of staff were CAC employees, and 6% were contract staff. This represents a slight increase from 2021, when 78% of positions were full-time, and just under 93% of staff were directly employed by the CAC. Nearly identical to 2021, more than half of the CAC workforce (56%) has been in their current role for three years or less, and 7% have been in their current roles for more than 15 years.

Although the question about tenure only applied to staff members' current roles and does not capture time in similar roles in other organizations, the stability in these numbers suggests that longevity in the field has not changed markedly since the last survey.

#### A look at workforce demographics

The demographic make-up of the CAC workforce also has remained mostly steady since 2021. Among positions for which demographic information is available, 92% of the CAC workforce are women - a proportion that is identical to 2021. The composition of the workforce in terms of race/ethnicity has changed slightly since 2021, when 69% of staff were identified as White. In 2024, that percentage had increased to 71% of staff, signifying a slight decrease in the proportion of staff who are Black, Latino/a, Asian, Native American, or multi-racial.

## Staff Salaries: Salaries by Position Type and Characteristics

This section provides detailed breakdowns of staff annual salaries both in aggregate and parsed by length of staff tenure, agency budget, number of FTE in a CAC, number of children served, organization type, region, and primary service area (urban vs. rural), as well as by the race/ethnicity of staff. To ensure standardization and the comparison of similar roles across CACs, only data for full-time employees are included. All salary amounts have been rounded to the nearest whole number. While CACs provided a detailed list of all staff positions at their organizations, there were some missing data for salaries, length of staff tenure, race/ethnicity, and budget. Thus, the sample sizes for salary breakdowns within each of these domains are slightly different and noted explicitly in each section of each chart. For privacy, salary data is not provided in the race/ethnicity breakdown portions of the tables if there was only one staff person of a particular race/ethnicity in a particular role.

Each table is labeled with the staff role and position description provided in the Staffing Guide that accompanied the Staffing and Salary Survey. Tables are presented only for staff positions with at least 20 data points and salary information for director/senior-level staff is provided separately from non-senior staff. For two staff roles, however—communications and data / quality improvement—staff and director roles were consolidated into a single table in order to include all data for these roles while also exceeding the threshold of 20 data points. There were fewer than 20 FTE staff positions identified for four staff roles in the survey, human resources (N=17), information technology (N=11), public policy/legislative advocacy (N=3) and DEIA coordinators (N=2). These positions are not reflected. Salaries are presented based on the positions' primary roles. Many staff straddle multiple roles in their organizations, and multiple salary tables may relevant reference points depending on how staff responsibilities are apportioned at a particular CAC.

The Staffing and Salary Survey allowed CACs to identify other staff roles not explicitly listed in the survey. Salaries for these roles are not presented because of wide variability in what CACs listed as "other" and the likelihood that CACs used different terminology for similar positions. CACs included 305 other staff positions in their survey submissions, and these staff members' responsibilities included building maintenance, childcare, driving/delivery, "special projects," intake, and volunteer coordination, or were listed with generic titles, such as "coordinator" that prevented re-assignment to one of the predetermined staff categories.

When using the tables to benchmark salaries, CACs are encouraged to reference multiple domains (for example, agency budget and agency FTE and primary service area) to best identify the most relevant peer comparisons. Additionally, rows in each table with more data points, and particularly more than 30 data points, offer more accurate estimates and a smaller margin of error; rows with fewer data points are more impacted by unusual or extreme salaries.

## Executive Directors and Senior Leaders

### Executive Director/CAC Program Director

Serves as the leader for the CAC organization. Responsible for overall strategic operation, management, and administration of all CAC staff and MDI/community partnership activities. Works closely with the board to develop the organization's vision and strategic focus. Serves as a spokesperson for the CAC.

#### Average # Years in Position (N=540)

- Mean: 8.7
- Median: 6.5
- Range: 0 to 36

#### Employment Type-% (count)

- CAC Employee: 98.7% (533)
- CAC-Paid Contract Staff: 0.4% (2)
- Other Paid Contract Staff: 0.9% (5)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 90% (485)
- <1.0 FTE, Part-Time: 9.6% (53)
- Missing: 0.4% (2)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$36,855</b> | <b>\$68,043</b>             | <b>\$81,225</b> | <b>\$89,778</b> | <b>\$100,554</b>            | <b>\$400,000</b> | <b>474</b> |
| <b>Years in position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$45,000        | \$56,160                    | \$82,500        | \$81,960        | \$100,000                   | \$150,000        | 31         |
| 1 to 3 years               | \$36,855        | \$65,000                    | \$75,500        | \$82,724        | \$91,364                    | \$185,162        | 130        |
| >3 to 5 years              | \$43,680        | \$65,447                    | \$73,800        | \$82,018        | \$91,844                    | \$199,056        | 46         |
| >5 to 10 years             | \$41,600        | \$68,733                    | \$85,000        | \$88,426        | \$100,000                   | \$186,000        | 108        |
| >10 to 15 years            | \$42,000        | \$74,425                    | \$88,223        | \$98,892        | \$113,650                   | \$245,000        | 65         |
| >15 to 20 years            | \$52,260        | \$71,163                    | \$87,841        | \$96,200        | \$115,395                   | \$230,790        | 52         |
| More than 20 years         | \$55,000        | \$73,241                    | \$96,325        | \$112,383       | \$134,599                   | \$400,000        | 36         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Less than \$250,000        | \$36,855        | \$55,000                    | \$65,246        | \$66,835        | \$75,250                    | \$103,000        | 50         |
| \$250,000 to \$499,999     | \$41,600        | \$61,900                    | \$69,149        | \$71,968        | \$79,500                    | \$145,000        | 109        |
| \$500,000 to \$999,999     | \$38,272        | \$69,315                    | \$78,000        | \$81,578        | \$90,373                    | \$152,857        | 133        |
| \$1,000,000 to \$1,999,999 | \$53,000        | \$83,000                    | \$93,388        | \$98,038        | \$110,000                   | \$180,253        | 106        |
| \$2,000,000 or more        | \$55,000        | \$104,234                   | \$124,900       | \$137,630       | \$162,872                   | \$400,000        | 70         |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$36,855        | \$54,900                    | \$65,245        | \$65,880        | \$75,000                    | \$125,000        | 29         |
| >2 to 5                    | \$41,600        | \$62,101                    | \$70,733        | \$74,031        | \$81,038                    | \$152,857        | 120        |
| >5 to 9                    | \$45,000        | \$68,000                    | \$78,000        | \$81,837        | \$91,837                    | \$180,253        | 124        |
| >9 to 15                   | \$38,272        | \$71,126                    | \$83,200        | \$86,074        | \$97,183                    | \$170,000        | 89         |
| >15 to 30                  | \$62,400        | \$88,481                    | \$107,995       | \$110,649       | \$125,000                   | \$189,252        | 84         |
| More than 30               | \$82,000        | \$123,661                   | \$164,505       | \$166,340       | \$185,791                   | \$400,000        | 28         |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |           |           |                             |           |       |
| Fewer than 100 children         | \$36,855 | \$61,615                    | \$70,000  | \$74,630  | \$85,000                    | \$152,857 | 35    |
| 100 to 249 children             | \$42,000 | \$64,059                    | \$72,759  | \$76,226  | \$86,000                    | \$189,252 | 135   |
| 250 to 499 children             | \$38,272 | \$69,144                    | \$80,525  | \$85,324  | \$95,000                    | \$161,972 | 132   |
| 500 to 999 children             | \$52,260 | \$75,234                    | \$90,000  | \$98,730  | \$118,000                   | \$186,000 | 105   |
| 1,000 or more children          | \$69,522 | \$93,276                    | \$120,000 | \$133,590 | \$167,771                   | \$400,000 | 47    |
| <b>Organizational Type</b>      |          |                             |           |           |                             |           |       |
| Nonprofit                       | \$36,855 | \$67,408                    | \$80,000  | \$89,107  | \$100,000                   | \$400,000 | 389   |
| Hospital-based                  | \$74,467 | \$91,505                    | \$100,568 | \$112,816 | \$132,301                   | \$199,056 | 17    |
| Government-based                | \$45,000 | \$72,000                    | \$86,000  | \$87,455  | \$100,688                   | \$146,745 | 62    |
| <b>Region</b>                   |          |                             |           |           |                             |           |       |
| Midwest                         | \$43,680 | \$65,176                    | \$77,432  | \$88,048  | \$99,912                    | \$400,000 | 112   |
| Northeast                       | \$36,855 | \$70,500                    | \$81,000  | \$86,306  | \$100,000                   | \$169,950 | 72    |
| Southern                        | \$38,272 | \$66,762                    | \$78,741  | \$88,485  | \$96,835                    | \$245,000 | 222   |
| Western                         | \$41,600 | \$80,223                    | \$92,155  | \$100,610 | \$119,994                   | \$199,056 | 68    |
| <b>Service Area</b>             |          |                             |           |           |                             |           |       |
| Urban                           | \$45,000 | \$73,000                    | \$90,000  | \$100,337 | \$115,000                   | \$400,000 | 191   |
| Suburban                        | \$41,600 | \$76,000                    | \$87,708  | \$96,285  | \$114,500                   | \$216,621 | 97    |
| Rural                           | \$36,855 | \$62,400                    | \$72,250  | \$75,488  | \$85,000                    | \$152,857 | 184   |
| <b>Race</b>                     |          |                             |           |           |                             |           |       |
| Black or African American       | \$54,800 | \$64,730                    | \$79,500  | \$96,437  | \$114,533                   | \$245,000 | 16    |
| White                           | \$36,855 | \$68,470                    | \$82,636  | \$90,529  | \$100,600                   | \$400,000 | 391   |
| AIAN                            | \$42,000 | \$56,900                    | \$81,000  | \$84,552  | \$112,944                   | \$123,782 | 9     |
| Asian                           | \$80,000 | \$80,000                    | \$85,675  | \$85,675  | \$91,350                    | \$91,350  | 2     |
| NHPI                            | \$86,000 | \$86,000                    | \$123,585 | \$111,528 | \$125,000                   | \$125,000 | 3     |
| Hispanic or Latinx              | \$41,600 | \$66,700                    | \$80,340  | \$87,443  | \$96,000                    | \$170,000 | 27    |
| Multiple races                  | \$68,640 | \$71,910                    | \$78,284  | \$81,501  | \$91,098                    | \$104,000 | 6     |
| Another race                    | -        | -                           | -         | -         | -                           | -         | 0     |

### Assistant Director/Assistant CAC Program Director

Serves as the second in command of the CAC organization. May be assigned specific strategic management, administrative or program responsibilities. Leads the CAC in the event of the executive director's absence.

#### Average # Years in Position (N=118)

- Mean: 6.8
- Median: 5.8
- Range: 5-25

#### Employment Type-% (124)

- CAC Employee: 100% (124)
- CAC-Paid Contract Staff: 0% (0)
- Other Paid Contract Staff: 0% (0)

#### Full-time or Part-time-% (124)

- 1.0 FTE, Full-Time: 92% (114)
- <1.0 FTE, Part-Time: 8% (10)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$37,172</b> | <b>\$57,000</b>             | <b>\$67,792</b> | <b>\$73,921</b> | <b>\$84,520</b>             | <b>\$165,075</b> | <b>111</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$55,000        | \$58,500                    | \$68,165        | \$67,033        | \$75,000                    | \$75,000         | 5          |
| 1 to 3 years               | \$40,950        | \$54,966                    | \$70,000        | \$74,643        | \$85,178                    | \$165,075        | 34         |
| >3 to 5 years              | \$37,172        | \$47,570                    | \$69,000        | \$66,454        | \$75,031                    | \$117,308        | 11         |
| >5 to 10 years             | \$39,416        | \$56,000                    | \$63,500        | \$71,083        | \$81,496                    | \$150,427        | 35         |
| >10 to 15 years            | \$58,425        | \$61,940                    | \$78,682        | \$80,486        | \$94,034                    | \$127,810        | 10         |
| >15 to 20 years            | \$53,000        | \$63,623                    | \$74,971        | \$76,919        | \$85,780                    | \$112,803        | 8          |
| More than 20 years         | \$67,792        | \$68,344                    | \$85,160        | \$87,963        | \$110,385                   | \$113,740        | 4          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$49,140        | \$50,895                    | \$58,084        | \$58,368        | \$66,125                    | \$68,165         | 4          |
| \$250,000 to \$499,999     | \$39,520        | \$48,100                    | \$53,000        | \$55,792        | \$62,466                    | \$75,031         | 11         |
| \$500,000 to \$999,999     | \$37,172        | \$50,000                    | \$56,000        | \$59,406        | \$66,333                    | \$112,803        | 25         |
| \$1,000,000 to \$1,999,999 | \$47,570        | \$60,898                    | \$69,500        | \$70,479        | \$79,996                    | \$100,320        | 26         |
| \$2,000,000 or more        | \$55,000        | \$66,950                    | \$83,860        | \$89,545        | \$101,475                   | \$165,075        | 42         |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$56,160        | \$56,160                    | \$56,160        | \$56,160        | \$56,160                    | \$56,160         | 1          |
| >2 to 5                    | \$39,520        | \$49,070                    | \$56,000        | \$57,416        | \$65,315                    | \$75,031         | 13         |
| >5 to 9                    | \$40,950        | \$50,000                    | \$55,000        | \$59,833        | \$68,500                    | \$86,529         | 21         |
| >9 to 15                   | \$37,172        | \$50,750                    | \$63,846        | \$62,519        | \$68,698                    | \$93,600         | 20         |
| >15 to 30                  | \$57,200        | \$70,000                    | \$77,000        | \$79,635        | \$86,078                    | \$112,803        | 28         |
| More than 30               | \$60,362        | \$65,273                    | \$85,018        | \$95,216        | \$116,731                   | \$165,075        | 28         |



| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$57,600 | \$60,241                    | \$71,598 | \$71,831 | \$83,654                    | \$86,529  | 4     |
| 100 to 249 children             | \$39,416 | \$52,266                    | \$56,160 | \$60,941 | \$70,935                    | \$93,600  | 21    |
| 250 to 499 children             | \$37,172 | \$50,000                    | \$61,392 | \$64,405 | \$75,000                    | \$112,803 | 27    |
| 500 to 999 children             | \$47,570 | \$57,050                    | \$69,500 | \$73,325 | \$84,157                    | \$130,000 | 20    |
| 1,000 or more children          | \$49,003 | \$65,000                    | \$79,500 | \$85,346 | \$95,000                    | \$165,075 | 35    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$39,416 | \$56,080                    | \$66,366 | \$74,030 | \$84,760                    | \$165,075 | 97    |
| Hospital-based                  | \$47,570 | \$54,801                    | \$79,847 | \$73,366 | \$85,450                    | \$86,200  | 4     |
| Government-based                | \$37,172 | \$67,824                    | \$75,105 | \$73,090 | \$84,155                    | \$86,529  | 10    |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$37,172 | \$55,000                    | \$66,800 | \$77,615 | \$93,712                    | \$165,075 | 27    |
| Northeast                       | \$47,570 | \$58,053                    | \$71,500 | \$70,579 | \$79,375                    | \$100,000 | 16    |
| Southern                        | \$39,417 | \$56,000                    | \$66,333 | \$72,316 | \$81,678                    | \$150,427 | 60    |
| Western                         | \$46,500 | \$73,283                    | \$83,379 | \$80,180 | \$91,832                    | \$100,320 | 8     |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$37,172 | \$62,400                    | \$73,689 | \$79,604 | \$90,120                    | \$165,075 | 61    |
| Suburban                        | \$49,000 | \$67,500                    | \$77,015 | \$80,042 | \$85,578                    | \$137,813 | 30    |
| Rural                           | \$39,520 | \$50,000                    | \$56,300 | \$58,288 | \$64,562                    | \$93,600  | 30    |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$49,140 | \$53,250                    | \$72,452 | \$79,130 | \$94,985                    | \$142,212 | 8     |
| White                           | \$37,172 | \$55,500                    | \$66,366 | \$71,656 | \$81,248                    | \$165,075 | 81    |
| AIAN                            | \$93,712 | \$93,712                    | \$97,356 | \$97,356 | \$101,000                   | \$101,000 | 2     |
| Asian                           | -        | -                           | -        | -        | -                           | -         | 1     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latino              | \$53,000 | \$65,000                    | \$73,000 | \$71,862 | \$83,141                    | \$85,000  | 11    |
| Multiple races                  | -        | -                           | -        | -        | -                           | -         | 1     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

### Director of Multiple Programs (Clinical Services, Operations, etc.)

Determines the focus and direction of several programs or functional areas. For example, a Director of Clinical Services may oversee medical, mental health, and victim advocacy positions at the CAC. May serve as a spokesperson in areas of expertise.

#### Average # Years in Position (N=119)

- Mean: 7.8
- Median: 5.0
- Range: 0-40

#### Employment Type-% (count)

- CAC Employee: 100% (122)
- CAC-Paid Contract Staff: 0% (0)
- Other Paid Contract Staff: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 93% (114)
- <1.0 FTE, Part-Time: 7% (8)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$44,286</b> | <b>\$68,642</b>             | <b>\$78,637</b> | <b>\$86,825</b> | <b>\$94,200</b>             | <b>\$355,742</b> | <b>112</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$62,331        | \$67,500                    | \$71,360        | \$73,455        | \$78,750                    | \$92,592         | 8          |
| 1 to 3 years               | \$52,494        | \$64,927                    | \$78,833        | \$84,272        | \$92,500                    | \$162,781        | 33         |
| >3 to 5 years              | \$44,286        | \$59,250                    | \$73,750        | \$79,705        | \$88,250                    | \$150,354        | 14         |
| >5 to 10 years             | \$58,385        | \$70,090                    | \$83,200        | \$86,192        | \$97,112                    | \$175,389        | 25         |
| >10 to 15 years            | \$62,000        | \$72,100                    | \$75,992        | \$80,123        | \$78,750                    | \$135,000        | 11         |
| >15 to 20 years            | \$65,000        | \$77,865                    | \$82,529        | \$94,383        | \$111,273                   | \$156,270        | 13         |
| More than 20 years         | \$50,016        | \$85,000                    | \$85,539        | \$125,295       | \$117,951                   | \$355,742        | 7          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$60,000        | \$60,000                    | \$66,500        | \$66,500        | \$73,000                    | \$73,000         | 2          |
| \$250,000 to \$499,999     | \$44,286        | \$44,286                    | \$58,385        | \$57,617        | \$70,179                    | \$70,179         | 3          |
| \$500,000 to \$999,999     | \$50,016        | \$52,494                    | \$62,920        | \$69,745        | \$82,529                    | \$127,472        | 11         |
| \$1,000,000 to \$1,999,999 | \$55,000        | \$65,000                    | \$72,100        | \$71,820        | \$78,525                    | \$93,298         | 31         |
| \$2,000,000 or more        | \$62,941        | \$77,453                    | \$86,000        | \$98,846        | \$104,798                   | \$355,742        | 65         |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$73,000        | \$73,000                    | \$73,000        | \$73,000        | \$73,000                    | \$73,000         | 1          |
| >2 to 5                    | \$60,000        | \$60,000                    | \$65,090        | \$65,090        | \$70,179                    | \$70,179         | 2          |
| >5 to 9                    | \$44,286        | \$50,807                    | \$61,946        | \$69,118        | \$83,896                    | \$127,472        | 10         |
| >9 to 15                   | \$55,000        | \$61,500                    | \$67,337        | \$69,274        | \$78,188                    | \$93,298         | 22         |
| >15 to 30                  | \$56,010        | \$73,498                    | \$82,395        | \$91,726        | \$90,809                    | \$355,742        | 33         |
| More than 30               | \$62,941        | \$75,544                    | \$86,494        | \$97,252        | \$110,534                   | \$175,389        | 44         |



| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | \$44,286  | \$48,215                    | \$66,500  | \$64,602  | \$79,090                    | \$81,120  | 4     |
| 100 to 249 children             | \$58,385  | \$61,946                    | \$70,179  | \$80,099  | \$103,211                   | \$135,000 | 5     |
| 250 to 499 children             | \$50,016  | \$56,341                    | \$70,000  | \$71,409  | \$86,505                    | \$95,430  | 17    |
| 500 to 999 children             | \$55,000  | \$66,726                    | \$78,000  | \$80,257  | \$86,785                    | \$127,472 | 38    |
| 1,000 or more children          | \$62,941  | \$74,570                    | \$85,000  | \$100,062 | \$106,845                   | \$355,742 | 46    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$44,286  | \$67,631                    | \$78,415  | \$82,223  | \$88,285                    | \$175,389 | 94    |
| Hospital-based                  | \$62,941  | \$71,344                    | \$83,200  | \$118,837 | \$143,385                   | \$355,742 | 13    |
| Government-based                | \$65,903  | \$69,452                    | \$99,600  | \$90,123  | \$106,055                   | \$112,379 | 5     |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$55,682  | \$75,000                    | \$85,009  | \$103,472 | \$97,000                    | \$355,742 | 15    |
| Northeast                       | \$67,674  | \$71,423                    | \$80,000  | \$78,960  | \$85,000                    | \$95,000  | 7     |
| Southern                        | \$44,286  | \$65,606                    | \$76,041  | \$80,742  | \$85,660                    | \$175,389 | 76    |
| Western                         | \$56,010  | \$81,484                    | \$97,515  | \$105,941 | \$128,229                   | \$162,781 | 14    |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$55,682  | \$73,278                    | \$85,000  | \$96,756  | \$101,816                   | \$355,742 | 63    |
| Suburban                        | \$50,016  | \$67,500                    | \$75,000  | \$77,005  | \$84,306                    | \$117,951 | 31    |
| Rural                           | \$44,286  | \$57,693                    | \$65,507  | \$68,414  | \$80,500                    | \$95,430  | 17    |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | \$57,000  | \$66,702                    | \$78,833  | \$87,783  | \$94,436                    | \$175,389 | 13    |
| White                           | \$44,286  | \$67,751                    | \$78,000  | \$84,681  | \$92,563                    | \$355,742 | 80    |
| AI/AN                           | -         | -                           | -         | -         | -                           | -         | 1     |
| Asian                           | -         | -                           | -         | -         | -                           | -         | 1     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$58,385  | \$70,820                    | \$76,996  | \$78,108  | \$78,470                    | \$112,379 | 8     |
| Multiple races                  | \$101,816 | \$101,816                   | \$117,780 | \$117,780 | \$133,783                   | \$133,783 | 2     |
| Another race                    | \$130,499 | \$130,499                   | \$146,640 | \$146,640 | \$162,781                   | \$162,781 | 2     |

## Forensic Interview Personnel

### Forensic Interviewer-Director

Designated position to determine and oversee the focus and direction of the Forensic Interview program of the CAC. This person provides supervision to direct service staff and may also conduct interviews. Participates in case review and peer review processes in a leadership capacity, bringing forensic interview perspectives to the team. If providing direct services, must meet foundational training and continuing education requirements per NCA Accreditation Standards.

#### Average # Years in Position (N=123)

- Mean: 7.5
- Median: 6.0
- Range: 0-35

#### Employment Type-% (count)

- CAC Employee: 98% (123)
- CAC-Paid Contract Staff: 2% (3)
- Other Paid Contract Staff: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 94% (119)
- <1.0 FTE, Part-Time: 6% (7)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$40,000</b> | <b>\$57,000</b>             | <b>\$68,000</b> | <b>\$70,238</b> | <b>\$80,635</b>             | <b>\$130,478</b> | <b>117</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$55,000        | \$56,500                    | \$67,500        | \$65,526        | \$72,939                    | \$73,357         | 6          |
| 1 to 3 years               | \$42,000        | \$55,795                    | \$71,650        | \$70,964        | \$82,694                    | \$112,778        | 26         |
| >3 to 5 years              | \$45,000        | \$54,683                    | \$63,000        | \$65,930        | \$71,509                    | \$114,960        | 18         |
| >5 to 10 years             | \$40,000        | \$56,500                    | \$65,000        | \$66,350        | \$72,604                    | \$114,829        | 43         |
| >10 to 15 years            | \$44,558        | \$66,625                    | \$84,334        | \$80,102        | \$94,554                    | \$100,000        | 8          |
| >15 to 20 years            | \$43,152        | \$58,380                    | \$65,000        | \$74,724        | \$96,351                    | \$109,900        | 9          |
| More than 20 years         | \$67,395        | \$74,198                    | \$95,000        | \$100,096       | \$128,544                   | \$130,478        | 5          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$55,000        | \$55,000                    | \$62,000        | \$60,333        | \$64,000                    | \$64,000         | 3          |
| \$250,000 to \$499,999     | \$42,000        | \$42,576                    | \$56,060        | \$56,330        | \$67,100                    | \$78,829         | 13         |
| \$500,000 to \$999,999     | \$44,558        | \$49,185                    | \$57,000        | \$58,224        | \$65,000                    | \$83,200         | 20         |
| \$1,000,000 to \$1,999,999 | \$40,000        | \$55,248                    | \$65,000        | \$67,845        | \$74,468                    | \$114,960        | 34         |
| \$2,000,000 or more        | \$54,000        | \$70,000                    | \$78,833        | \$81,458        | \$90,005                    | \$130,478        | 45         |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$55,000        | \$55,000                    | \$62,000        | \$60,667        | \$65,000                    | \$65,000         | 3          |
| >2 to 5                    | \$42,000        | \$42,000                    | \$54,911        | \$54,694        | \$64,000                    | \$78,829         | 11         |
| >5 to 9                    | \$44,558        | \$47,066                    | \$60,191        | \$59,467        | \$71,356                    | \$75,000         | 14         |
| >9 to 15                   | \$40,000        | \$54,308                    | \$60,700        | \$64,783        | \$72,604                    | \$114,960        | 27         |
| >15 to 30                  | \$50,000        | \$61,000                    | \$70,000        | \$73,195        | \$82,000                    | \$126,609        | 35         |
| More than 30               | \$55,000        | \$70,000                    | \$81,000        | \$84,853        | \$96,564                    | \$130,478        | 27         |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |           |                             |           |       |
| Fewer than 100 children         | \$43,152 | \$43,152                    | \$64,000 | \$57,384  | \$65,000                    | \$65,000  | 3     |
| 100 to 249 children             | \$42,000 | \$44,779                    | \$57,222 | \$59,656  | \$75,338                    | \$85,000  | 13    |
| 250 to 499 children             | \$40,000 | \$55,728                    | \$61,887 | \$63,870  | \$71,614                    | \$99,792  | 30    |
| 500 to 999 children             | \$45,000 | \$59,810                    | \$68,000 | \$69,739  | \$80,750                    | \$114,829 | 37    |
| 1,000 or more children          | \$55,000 | \$68,698                    | \$82,000 | \$84,276  | \$97,318                    | \$130,478 | 29    |
| <b>Organizational Type</b>      |          |                             |          |           |                             |           |       |
| Nonprofit                       | \$40,000 | \$56,000                    | \$65,000 | \$67,010  | \$76,491                    | \$114,829 | 100   |
| Hospital-based                  | \$77,790 | \$82,482                    | \$96,398 | \$100,737 | \$123,151                   | \$130,478 | 8     |
| Government-based                | \$62,000 | \$70,700                    | \$73,132 | \$78,989  | \$86,725                    | \$114,960 | 9     |
| <b>Region</b>                   |          |                             |          |           |                             |           |       |
| Midwest                         | \$42,000 | \$59,972                    | \$70,000 | \$69,528  | \$76,858                    | \$126,609 | 29    |
| Northeast                       | \$40,000 | \$60,894                    | \$66,198 | \$64,919  | \$71,650                    | \$82,346  | 12    |
| Southern                        | \$42,000 | \$54,750                    | \$65,000 | \$67,899  | \$80,125                    | \$114,829 | 62    |
| Western                         | \$55,000 | \$69,800                    | \$82,198 | \$86,626  | \$103,038                   | \$130,478 | 14    |
| <b>Service Area</b>             |          |                             |          |           |                             |           |       |
| Urban                           | \$42,000 | \$63,751                    | \$70,000 | \$74,176  | \$82,269                    | \$130,478 | 75    |
| Suburban                        | \$50,356 | \$60,175                    | \$72,966 | \$73,331  | \$82,046                    | \$99,792  | 16    |
| Rural                           | \$40,000 | \$45,000                    | \$56,060 | \$57,609  | \$62,000                    | \$100,000 | 27    |
| <b>Race</b>                     |          |                             |          |           |                             |           |       |
| Black or African American       | \$46,000 | \$68,386                    | \$73,357 | \$78,210  | \$90,695                    | \$112,778 | 9     |
| White                           | \$40,000 | \$56,500                    | \$65,000 | \$69,415  | \$80,000                    | \$130,478 | 83    |
| AIAN                            | -        | -                           | -        | -         | -                           | -         | 1     |
| Asian                           | -        | -                           | -        | -         | -                           | -         | 0     |
| NHPI                            | -        | -                           | -        | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$42,000 | \$52,896                    | \$73,895 | \$69,734  | \$80,285                    | \$99,792  | 12    |
| Multiple races                  | -        | -                           | -        | -         | -                           | -         | 0     |
| Another race                    | -        | -                           | -        | -         | -                           | -         | 0     |

## Forensic Interviewer-Staff

This position was included only if directly employed by the CAC or specifically contracted on an individual, ongoing basis with the CAC. Conducts interviews of child victims at the CAC. Participates in case review and peer review processes, bringing forensic interview perspectives to the team. Must meet foundational training and continuing education requirements per NCA Accreditation Standards.

### Average # Years in Position (N=872)

- Mean: 4.3
- Median: 2.5
- Range: 0-30

### Employment Type-% (count)

- CAC Employee: 94% (849)
- CAC-Paid Contract Staff: 5% (42)
- Other Paid Contract Staff: 1% (10)

### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 83% (751)
- <1.0 FTE, Part-Time: 16% (140)
- Missing: 1% (11)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$20,800</b> | <b>\$45,084</b>             | <b>\$52,360</b> | <b>\$55,379</b> | <b>\$60,300</b>             | <b>\$175,000</b> | <b>703</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$28,057        | \$42,000                    | \$46,750        | \$48,758        | \$55,020                    | \$78,000         | 90         |
| 1 to 3 years               | \$20,800        | \$44,029                    | \$50,997        | \$53,273        | \$59,048                    | \$175,000        | 332        |
| >3 to 5 years              | \$35,643        | \$48,296                    | \$54,500        | \$56,835        | \$62,603                    | \$105,900        | 101        |
| >5 to 10 years             | \$38,513        | \$47,970                    | \$55,389        | \$59,784        | \$66,441                    | \$116,730        | 118        |
| >10 to 15 years            | \$45,312        | \$53,396                    | \$60,952        | \$62,743        | \$70,000                    | \$95,514         | 28         |
| >15 to 20 years            | \$46,000        | \$52,500                    | \$66,463        | \$75,685        | \$104,814                   | \$118,373        | 12         |
| More than 20 years         | \$50,000        | \$63,500                    | \$66,500        | \$81,001        | \$108,058                   | \$119,330        | 9          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$34,000        | \$42,114                    | \$45,760        | \$49,567        | \$50,480                    | \$80,000         | 17         |
| \$250,000 to \$499,999     | \$31,500        | \$42,820                    | \$48,000        | \$48,951        | \$52,767                    | \$83,200         | 93         |
| \$500,000 to \$999,999     | \$20,800        | \$43,032                    | \$49,312        | \$51,765        | \$57,437                    | \$115,000        | 172        |
| \$1,000,000 to \$1,999,999 | \$33,193        | \$45,672                    | \$51,175        | \$54,095        | \$57,330                    | \$175,000        | 171        |
| \$2,000,000 or more        | \$39,998        | \$50,503                    | \$58,450        | \$61,821        | \$69,243                    | \$119,600        | 229        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$44,999        | \$44,999                    | \$51,720        | \$57,573        | \$76,000                    | \$76,000         | 3          |
| >2 to 5                    | \$31,500        | \$41,114                    | \$47,462        | \$50,883        | \$55,160                    | \$175,000        | 97         |
| >5 to 9                    | \$20,800        | \$44,500                    | \$51,000        | \$53,921        | \$59,710                    | \$115,000        | 149        |
| >9 to 15                   | \$28,057        | \$44,118                    | \$48,900        | \$51,580        | \$56,790                    | \$110,826        | 136        |
| >15 to 30                  | \$33,193        | \$46,350                    | \$55,000        | \$57,693        | \$65,016                    | \$105,900        | 186        |
| More than 30               | \$39,998        | \$50,726                    | \$57,775        | \$60,932        | \$63,493                    | \$119,600        | 132        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$36,096 | \$42,000                    | \$48,008 | \$53,359 | \$61,128                    | \$90,251  | 13    |
| 100 to 249 children             | \$20,800 | \$42,057                    | \$46,363 | \$50,650 | \$54,075                    | \$175,000 | 104   |
| 250 to 499 children             | \$28,056 | \$43,680                    | \$50,363 | \$52,740 | \$57,970                    | \$105,900 | 187   |
| 500 to 999 children             | \$32,000 | \$45,000                    | \$52,000 | \$54,225 | \$59,447                    | \$115,000 | 208   |
| 1,000 or more children          | \$40,421 | \$51,000                    | \$58,713 | \$62,964 | \$68,910                    | \$119,600 | 171   |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$20,800 | \$44,000                    | \$49,784 | \$50,965 | \$56,160                    | \$102,452 | 543   |
| Hospital-based                  | \$51,893 | \$59,675                    | \$64,050 | \$72,560 | \$76,294                    | \$119,600 | 59    |
| Government-based                | \$28,057 | \$54,456                    | \$67,196 | \$69,489 | \$76,000                    | \$175,000 | 99    |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$28,057 | \$46,701                    | \$53,000 | \$54,330 | \$60,000                    | \$97,851  | 183   |
| Northeast                       | \$34,762 | \$48,594                    | \$54,080 | \$56,198 | \$61,888                    | \$97,744  | 53    |
| Southern                        | \$31,500 | \$43,550                    | \$49,109 | \$50,896 | \$57,034                    | \$83,000  | 363   |
| Western                         | \$20,800 | \$51,140                    | \$69,278 | \$72,456 | \$88,248                    | \$175,000 | 104   |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$28,057 | \$47,843                    | \$55,017 | \$58,539 | \$63,350                    | \$175,000 | 368   |
| Suburban                        | \$39,000 | \$46,945                    | \$52,960 | \$55,570 | \$60,785                    | \$102,452 | 137   |
| Rural                           | \$20,800 | \$42,000                    | \$46,056 | \$49,302 | \$55,000                    | \$90,251  | 196   |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$32,000 | \$47,840                    | \$56,017 | \$57,219 | \$68,394                    | \$94,078  | 70    |
| White                           | \$20,800 | \$45,000                    | \$51,500 | \$54,407 | \$59,000                    | \$175,000 | 439   |
| AI/AN                           | \$35,984 | \$41,000                    | \$45,000 | \$51,130 | \$58,654                    | \$90,251  | 13    |
| Asian                           | \$55,000 | \$55,000                    | \$57,200 | \$60,252 | \$68,556                    | \$68,556  | 3     |
| NHPI                            | \$70,000 | \$70,000                    | \$82,757 | \$82,757 | \$95,514                    | \$95,514  | 2     |
| Hispanic or Latinx              | \$33,193 | \$45,900                    | \$53,000 | \$56,666 | \$60,861                    | \$119,600 | 125   |
| Multiple races                  | \$39,000 | \$40,500                    | \$55,295 | \$51,527 | \$60,669                    | \$62,338  | 5     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Advocacy Services (Victim/Child/Family) Personnel

### Advocacy Services (Victim/Child/Family)–Director

Designated position to determine and oversee the focus and direction of the Victim Support and Advocacy Services of the CAC. This person provides supervision to direct service staff and may also provide victim support and advocacy services. Participates in case review in a leadership capacity, bringing victim advocacy perspectives to the team. If providing direct services, must meet foundational training and continuing education requirements per NCA Accreditation Standards.

#### Average # Years in Position (N=116)

- Mean: 5.6
- Median: 4.0
- Range: 0-25

#### Employment Type-% (count)

- CAC Employee: 97% (118)
- CAC-Paid Contract Staff: 2% (2)
- Other Paid Contract Staff: 1% (1)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 93% (113)
- <1.0 FTE, Part-Time: 7% (8)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$31,200</b> | <b>\$51,690</b>             | <b>\$58,689</b> | <b>\$61,386</b> | <b>\$68,500</b>             | <b>\$128,045</b> | <b>111</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$42,000        | \$56,269                    | \$59,966        | \$64,373        | \$78,293                    | \$90,000         | 10         |
| 1 to 3 years               | \$35,000        | \$51,500                    | \$56,649        | \$59,070        | \$67,000                    | \$85,010         | 39         |
| >3 to 5 years              | \$31,200        | \$48,690                    | \$57,162        | \$60,243        | \$71,658                    | \$100,000        | 24         |
| >5 to 10 years             | \$41,175        | \$53,311                    | \$58,760        | \$62,826        | \$68,250                    | \$128,045        | 21         |
| >10 to 15 years            | \$50,000        | \$51,308                    | \$64,350        | \$68,188        | \$81,171                    | \$105,683        | 6          |
| >15 to 20 years            | \$46,509        | \$48,882                    | \$71,010        | \$71,343        | \$94,136                    | \$96,842         | 4          |
| More than 20 years         | \$36,050        | \$40,873                    | \$57,759        | \$55,392        | \$67,544                    | \$70,000         | 4          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$31,200        | \$33,100                    | \$55,000        | \$51,275        | \$67,589                    | \$75,000         | 5          |
| \$250,000 to \$499,999     | \$42,000        | \$43,460                    | \$49,792        | \$53,146        | \$66,186                    | \$71,000         | 4          |
| \$500,000 to \$999,999     | \$36,050        | \$45,250                    | \$52,061        | \$54,578        | \$62,525                    | \$95,304         | 20         |
| \$1,000,000 to \$1,999,999 | \$41,769        | \$48,950                    | \$53,517        | \$54,587        | \$60,331                    | \$73,334         | 32         |
| \$2,000,000 or more        | \$46,800        | \$58,723                    | \$65,814        | \$70,549        | \$77,941                    | \$128,045        | 48         |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | -               | -                           | -               | -               | -                           | -                | 0          |
| >2 to 5                    | \$31,200        | \$36,750                    | \$50,872        | \$51,411        | \$67,085                    | \$75,000         | 8          |
| >5 to 9                    | \$36,050        | \$41,794                    | \$50,480        | \$51,327        | \$58,375                    | \$70,000         | 10         |
| >9 to 15                   | \$40,560        | \$48,600                    | \$55,000        | \$55,128        | \$66,000                    | \$78,200         | 27         |
| >15 to 30                  | \$42,000        | \$52,000                    | \$59,162        | \$61,198        | \$66,471                    | \$105,683        | 36         |
| More than 30               | \$54,000        | \$58,748                    | \$71,450        | \$73,258        | \$80,898                    | \$128,045        | 30         |



| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | \$31,200  | \$31,200                    | \$51,744  | \$51,315  | \$71,000                    | \$71,000  | 3     |
| 100 to 249 children             | \$35,000  | \$38,613                    | \$46,000  | \$44,669  | \$49,480                    | \$55,000  | 9     |
| 250 to 499 children             | \$40,560  | \$51,325                    | \$56,500  | \$59,055  | \$65,064                    | \$95,304  | 29    |
| 500 to 999 children             | \$42,000  | \$52,715                    | \$59,631  | \$60,386  | \$66,907                    | \$78,900  | 32    |
| 1,000 or more children          | \$41,769  | \$55,000                    | \$65,000  | \$69,386  | \$77,724                    | \$128,045 | 31    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$31,200  | \$51,535                    | \$58,000  | \$59,852  | \$66,500                    | \$100,000 | 101   |
| Hospital-based                  | \$128,045 | \$128,045                   | \$128,045 | \$128,045 | \$128,045                   | \$128,045 | 1     |
| Government-based                | \$42,000  | \$63,036                    | \$73,723  | \$73,173  | \$82,243                    | \$105,683 | 8     |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$31,200  | \$54,057                    | \$61,000  | \$61,096  | \$69,250                    | \$90,000  | 29    |
| Northeast                       | \$42,000  | \$52,250                    | \$62,500  | \$60,054  | \$67,750                    | \$77,126  | 12    |
| Southern                        | \$35,000  | \$50,375                    | \$56,197  | \$59,733  | \$66,000                    | \$100,000 | 60    |
| Western                         | \$47,840  | \$54,245                    | \$69,625  | \$73,745  | \$82,671                    | \$128,045 | 10    |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$40,560  | \$53,651                    | \$61,242  | \$64,393  | \$72,225                    | \$128,045 | 64    |
| Suburban                        | \$45,000  | \$52,998                    | \$60,177  | \$62,840  | \$71,000                    | \$96,842  | 27    |
| Rural                           | \$31,200  | \$41,778                    | \$47,175  | \$49,803  | \$56,436                    | \$75,000  | 20    |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | \$46,800  | \$56,150                    | \$75,240  | \$69,133  | \$78,900                    | \$90,000  | 19    |
| White                           | \$31,200  | \$47,208                    | \$56,750  | \$57,169  | \$65,000                    | \$96,842  | 56    |
| AIAN                            | -         | -                           | -         | -         | -                           | -         | 1     |
| Asian                           | \$56,000  | \$56,000                    | \$77,126  | \$72,239  | \$83,591                    | \$83,591  | 3     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$42,000  | \$52,000                    | \$60,552  | \$66,505  | \$75,000                    | \$128,045 | 23    |
| Multiple races                  | -         | -                           | -         | -         | -                           | -         | 1     |
| Another race                    | -         | -                           | -         | -         | -                           | -         | 0     |

### Advocacy Services (Victim/Child/Family)-Staff

This position should only be included if directly employed by the CAC or specifically contracted on an individual, ongoing basis with the CAC. Provides victim support and advocacy services to CAC clients and their families. This may be for the life of the case or only for a specific period of time during the case. Ensures children and families have access to support services, including but not limited to, mental health and medical services. Participates in case review and brings victim advocacy perspectives to the team.

#### Average # Years in Position (N=1104)

- Mean: 3.2
- Median: 2.0
- Range: 0-35

#### Employment Type-% (count)

- CAC Employee: 98% (1137)
- CAC-Paid Contract Staff: 1.5% (16)
- Other Paid Contract Staff: 0.5% (7)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 89% (1032)
- <1.0 FTE, Part-Time: 11% (125)
- Missing: 0.3% (3)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$25,833</b> | <b>\$41,600</b>             | <b>\$46,350</b> | <b>\$48,795</b> | <b>\$53,602</b>             | <b>\$137,093</b> | <b>999</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$28,057        | \$41,600                    | \$45,760        | \$47,018        | \$51,012                    | \$90,210         | 144        |
| 1 to 3 years               | \$25,833        | \$41,085                    | \$46,000        | \$47,731        | \$51,502                    | \$137,093        | 572        |
| >3 to 5 years              | \$27,514        | \$42,000                    | \$47,950        | \$49,953        | \$55,438                    | \$107,560        | 104        |
| >5 to 10 years             | \$31,384        | \$44,145                    | \$49,885        | \$51,818        | \$57,000                    | \$133,494        | 92         |
| >10 to 15 years            | \$39,993        | \$52,000                    | \$56,799        | \$60,759        | \$71,050                    | \$91,498         | 20         |
| >15 to 20 years            | \$36,096        | \$43,073                    | \$52,659        | \$51,697        | \$58,027                    | \$68,200         | 22         |
| More than 20 years         | \$46,846        | \$54,073                    | \$65,500        | \$65,895        | \$76,716                    | \$94,000         | 12         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$33,000        | \$38,236                    | \$41,150        | \$42,987        | \$46,165                    | \$78,000         | 42         |
| \$250,000 to \$499,999     | \$32,240        | \$39,837                    | \$44,500        | \$45,928        | \$50,358                    | \$75,000         | 117        |
| \$500,000 to \$999,999     | \$25,833        | \$40,000                    | \$44,000        | \$45,922        | \$50,252                    | \$125,091        | 212        |
| \$1,000,000 to \$1,999,999 | \$27,271        | \$40,000                    | \$45,120        | \$46,978        | \$51,625                    | \$133,494        | 230        |
| \$2,000,000 or more        | \$27,514        | \$45,000                    | \$50,000        | \$52,971        | \$58,072                    | \$137,093        | 387        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$34,610        | \$40,750                    | \$42,500        | \$47,837        | \$53,115                    | \$78,000         | 13         |
| >2 to 5                    | \$27,514        | \$38,377                    | \$43,049        | \$45,044        | \$49,980                    | \$91,853         | 120        |
| >5 to 9                    | \$25,833        | \$40,000                    | \$45,675        | \$47,628        | \$52,353                    | \$125,091        | 185        |
| >9 to 15                   | \$27,271        | \$40,000                    | \$44,000        | \$46,056        | \$49,500                    | \$133,494        | 183        |
| >15 to 30                  | \$32,000        | \$41,860                    | \$46,107        | \$48,904        | \$52,000                    | \$107,560        | 251        |
| More than 30               | \$35,360        | \$46,010                    | \$51,168        | \$53,459        | \$58,072                    | \$137,093        | 247        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$34,608 | \$40,730                    | \$47,370 | \$50,615 | \$56,613                    | \$91,853  | 28    |
| 100 to 249 children             | \$25,833 | \$38,000                    | \$43,867 | \$44,933 | \$50,000                    | \$78,000  | 157   |
| 250 to 499 children             | \$27,514 | \$40,000                    | \$44,335 | \$46,021 | \$50,255                    | \$107,560 | 245   |
| 500 to 999 children             | \$31,384 | \$42,000                    | \$45,995 | \$48,736 | \$52,188                    | \$125,091 | 258   |
| 1,000 or more children          | \$27,271 | \$45,871                    | \$50,616 | \$54,024 | \$59,774                    | \$137,093 | 276   |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$25,833 | \$41,200                    | \$45,800 | \$46,711 | \$51,000                    | \$91,498  | 831   |
| Hospital-based                  | \$32,261 | \$54,080                    | \$59,049 | \$65,974 | \$67,454                    | \$137,093 | 55    |
| Government-based                | \$28,057 | \$45,000                    | \$52,000 | \$54,947 | \$64,575                    | \$133,494 | 103   |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$28,057 | \$41,783                    | \$46,620 | \$47,948 | \$52,575                    | \$94,000  | 240   |
| Northeast                       | \$32,261 | \$40,000                    | \$43,875 | \$46,819 | \$52,459                    | \$78,000  | 98    |
| Southern                        | \$27,271 | \$41,656                    | \$46,000 | \$47,452 | \$51,850                    | \$89,707  | 526   |
| Western                         | \$25,833 | \$44,720                    | \$52,645 | \$56,969 | \$62,400                    | \$137,093 | 135   |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$27,271 | \$42,400                    | \$48,000 | \$50,927 | \$57,000                    | \$137,093 | 510   |
| Suburban                        | \$31,384 | \$43,680                    | \$46,865 | \$49,546 | \$53,268                    | \$94,000  | 231   |
| Rural                           | \$25,833 | \$38,994                    | \$42,570 | \$43,842 | \$48,000                    | \$76,502  | 256   |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$27,271 | \$42,000                    | \$47,066 | \$50,590 | \$57,360                    | \$137,093 | 122   |
| White                           | \$25,833 | \$40,382                    | \$45,801 | \$47,603 | \$52,000                    | \$133,494 | 558   |
| AI/AN                           | \$39,520 | \$43,500                    | \$51,211 | \$54,021 | \$57,550                    | \$91,853  | 17    |
| Asian                           | \$35,000 | \$40,644                    | \$45,000 | \$49,129 | \$56,126                    | \$75,000  | 9     |
| NHPI                            | \$40,000 | \$40,000                    | \$42,077 | \$42,077 | \$44,153                    | \$44,153  | 2     |
| Hispanic or Latinx              | \$30,000 | \$43,585                    | \$48,503 | \$50,882 | \$56,222                    | \$107,560 | 198   |
| Multiple races                  | \$35,630 | \$40,400                    | \$44,990 | \$47,254 | \$52,000                    | \$89,707  | 21    |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 1     |

## Medical Services Personnel

### Medical Services-Director

Designated position to determine and oversee the focus and direction of the Medical Evaluation program of the CAC. This person provides supervision to direct service staff. This person may also conduct medical evaluations and/or act as an Advanced Medical Consultant to review exam findings when warranted. Participates in case review and peer review processes in a leadership capacity, bringing medical perspectives to the team. If providing direct services, must meet foundational training and continuing education requirements per NCA Accreditation Standards.

#### Average # Years in Position (N=48)

- Mean: 8.9
- Median: 6.0
- Range: .5-36

#### Employment Type-% (count)

- CAC Employee: 71% (34)
- CAC-Paid Contract Staff: 27% (13)
- Other Paid Contract Staff: 2% (1)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 52% (25)
- <1.0 FTE, Part-Time: 44% (21)
- Missing: 4% (2)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median           | Mean             | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|------------------|------------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$49,400</b> | <b>\$95,382</b>             | <b>\$208,768</b> | <b>\$190,414</b> | <b>\$252,661</b>            | <b>\$377,498</b> | <b>22</b> |
| <b>Years in Position</b>   |                 |                             |                  |                  |                             |                  |           |
| Less than 1 year           | -               | -                           | -                | -                | -                           | -                | -         |
| 1 to 3 years               | \$84,048        | \$98,176                    | \$200,000        | \$198,531        | \$264,992                   | \$377,498        | 7         |
| >3 to 5 years              | \$49,400        | \$49,645                    | \$68,690         | \$98,520         | \$177,225                   | \$207,300        | 4         |
| >5 to 10 years             | \$138,953       | \$184,738                   | \$250,000        | \$229,315        | \$266,735                   | \$271,939        | 6         |
| >10 to 15 years            | \$82,100        | \$82,100                    | \$82,100         | \$82,100         | \$82,100                    | \$82,100         | 1         |
| >15 to 20 years            | \$228,438       | \$228,438                   | \$238,219        | \$238,219        | \$248,000                   | \$248,000        | 2         |
| More than 20 years         | \$210,235       | \$210,235                   | \$235,440        | \$235,440        | \$260,645                   | \$260,645        | 2         |
| <b>Budget</b>              |                 |                             |                  |                  |                             |                  |           |
| Under \$250,000            | -               | -                           | -                | -                | -                           | -                | 0         |
| \$250,000 to \$499,999     | \$50,380        | \$50,380                    | \$67,214         | \$67,214         | \$84,048                    | \$84,048         | 2         |
| \$500,000 to \$999,999     | \$82,100        | \$82,100                    | \$229,799        | \$229,799        | \$377,498                   | \$377,498        | 2         |
| \$1,000,000 to \$1,999,999 | \$49,400        | \$94,160                    | \$238,219        | \$193,960        | \$249,400                   | \$250,000        | 4         |
| \$2,000,000 or more        | \$98,176        | \$169,477                   | \$210,235        | \$210,172        | \$262,819                   | \$271,939        | 13        |
| <b>Total Staff (FTE)</b>   |                 |                             |                  |                  |                             |                  |           |
| 2 or fewer                 | -               | -                           | -                | -                | -                           | -                | 0         |
| >2 to 5                    | \$84,048        | \$84,048                    | \$84,048         | \$84,048         | \$84,048                    | \$84,048         | 1         |
| >5 to 9                    | \$50,380        | \$58,310                    | \$155,269        | \$184,604        | \$340,233                   | \$377,498        | 4         |
| >9 to 15                   | \$49,400        | \$49,400                    | \$87,000         | \$128,133        | \$248,000                   | \$248,000        | 3         |
| >15 to 30                  | \$200,000       | \$200,000                   | \$240,000        | \$232,269        | \$260,645                   | \$265,000        | 7         |
| More than 30               | \$98,176        | \$125,000                   | \$207,300        | \$193,766        | \$264,992                   | \$271,939        | 7         |

| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | -         | -                           | -         | -         | -                           | -         | 0     |
| 100 to 249 children             | \$82,100  | \$82,100                    | \$84,049  | \$122,049 | \$200,000                   | \$200,000 | 3     |
| 250 to 499 children             | \$50,380  | \$50,380                    | \$68,690  | \$68,690  | \$87,000                    | \$87,000  | 2     |
| 500 to 999 children             | \$49,400  | \$200,000                   | \$228,438 | \$221,939 | \$248,000                   | \$377,498 | 7     |
| 1,000 or more children          | \$98,176  | \$135,465                   | \$250,000 | \$213,201 | \$264,994                   | \$271,939 | 10    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$49,400  | \$82,587                    | \$111,588 | \$131,274 | \$200,000                   | \$250,000 | 12    |
| Hospital-based                  | \$207,300 | \$234,219                   | \$250,000 | \$260,979 | \$268,466                   | \$377,498 | 9     |
| Government-based                | \$265,000 | \$265,000                   | \$265,000 | \$265,000 | \$265,000                   | \$265,000 | 1     |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$84,048  | \$86,262                    | \$131,977 | \$157,274 | \$251,161                   | \$260,645 | 6     |
| Northeast                       | \$49,400  | \$49,400                    | \$228,438 | \$172,613 | \$240,000                   | \$240,000 | 3     |
| Southern                        | \$50,380  | \$82,100                    | \$200,000 | \$164,707 | \$250,000                   | \$264,992 | 7     |
| Western                         | \$200,000 | \$207,677                   | \$257,500 | \$262,445 | \$298,329                   | \$377,498 | 6     |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$82,100  | \$125,000                   | \$240,000 | \$207,577 | \$264,992                   | \$377,498 | 15    |
| Suburban                        | \$49,400  | \$49,400                    | \$200,000 | \$166,467 | \$250,000                   | \$250,000 | 3     |
| Rural                           | \$50,380  | \$59,535                    | \$148,618 | \$144,013 | \$233,887                   | \$228,438 | 4     |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | \$265,000 | \$265,000                   | \$268,470 | \$268,470 | \$271,939                   | \$271,939 | 2     |
| White                           | \$49,400  | \$85,524                    | \$207,300 | \$177,186 | \$250,000                   | \$377,498 | 17    |
| AIAN                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Asian                           | -         | -                           | -         | -         | -                           | -         | 0     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | -         | -                           | -         | -         | -                           | -         | 1     |
| Multiple races                  | -         | -                           | -         | -         | -                           | -         | 0     |
| Another race                    | -         | -                           | -         | -         | -                           | -         | 0     |

## Medical Provider—Doctorate Level

This position should only be included if directly employed by the CAC or specifically contracted on an individual, ongoing basis with the CAC. Do not include general contracts with hospitals/medical organizations. Medical professionals of this level typically have a bachelor's degree followed by a degree from a four-year medical school and, depending on their specialty, three to seven years of additional training.

Credentials for doctors may include:

- **M.D.:** Doctor of medicine/physician
- **D.O.:** Doctor of osteopathic medicine; equivalent to an M.D.
- **M.B.B.S.:** Bachelor of medicine, bachelor of surgery; an international medical degree equivalent to an M.D. in the U.S. system (also abbreviated as M.B., Ch.B., M.B., B.Ch., M.B., B.Chir.)
- **Specific to CACs,** this may include family medical physician, emergency medical physician, general pediatrician (not specialist), child abuse pediatrician (specialist).

### Average # Years in Position (N=64)

- Mean: 8.7
- Median: 7.0
- Range: 0-27

### Employment Type-% (count)

- CAC Employee: 54% (37)
- CAC-Paid Contract Staff: 46% (32)
- Other Paid Contract Staff: 0% (0)

### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 32% (22)
- <1.0 FTE, Part-Time: 64% (44)
- Missing: 4% (3)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median           | Mean             | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|------------------|------------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$68,702</b> | <b>\$96,361</b>             | <b>\$144,000</b> | <b>\$165,301</b> | <b>\$224,219</b>            | <b>\$275,496</b> | <b>21</b> |
| <b>Years in Position</b>   |                 |                             |                  |                  |                             |                  |           |
| Less than 1 year           | \$144,000       | \$144,000                   | \$144,000        | \$144,000        | \$144,000                   | \$144,000        | 1         |
| 1 to 3 years               | \$68,702        | \$74,027                    | \$116,768        | \$138,059        | \$223,380                   | \$249,995        | 4         |
| >3 to 5 years              | \$100,321       | \$100,321                   | \$115,556        | \$115,566        | \$130,790                   | \$130,790        | 2         |
| >5 to 10 years             | \$78,146        | \$83,803                    | \$161,327        | \$169,191        | \$258,992                   | \$275,000        | 6         |
| >10 to 15 years            | \$220,000       | \$220,000                   | \$220,000        | \$220,000        | \$220,000                   | \$220,000        | 1         |
| >15 to 20 years            | \$92,400        | \$136,200                   | \$220,000        | \$199,267        | \$251,967                   | \$275,496        | 5         |
| More than 20 years         | -               | -                           | -                | -                | -                           | -                | 0         |
| <b>Budget</b>              |                 |                             |                  |                  |                             |                  |           |
| Under \$250,000            | -               | -                           | -                | -                | -                           | -                | 0         |
| \$250,000 to \$499,999     | -               | -                           | -                | -                | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$92,400        | \$92,400                    | \$112,200        | \$112,200        | \$132,000                   | \$132,000        | 2         |
| \$1,000,000 to \$1,999,999 | \$85,689        | \$88,923                    | \$115,556        | \$135,873        | \$192,110                   | \$228,438        | 6         |
| \$2,000,000 or more        | \$68,702        | \$128,016                   | \$200,000        | \$187,052        | \$251,826                   | \$275,496        | 13        |



| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |           |                             |           |           |                             |           |       |
| 2 or fewer                      | -         | -                           | -         | -         | -                           | -         | 0     |
| >2 to 5                         | -         | -                           | -         | -         | -                           | -         | 0     |
| >5 to 9                         | \$90,000  | \$90,600                    | \$112,200 | \$135,710 | \$204,329                   | \$228,438 | 4     |
| >9 to 15                        | \$100,321 | \$100,321                   | \$100,321 | \$100,321 | \$100,321                   | \$100,321 | 1     |
| >15 to 30                       | \$68,702  | \$92,391                    | \$162,000 | \$163,261 | \$220,000                   | \$275,000 | 12    |
| More than 30                    | \$143,535 | \$157,651                   | \$224,998 | \$217,257 | \$269,121                   | \$275,496 | 4     |
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | -         | -                           | -         | -         | -                           | -         | 0     |
| 100 to 249 children             | \$100,321 | \$100,321                   | \$100,321 | \$100,321 | \$100,321                   | \$100,321 | 1     |
| 250 to 499 children             | \$92,400  | \$92,400                    | \$130,790 | \$118,397 | \$132,000                   | \$132,000 | 3     |
| 500 to 999 children             | \$90,000  | \$106,873                   | \$162,000 | \$168,098 | \$234,743                   | \$253,656 | 6     |
| 1,000 or more children          | \$68,702  | \$85,689                    | \$200,000 | \$182,474 | \$249,995                   | \$275,496 | 11    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$85,689  | \$91,200                    | \$112,497 | \$118,633 | \$138,000                   | \$180,000 | 9     |
| Hospital-based                  | \$68,702  | \$110,841                   | \$200,000 | \$189,996 | \$262,498                   | \$275,497 | 9     |
| Government-based                | \$220,000 | \$220,000                   | \$220,000 | \$231,219 | \$253,656                   | \$253,656 | 3     |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$68,702  | \$75,785                    | \$111,595 | \$115,449 | \$146,663                   | \$190,653 | 6     |
| Northeast                       | \$90,000  | \$90,000                    | \$159,219 | \$159,219 | \$228,438                   | \$228,438 | 2     |
| Southern                        | \$85,689  | \$96,663                    | \$161,768 | \$168,866 | \$250,910                   | \$253,656 | 6     |
| Western                         | \$112,497 | \$144,000                   | \$220,000 | \$206,713 | \$275,000                   | \$275,496 | 7     |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$68,702  | \$91,200                    | \$144,000 | \$165,858 | \$234,998                   | \$275,496 | 17    |
| Suburban                        | \$180,000 | \$180,000                   | \$180,000 | \$180,000 | \$180,000                   | \$180,000 | 1     |
| Rural                           | \$112,497 | \$112,497                   | \$130,790 | \$157,242 | \$228,438                   | \$228,438 | 3     |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | -         | -                           | -         | -         | -                           | -         | 0     |
| White                           | \$85,689  | \$96,361                    | \$180,000 | \$173,230 | \$239,216                   | \$275,496 | 13    |
| AIAN                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Asian                           | \$68,702  | \$78,146                    | \$110,841 | \$120,259 | \$143,535                   | \$190,653 | 4     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$130,790 | \$130,790                   | \$175,395 | \$175,395 | \$220,000                   | \$220,000 | 2     |
| Multiple races                  | -         | -                           | -         | -         | -                           | -         | 0     |
| Another race                    | -         | -                           | -         | -         | -                           | -         | 0     |

## Medical Provider-Physician Assistant Level

### Medical Provider-Physician Assistant Level

This position should only be included if directly employed by the CAC or specifically contracted on an individual, ongoing basis with the CAC. Do not include general contracts with hospitals/medical organizations. Physician assistants are sometimes confused with nurse practitioners. While their roles can be similar, there are key differences. Physician assistants typically need a master's degree. Although their duties are determined by their supervising doctor and state law, physician assistants provide many of the same services as a primary care doctor.

Credentials for physician assistants may include:

- P.A.: Physician assistant
- P.A.-C.: Certified physician assistant

#### Average # Years in Position (N=43)

- Mean: 6.2
- Median: 4.0
- Range: 0-28

#### Employment Type-% (count)

- CAC Employee: 93% (42)
- CAC-Paid Contract Staff: 7% (3)
- Other Paid Contract Staff: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 47% (21)
- <1.0 FTE, Part-Time: 53% (24)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median           | Mean             | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|------------------|------------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$36,718</b> | <b>\$73,554</b>             | <b>\$112,040</b> | <b>\$100,563</b> | <b>\$124,726</b>            | <b>\$144,952</b> | <b>20</b> |
| <b>Years in Position</b>   |                 |                             |                  |                  |                             |                  |           |
| Less than 1 year           | \$38,000        | \$38,000                    | \$123,000        | \$97,000         | \$130,000                   | \$130,000        | 3         |
| 1 to 3 years               | \$52,000        | \$53,331                    | \$95,000         | \$92,413         | \$117,021                   | \$125,000        | 7         |
| >3 to 5 years              | \$66,560        | \$74,919                    | \$107,038        | \$104,033        | \$130,142                   | \$135,486        | 4         |
| >5 to 10 years             | \$121,661       | \$121,661                   | \$123,906        | \$125,189        | \$130,000                   | \$130,000        | 3         |
| >10 to 15 years            | -               | -                           | -                | -                | -                           | -                | 0         |
| >15 to 20 years            | -               | -                           | -                | -                | -                           | -                | 0         |
| More than 20 years         | \$100,000       | \$100,000                   | \$122,476        | \$122,476        | \$144,952                   | \$144,952        | 2         |
| <b>Budget</b>              |                 |                             |                  |                  |                             |                  |           |
| Under \$250,000            | -               | -                           | -                | -                | -                           | -                | 0         |
| \$250,000 to \$499,999     | -               | -                           | -                | -                | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$66,560        | \$66,560                    | \$99,996         | \$93,545         | \$114,080                   | \$114,080        | 3         |
| \$1,000,000 to \$1,999,999 | \$36,718        | \$37,680                    | \$94,768         | \$86,209         | \$124,750                   | \$130,000        | 6         |
| \$2,000,000 or more        | \$52,000        | \$100,000                   | \$121,661        | \$110,306        | \$130,000                   | \$144,952        | 11        |

| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |           |                             |           |           |                             |           |       |
| 2 or fewer                      | -         | -                           | -         | -         | -                           | -         | 0     |
| >2 to 5                         | -         | -                           | -         | -         | -                           | -         | 0     |
| >5 to 9                         | \$66,560  | \$66,560                    | \$66,560  | \$66,560  | \$66,560                    | \$66,560  | 1     |
| >9 to 15                        | \$36,718  | \$51,172                    | \$97,266  | \$86,333  | \$110,559                   | \$114,080 | 4     |
| >15 to 30                       | \$38,000  | \$63,748                    | \$122,331 | \$104,037 | \$130,000                   | \$144,952 | 12    |
| More than 30                    | \$110,000 | \$110,000                   | \$117,021 | \$116,975 | \$123,906                   | \$123,906 | 3     |
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | -         | -                           | -         | -         | -                           | -         | 0     |
| 100 to 249 children             | \$66,560  | \$73,554                    | \$97,266  | \$90,273  | \$99,999                    | \$100,000 | 4     |
| 250 to 499 children             | \$38,000  | \$38,000                    | \$38,000  | \$38,000  | \$38,000                    | \$38,000  | 1     |
| 500 to 999 children             | \$52,000  | \$52,333                    | \$74,166  | \$78,603  | \$109,310                   | \$114,080 | 4     |
| 1,000 or more children          | \$36,718  | \$117,021                   | \$123,906 | \$117,978 | \$130,000                   | \$144,952 | 11    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$36,718  | \$52,333                    | \$94,768  | \$83,262  | \$107,500                   | \$130,000 | 12    |
| Hospital-based                  | \$114,080 | \$118,181                   | \$124,453 | \$126,514 | \$134,122                   | \$144,952 | 8     |
| Government-based                | -         | -                           | -         | -         | -                           | -         | 0     |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$66,560  | \$95,000                    | \$114,080 | \$112,536 | \$135,496                   | \$144,952 | 7     |
| Northeast                       | -         | -                           | -         | -         | -                           | -         | 0     |
| Southern                        | \$36,718  | \$66,268                    | \$100,000 | \$95,908  | \$123,453                   | \$130,000 | 9     |
| Western                         | \$52,000  | \$52,333                    | \$89,166  | \$90,083  | \$128,750                   | \$130,000 | 4     |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$36,718  | \$53,331                    | \$114,080 | \$99,780  | \$125,000                   | \$144,952 | 15    |
| Suburban                        | \$123,000 | \$123,000                   | \$126,500 | \$126,500 | \$130,000                   | \$130,000 | 2     |
| Rural                           | \$66,560  | \$66,560                    | \$95,000  | \$87,185  | \$99,996                    | \$99,996  | 3     |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | -         | -                           | -         | -         | -                           | -         | 1     |
| White                           | \$36,718  | \$94,536                    | \$110,000 | \$102,795 | \$123,906                   | \$144,952 | 15    |
| AIAN                            | -         | -                           | -         | -         | -                           | -         | 1     |
| Asian                           | -         | -                           | -         | -         | -                           | -         | 0     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | -         | -                           | -         | -         | -                           | -         | 1     |
| Multiple races                  | -         | -                           | -         | -         | -                           | -         | 0     |
| Another race                    | -         | -                           | -         | -         | -                           | -         | 0     |

## Medical Provider–Nurse Level

This position should only be included if directly employed by the CAC or specifically contracted on an individual, ongoing basis with the CAC. Do not include general contracts with hospitals/medical organizations. Registered nurses usually take one of three education paths: a bachelor's degree in nursing, an associate degree in nursing, or a diploma from a nursing program. Registered nurses should not be confused with licensed practical nurses. Licensed practical nurses undergo less training (generally a one-year nursing program) and work under the direction of doctors and registered nurses. Nurse practitioners, nurse-midwives, and nurse anesthetists, also referred to as advanced practice registered nurses, must earn at least a master's degree.

Credentials for Nurses may include:

- **R.N.:** Registered nurse
- **N.P.:** Nurse practitioner
- **A.P.N.P.:** Advanced practice nurse practitioner (also abbreviated as A.P.N.)
- **A.P.R.N.:** Advanced practice registered nurse (also abbreviated as A.P.R.)
- **C.N.M.:** Certified nurse-midwife
- **C.N.P.:** Certified nurse practitioner (also abbreviated as N.P.-C. or N.P.B.C.)
- **C.R.N.A.:** Certified registered nurse anesthetist
- **D.N.P.:** Doctor of nursing practice
- **L.P.N.:** Licensed practical nurse
- **S.A.N.E.:** Sexual Assault Nurse Examiner
- **F.N.E.:** Forensic Nurse Examiner

### Average # Years in Position (N=152)

- Mean: 5.9
- Median: 3.0
- Range: 0–33

### Employment Type-% (count)

- CAC Employee: 72% (130)
- CAC-Paid Contract Staff: 21% (39)
- Other Paid Contract Staff: 7% (12)

### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 43% (78)
- <1.0 FTE, Part-Time: 46% (83)
- Missing: 11% (20)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$40,200</b> | <b>\$75,831</b>             | <b>\$95,000</b> | <b>\$98,985</b> | <b>\$125,922</b>            | <b>\$165,358</b> | <b>66</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$52,000        | \$61,250                    | \$96,500        | \$90,600        | \$114,900                   | \$125,000        | 8         |
| 1 to 3 years               | \$53,000        | \$71,697                    | \$88,200        | \$93,354        | \$111,061                   | \$151,440        | 29        |
| >3 to 5 years              | \$40,200        | \$70,203                    | \$90,733        | \$92,688        | \$126,318                   | \$128,750        | 6         |
| >5 to 10 years             | \$61,194        | \$75,067                    | \$102,000       | \$99,204        | \$124,207                   | \$141,732        | 13        |
| >10 to 15 years            | \$132,662       | \$132,662                   | \$135,448       | \$136,687       | \$135,950                   | \$135,950        | 3         |
| >15 to 20 years            | \$141,000       | \$141,000                   | \$141,000       | \$141,000       | \$141,000                   | \$141,000        | 1         |
| More than 20 years         | \$76,000        | \$76,000                    | \$104,462       | \$115,273       | \$165,358                   | \$165,358        | 3         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | \$69,368        | \$69,368                    | \$69,368        | \$69,368        | \$69,368                    | \$69,368         | 1         |
| \$250,000 to \$499,999     | -               | -                           | -               | -               | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$52,000        | \$65,000                    | \$75,324        | \$86,852        | \$89,290                    | \$165,358        | 11        |
| \$1,000,000 to \$1,999,999 | \$54,000        | \$76,623                    | \$88,200        | \$87,330        | \$92,349                    | \$145,623        | 14        |
| \$2,000,000 or more        | \$40,200        | \$85,000                    | \$112,195       | \$107,069       | \$130,841                   | \$141,732        | 39        |

| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |           |                             |           |           |                             |           |       |
| 2 or fewer                      | -         | -                           | -         | -         | -                           | -         | 0     |
| >2 to 5                         | \$75,324  | \$75,324                    | \$82,307  | \$82,307  | \$89,290                    | \$89,290  | 2     |
| >5 to 9                         | \$65,000  | \$65,000                    | \$80,204  | \$99,708  | \$151,440                   | \$165,358 | 7     |
| >9 to 15                        | \$52,000  | \$63,750                    | \$73,480  | \$80,033  | \$88,200                    | \$145,600 | 10    |
| >15 to 30                       | \$40,200  | \$81,100                    | \$95,000  | \$102,127 | \$135,448                   | \$141,000 | 19    |
| More than 30                    | \$55,120  | \$86,750                    | \$106,689 | \$104,632 | \$125,380                   | \$141,732 | 28    |
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | -         | -                           | -         | -         | -                           | -         | 0     |
| 100 to 249 children             | \$65,000  | \$68,801                    | \$84,747  | \$95,024  | \$131,523                   | \$145,600 | 4     |
| 250 to 499 children             | \$60,000  | \$65,000                    | \$69,684  | \$81,104  | \$99,299                    | \$132,662 | 10    |
| 500 to 999 children             | \$53,000  | \$81,478                    | \$90,000  | \$105,464 | \$139,171                   | \$165,358 | 21    |
| 1,000 or more children          | \$40,200  | \$87,000                    | \$102,000 | \$102,248 | \$125,254                   | \$141,732 | 29    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$52,000  | \$75,324                    | \$91,465  | \$94,742  | \$109,927                   | \$145,600 | 43    |
| Hospital-based                  | \$53,000  | \$61,174                    | \$104,462 | \$103,134 | \$141,000                   | \$165,358 | 11    |
| Government-based                | \$40,200  | \$88,200                    | \$118,498 | \$110,386 | \$134,296                   | \$141,732 | 12    |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$65,000  | \$67,212                    | \$84,480  | \$84,312  | \$98,546                    | \$109,378 | 8     |
| Northeast                       | \$53,000  | \$58,750                    | \$90,231  | \$93,616  | \$131,866                   | \$141,000 | 4     |
| Southern                        | \$52,000  | \$73,393                    | \$91,465  | \$95,465  | \$122,096                   | \$141,732 | 37    |
| Western                         | \$40,200  | \$88,200                    | \$132,662 | \$116,626 | \$140,000                   | \$165,358 | 15    |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$40,200  | \$76,000                    | \$95,850  | \$101,076 | \$127,254                   | \$165,358 | 39    |
| Suburban                        | \$85,000  | \$86,600                    | \$104,000 | \$104,598 | \$121,602                   | \$139,061 | 9     |
| Rural                           | \$52,000  | \$68,649                    | \$87,145  | \$91,605  | \$106,395                   | \$145,600 | 18    |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | \$114,900 | \$114,900                   | \$118,498 | \$123,407 | \$136,823                   | \$141,732 | 4     |
| White                           | \$52,000  | \$73,393                    | \$89,290  | \$94,598  | \$109,927                   | \$165,358 | 51    |
| AIAN                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Asian                           | -         | -                           | -         | -         | -                           | -         | 0     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$127,166 | \$127,166                   | \$127,254 | \$128,420 | \$130,841                   | \$130,841 | 3     |
| Multiple races                  | -         | -                           | -         | -         | -                           | -         | 0     |
| Another race                    | -         | -                           | -         | -         | -                           | -         | 0     |

## Mental Health Services Personnel

### Mental Health Services—Clinical Director

This management position within the CAC oversees the mental health program, and is often responsible for hiring, evaluating, scheduling, and supervising clinicians, managing budgets, data tracking and making decisions regarding mental health service delivery. The Clinical Director may also provide evidence-based assessments and treatment to CAC clients.

Credentials for the Clinical Director may include

- Doctorate degree in psychology or social work
- Master's degree in social work, psychology or related field that meets eligibility requirements for a license to practice as a mental health clinician.

#### Average # Years in Position (N=155)

- Mean: 6.2
- Median: 4.0
- Range: 0-28

#### Employment Type-% (count)

- CAC Employee: 95% (151)
- CAC-Paid Contract Staff: 4% (6)
- Other Paid Contract Staff: 1% (2)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 91% (145)
- <1.0 FTE, Part-Time: 9% (15)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$50,003</b> | <b>\$66,124</b>             | <b>\$75,000</b> | <b>\$79,393</b> | <b>\$88,000</b>             | <b>\$204,425</b> | <b>143</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$54,000        | \$57,500                    | \$65,000        | \$65,777        | \$72,500                    | \$85,000         | 9          |
| 1 to 3 years               | \$50,003        | \$67,750                    | \$78,508        | \$80,310        | \$88,250                    | \$204,425        | 50         |
| >3 to 5 years              | \$53,020        | \$62,750                    | \$67,500        | \$71,457        | \$75,983                    | \$110,000        | 25         |
| >5 to 10 years             | \$56,008        | \$63,000                    | \$85,914        | \$82,996        | \$94,615                    | \$140,795        | 31         |
| >10 to 15 years            | \$52,000        | \$67,616                    | \$81,762        | \$84,296        | \$95,037                    | \$143,281        | 16         |
| >15 to 20 years            | \$60,000        | \$66,147                    | \$80,000        | \$75,992        | \$83,833                    | \$87,024         | 5          |
| More than 20 years         | \$60,900        | \$69,194                    | \$93,342        | \$101,287       | \$137,353                   | \$144,206        | 5          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$66,124        | \$66,124                    | \$79,062        | \$79,062        | \$92,000                    | \$92,000         | 2          |
| \$250,000 to \$499,999     | \$58,000        | \$60,311                    | \$66,198        | \$71,939        | \$81,040                    | \$108,160        | 6          |
| \$500,000 to \$999,999     | \$50,003        | \$56,850                    | \$63,170        | \$66,452        | \$75,923                    | \$93,600         | 28         |
| \$1,000,000 to \$1,999,999 | \$54,000        | \$62,625                    | \$73,468        | \$73,468        | \$82,433                    | \$110,588        | 48         |
| \$2,000,000 or more        | \$53,749        | \$77,303                    | \$86,348        | \$90,910        | \$96,957                    | \$204,425        | 58         |



| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |          |                             |           |           |                             |           |       |
| 2 or fewer                      | -        | -                           | -         | -         | -                           | -         | 0     |
| >2 to 5                         | \$58,000 | \$58,000                    | \$72,000  | \$74,000  | \$92,000                    | \$92,000  | 3     |
| >5 to 9                         | \$52,000 | \$60,000                    | \$65,000  | \$68,793  | \$76,230                    | \$108,160 | 19    |
| >9 to 15                        | \$50,003 | \$61,993                    | \$67,250  | \$70,261  | \$80,183                    | \$90,480  | 34    |
| >15 to 30                       | \$54,000 | \$67,999                    | \$75,246  | \$80,822  | \$87,878                    | \$204,425 | 54    |
| More than 30                    | \$53,749 | \$78,108                    | \$90,000  | \$93,057  | \$101,501                   | \$144,206 | 33    |
| <b>Annual # Children Served</b> |          |                             |           |           |                             |           |       |
| Fewer than 100 children         | -        | -                           | -         | -         | -                           | -         | 0     |
| 100 to 249 children             | \$53,020 | \$60,225                    | \$69,577  | \$72,561  | \$80,000                    | \$108,160 | 20    |
| 250 to 499 children             | \$50,003 | \$61,081                    | \$73,500  | \$75,968  | \$83,232                    | \$204,425 | 35    |
| 500 to 999 children             | \$52,000 | \$63,000                    | \$71,949  | \$74,448  | \$83,739                    | \$125,000 | 48    |
| 1,000 or more children          | \$53,749 | \$77,415                    | \$90,000  | \$92,392  | \$100,700                   | \$144,206 | 31    |
| <b>Organizational Type</b>      |          |                             |           |           |                             |           |       |
| Nonprofit                       | \$50,003 | \$63,000                    | \$73,950  | \$75,999  | \$86,941                    | \$125,000 | 129   |
| Hospital-based                  | \$80,642 | \$86,943                    | \$118,300 | \$122,316 | \$143,520                   | \$204,425 | 10    |
| Government-based                | \$72,293 | \$73,592                    | \$81,043  | \$81,564  | \$90,057                    | \$91,057  | 4     |
| <b>Region</b>                   |          |                             |           |           |                             |           |       |
| Midwest                         | \$53,749 | \$66,781                    | \$76,598  | \$75,951  | \$84,609                    | \$94,615  | 26    |
| Northeast                       | \$60,000 | \$65,195                    | \$80,000  | \$76,459  | \$85,457                    | \$90,640  | 13    |
| Southern                        | \$50,003 | \$61,340                    | \$71,899  | \$76,243  | \$87,550                    | \$140,795 | 91    |
| Western                         | \$75,000 | \$86,218                    | \$101,061 | \$111,262 | \$136,895                   | \$204,425 | 13    |
| <b>Service Area</b>             |          |                             |           |           |                             |           |       |
| Urban                           | \$52,000 | \$68,001                    | \$83,019  | \$84,279  | \$90,360                    | \$204,425 | 72    |
| Suburban                        | \$55,000 | \$67,500                    | \$74,160  | \$78,684  | \$90,000                    | \$115,843 | 39    |
| Rural                           | \$50,003 | \$60,578                    | \$66,175  | \$69,264  | \$78,750                    | \$108,160 | 32    |
| <b>Race</b>                     |          |                             |           |           |                             |           |       |
| Black or African American       | \$55,049 | \$66,931                    | \$74,893  | \$77,176  | \$85,522                    | \$125,000 | 16    |
| White                           | \$50,003 | \$65,806                    | \$75,000  | \$78,424  | \$88,500                    | \$144,206 | 104   |
| AIAN                            | -        | -                           | -         | -         | -                           | -         | 0     |
| Asian                           | -        | -                           | -         | -         | -                           | -         | 0     |
| NHPI                            | -        | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$60,000 | \$60,178                    | \$71,975  | \$85,549  | \$90,179                    | \$204,425 | 10    |
| Multiple races                  | -        | -                           | -         | -         | -                           | -         | 1     |
| Another race                    | -        | -                           | -         | -         | -                           | -         | 0     |

## Mental Health Clinician

This position provides evidence-based mental health assessment and evidence-based treatment to the children and caregivers seen at the CAC. Depending on the therapy needs of the child and/or caregiver, the clinician may also refer them to linkage agreement providers in the community. The position provides education to CAC staff and MDT members on trauma symptoms, child and caregiver responses and mental health issues that children and families may be experiencing. They share information with MDT members on treatment recommendations and progress. Licensed psychologists (PhD in Clinical Psychology or a PsyD) may conduct psychological evaluations, evidence-based treatment and/or recommendations for treatment with another provider.

Credentials for Mental Health Clinicians may include:

- Doctorate degree in psychology or social work (PhD, PsyD, DSW)
- Master's degree in social work, psychology or related field that meets eligibility requirements for a license to practice as a mental health clinician, such as:
  - LCSW: Licensed Clinical Social Worker
  - LPC: Licensed Professional Counselor
  - LCPC: Licensed Clinical Professional Counselor
  - LPCC: Licensed Professional Clinical Counselor
  - LMHC: Licensed Mental Health Counselor
  - LCMHC: Licensed Clinical Mental Health Counselor
  - LMHP: Licensed Mental Health Practitioner
  - LMFT: Licensed Marriage and Family Therapist

### Average # Years in Position (N=835)

- Mean: 3.6
- Median: 2.0
- Range: 0-32

### Employment Type-% (count)

- CAC Employee: 91% (793)
- CAC-Paid Contract Staff: 7% (63)
- Other Paid Contract Staff: 1% (8)
- Missing: 1% (5)

### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 80% (691)
- <1.0 FTE, Part-Time: 19% (173)
- Missing: 1% (5)

| Full-time Positions Only   | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|----------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>All</b>                 |          |                             |          |          |                             |           |       |
| All                        | \$26,360 | \$52,000                    | \$59,261 | \$61,600 | \$68,000                    | \$153,860 | 676   |
| <b>Years in Position</b>   |          |                             |          |          |                             |           |       |
| Less than 1 year           | \$26,360 | \$50,000                    | \$55,000 | \$57,048 | \$65,000                    | \$85,000  | 84    |
| 1 to 3 years               | \$33,979 | \$51,300                    | \$57,512 | \$59,270 | \$65,166                    | \$113,880 | 375   |
| >3 to 5 years              | \$42,608 | \$53,024                    | \$61,100 | \$62,308 | \$70,000                    | \$97,594  | 94    |
| >5 to 10 years             | \$37,440 | \$58,968                    | \$65,645 | \$69,440 | \$78,488                    | \$129,459 | 82    |
| >10 to 15 years            | \$53,178 | \$57,924                    | \$67,309 | \$85,372 | \$110,791                   | \$153,860 | 10    |
| >15 to 20 years            | \$43,500 | \$51,213                    | \$60,000 | \$69,423 | \$92,345                    | \$93,600  | 5     |
| More than 20 years         | \$53,602 | \$68,000                    | \$96,575 | \$91,667 | \$112,122                   | \$118,706 | 9     |
| <b>Budget</b>              |          |                             |          |          |                             |           |       |
| Under \$250,000            | \$41,925 | \$51,089                    | \$63,586 | \$61,823 | \$73,432                    | \$81,723  | 13    |
| \$250,000 to \$499,999     | \$38,000 | \$49,644                    | \$55,000 | \$58,954 | \$70,000                    | \$93,600  | 34    |
| \$500,000 to \$999,999     | \$31,811 | \$48,341                    | \$54,540 | \$55,510 | \$60,000                    | \$93,500  | 144   |
| \$1,000,000 to \$1,999,999 | \$37,440 | \$51,849                    | \$56,000 | \$58,769 | \$63,327                    | \$100,000 | 185   |
| \$2,000,000 or more        | \$26,360 | \$56,692                    | \$64,345 | \$66,644 | \$72,000                    | \$153,860 | 296   |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |          |                             |          |          |                             |           |       |
| 2 or fewer                      | \$60,000 | \$60,000                    | \$61,250 | \$61,250 | \$62,250                    | \$62,250  | 2     |
| >2 to 5                         | \$38,000 | \$44,625                    | \$55,000 | \$58,853 | \$70,000                    | \$93,500  | 26    |
| >5 to 9                         | \$35,100 | \$48,620                    | \$56,641 | \$58,429 | \$65,000                    | \$97,594  | 100   |
| >9 to 15                        | \$31,811 | \$51,500                    | \$55,000 | \$57,943 | \$62,400                    | \$100,000 | 119   |
| >15 to 30                       | \$37,440 | \$52,000                    | \$59,464 | \$61,177 | \$68,000                    | \$153,860 | 238   |
| More than 30                    | \$26,360 | \$55,500                    | \$63,690 | \$66,442 | \$71,800                    | \$129,459 | 191   |
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$41,925 | \$50,000                    | \$64,584 | \$68,765 | \$82,477                    | \$97,594  | 15    |
| 100 to 249 children             | \$38,000 | \$49,844                    | \$55,000 | \$58,872 | \$68,000                    | \$93,600  | 64    |
| 250 to 499 children             | \$31,811 | \$52,000                    | \$58,032 | \$59,929 | \$64,272                    | \$153,860 | 167   |
| 500 to 999 children             | \$39,000 | \$50,000                    | \$55,067 | \$58,163 | \$63,982                    | \$92,500  | 194   |
| 1,000 or more children          | \$26,360 | \$55,247                    | \$64,854 | \$66,669 | \$72,592                    | \$129,459 | 204   |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$26,360 | \$51,417                    | \$57,033 | \$58,579 | \$65,000                    | \$96,575  | 572   |
| Hospital-based                  | \$43,514 | \$66,580                    | \$75,343 | \$81,277 | \$96,164                    | \$153,860 | 70    |
| Government-based                | \$31,811 | \$65,532                    | \$70,000 | \$72,024 | \$79,430                    | \$100,000 | 33    |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$26,360 | \$53,604                    | \$59,713 | \$59,754 | \$64,775                    | \$100,000 | 130   |
| Northeast                       | \$39,520 | \$57,118                    | \$63,743 | \$65,387 | \$71,000                    | \$96,575  | 73    |
| Southern                        | \$35,100 | \$50,000                    | \$55,000 | \$57,571 | \$64,801                    | \$99,757  | 397   |
| Western                         | \$45,040 | \$68,936                    | \$77,000 | \$82,164 | \$93,454                    | \$153,936 | 76    |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$26,350 | \$53,040                    | \$61,041 | \$64,170 | \$70,995                    | \$153,860 | 341   |
| Suburban                        | \$39,000 | \$52,781                    | \$59,000 | \$60,189 | \$65,853                    | \$100,000 | 197   |
| Rural                           | \$35,100 | \$49,896                    | \$55,000 | \$56,931 | \$63,293                    | \$93,600  | 133   |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$26,360 | \$51,537                    | \$60,000 | \$60,785 | \$70,000                    | \$104,936 | 67    |
| White                           | \$31,811 | \$51,450                    | \$57,972 | \$60,325 | \$66,087                    | \$128,357 | 414   |
| AIAN                            | \$58,198 | \$58,198                    | \$62,400 | \$60,999 | \$62,400                    | \$62,400  | 3     |
| Asian                           | \$51,500 | \$58,981                    | \$61,413 | \$67,556 | \$76,887                    | \$97,430  | 8     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latino              | \$29,908 | \$55,000                    | \$62,484 | \$65,251 | \$71,841                    | \$153,860 | 124   |
| Multiple races                  | \$39,520 | \$54,400                    | \$65,006 | \$62,153 | \$71,800                    | \$77,000  | 11    |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Multidisciplinary Team (MDT) Facilitator

### MDT Facilitator/Coordinator

Designated staff position for tending to relationships, communication, and accountability for the MDT while fostering a cooperative environment to improve outcomes for children and families impacted by abuse. Tasks may include maintaining relationships with MDT agency staff, assessing MDT satisfaction and efficacy, facilitating case review, orienting new MDT members, mediating conflicts among team members, assessing and addressing MDT training needs, coordinating MDT protocol review, revisions, and accountability, and other duties to support the work of the MDT.

#### Average # Years in Position (N=207)

- Mean: 4.1
- Median: 2.5
- Range: 0 to 27

#### Employment Type-% (count)

- CAC Employee: 97% (211)
- CAC-Paid Contract Staff: 2.5% (5)
- Other Paid Contract Staff: .5% (1)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 85% (185)
- <1.0 FTE, Part-Time: 14% (29)
- Missing: 1% (3)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$28,050</b> | <b>\$45,000</b>             | <b>\$49,920</b> | <b>\$51,938</b> | <b>\$56,000</b>             | <b>\$110,000</b> | <b>179</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$39,237        | \$45,000                    | \$47,840        | \$52,595        | \$58,000                    | \$91,953         | 19         |
| 1 to 3 years               | \$28,050        | \$44,260                    | \$47,600        | \$49,430        | \$52,888                    | \$103,000        | 89         |
| >3 to 5 years              | \$35,000        | \$47,911                    | \$51,417        | \$55,115        | \$57,819                    | \$110,000        | 30         |
| >5 to 10 years             | \$37,024        | \$47,673                    | \$54,040        | \$59,903        | \$61,083                    | \$90,000         | 28         |
| >10 to 15 years            | \$47,000        | \$48,430                    | \$50,313        | \$51,639        | \$55,325                    | \$59,300         | 6          |
| >15 to 20 years            | \$58,000        | \$58,000                    | \$59,500        | \$59,500        | \$61,000                    | \$61,000         | 2          |
| More than 20 years         | \$55,000        | \$55,000                    | \$55,000        | \$55,000        | \$55,000                    | \$55,000         | 1          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$39,975        | \$41,981                    | \$50,385        | \$54,726        | \$71,812                    | \$78,160         | 4          |
| \$250,000 to \$499,999     | \$30,124        | \$38,131                    | \$45,760        | \$46,326        | \$52,968                    | \$75,899         | 21         |
| \$500,000 to \$999,999     | \$28,050        | \$45,473                    | \$50,000        | \$53,063        | \$55,570                    | \$103,000        | 38         |
| \$1,000,000 to \$1,999,999 | \$35,000        | \$45,000                    | \$49,920        | \$50,885        | \$56,650                    | \$71,400         | 47         |
| \$2,000,000 or more        | \$35,360        | \$46,350                    | \$50,000        | \$53,505        | \$57,787                    | \$110,000        | 67         |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$47,339        | \$47,339                    | \$47,339        | \$47,339        | \$47,339                    | \$47,339         | 1          |
| >2 to 5                    | \$33,000        | \$39,981                    | \$47,921        | \$51,205        | \$56,326                    | \$91,853         | 20         |
| >5 to 9                    | \$28,050        | \$42,950                    | \$54,316        | \$54,101        | \$63,229                    | \$103,000        | 28         |
| >9 to 15                   | \$37,440        | \$45,000                    | \$48,304        | \$48,550        | \$51,066                    | \$72,000         | 40         |
| >15 to 30                  | \$35,000        | \$46,175                    | \$51,453        | \$53,452        | \$58,250                    | \$110,000        | 49         |
| More than 30               | \$35,360        | \$46,345                    | \$48,321        | \$52,427        | \$54,738                    | \$92,123         | 41         |



| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$44,000 | \$44,000                    | \$78,160 | \$71,338 | \$91,863                    | \$91,853  | 3     |
| 100 to 249 children             | \$30,124 | \$39,312                    | \$48,484 | \$49,657 | \$56,650                    | \$90,248  | 31    |
| 250 to 499 children             | \$28,050 | \$41,500                    | \$47,339 | \$48,890 | \$55,000                    | \$72,000  | 39    |
| 500 to 999 children             | \$40,600 | \$45,393                    | \$50,001 | \$52,565 | \$55,445                    | \$103,000 | 47    |
| 1,000 or more children          | \$35,360 | \$46,833                    | \$50,000 | \$53,799 | \$57,688                    | \$110,000 | 57    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$28,050 | \$45,000                    | \$49,016 | \$50,409 | \$54,631                    | \$110,000 | 155   |
| Hospital-based                  | \$47,750 | \$47,750                    | \$49,608 | \$63,160 | \$92,123                    | \$92,123  | 3     |
| Government-based                | \$39,237 | \$49,501                    | \$56,500 | \$59,667 | \$65,095                    | \$103,000 | 18    |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$35,360 | \$46,340                    | \$50,336 | \$51,525 | \$55,445                    | \$90,000  | 39    |
| Northeast                       | \$36,762 | \$44,240                    | \$48,906 | \$51,391 | \$59,800                    | \$75,899  | 21    |
| Southern                        | \$28,050 | \$45,000                    | \$49,183 | \$50,389 | \$54,700                    | \$110,000 | 106   |
| Western                         | \$41,600 | \$49,202                    | \$57,554 | \$66,694 | \$91,051                    | \$103,000 | 13    |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$35,000 | \$46,000                    | \$50,001 | \$53,225 | \$57,832                    | \$110,000 | 105   |
| Suburban                        | \$44,935 | \$46,347                    | \$49,764 | \$52,279 | \$57,666                    | \$72,000  | 30    |
| Rural                           | \$28,050 | \$39,994                    | \$47,085 | \$48,381 | \$51,692                    | \$90,248  | 42    |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$39,975 | \$47,508                    | \$53,133 | \$58,429 | \$60,147                    | \$110,000 | 13    |
| White                           | \$28,050 | \$45,008                    | \$49,400 | \$51,387 | \$55,938                    | \$103,000 | 122   |
| AIAN                            | \$59,000 | \$59,000                    | \$75,426 | \$75,416 | \$91,853                    | \$91,853  | 2     |
| Asian                           | -        | -                           | -        | -        | -                           | -         | 1     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latinx              | \$33,000 | \$45,000                    | \$49,816 | \$49,963 | \$54,744                    | \$70,261  | 32    |
| Multiple races                  | \$45,500 | \$45,908                    | \$52,816 | \$52,863 | \$59,865                    | \$60,320  | 4     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Development/Fundraising/Grant Writing Personnel

### Development/Fundraising/Grant Writing-Director

Directs activities to find and generate revenue. Identifies and solicits sources of funding from public or private funding. Solicits funds from associations, individuals, corporations, and others to support the organization's activities. May organize and execute events such as auctions and annual giving campaigns. Administers contracts and grants, prepares bids, and organizes reports. May write proposals and negotiate the initial contract.

#### Average # Years in Position (N=89)

- Mean: 4.8
- Median: 3.0
- Range: .50-25

#### Employment Type-% (count)

- CAC Employee: 98% (94)
- CAC-Paid Contract Staff: 1% (1)
- Other Paid Contract Staff: 1% (1)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 94% (90)
- <1.0 FTE, Part-Time: 6% (6)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$43,680</b> | <b>\$64,480</b>             | <b>\$75,000</b> | <b>\$78,781</b> | <b>\$90,000</b>             | <b>\$155,000</b> | <b>87</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$55,000        | \$67,250                    | \$79,999        | \$78,100        | \$85,000                    | \$105,000        | 10        |
| 1 to 3 years               | \$43,680        | \$54,654                    | \$67,000        | \$70,312        | \$81,000                    | \$126,000        | 37        |
| >3 to 5 years              | \$56,650        | \$71,913                    | \$83,905        | \$80,199        | \$87,298                    | \$95,000         | 6         |
| >5 to 10 years             | \$53,051        | \$62,072                    | \$84,224        | \$84,224        | \$100,330                   | \$132,825        | 22        |
| >10 to 15 years            | \$69,435        | \$69,435                    | \$75,000        | \$89,447        | \$123,906                   | \$123,906        | 3         |
| >15 to 20 years            | \$79,825        | \$82,369                    | \$120,000       | \$118,706       | \$153,750                   | \$155,000        | 4         |
| More than 20 years         | -               | -                           | -               | -               | -                           | -                | 0         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | -               | -                           | -               | -               | -                           | -                | 0         |
| \$250,000 to \$499,999     | -               | -                           | -               | -               | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$50,000        | \$51,244                    | \$53,051        | \$54,865        | \$59,394                    | \$64,480         | 5         |
| \$1,000,000 to \$1,999,999 | \$43,680        | \$56,650                    | \$70,000        | \$71,984        | \$80,000                    | \$126,000        | 31        |
| \$2,000,000 or more        | \$48,000        | \$67,778                    | \$82,875        | \$85,573        | \$92,194                    | \$155,000        | 50        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |           |
| 2 or fewer                 | -               | -                           | -               | -               | -                           | -                | 0         |
| >2 to 5                    | \$53,051        | \$53,051                    | \$58,766        | \$58,766        | \$64,480                    | \$64,480         | 2         |
| >5 to 9                    | \$52,488        | \$52,488                    | \$83,018        | \$83,018        | \$113,547                   | \$113,547        | 2         |
| >9 to 15                   | \$50,000        | \$54,308                    | \$57,000        | \$65,704        | \$79,825                    | \$95,000         | 11        |
| >15 to 30                  | \$43,680        | \$65,000                    | \$74,992        | \$75,899        | \$89,104                    | \$126,000        | 44        |
| More than 30               | \$48,000        | \$66,859                    | \$82,700        | \$89,575        | \$106,500                   | \$155,000        | 28        |



| Full-time Positions Only        | Minimum   | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|-----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |           |                             |           |           |                             |           |       |
| Fewer than 100 children         | \$64,480  | \$64,480                    | \$64,480  | \$64,480  | \$64,480                    | \$64,480  | 1     |
| 100 to 249 children             | \$52,488  | \$52,488                    | \$54,308  | \$54,156  | \$55,671                    | \$55,671  | 3     |
| 250 to 499 children             | \$41,680  | \$55,000                    | \$65,500  | \$68,600  | \$76,207                    | \$126,000 | 18    |
| 500 to 999 children             | \$49,440  | \$66,500                    | \$78,155  | \$79,405  | \$91,558                    | \$129,300 | 38    |
| 1,000 or more children          | \$48,000  | \$66,000                    | \$84,000  | \$86,321  | \$94,500                    | \$150,000 | 23    |
| <b>Organizational Type</b>      |           |                             |           |           |                             |           |       |
| Nonprofit                       | \$43,680  | \$64,111                    | \$75,000  | \$78,256  | \$89,354                    | \$155,000 | 86    |
| Hospital-based                  | \$123,906 | \$123,906                   | \$123,906 | \$123,906 | \$123,906                   | \$123,906 | 1     |
| Government-based                | -         | -                           | -         | -         | -                           | -         | -     |
| <b>Region</b>                   |           |                             |           |           |                             |           |       |
| Midwest                         | \$43,680  | \$63,003                    | \$69,628  | \$72,767  | \$80,000                    | \$150,000 | 23    |
| Northeast                       | \$55,671  | \$56,711                    | \$70,000  | \$70,484  | \$84,500                    | \$85,000  | 5     |
| Southern                        | \$49,440  | \$62,325                    | \$79,310  | \$80,139  | \$90,000                    | \$155,000 | 49    |
| Western                         | \$52,488  | \$73,250                    | \$92,362  | \$90,108  | \$104,376                   | \$126,000 | 10    |
| <b>Service Area</b>             |           |                             |           |           |                             |           |       |
| Urban                           | \$48,000  | \$65,000                    | \$79,997  | \$82,759  | \$91,410                    | \$155,000 | 55    |
| Suburban                        | \$52,000  | \$64,501                    | \$72,550  | \$75,230  | \$84,983                    | \$126,000 | 22    |
| Rural                           | \$43,680  | \$54,569                    | \$59,650  | \$62,457  | \$67,814                    | \$92,025  | 9     |
| <b>Race</b>                     |           |                             |           |           |                             |           |       |
| Black or African American       | \$70,000  | \$70,000                    | \$71,020  | \$76,719  | \$89,138                    | \$89,138  | 3     |
| White                           | \$48,000  | \$59,373                    | \$76,000  | \$79,852  | \$90,000                    | \$155,000 | 72    |
| AIAN                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Asian                           | \$79,310  | \$79,310                    | \$90,315  | \$90,315  | \$101,319                   | \$101,319 | 2     |
| NHPI                            | -         | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$43,680  | \$43,680                    | \$65,000  | \$58,560  | \$67,000                    | \$67,000  | 3     |
| Multiple races                  | -         | -                           | -         | -         | -                           | -         | 1     |
| Another race                    | -         | -                           | -         | -         | -                           | -         | 0     |

## Development/Fundraising/Grant Writing-Staff

Assists the director with activities to find and generate revenue, including general outreach and administrative functions to generate and maintain access to funds from associations, individuals, corporations, and others.

### Average # Years in Position (N=98)

- Mean: 2.5
- Median: 1.3
- Range: 0-22

### Employment Type-% (count)

- CAC Employee: 96% (104)
- CAC Paid Contract Staff: 4% (4)
- Other Paid Contract Staff: 0% (0)
- Missing: 0% (0)

### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 82% (89)
- <1.0 FTE, Part-Time: 18% (19)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum         | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|-----------------|-----------|
| <b>All</b>                 | <b>\$23,250</b> | <b>\$46,900</b>             | <b>\$55,000</b> | <b>\$54,670</b> | <b>\$62,074</b>             | <b>\$89,890</b> | <b>77</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                 |           |
| Less than 1 year           | \$23,250        | \$46,799                    | \$53,193        | \$52,968        | \$61,000                    | \$72,000        | 19        |
| 1 to 3 years               | \$36,000        | \$46,050                    | \$52,770        | \$53,954        | \$60,428                    | \$73,548        | 44        |
| >3 to 5 years              | \$44,180        | \$44,180                    | \$66,242        | \$62,807        | \$78,000                    | \$78,000        | 3         |
| >5 to 10 years             | \$24,000        | \$54,525                    | \$56,492        | \$58,651        | \$68,213                    | \$89,890        | 9         |
| >10 to 15 years            | -               | -                           | -               | -               | -                           | -               | 0         |
| >15 to 20 years            | -               | -                           | -               | -               | -                           | -               | 0         |
| More than 20 years         | \$63,029        | \$63,029                    | \$63,029        | \$63,029        | \$63,029                    | \$63,029        | 1         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                 |           |
| Under \$250,000            | -               | -                           | -               | -               | -                           | -               | 0         |
| \$250,000 to \$499,999     | -               | -                           | -               | -               | -                           | -               | 0         |
| \$500,000 to \$999,999     | \$46,360        | \$44,360                    | \$50,426        | \$50,426        | \$56,492                    | \$56,492        | 2         |
| \$1,000,000 to \$1,999,999 | \$24,000        | \$43,635                    | \$51,314        | \$51,583        | \$60,900                    | \$72,000        | 18        |
| \$2,000,000 or more        | \$23,250        | \$48,950                    | \$55,000        | \$55,794        | \$62,982                    | \$89,890        | 57        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                 |           |
| 2 or fewer                 | -               | -                           | -               | -               | -                           | -               | 0         |
| >2 to 5                    | -               | -                           | -               | -               | -                           | -               | 0         |
| >5 to 9                    | \$66,242        | \$66,242                    | \$66,242        | \$66,242        | \$66,242                    | \$66,242        | 1         |
| >9 to 15                   | \$24,000        | \$45,802                    | \$53,275        | \$49,204        | \$56,119                    | \$57,100        | 8         |
| >15 to 30                  | \$38,500        | \$48,075                    | \$54,304        | \$56,296        | \$63,950                    | \$89,890        | 34        |
| More than 30               | \$23,250        | \$46,150                    | \$55,000        | \$53,990        | \$60,678                    | \$78,000        | 34        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum  | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |          |       |
| Fewer than 100 children         | -        | -                           | -        | -        | -                           | -        | 0     |
| 100 to 249 children             | \$50,000 | \$50,064                    | \$54,050 | \$56,804 | \$64,921                    | \$66,242 | 5     |
| 250 to 499 children             | \$44,360 | \$48,500                    | \$58,246 | \$57,756 | \$65,000                    | \$72,400 | 10    |
| 500 to 999 children             | \$36,000 | \$46,350                    | \$55,000 | \$55,211 | \$62,934                    | \$89,890 | 27    |
| 1,000 or more children          | \$23,250 | \$46,400                    | \$54,020 | \$53,754 | \$60,750                    | \$73,000 | 32    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |          |       |
| Nonprofit                       | \$23,250 | \$46,900                    | \$55,000 | \$54,670 | \$62,074                    | \$89,890 | 77    |
| Hospital-based                  | -        | -                           | -        | -        | -                           | -        | 0     |
| Government-based                | -        | -                           | -        | -        | -                           | -        | 0     |
| <b>Region</b>                   |          |                             |          |          |                             |          |       |
| Midwest                         | \$23,250 | \$47,375                    | \$55,000 | \$57,233 | \$70,000                    | \$89,890 | 20    |
| Northeast                       | \$39,520 | \$39,520                    | \$61,000 | \$54,793 | \$63,600                    | \$65,975 | 7     |
| Southern                        | \$24,000 | \$46,000                    | \$53,030 | \$52,281 | \$57,000                    | \$73,469 | 40    |
| Western                         | \$46,799 | \$52,427                    | \$58,656 | \$59,015 | \$65,311                    | \$71,425 | 10    |
| <b>Service Area</b>             |          |                             |          |          |                             |          |       |
| Urban                           | \$23,250 | \$46,000                    | \$53,040 | \$54,139 | \$61,000                    | \$89,890 | 47    |
| Suburban                        | \$36,000 | \$47,000                    | \$55,000 | \$54,906 | \$63,600                    | \$72,400 | 19    |
| Rural                           | \$44,360 | \$52,427                    | \$55,573 | \$56,183 | \$62,162                    | \$66,242 | 10    |
| <b>Race</b>                     |          |                             |          |          |                             |          |       |
| Black or African American       | \$23,250 | \$38,438                    | \$48,175 | \$49,339 | \$64,701                    | \$70,000 | 6     |
| White                           | \$24,000 | \$48,500                    | \$55,000 | \$55,892 | \$63,315                    | \$89,890 | 61    |
| AIAN                            | -        | -                           | -        | -        | -                           | -        | 1     |
| Asian                           | -        | -                           | -        | -        | -                           | -        | 1     |
| NHPI                            | -        | -                           | -        | -        | -                           | -        | 0     |
| Hispanic or Latinx              | \$36,000 | \$39,532                    | \$51,584 | \$47,792 | \$58,260                    | \$60,000 | 4     |
| Multiple races                  | -        | -                           | -        | -        | -                           | -        | 1     |
| Another race                    | -        | -                           | -        | -        | -                           | -        | 0     |

## Training/Outreach/Prevention Personnel

### Training/Outreach/Prevention-Director

Manages the development and administration of content for education programs for CAC staff, MDT members and/or the public. May be responsible for the design and implementation of professional training/certification programs offered through specialized courses or workshops or determining and approving education for CAC staff and MDT members in compliance with requirements such as NCA Accreditation. Develops and implements a volunteer recruitment plan, if applicable. For CACs without additional support, this position may also be responsible for daily administration of education programs and volunteer recruitment and coordination.

#### Average # Years in Position (N=82)

- Mean: 5.8
- Median: 5.0
- Range: 0-24

#### Employment Type-% (count)

- CAC Employee: 96.4% (81)
- CAC-Paid Contract Staff: 2.4% (2)
- Other Paid Contract Staff: 1.2% (1)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 89% (75)
- <1.0 FTE, Part-Time: 11% (9)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$33,280</b> | <b>\$54,876</b>             | <b>\$67,563</b> | <b>\$70,097</b> | <b>\$85,000</b>             | <b>\$131,414</b> | <b>73</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$33,280        | \$39,820                    | \$46,000        | \$50,011        | \$61,088                    | \$77,000         | 6         |
| 1 to 3 years               | \$40,000        | \$49,950                    | \$56,500        | \$63,115        | \$74,592                    | \$111,240        | 25        |
| >3 to 5 years              | \$46,000        | \$56,073                    | \$74,000        | \$77,557        | \$96,902                    | \$119,434        | 10        |
| >5 to 10 years             | \$57,750        | \$61,310                    | \$68,124        | \$76,669        | \$87,250                    | \$131,414        | 20        |
| >10 to 15 years            | \$60,000        | \$68,917                    | \$85,623        | \$82,321        | \$94,074                    | \$102,452        | 5         |
| >15 to 20 years            | \$49,484        | \$56,244                    | \$80,769        | \$76,841        | \$95,476                    | \$103,051        | 5         |
| More than 20 years         | \$62,500        | \$62,500                    | \$62,500        | \$62,500        | \$62,500                    | \$62,500         | 1         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | \$45,000        | \$45,000                    | \$53,124        | \$53,124        | \$61,247                    | \$61,247         | 2         |
| \$250,000 to \$499,999     | -               | -                           | -               | -               | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$33,280        | \$46,707                    | \$49,950        | \$51,641        | \$61,136                    | \$68,958         | 10        |
| \$1,000,000 to \$1,999,999 | \$40,000        | \$51,563                    | \$55,992        | \$61,967        | \$70,644                    | \$102,452        | 18        |
| \$2,000,000 or more        | \$44,000        | \$65,032                    | \$77,000        | \$79,686        | \$90,000                    | \$131,414        | 41        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |           |
| 2 or fewer                 | -               | -                           | -               | -               | -                           | -                | 0         |
| >2 to 5                    | \$45,000        | \$45,000                    | \$45,000        | \$45,000        | \$45,000                    | \$45,000         | 1         |
| >5 to 9                    | \$48,276        | \$49,138                    | \$61,015        | \$61,297        | \$73,598                    | \$85,696         | 5         |
| >9 to 15                   | \$33,280        | \$45,000                    | \$52,750        | \$54,038        | \$61,385                    | \$88,000         | 14        |
| >15 to 30                  | \$42,000        | \$55,946                    | \$65,000        | \$67,955        | \$77,167                    | \$103,005        | 21        |
| More than 30               | \$48,932        | \$64,414                    | \$78,625        | \$80,688        | \$90,000                    | \$131,414        | 32        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median    | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|-----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |           |           |                             |           |       |
| Fewer than 100 children         | -        | -                           | -         | -         | -                           | -         | 0     |
| 100 to 249 children             | \$33,280 | \$37,640                    | \$45,000  | \$43,711  | \$49,138                    | \$50,000  | 5     |
| 250 to 499 children             | \$40,000 | \$55,665                    | \$61,524  | \$65,181  | \$71,177                    | \$102,452 | 10    |
| 500 to 999 children             | \$44,000 | \$52,792                    | \$65,000  | \$69,372  | \$84,000                    | \$111,240 | 29    |
| 1,000 or more children          | \$42,000 | \$63,766                    | \$80,385  | \$80,445  | \$90,000                    | \$131,414 | 24    |
| <b>Organizational Type</b>      |          |                             |           |           |                             |           |       |
| Nonprofit                       | \$33,280 | \$53,250                    | \$62,926  | \$66,810  | \$78,376                    | \$111,240 | 66    |
| Hospital-based                  | \$96,179 | \$97,625                    | \$112,549 | \$111,729 | \$125,424                   | \$131,414 | 5     |
| Government-based                | \$61,015 | \$61,015                    | \$61,015  | \$61,015  | \$61,015                    | \$61,015  | 1     |
| <b>Region</b>                   |          |                             |           |           |                             |           |       |
| Midwest                         | \$48,276 | \$59,398                    | \$62,674  | \$67,972  | \$81,827                    | \$99,070  | 22    |
| Northeast                       | \$40,000 | \$45,000                    | \$56,500  | \$58,476  | \$68,000                    | \$90,000  | 7     |
| Southern                        | \$33,280 | \$50,000                    | \$65,000  | \$66,518  | \$77,250                    | \$111,240 | 35    |
| Western                         | \$55,692 | \$81,765                    | \$102,452 | \$98,250  | \$115,991                   | \$131,414 | 9     |
| <b>Service Area</b>             |          |                             |           |           |                             |           |       |
| Urban                           | \$33,280 | \$57,590                    | \$68,000  | \$73,255  | \$85,696                    | \$131,414 | 51    |
| Suburban                        | \$44,000 | \$52,084                    | \$61,800  | \$67,159  | \$76,000                    | \$103,004 | 15    |
| Rural                           | \$40,000 | \$46,207                    | \$49,742  | \$50,910  | \$57,525                    | \$61,500  | 6     |
| <b>Race</b>                     |          |                             |           |           |                             |           |       |
| Black or African American       | \$50,000 | \$50,000                    | \$61,502  | \$64,168  | \$79,000                    | \$85,000  | 6     |
| White                           | \$33,280 | \$57,318                    | \$68,124  | \$73,274  | \$87,925                    | \$131,414 | 50    |
| AIAN                            | -        | -                           | -         | -         | -                           | -         | 0     |
| Asian                           | -        | -                           | -         | -         | -                           | -         | 1     |
| NHPI                            | -        | -                           | -         | -         | -                           | -         | 0     |
| Hispanic or Latinx              | \$48,932 | \$54,002                    | \$67,800  | \$69,529  | \$84,622                    | \$96,179  | 6     |
| Multiple races                  | \$52,084 | \$52,084                    | \$68,542  | \$68,542  | \$85,000                    | \$85,000  | 2     |
| Another race                    | -        | -                           | -         | -         | -                           | -         | 0     |

### Training/Outreach/Prevention-Staff

Administers education programs for the organization. May assist in designing programs, handling registration, and/or coordinating continuing education credits for CAC staff and MDT members. May assist in recruiting volunteers, if applicable. Onboards volunteers and handles routine coordination of volunteer activities.

#### Average # Years in Position (N=344)

- Mean: 3.1
- Median: 2.0
- Range: 0-32

#### Employment Type-% (count)

- CAC Employee: 94% (336)
- CAC-Paid Contract Staff: 5% (18)
- Other Paid Contract Staff: 1% (2)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 76% (272)
- <1.0 FTE, Part-Time: 23% (83)
- Missing: <1% (1)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$26,183</b> | <b>\$41,976</b>             | <b>\$46,800</b> | <b>\$50,011</b> | <b>\$54,974</b>             | <b>\$107,000</b> | <b>265</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$26,750        | \$39,000                    | \$42,500        | \$42,951        | \$46,010                    | \$55,000         | 35         |
| 1 to 3 years               | \$34,986        | \$41,600                    | \$45,843        | \$49,262        | \$52,530                    | \$107,000        | 155        |
| >3 to 5 years              | \$36,382        | \$44,639                    | \$49,462        | \$52,243        | \$57,383                    | \$83,075         | 28         |
| >5 to 10 years             | \$39,351        | \$47,528                    | \$53,000        | \$56,153        | \$65,478                    | \$84,107         | 23         |
| >10 to 15 years            | \$41,500        | \$50,330                    | \$57,292        | \$59,465        | \$70,408                    | \$80,000         | 10         |
| >15 to 20 years            | \$60,484        | \$62,486                    | \$72,600        | \$71,733        | \$80,111                    | \$81,245         | 4          |
| More than 20 years         | \$48,506        | \$48,506                    | \$51,093        | \$50,866        | \$52,998                    | \$52,998         | 3          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$26,183        | \$28,837                    | \$39,622        | \$40,151        | \$51,994                    | \$55,177         | 4          |
| \$250,000 to \$499,999     | \$36,382        | \$40,300                    | \$45,760        | \$46,949        | \$51,827                    | \$66,393         | 13         |
| \$500,000 to \$999,999     | \$34,500        | \$40,464                    | \$43,700        | \$47,237        | \$47,933                    | \$107,000        | 36         |
| \$1,000,000 to \$1,999,999 | \$26,750        | \$42,411                    | \$46,114        | \$48,632        | \$52,515                    | \$84,107         | 49         |
| \$2,000,000 or more        | \$34,986        | \$43,000                    | \$47,889        | \$51,854        | \$56,666                    | \$91,832         | 150        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$36,800        | \$36,800                    | \$36,800        | \$36,800        | \$36,800                    | \$36,800         | 1          |
| >2 to 5                    | \$39,520        | \$41,951                    | \$45,760        | \$46,224        | \$49,574                    | \$56,000         | 7          |
| >5 to 9                    | \$36,382        | \$41,210                    | \$46,365        | \$51,386        | \$58,520                    | \$107,000        | 28         |
| >9 to 15                   | \$26,183        | \$41,500                    | \$44,518        | \$46,727        | \$52,000                    | \$74,000         | 37         |
| >15 to 30                  | \$26,750        | \$41,700                    | \$45,807        | \$48,760        | \$52,375                    | \$83,200         | 60         |
| More than 30               | \$34,986        | \$43,118                    | \$47,962        | \$51,510        | \$56,310                    | \$91,832         | 132        |



| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$36,382 | \$36,382                    | \$42,978 | \$42,978 | \$49,574                    | \$49,574  | 2     |
| 100 to 249 children             | \$26,650 | \$41,525                    | \$45,380 | \$46,021 | \$51,625                    | \$68,000  | 24    |
| 250 to 499 children             | \$32,000 | \$40,800                    | \$48,000 | \$50,350 | \$58,038                    | \$84,107  | 37    |
| 500 to 999 children             | \$26,183 | \$41,704                    | \$45,000 | \$47,955 | \$51,265                    | \$107,000 | 81    |
| 1,000 or more children          | \$37,440 | \$43,586                    | \$47,840 | \$52,514 | \$58,500                    | \$91,832  | 105   |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$26,183 | \$41,600                    | \$45,760 | \$47,184 | \$51,452                    | \$80,000  | 232   |
| Hospital-based                  | \$55,000 | \$61,109                    | \$71,594 | \$72,261 | \$83,138                    | \$91,832  | 25    |
| Government-based                | \$41,080 | \$43,856                    | \$54,036 | \$62,473 | \$80,080                    | \$107,000 | 8     |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$26,183 | \$42,511                    | \$46,573 | \$49,015 | \$53,856                    | \$83,200  | 70    |
| Northeast                       | \$26,750 | \$40,385                    | \$43,931 | \$46,899 | \$51,126                    | \$84,107  | 46    |
| Southern                        | \$32,000 | \$41,808                    | \$45,760 | \$47,072 | \$51,162                    | \$80,000  | 113   |
| Western                         | \$38,000 | \$52,520                    | \$62,192 | \$65,153 | \$76,012                    | \$107,000 | 36    |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$32,000 | \$43,511                    | \$47,840 | \$51,646 | \$55,389                    | \$107,000 | 166   |
| Suburban                        | \$26,750 | \$42,481                    | \$47,840 | \$49,374 | \$55,019                    | \$76,709  | 53    |
| Rural                           | \$26,183 | \$39,640                    | \$42,000 | \$44,499 | \$47,778                    | \$70,013  | 44    |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$37,144 | \$41,600                    | \$48,006 | \$50,395 | \$55,037                    | \$83,200  | 27    |
| White                           | \$26,750 | \$42,120                    | \$47,528 | \$51,239 | \$55,836                    | \$107,000 | 173   |
| AIAN                            | \$34,986 | \$34,986                    | \$41,600 | \$41,524 | \$47,986                    | \$47,986  | 3     |
| Asian                           | -        | -                           | -        | -        | -                           | -         | 1     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 1     |
| Hispanic or Latinx              | \$36,382 | \$44,806                    | \$47,670 | \$48,747 | \$51,610                    | \$67,954  | 32    |
| Multiple races                  | \$39,500 | \$39,625                    | \$40,296 | \$40,812 | \$42,515                    | \$43,146  | 4     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Communications/Marketing Personnel

### Communications—Consolidated Director and Staff

#### Director

Provides overall strategic and operational leadership for marketing and communications efforts targeted to audiences including members, non-members, the industry, and the public. Ensures accurate, consistent message in organization's marketing initiatives. May also serve as part of the executive team or have organizational responsibilities in other areas. Oversees the development and distribution of all print and electronic collateral. Manages tracking systems to measure and evaluate effectiveness of marketing efforts. Directs and implements the organization's online community/social media strategy, managing engagement and activity within its audience and fostering relationships. This role may coordinate with programs throughout the organization to support their respective missions, ensuring consistency in voice.

#### Staff

Coordinates and executes implementation of marketing plans and activities. May assist in developing and implementing smaller marketing plans for specific projects and programs. Typical tasks include copy-editing, copywriting, working with program teams to finalize copy, graphic designs, and website content. May assist with online community/social media activity and engagement.

#### Average # Years in Position (N=48)

- Mean: 3.0
- Median: 2.0
- Range: .5-10

#### Employment Type-% (count)

- CAC Employee: 91% (51)
- CAC-Paid Contract Staff: 9% (5)
- Other Paid Contract Staff: 0% (0)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 82% (46)
- <1.0 FTE, Part-Time: 18% (10)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$36,050</b> | <b>\$49,283</b>             | <b>\$53,779</b> | <b>\$59,958</b> | <b>\$66,629</b>             | <b>\$125,000</b> | <b>38</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$45,000        | \$45,000                    | \$52,000        | \$53,833        | \$64,500                    | \$64,500         | 3         |
| 1 to 3 years               | \$36,050        | \$50,000                    | \$53,559        | \$57,274        | \$65,000                    | \$91,832         | 27        |
| ~3 to 5 years              | \$38,000        | \$38,000                    | \$44,261        | \$44,615        | \$51,584                    | \$51,584         | 3         |
| >5 to 10 years             | \$58,000        | \$65,071                    | \$75,835        | \$87,331        | \$115,339                   | \$125,000        | 5         |
| >10 to 15 years            | -               | -                           | -               | -               | -                           | -                | 0         |
| >15 to 20 years            | -               | -                           | -               | -               | -                           | -                | 0         |
| More than 20 years         | -               | -                           | -               | -               | -                           | -                | 0         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | \$70,000        | \$70,000                    | \$70,000        | \$70,000        | \$70,000                    | \$70,000         | 1         |
| \$250,000 to \$499,999     | -               | -                           | -               | -               | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$36,050        | \$38,015                    | \$47,706        | \$47,685        | \$57,875                    | \$60,000         | 4         |
| \$1,000,000 to \$1,999,999 | \$38,000        | \$44,750                    | \$51,000        | \$49,275        | \$53,163                    | \$56,650         | 6         |
| \$2,000,000 or more        | \$44,261        | \$50,000                    | \$58,000        | \$63,751        | \$72,141                    | \$125,000        | 27        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |          |                             |          |          |                             |           |       |
| 2 or fewer                      | \$70,000 | \$70,000                    | \$70,000 | \$70,000 | \$70,000                    | \$70,000  | 1     |
| >2 to 5                         | -        | -                           | -        | -        | -                           | -         | 0     |
| >5 to 9                         | \$36,050 | \$36,050                    | \$51,500 | \$49,183 | \$60,000                    | \$60,000  | 3     |
| >9 to 15                        | \$38,000 | \$39,478                    | \$45,456 | \$44,748 | \$49,250                    | \$50,000  | 4     |
| >15 to 30                       | \$45,000 | \$50,000                    | \$53,559 | \$56,162 | \$64,500                    | \$68,958  | 11    |
| More than 30                    | \$44,261 | \$50,003                    | \$58,000 | \$66,535 | \$76,294                    | \$125,000 | 19    |
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | -        | -                           | -        | -        | -                           | -         | 0     |
| 100 to 249 children             | \$36,050 | \$36,050                    | \$51,500 | \$52,169 | \$68,958                    | \$68,958  | 3     |
| 250 to 499 children             | \$50,000 | \$51,000                    | \$62,130 | \$58,897 | \$65,176                    | \$65,852  | 5     |
| 500 to 999 children             | \$38,000 | \$47,067                    | \$53,559 | \$54,056 | \$60,450                    | \$72,141  | 13    |
| 1,000 or more children          | \$44,261 | \$48,751                    | \$54,451 | \$66,781 | \$85,498                    | \$125,000 | 14    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$36,050 | \$50,000                    | \$53,559 | \$59,208 | \$65,000                    | \$125,000 | 35    |
| Hospital-based                  | \$76,294 | \$76,294                    | \$84,063 | \$84,063 | \$91,832                    | \$91,832  | 2     |
| Government-based                | -        | -                           | -        | -        | -                           | -         | 0     |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$38,000 | \$44,261                    | \$53,474 | \$61,185 | \$62,130                    | \$125,000 | 7     |
| Northeast                       | \$45,000 | \$45,000                    | \$51,500 | \$67,393 | \$105,678                   | \$105,678 | 3     |
| Southern                        | \$36,050 | \$47,100                    | \$52,000 | \$55,722 | \$61,925                    | \$83,386  | 22    |
| Western                         | \$53,559 | \$61,765                    | \$67,926 | \$70,340 | \$80,179                    | \$91,832  | 6     |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$45,000 | \$50,003                    | \$58,000 | \$65,487 | \$75,835                    | \$125,000 | 23    |
| Suburban                        | \$38,000 | \$45,822                    | \$50,750 | \$50,438 | \$55,169                    | \$62,130  | 10    |
| Rural                           | \$36,050 | \$39,981                    | \$52,000 | \$53,563 | \$67,926                    | \$70,000  | 5     |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | -        | -                           | -        | -        | -                           | -         | 0     |
| White                           | \$36,050 | \$50,000                    | \$54,000 | \$60,577 | \$67,405                    | \$125,000 | 33    |
| AIAN                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Asian                           | -        | -                           | -        | -        | -                           | -         | 0     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latinx              | \$47,133 | \$47,133                    | \$55,816 | \$55,816 | \$64,500                    | \$64,500  | 2     |
| Multiple races                  | -        | -                           | -        | -        | -                           | -         | 1     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Administrative/Office Management–Personnel

### Administrative/Office Management–Director

Handles the internal administrative matters of the organization. Responsible for administration of the CAC office (potentially extending to satellite locations), including staff, office equipment, facilities, and office support services. If there is no separate position for Finance/Accounting, this position may administer the accounting, payroll, and disbursement functions.

#### Average # Years in Position (N=52)

- Mean: 6.8
- Median: 5.0
- Range: 0–27

#### Employment Type-% (count)

- CAC Employee: 92% (49)
- CAC-Paid Contract Staff: 6% (3)
- Other Paid Contract Staff: 2% (1)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 81% (43)
- <1.0 FTE, Part-Time: 19% (10)
- Missing: 0% (0)

| Full-time Positions Only     | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>All Years in Position</b> |          |                             |          |          |                             |           |       |
| All                          | \$33,150 | \$49,394                    | \$60,225 | \$62,412 | \$71,321                    | \$127,500 | 42    |
| Less than 1 year             | \$43,680 | \$45,765                    | \$56,010 | \$57,050 | \$69,375                    | \$72,500  | 4     |
| 1 to 3 years                 | \$41,200 | \$47,500                    | \$56,197 | \$63,322 | \$71,776                    | \$127,500 | 14    |
| >3 to 5 years                | \$48,000 | \$49,500                    | \$63,789 | \$63,139 | \$74,941                    | \$80,000  | 6     |
| >5 to 10 years               | \$43,680 | \$56,141                    | \$64,000 | \$63,723 | \$69,562                    | \$84,701  | 8     |
| >10 to 15 years              | \$38,223 | \$44,656                    | \$52,095 | \$61,387 | \$86,832                    | \$95,000  | 6     |
| >15 to 20 years              | \$63,654 | \$63,654                    | \$63,654 | \$63,654 | \$63,654                    | \$63,654  | 1     |
| More than 20 years           | \$69,080 | \$69,080                    | \$76,434 | \$76,434 | \$83,787                    | \$83,787  | 2     |
| <b>Budget</b>                |          |                             |          |          |                             |           |       |
| Under \$250,000              | \$57,394 | \$57,394                    | \$57,394 | \$57,394 | \$57,394                    | \$57,394  | 1     |
| \$250,000 to \$499,999       | \$69,368 | \$69,368                    | \$77,034 | \$77,034 | \$84,701                    | \$84,701  | 2     |
| \$500,000 to \$999,999       | \$38,223 | \$40,951                    | \$48,000 | \$48,475 | \$56,235                    | \$60,450  | 5     |
| \$1,000,000 to \$1,999,999   | \$33,150 | \$45,750                    | \$54,852 | \$54,596 | \$63,500                    | \$84,109  | 14    |
| \$2,000,000 or more          | \$41,200 | \$54,750                    | \$69,540 | \$70,157 | \$79,750                    | \$127,500 | 20    |
| <b>Total Staff (FTE)</b>     |          |                             |          |          |                             |           |       |
| 2 or fewer                   | \$57,394 | \$57,394                    | \$57,394 | \$57,394 | \$57,394                    | \$57,394  | 1     |
| >2 to 5                      | \$38,223 | \$38,223                    | \$61,462 | \$61,462 | \$84,701                    | \$84,701  | 2     |
| >5 to 9                      | \$60,450 | \$60,450                    | \$64,909 | \$64,909 | \$69,368                    | \$69,368  | 2     |
| >9 to 15                     | \$33,150 | \$45,420                    | \$51,010 | \$54,321 | \$64,313                    | \$84,109  | 10    |
| >15 to 30                    | \$41,200 | \$48,000                    | \$56,650 | \$60,110 | \$72,500                    | \$83,787  | 19    |
| More than 30                 | \$51,189 | \$63,914                    | \$70,464 | \$78,236 | \$91,250                    | \$127,500 | 8     |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | -        | -                           | -        | -        | -                           | -         | 0     |
| 100 to 249 children             | \$52,020 | \$52,020                    | \$69,000 | \$68,574 | \$84,701                    | \$84,701  | 3     |
| 250 to 499 children             | \$38,223 | \$43,680                    | \$55,825 | \$56,900 | \$68,530                    | \$79,000  | 10    |
| 500 to 999 children             | \$45,000 | \$48,000                    | \$55,000 | \$59,543 | \$69,080                    | \$95,000  | 15    |
| 1,000 or more children          | \$33,150 | \$50,000                    | \$62,192 | \$62,414 | \$80,000                    | \$84,109  | 11    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$33,150 | \$48,000                    | \$55,825 | \$60,932 | \$69,770                    | \$127,500 | 36    |
| Hospital-based                  | \$62,192 | \$62,192                    | \$69,368 | \$67,496 | \$70,928                    | \$70,928  | 3     |
| Government-based                | \$57,394 | \$57,394                    | \$83,787 | \$75,097 | \$84,109                    | \$84,109  | 3     |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$43,680 | \$49,676                    | \$64,350 | \$62,932 | \$76,592                    | \$80,000  | 8     |
| Northeast                       | \$41,200 | \$47,800                    | \$65,325 | \$64,606 | \$82,447                    | \$83,787  | 6     |
| Southern                        | \$33,150 | \$46,800                    | \$56,650 | \$60,552 | \$69,000                    | \$127,500 | 23    |
| Western                         | \$55,000 | \$55,000                    | \$70,928 | \$67,507 | \$78,305                    | \$84,109  | 5     |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$33,150 | \$50,000                    | \$62,192 | \$65,748 | \$80,000                    | \$127,500 | 23    |
| Suburban                        | \$46,000 | \$50,392                    | \$60,197 | \$60,633 | \$70,151                    | \$84,701  | 14    |
| Rural                           | \$43,680 | \$43,680                    | \$48,000 | \$52,053 | \$62,450                    | \$68,250  | 5     |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$41,200 | \$41,200                    | \$62,192 | \$57,491 | \$69,080                    | \$69,080  | 3     |
| White                           | \$33,150 | \$48,000                    | \$58,697 | \$62,314 | \$70,814                    | \$127,500 | 34    |
| AIAN                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Asian                           | -        | -                           | -        | -        | -                           | -         | 1     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latinx              | \$50,000 | \$50,000                    | \$60,464 | \$60,464 | \$70,928                    | \$70,928  | 2     |
| Multiple races                  | -        | -                           | -        | -        | -                           | -         | 0     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

### Administrative/Office Management-Staff

Performs routine clerical tasks, such as word processing, preparing correspondence, maintaining records, scheduling meetings, answering and screening phone calls, filing paperwork, and mail distribution. May serve as a receptionist for the CAC, including greeting visitors and accepting packages/mail for the organization.

#### Average # Years in Position (N=376)

- Mean: 4.5
- Median: 2.0
- Range: 0-35

#### Employment Type-% (count)

- CAC Employee: 98% (380)
- CAC-Paid Contract Staff: 1.5% (6)
- Other Paid Contract Staff: 0.5% (2)
- Missing: 0.0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 77% (298)
- <1.0 FTE, Part-Time: 23% (91)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count      |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|------------|
| <b>All</b>                 | <b>\$15,875</b> | <b>\$39,038</b>             | <b>\$43,805</b> | <b>\$46,238</b> | <b>\$51,147</b>             | <b>\$122,000</b> | <b>289</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |            |
| Less than 1 year           | \$28,288        | \$37,440                    | \$41,776        | \$43,367        | \$49,736                    | \$58,947         | 37         |
| 1 to 3 years               | \$15,875        | \$38,483                    | \$42,000        | \$44,682        | \$49,411                    | \$122,000        | 154        |
| >3 to 5 years              | \$36,000        | \$41,571                    | \$46,149        | \$47,217        | \$49,677                    | \$70,456         | 25         |
| >5 to 10 years             | \$33,800        | \$39,909                    | \$45,653        | \$49,654        | \$60,653                    | \$81,990         | 36         |
| >10 to 15 years            | \$35,152        | \$39,851                    | \$46,831        | \$45,869        | \$50,523                    | \$54,610         | 14         |
| >15 to 20 years            | \$40,640        | \$47,305                    | \$55,025        | \$54,247        | \$60,761                    | \$65,077         | 14         |
| More than 20 years         | \$34,320        | \$53,040                    | \$65,104        | \$62,932        | \$74,592                    | \$79,726         | 7          |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |            |
| Under \$250,000            | \$28,392        | \$28,392                    | \$38,531        | \$35,169        | \$38,584                    | \$38,584         | 3          |
| \$250,000 to \$499,999     | \$33,000        | \$35,062                    | \$40,000        | \$39,603        | \$44,050                    | \$46,650         | 17         |
| \$500,000 to \$999,999     | \$28,288        | \$36,038                    | \$39,587        | \$42,136        | \$47,603                    | \$66,789         | 48         |
| \$1,000,000 to \$1,999,999 | \$15,875        | \$37,833                    | \$42,116        | \$46,119        | \$50,084                    | \$122,000        | 64         |
| \$2,000,000 or more        | \$31,200        | \$40,949                    | \$45,838        | \$48,287        | \$53,106                    | \$81,990         | 154        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |            |
| 2 or fewer                 | \$38,531        | \$38,531                    | \$38,531        | \$38,531        | \$38,531                    | \$38,531         | 1          |
| >2 to 5                    | \$28,392        | \$35,031                    | \$42,770        | \$48,454        | \$48,086                    | \$122,000        | 12         |
| >5 to 9                    | \$28,288        | \$36,000                    | \$41,667        | \$44,397        | \$53,010                    | \$74,360         | 46         |
| >9 to 15                   | \$15,875        | \$37,305                    | \$41,000        | \$43,081        | \$47,549                    | \$74,305         | 49         |
| >15 to 30                  | \$31,000        | \$40,000                    | \$45,000        | \$47,357        | \$52,733                    | \$81,990         | 93         |
| More than 30               | \$31,200        | \$40,479                    | \$45,900        | \$47,563        | \$52,208                    | \$74,592         | 88         |



| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$35,547 | \$37,774                    | \$45,760 | \$46,277 | \$55,039                    | \$60,320  | 5     |
| 100 to 249 children             | \$28,288 | \$34,720                    | \$38,884 | \$43,541 | \$47,155                    | \$122,000 | 22    |
| 250 to 499 children             | \$31,000 | \$38,150                    | \$42,000 | \$45,694 | \$51,250                    | \$81,990  | 70    |
| 500 to 999 children             | \$15,875 | \$38,400                    | \$42,001 | \$44,004 | \$47,724                    | \$68,464  | 81    |
| 1,000 or more children          | \$33,120 | \$41,141                    | \$46,238 | \$48,713 | \$53,492                    | \$75,000  | 97    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$15,875 | \$38,133                    | \$42,000 | \$43,768 | \$47,900                    | \$79,726  | 208   |
| Hospital-based                  | \$38,688 | \$47,424                    | \$52,270 | \$54,147 | \$60,341                    | \$81,990  | 37    |
| Government-based                | \$28,392 | \$41,043                    | \$48,235 | \$51,774 | \$60,024                    | \$122,000 | 42    |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$28,288 | \$37,938                    | \$41,474 | \$43,157 | \$45,944                    | \$71,406  | 52    |
| Northeast                       | \$33,260 | \$40,657                    | \$46,233 | \$47,791 | \$55,484                    | \$65,975  | 34    |
| Southern                        | \$15,875 | \$37,625                    | \$42,000 | \$42,928 | \$46,216                    | \$74,492  | 140   |
| Western                         | \$28,392 | \$45,864                    | \$51,560 | \$55,300 | \$60,840                    | \$122,000 | 63    |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$15,875 | \$39,974                    | \$44,100 | \$47,415 | \$52,319                    | \$122,000 | 190   |
| Suburban                        | \$33,000 | \$40,125                    | \$45,280 | \$46,407 | \$52,700                    | \$71,406  | 52    |
| Rural                           | \$28,288 | \$35,152                    | \$38,938 | \$41,294 | \$48,006                    | \$62,955  | 47    |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$31,200 | \$38,528                    | \$41,641 | \$44,318 | \$49,374                    | \$70,456  | 32    |
| White                           | \$15,875 | \$38,000                    | \$42,000 | \$45,511 | \$50,268                    | \$122,000 | 147   |
| AIAN                            | -        | -                           | -        | -        | -                           | -         | 1     |
| Asian                           | \$34,552 | \$35,002                    | \$35,954 | \$41,082 | \$51,159                    | \$55,000  | 6     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latinx              | \$31,000 | \$41,266                    | \$45,365 | \$48,316 | \$54,153                    | \$81,990  | 70    |
| Multiple races                  | \$44,000 | \$44,000                    | \$46,336 | \$49,091 | \$56,936                    | \$56,936  | 3     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | -     |

## Finance/Accounting Personnel

### Finance/Accounting-Director

Directs the financial affairs of the organization in conjunction with the Executive Director, Board of Directors, and Finance Committee (if applicable). Signs off on the accuracy and veracity of financial statements, records, and reports. Ensures effectiveness of organization systems and procedures. May also serve as part of the executive team or have organizational responsibilities in other areas. Manages financial operations, records, budget process, and controls. Analyzes financial systems and procedures for maximum effectiveness. May direct the finance department, if applicable.

#### Average # Years in Position (N=65)

- Mean: 6.7
- Median: 4.0
- Range: 0-33

#### Employment Type-% (count)

- CAC Employee: 91% (59)
- CAC-Paid Contract Staff: 4.5% (3)
- Other Paid Contract Staff: 4.5% (3)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 74% (48)
- <1.0 FTE, Part-Time: 26% (17)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$38,319</b> | <b>\$64,813</b>             | <b>\$77,350</b> | <b>\$82,305</b> | <b>\$96,530</b>             | <b>\$158,550</b> | <b>48</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$78,000        | \$78,000                    | \$89,000        | \$89,000        | \$100,000                   | \$100,000        | 2         |
| 1 to 3 years               | \$38,319        | \$60,000                    | \$79,843        | \$83,720        | \$95,023                    | \$158,550        | 19        |
| >3 to 5 years              | \$56,000        | \$62,760                    | \$75,000        | \$80,476        | \$103,116                   | \$111,028        | 9         |
| >5 to 10 years             | \$48,000        | \$67,614                    | \$75,488        | \$83,276        | \$100,466                   | \$133,900        | 10        |
| >10 to 15 years            | \$63,387        | \$63,387                    | \$81,550        | \$81,550        | \$99,722                    | \$99,722         | 2         |
| >15 to 20 years            | \$64,750        | \$64,750                    | \$66,955        | \$75,568        | \$95,000                    | \$95,000         | 3         |
| More than 20 years         | \$50,000        | \$50,000                    | \$90,000        | \$78,373        | \$95,118                    | \$95,118         | 3         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | -               | -                           | -               | -               | -                           | -                | 0         |
| \$250,000 to \$499,999     | -               | -                           | -               | -               | -                           | -                | 0         |
| \$500,000 to \$999,999     | \$38,319        | \$51,729                    | \$66,645        | \$65,885        | \$73,595                    | \$99,722         | 8         |
| \$1,000,000 to \$1,999,999 | \$45,838        | \$57,244                    | \$66,010        | \$67,218        | \$77,025                    | \$95,000         | 14        |
| \$2,000,000 or more        | \$48,000        | \$75,500                    | \$90,278        | \$94,866        | \$109,014                   | \$158,550        | 25        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |           |
| 2 or fewer                 | -               | -                           | -               | -               | -                           | -                | 0         |
| >2 to 5                    | -               | -                           | -               | -               | -                           | -                | 0         |
| >5 to 9                    | \$38,319        | \$38,319                    | \$49,160        | \$49,160        | \$60,000                    | \$60,000         | 2         |
| >9 to 15                   | \$45,383        | \$57,000                    | \$67,500        | \$69,425        | \$78,632                    | \$99,722         | 12        |
| >15 to 30                  | \$48,000        | \$62,985                    | \$73,401        | \$73,178        | \$83,250                    | \$100,000        | 18        |
| More than 30               | \$66,955        | \$87,375                    | \$103,116       | \$106,377       | \$126,250                   | \$158,550        | 16        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean      | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|-----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |           |                             |           |       |
| Fewer than 100 children         | -        | -                           | -        | -         | -                           | -         | 0     |
| 100 to 249 children             | \$38,319 | \$43,739                    | \$61,689 | \$56,612  | \$64,407                    | \$64,750  | 4     |
| 250 to 499 children             | \$45,838 | \$58,244                    | \$69,738 | \$70,213  | \$79,057                    | \$99,722  | 12    |
| 500 to 999 children             | \$48,000 | \$65,885                    | \$79,500 | \$78,421  | \$93,820                    | \$100,000 | 16    |
| 1,000 or more children          | \$56,000 | \$71,871                    | \$92,866 | \$97,575  | \$118,750                   | \$158,550 | 14    |
| <b>Organizational Type</b>      |          |                             |          |           |                             |           |       |
| Nonprofit                       | \$38,319 | \$64,938                    | \$78,000 | \$83,432  | \$97,558                    | \$158,550 | 46    |
| Hospital-based                  | \$66,955 | \$66,955                    | \$66,955 | \$66,955  | \$66,955                    | \$66,955  | 1     |
| Government-based                | \$45,838 | \$45,838                    | \$45,838 | \$45,838  | \$45,838                    | \$45,838  | 1     |
| <b>Region</b>                   |          |                             |          |           |                             |           |       |
| Midwest                         | \$48,972 | \$57,658                    | \$79,843 | \$80,741  | \$99,231                    | \$130,000 | 7     |
| Northeast                       | \$45,838 | \$49,830                    | \$69,904 | \$74,168  | \$102,771                   | \$111,028 | 4     |
| Southern                        | \$38,319 | \$65,000                    | \$75,000 | \$82,965  | \$97,000                    | \$158,550 | 35    |
| Western                         | \$90,000 | \$90,000                    | \$92,511 | \$92,511  | \$95,023                    | \$95,023  | 2     |
| <b>Service Area</b>             |          |                             |          |           |                             |           |       |
| Urban                           | \$50,000 | \$69,978                    | \$90,000 | \$90,800  | \$99,861                    | \$158,550 | 25    |
| Suburban                        | \$48,000 | \$60,355                    | \$73,243 | \$78,067  | \$99,055                    | \$115,000 | 10    |
| Rural                           | \$38,319 | \$52,917                    | \$69,270 | \$69,538  | \$79,057                    | \$107,000 | 12    |
| <b>Race</b>                     |          |                             |          |           |                             |           |       |
| Black or African American       | \$95,000 | \$95,000                    | \$99,231 | \$117,594 | \$158,550                   | \$158,550 | 3     |
| White                           | \$38,319 | \$63,721                    | \$75,850 | \$78,063  | \$93,837                    | \$130,000 | 40    |
| AIAN                            | -        | -                           | -        | -         | -                           | -         | 0     |
| Asian                           | -        | -                           | -        | -         | -                           | -         | 1     |
| NHPI                            | -        | -                           | -        | -         | -                           | -         | 0     |
| Hispanic or Latinx              | -        | -                           | -        | -         | -                           | -         | 1     |
| Multiple races                  | -        | -                           | -        | -         | -                           | -         | 1     |
| Another race                    | -        | -                           | -        | -         | -                           | -         | 0     |

## Finance/Accounting-Staff

Responsible for one or more aspects of accounting or financial management for the association.

Responsibilities may include preparation of financial statements and tax returns. May also coordinate and/or perform accounting functions such as cash control, credit and collection management, payroll, receivables, payables, and bank reconciliations. Works with staff regarding invoices and receipts.

### Average # Years in Position (N=98)

- Mean: 5.0
- Median: 2.0
- Range: 0-38

### Employment Type-% (count)

- CAC Employee: 87% (90)
- CAC-Paid Contract Staff: 11% (11)
- Other Paid Contract Staff: 2% (2)
- Missing: 0% (0)

### Full-time or Part-time-% (count)

- 1.0 FTE, Full-Time: 50% (52)
- <1.0 FTE, Part-Time: 50% (51)
- Missing: 0% (0)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$32,000</b> | <b>\$45,653</b>             | <b>\$54,163</b> | <b>\$56,666</b> | <b>\$65,000</b>             | <b>\$103,917</b> | <b>50</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$45,760        | \$47,070                    | \$51,002        | \$52,566        | \$59,625                    | \$62,500         | 4         |
| 1 to 3 years               | \$32,000        | \$44,930                    | \$51,825        | \$55,156        | \$65,000                    | \$95,000         | 26        |
| >3 to 5 years              | \$42,378        | \$44,500                    | \$57,800        | \$53,508        | \$60,480                    | \$62,400         | 7         |
| >5 to 10 years             | \$35,337        | \$44,526                    | \$59,980        | \$62,563        | \$77,026                    | \$103,917        | 8         |
| >10 to 15 years            | \$45,330        | \$45,330                    | \$50,990        | \$50,990        | \$56,650                    | \$56,650         | 2         |
| >15 to 20 years            | -               | -                           | -               | -               | -                           | -                | -         |
| More than 20 years         | \$73,920        | \$73,920                    | \$73,920        | \$73,920        | \$73,920                    | \$73,920         | 1         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | -               | -                           | -               | -               | -                           | -                | 0         |
| \$250,000 to \$499,999     | \$35,337        | \$35,337                    | \$40,169        | \$40,169        | \$45,000                    | \$45,000         | 2         |
| \$500,000 to \$999,999     | \$46,280        | \$49,192                    | \$52,146        | \$58,847        | \$71,852                    | \$80,460         | 5         |
| \$1,000,000 to \$1,999,999 | \$42,000        | \$44,000                    | \$45,330        | \$52,261        | \$65,000                    | \$65,000         | 7         |
| \$2,000,000 or more        | \$32,000        | \$47,630                    | \$55,940        | \$58,159        | \$66,601                    | \$103,917        | 34        |
| <b>Total Staff (FTE)</b>   |                 |                             |                 |                 |                             |                  |           |
| 2 or fewer                 | -               | -                           | -               | -               | -                           | -                | 0         |
| >2 to 5                    | \$45,000        | \$45,000                    | \$45,000        | \$45,000        | \$45,000                    | \$45,000         | 1         |
| >5 to 9                    | \$35,337        | \$40,809                    | \$52,104        | \$55,485        | \$71,852                    | \$80,460         | 5         |
| >9 to 15                   | \$44,500        | \$44,500                    | \$47,000        | \$50,500        | \$60,000                    | \$60,000         | 3         |
| >15 to 30                  | \$32,000        | \$43,200                    | \$51,002        | \$52,536        | \$65,000                    | \$78,505         | 19        |
| More than 30               | \$42,179        | \$50,752                    | \$58,375        | \$61,871        | \$70,356                    | \$103,917        | 22        |

| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$35,337 | \$35,337                    | \$35,337 | \$35,337 | \$35,337                    | \$35,337  | 1     |
| 100 to 249 children             | \$32,000 | \$32,765                    | \$46,430 | \$47,026 | \$61,882                    | \$63,243  | 4     |
| 250 to 499 children             | \$42,000 | \$45,960                    | \$51,553 | \$54,755 | \$65,390                    | \$80,460  | 10    |
| 500 to 999 children             | \$42,378 | \$44,708                    | \$56,325 | \$56,010 | \$65,000                    | \$78,505  | 16    |
| 1,000 or more children          | \$42,179 | \$49,109                    | \$54,995 | \$60,189 | \$62,500                    | \$103,917 | 15    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$32,000 | \$45,248                    | \$52,125 | \$54,993 | \$64,220                    | \$95,000  | 46    |
| Hospital-based                  | \$56,000 | \$56,000                    | \$79,958 | \$79,958 | \$103,917                   | \$103,917 | 2     |
| Government-based                | \$63,243 | \$63,243                    | \$71,852 | \$71,852 | \$80,460                    | \$80,460  | 2     |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$45,760 | \$46,150                    | \$63,520 | \$63,925 | \$75,854                    | \$95,000  | 6     |
| Northeast                       | \$42,179 | \$43,450                    | \$47,840 | \$48,348 | \$53,501                    | \$56,000  | 5     |
| Southern                        | \$32,000 | \$44,875                    | \$52,739 | \$54,304 | \$62,865                    | \$80,460  | 34    |
| Western                         | \$51,002 | \$57,122                    | \$65,000 | \$72,333 | \$91,210                    | \$103,916 | 5     |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$32,000 | \$45,438                    | \$55,940 | \$57,699 | \$65,000                    | \$103,917 | 32    |
| Suburban                        | \$42,378 | \$46,375                    | \$50,753 | \$53,673 | \$64,610                    | \$66,725  | 10    |
| Rural                           | \$35,337 | \$46,500                    | \$56,052 | \$56,274 | \$64,561                    | \$78,505  | 8     |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$42,000 | \$42,378                    | \$45,000 | \$52,584 | \$62,400                    | \$73,008  | 7     |
| White                           | \$44,000 | \$50,003                    | \$56,650 | \$59,429 | \$65,000                    | \$103,917 | 31    |
| AIAN                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Asian                           | -        | -                           | -        | -        | -                           | -         | 1     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latinx              | \$35,000 | \$35,268                    | \$45,545 | \$44,303 | \$51,584                    | \$53,331  | 6     |
| Multiple races                  | -        | -                           | -        | -        | -                           | -         | 1     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Data / Quality Improvement Personnel

### Data / Quality Improvement—Consolidated Director and Staff

#### Director

Directs the organization's program evaluation and quality improvement initiatives. Develops and monitors key metrics as part of strategic planning toward organizational goals. Manages data collection initiatives, analyzes results, and prepares reports. Develops, maintains, and optimizes all in-house data systems with emphasis on availability, reliability, scalability, and security. May have responsibility for technical research for database and software upgrades and have significant vendor contact. If additional staff are not available in this division, may also perform more routine activities such as verifying data integrity, system testing, report generation, and problem-solving data entry issues with staff.

#### Staff

Assists the Data/Quality Improvement Director in verifying data integrity, system testing, and documentation of processes and procedures. Detailed knowledge of data collection systems used throughout the CAC, including case management systems, donor databases, Outcome Measurement System (OMS) surveys from families and MDT members, etc. Prepares reports from these internal data systems, as well as potentially external data sources for comparison purposes and provides these to the director. May perform data entry for direct service staff, especially to problem-solve complex data issues. However, this position should not be confused with routine case management data entry responsibilities within direct service staff positions or administrative positions.

#### Average # Years in Position (N=65)

- Mean: 5
- Median: 4
- Range: .5 to 27

#### Employment Type-% (count)

- CAC Employee: 100% (69)
- CAC-Paid Contract Staff: 0% (0)
- Other Paid Contract Staff: 0% (0)
- Missing: 0% (0)

#### Full-time or Part-time-% (count)

- 1.0 FTE: 80% (55)
- <1.0 FTE, Part-Time: 19% (13)
- Missing: 1% (1)

| Full-time Positions Only   | Minimum         | 25 <sup>th</sup> Percentile | Median          | Mean            | 75 <sup>th</sup> Percentile | Maximum          | Count     |
|----------------------------|-----------------|-----------------------------|-----------------|-----------------|-----------------------------|------------------|-----------|
| <b>All</b>                 | <b>\$35,000</b> | <b>\$43,367</b>             | <b>\$56,566</b> | <b>\$60,382</b> | <b>\$70,000</b>             | <b>\$134,386</b> | <b>52</b> |
| <b>Years in Position</b>   |                 |                             |                 |                 |                             |                  |           |
| Less than 1 year           | \$38,500        | \$41,000                    | \$44,250        | \$49,393        | \$65,000                    | \$65,000         | 7         |
| 1 to 3 years               | \$35,000        | \$42,536                    | \$55,009        | \$54,898        | \$66,979                    | \$73,500         | 17        |
| >3 to 5 years              | \$35,000        | \$48,830                    | \$61,402        | \$71,210        | \$97,701                    | \$134,386        | 10        |
| >5 to 10 years             | \$38,760        | \$45,000                    | \$56,908        | \$59,364        | \$73,357                    | \$83,166         | 14        |
| >10 to 15 years            | \$70,000        | \$70,000                    | \$89,419        | \$91,885        | \$116,236                   | \$116,236        | 3         |
| >15 to 20 years            | \$42,000        | \$42,000                    | \$42,000        | \$42,000        | \$42,000                    | \$42,000         | 1         |
| More than 20 years         | -               | -                           | -               | -               | -                           | -                | -         |
| <b>Budget</b>              |                 |                             |                 |                 |                             |                  |           |
| Under \$250,000            | -               | -                           | -               | -               | -                           | -                | 0         |
| \$250,000 to \$499,999     | \$35,000        | \$35,000                    | \$38,500        | \$38,500        | \$44,250                    | \$44,250         | 3         |
| \$500,000 to \$999,999     | \$41,581        | \$41,791                    | \$45,000        | \$50,026        | \$60,775                    | \$67,692         | 5         |
| \$1,000,000 to \$1,999,999 | \$35,000        | \$41,250                    | \$42,000        | \$45,569        | \$48,750                    | \$75,000         | 12        |
| \$2,000,000 or more        | \$42,000        | \$55,016                    | \$65,458        | \$69,747        | \$73,500                    | \$134,386        | 31        |



| Full-time Positions Only        | Minimum  | 25 <sup>th</sup> Percentile | Median   | Mean     | 75 <sup>th</sup> Percentile | Maximum   | Count |
|---------------------------------|----------|-----------------------------|----------|----------|-----------------------------|-----------|-------|
| <b>Total Staff (FTE)</b>        |          |                             |          |          |                             |           |       |
| 2 or fewer                      | -        | -                           | -        | -        | -                           | -         | 0     |
| >2 to 5                         | \$38,500 | \$38,500                    | \$38,500 | \$38,500 | \$38,500                    | \$38,500  | 1     |
| >5 to 9                         | \$35,000 | \$39,936                    | \$42,000 | \$41,639 | \$44,438                    | \$45,000  | 6     |
| >9 to 15                        | \$42,000 | \$42,000                    | \$42,000 | \$45,953 | \$53,858                    | \$53,858  | 3     |
| >15 to 30                       | \$35,000 | \$42,536                    | \$51,000 | \$53,318 | \$65,171                    | \$75,000  | 17    |
| More than 30                    | \$42,000 | \$56,908                    | \$66,640 | \$72,291 | \$79,660                    | \$134,386 | 25    |
| <b>Annual # Children Served</b> |          |                             |          |          |                             |           |       |
| Fewer than 100 children         | \$38,500 | \$38,500                    | \$38,500 | \$38,500 | \$38,500                    | \$38,500  | 1     |
| 100 to 249 children             | \$35,000 | \$35,000                    | \$41,581 | \$40,277 | \$44,250                    | \$44,250  | 3     |
| 250 to 499 children             | \$38,760 | \$42,000                    | \$45,000 | \$48,473 | \$53,858                    | \$67,692  | 7     |
| 500 to 999 children             | \$41,000 | \$44,036                    | \$58,115 | \$57,865 | \$67,570                    | \$97,000  | 17    |
| 1,000 or more children          | \$35,000 | \$53,000                    | \$65,458 | \$69,327 | \$76,154                    | \$134,386 | 23    |
| <b>Organizational Type</b>      |          |                             |          |          |                             |           |       |
| Nonprofit                       | \$35,000 | \$42,000                    | \$53,858 | \$58,764 | \$68,096                    | \$134,386 | 45    |
| Hospital-based                  | \$58,115 | \$59,249                    | \$66,565 | \$70,165 | \$84,684                    | \$89,419  | 4     |
| Government-based                | \$59,141 | \$59,141                    | \$73,357 | \$68,619 | \$73,357                    | \$73,357  | 3     |
| <b>Region</b>                   |          |                             |          |          |                             |           |       |
| Midwest                         | \$50,769 | \$58,830                    | \$70,000 | \$76,919 | \$87,979                    | \$134,386 | 9     |
| Northeast                       | \$42,000 | \$46,054                    | \$58,115 | \$67,387 | \$93,356                    | \$116,236 | 5     |
| Southern                        | \$35,000 | \$42,000                    | \$53,000 | \$55,060 | \$65,458                    | \$97,000  | 35    |
| Western                         | \$35,000 | \$35,000                    | \$59,141 | \$61,187 | \$89,419                    | \$89,419  | 3     |
| <b>Service Area</b>             |          |                             |          |          |                             |           |       |
| Urban                           | \$35,000 | \$52,442                    | \$63,825 | \$65,140 | \$73,357                    | \$134,386 | 38    |
| Suburban                        | \$41,000 | \$42,036                    | \$45,000 | \$55,048 | \$73,085                    | \$83,166  | 5     |
| Rural                           | \$35,000 | \$39,270                    | \$42,000 | \$42,416 | \$44,813                    | \$51,000  | 8     |
| <b>Race</b>                     |          |                             |          |          |                             |           |       |
| Black or African American       | \$38,500 | \$38,695                    | \$58,215 | \$59,411 | \$77,373                    | \$89,419  | 6     |
| White                           | \$35,000 | \$45,500                    | \$59,800 | \$63,395 | \$70,239                    | \$134,386 | 37    |
| AIAN                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Asian                           | \$50,000 | \$50,000                    | \$56,325 | \$56,325 | \$62,500                    | \$62,500  | 2     |
| NHPI                            | -        | -                           | -        | -        | -                           | -         | 0     |
| Hispanic or Latinx              | \$35,000 | \$39,500                    | \$46,500 | \$47,193 | \$56,047                    | \$59,141  | 6     |
| Multiple races                  | -        | -                           | -        | -        | -                           | -         | 0     |
| Another race                    | -        | -                           | -        | -        | -                           | -         | 0     |

## Staff Salaries: Summary of Salary Growth Since 2021

Median salaries for each staff role were compared with 2021 median salaries to examine the magnitude of growth over time. To enhance validity, only positions with at least 40 data points were assessed. Median salaries rose across all positions, with the most marked growth occurring in data and quality improvement roles (+26% since 2021), office manager/administrative director roles (+22%), finance and accounting roles (+18%), executive directors (+16%), mental health services clinical directors (+16%), and mental health clinicians (+15%). The smallest increases were among nurses (+7%) and staff in advocacy services director roles (+2%).

Data collection for the 2021 and 2024 Staffing and Salary surveys occurred roughly 33 months apart. The average overall increase in median salaries across all positions was 12.6% during this period, or just above 4% per year. Although wide fluctuations in growth were seen in U.S. wages during and immediately following the COVID-19 pandemic, making comparisons to the broader labor market difficult, this rate of increase roughly parallels larger U.S. trends. On average, year-over-year wage increases ranged from roughly 4-5% in the U.S. as a whole between 2021 and 2024 (US Bureau of Labor Statistics, 2024).

| Position Type                                                       | Increase in Median Salary |
|---------------------------------------------------------------------|---------------------------|
| Executive Director/CAC Program Director                             | +16%                      |
| Assistant Director/Assistant CAC Program Director                   | +11%                      |
| Director of Multiple Programs (Clinical Services, Operations, etc.) | +11%                      |
| Forensic Interviewer-Director                                       | +13%                      |
| Forensic Interviewer-Staff                                          | +11%                      |
| Advocacy Services (Victim/Child/Family)-Director                    | +2%                       |
| Advocacy Services (Victim/Child/Family)-Staff                       | +12%                      |
| Medical Services-Director                                           | Not available             |
| Medical Provider-Doctorate Level                                    | Not available             |
| Medical Provider-Physician Assistant Level                          | Not available             |
| Medical Provider-Nurse Level                                        | +7%                       |
| Mental Health Services-Clinical Director                            | +16%                      |
| Mental Health Clinician                                             | +15%                      |
| MDT Facilitator                                                     | +11%                      |
| Development/Fundraising/Grant Writing-Director                      | +13%                      |
| Development/Fundraising/Grant Writing-Staff                         | +10%                      |
| Training/Outreach/Prevention-Director                               | +13%                      |
| Training/Outreach/Prevention-Staff                                  | +9%                       |
| Communications/Marketing-Combined Director and Staff                | +8%                       |
| Administrative/Office Management-Director                           | +22%                      |
| Administrative/Office Management-Staff                              | +14%                      |
| Finance/Accounting-Director                                         | +9%                       |
| Finance/Accounting-Staff                                            | +18%                      |
| Data/Quality Improvement - Combined Director and Staff              | +26%                      |

## Contract Services

CACs were asked to identify services obtained, at least in part, through contracts included in the agency budget in the most recent fiscal year. The table below outlines the percentage of all CACs with contracts in each service category, and the breakdown in the dollar amount of those contracts across CACs.

| Services Purchased Through Contracts    | N=569<br>% (Count) | Average Budgeted Amounts                                                                    |
|-----------------------------------------|--------------------|---------------------------------------------------------------------------------------------|
| Forensic interviews                     | 6% (33)            | N=32<br>Mean: \$31,870<br>Median: \$5,750<br>Range: \$30-\$320,000<br>Total: \$1,019,827    |
| Advocacy services                       | 4% (25)            | N=23<br>Mean: \$66,054<br>Median: \$8,000<br>Range: \$1,000-\$475,312<br>Total: \$1,519,249 |
| Mental health services                  | 18% (101)          | N=98<br>Mean: \$35,098<br>Median: \$20,000<br>Range: \$500-\$329,700<br>Total: \$3,439,629  |
| Medical services                        | 14% (81)           | N=76<br>Mean: \$37,340<br>Median: \$17,875<br>Range: \$500-\$180,000<br>Total: \$2,637,840  |
| MDT facilitation                        | 1% (5)             | N=4<br>Mean: \$7,475<br>Median: \$2,150<br>Range: \$400-\$25,000<br>Total: \$29,900         |
| Development, fundraising, grant writing | 5% (30)            | N=26<br>Mean: \$20,056<br>Median: \$12,250<br>Range: \$1,250-\$51,912<br>Total: \$521,442   |
| Training, outreach, prevention          | 5% (26)            | N=24<br>Mean: \$12,227<br>Median: \$5,656<br>Range: \$1,000-\$125,000<br>Total: \$294,653   |
| Communications or marketing             | 4% (25)            | N=23<br>Mean: \$20,161<br>Median: \$12,200<br>Range: \$2,000-\$67,600<br>Total: \$463,710   |
| Public relations, legislative advocacy  | 1% (8)             | N=5<br>Mean: \$23,612<br>Median: \$25,000<br>Range: \$1,060-\$50,000<br>Total: \$118,060    |

| Services Purchased Through Contracts | N=569<br>% (Count) | Average Budgeted Amounts                                                                    |
|--------------------------------------|--------------------|---------------------------------------------------------------------------------------------|
| Administrative / office management   | 3% (15)            | N=12<br>Mean: \$23,519<br>Median: \$12,252<br>Range: \$975-\$93,000<br>Total: \$282,223     |
| Finance or accounting                | 19% (107)          | N=105<br>Mean: \$19,938<br>Median: \$11,940<br>Range: \$875-\$114,700<br>Total: \$2,093,483 |
| Human resources                      | 5% (28)            | N=25<br>Mean: \$12,305<br>Median: \$7,650<br>Range: \$500-\$59,675<br>Total: \$307,617      |
| Data / quality improvement           | 2% (11)            | N=9<br>Mean: \$14,542<br>Median: \$8,875<br>Range: \$5,000-\$37,220<br>Total: \$130,875     |
| Information technology               | 17% (95)           | N=90<br>Mean: \$23,239<br>Median: \$15,090<br>Range: \$500-\$120,000<br>Total: \$2,091,552  |

Overall, 46% (260) of CACs reported purchasing at least one staff function or service through contracts. This is a slight increase since 2021, when 44% of agencies had at least one contract. The most contracted services were finance or accounting (19% of CACs), mental health providers (18%), and information technology (17%). In contrast, only a handful of CACs contracted for data / quality improvement services (2%), public relations services (1%), or MDT facilitation (1%). Slightly more CACs contracted for advocacy (+2%), grant writing and development (+2%), and information technology services (+2%) in 2024 than in 2021. Other services provided via contract included maintenance and custodial services, interpretation, and legal counsel.

## Internships

Survey respondents reported whether they utilize interns at their agency, and for what functions. Internships were defined as formal, structured roles coordinated with external partners, such as universities or service agencies. Findings suggest that the proportion of CACs that incorporate interns remained stable since 2021, with 65% of CACs engaging at least one intern in the past year. On average, CACs that use interns engaged four interns in the previous 12 months (median=2), and only 7% of these CACs provided compensation to their interns. The most common services in which interns were engaged included child/family advocacy (in 65% of CACs using interns), mental health services (46%), administrative support (26%), and outreach and prevention (25%). Other intern activities reported by CACs included legal services, Commercial Sexual Exploitation of Children (CSEC) services, group facilitation, childcare, waiting room supervision, research, and social media coordination.

| CAC Utilizes Interns                          | N=565     |
|-----------------------------------------------|-----------|
| Yes                                           | 65% (368) |
| No                                            | 35% (197) |
| Number of Interns in Past 12 Months           | N=327     |
| Mean                                          | 4         |
| Median                                        | 2         |
| Range                                         | 1 to 35   |
| Total                                         | 1,249     |
| Types of Services Provided by Interns at CACs | N=368     |
| Forensic Interviews                           | 3% (11)   |
| Advocacy Services (Victim/Child/Family)       | 65% (238) |
| Mental Health Services                        | 46% (168) |
| Medical Services                              | 2% (8)    |
| MDT Facilitation                              | 4% (16)   |
| Development/Fundraising/Grant Writing         | 11% (41)  |
| Training/Outreach/Prevention                  | 25% (90)  |
| Communications/Marketing                      | 17% (62)  |
| Public Relations/Legislative                  | 3% (11)   |
| Administrative/Office Management              | 26% (95)  |
| Finance/Accounting                            | <1% (1)   |
| Human Resources                               | <1% (1)   |
| Data/Quality Improvement                      | 11% (42)  |
| Information Technology                        | 3% (10)   |
| Other                                         | 7% (26)   |
| CAC Pays Interns for Any Services Provided    | N=368     |
| Yes                                           | 7% (25)   |
| No                                            | 93% (343) |

## Volunteers

CACs were asked to indicate whether they engaged unpaid volunteers in the past year, and for what activities. Overall, 64% of CACs use volunteers, down since 2021 when 69% of agencies reported volunteer positions. The number of volunteers engaged by CACs ranged widely; CACs with large numbers of volunteers typically deployed their volunteers in large community events or awareness campaigns. Across CACs, volunteers assist with a variety of activities. These were captured in open-ended comments, so percentage breakdowns are not available. The most mentioned volunteer functions included fundraising/community event assistance, board service, victim advocacy, administrative and data entry support (including assistance with the Outcome Measurement System or with putting together intake packets), special projects, childcare, facility and yard maintenance, marketing and social media, and supervising waiting rooms.

| CAC Utilizes Volunteers                | N=565     |
|----------------------------------------|-----------|
| Yes                                    | 64% (363) |
| No                                     | 36% (202) |
| Number of Volunteers in Past 12 Months | N=344     |
| Mean                                   | 28        |
| Median                                 | 12        |
| Range                                  | 1 to 522  |
| Total                                  | 9,560     |



## Staff Turnover and Unmet Staffing Needs

To assess the magnitude of turnover and understaffing in the field, CACs were asked to indicate how many staff vacancies they experienced in the past year due to a staff member leaving permanently. CACs also indicated whether their overall staff size had increased, decreased, or remained stable, and identified unmet staffing needs that were beyond the current agency budget and not due to vacancies.

| CAC Reported Turnover in the Previous 12 Months         |  | N=564           |
|---------------------------------------------------------|--|-----------------|
| Yes - 1 or more positions                               |  | 70% (393)       |
| No - 0 positions                                        |  | 30% (171)       |
| Average CAC Turnover - Includes Zero Values             |  | N=564           |
| Mean                                                    |  | 2 staff members |
| Median                                                  |  | 1 staff member  |
| Sum of vacancies in past year                           |  | 1,239           |
| Sum of all positions                                    |  | 6,528           |
| Estimated overall turnover rate                         |  | 19%             |
| Compared to 12 Months ago, Positions at the CAC Have... |  | N=563           |
| Increased - CAC gained new positions                    |  | 32% (177)       |
| Stayed the same                                         |  | 57% (323)       |
| Decreased - CAC lost positions (downsizing/layoffs)     |  | 11% (63)        |
| Areas of Unmet Staffing Needs at CACs                   |  | N=564           |
| None-we have no unmet staffing needs                    |  | 31% (174)       |
| Forensic Interviews                                     |  | 17% (98)        |
| Advocacy Services (Victim/Child/Family)                 |  | 21% (119)       |
| Mental Health Services                                  |  | 37% (207)       |
| Medical Services                                        |  | 13% (73)        |
| MDT Facilitation                                        |  | 5% (26)         |
| Development/Fundraising/Grant Writing                   |  | 24% (129)       |
| Training/Outreach/Prevention                            |  | 24% (138)       |
| Communications/Marketing                                |  | 16% (91)        |
| Public Relations/Legislative                            |  | 9% (49)         |
| Administrative/Office Management                        |  | 18% (99)        |
| Finance/Accounting                                      |  | 10% (57)        |
| Human Resources                                         |  | 10% (54)        |
| Data/Quality Improvement                                |  | 10% (54)        |
| Information Technology                                  |  | 8% (45)         |
| Other                                                   |  | 3% (18)         |

The estimated turnover rate across all staff positions at participating CACs was 19%, which is identical to the 2021 estimate. For comparison purposes according to Nonprofit HR, turnover rates for nonprofit and social impact organizations have fluctuated between 14-24% annually since 2020 (Nonprofit HR, 2022). In 2021, the Society for Human Resources Management placed the median turnover rate for nonprofits at 15%, and the mean rate at 30% (SHRM, 2021). Thus, the estimated turnover rate for CACs in 2024 sits roughly in the middle of these recent estimates.

The average number of vacant positions in the past year per CAC organization also held steady since 2021 at a mean of two (median-one) employee positions becoming vacant per agency. Approximately 70% of individual CACs experienced turnover in 2024 as opposed to 67% in 2021 and lower than the estimated 75% of nonprofits nationally that experience vacancies on an annual basis (National Council of Nonprofits, 2023).

The most significant unmet staffing needs reported by CACs included mental health providers (37% of CACs reported this need), development and fundraising staff (24%), training, prevention and outreach staff (24%), and advocacy staff (21%). These patterns are similar to unmet needs reported in 2021, suggesting persistent challenges particularly in filling key direct services roles. Other unmet staffing needs identified in 2024 included bilingual staff, senior or executive positions, staff skilled in addressing the commercial sexual exploitation of children, and staff focused on accreditation logistics.

Interestingly, more CACs in 2024 reported no unmet staffing needs (31%) than did CACs in 2021 (27%). It may be that the slight growth in the use of contracts described above addressed an unmet need. For example, more CACs contracted for information technology services in 2024 than in 2021, and fewer CACs identified this function as an unmet need in 2024 than in 2021. Additionally, nearly one third of CACs experienced an expansion in staff size in the past year (while only 11% of CACs reported a constriction), suggesting that some CACs grew sufficiently to address unmet needs.

## Salary Increases

The following table summarizes CACs' reports regarding the nature and magnitude of salary increases available to employees in the current fiscal year. CACs indicated whether the portion of their budget dedicated to salaries had changed over the past year as well as what factors impact decisions regarding salary adjustments.

Approximately 85% of CACs made or plan to make salary increases available to employees in the current fiscal year, an increase from the 78% of CACs that did so in 2021. Approximately 61% of CACs saw an increase in the portion of their budget devoted to salaries in 2024, a big jump from the 43% of CACs reporting a similar increase in 2021. Merit increases and cost of living increases were the most awarded pay raises, with average increases hovering at 3-4% nationally for these types of raises. Cost of living increases were more common in 2024, when 36% of CACs provided them, than in 2021, when 28% did. Other types of increases described by CACs in 2024 included increasing the hours offered to employees, market adjustments (typically 5-8%), hiring bonuses or increases in starting salaries, re-organization resulting in fewer positions at higher salaries, bonuses in lieu of raises, and retention bonuses.

The most commonly endorsed influences on salary-related decision making were agency fiscal standing (78% of CACs) and job performance (66% of CACs) in proportions similar to 2021. Other salary hike considerations noted by CACs included the policy of their parent organization or funder, union contracts, retention needs, comparable wages in the market, pay equity, and employee skills or degree acquisition.

| Salary Increases in the Current Fiscal Year (Select all that apply.) | N=566            |
|----------------------------------------------------------------------|------------------|
| <b>Yes-Merit increases</b>                                           | <b>33% (187)</b> |
| Averages                                                             | N=180            |
| Mean                                                                 | 4%               |
| Median                                                               | 3%               |
| Range                                                                | 1 to 12%         |
| <b>Yes-General (across the board) increases</b>                      | <b>24% (137)</b> |
| Averages                                                             | N=128            |
| Mean                                                                 | 4%               |
| Median                                                               | 3%               |
| Range                                                                | 2 to 20%         |
| <b>Yes-Cost of living increases</b>                                  | <b>36% (206)</b> |
| Averages                                                             | N=196            |
| Mean                                                                 | 3%               |
| Median                                                               | 3%               |
| Range                                                                | 1 to 14.5%       |

|                                                                               |                 |
|-------------------------------------------------------------------------------|-----------------|
| <b>Yes-Length of services increases</b>                                       | <b>6% (31)</b>  |
| Averages                                                                      | N=23            |
| Mean                                                                          | 4%              |
| Median                                                                        | 3%              |
| Range                                                                         | 1% to 17%       |
| <b>Yes-Promotional increases</b>                                              | <b>9% (53)</b>  |
| Averages                                                                      | N=45            |
| Mean                                                                          | 7%              |
| Median                                                                        | 6%              |
| Range                                                                         | 1% to 35%       |
| <b>Yes-Incentive plan-based increases</b>                                     | <b>3% (16)</b>  |
| Averages                                                                      | N=11            |
| Mean                                                                          | 4%              |
| Median                                                                        | 3%              |
| Range                                                                         | 1% to 14%       |
| <b>Yes-Other types of salary increases</b>                                    | <b>14% (78)</b> |
| None of the above-no salary increases in the current fiscal year              | 15% (85)        |
| <b>Budget allocated to salary increases, compared to previous fiscal year</b> | <b>N=561</b>    |
| Budget increased                                                              | 61% (340)       |
| Stayed about the same                                                         | 32% (180)       |
| Budget decreased                                                              | 7% (41)         |
| <b>Factors considered when deciding on salary increases</b>                   | <b>N=566</b>    |
| Job performance                                                               | 66% (375)       |
| Budgeted percentage                                                           | 48% (274)       |
| Organization's fiscal standing                                                | 78% (442)       |
| Other                                                                         | 23% (130)       |

## Benefits

CACs were asked to report on a range of employee benefits, including paid leave, retirement programs and medical and other types of insurance. Agencies identified benefits available to any employees under current organizational policy, and reported the types, eligibility for, and magnitude of these benefits.

### Benefits: Standard Leave Policies

CACs identified the types of standard paid leave available to employees including paid holidays, vacation days, sick leave, and paid time off (PTO)/personal days. PTO is leave available to employees whether the time is used for sick leave or vacation/personal time. For vacation, sick leave, and PTO, CACs were asked how many days are available for accrual at the start of employment, and how many after five years. Paid holidays were assumed to apply regardless of employee tenure.

Approximately 93% of CACs reported they provide paid holidays, a slight increase from the 90% of CACs reporting this benefit in 2021. Similarly, the number of CACs that offer PTO increased slightly to 67-68% for new and tenured employees in 2024. This was offset by decreases in the percentage of CACs offering paid vacation days to new employees (down to 54% of agencies in 2024 from 62% in 2021), as well as paid sick time (down to 52-54% of CACs offering sick time in 2024 from 59% in 2021). It appears that slightly more CACs have adopted a paid leave program based solely around PTO since 2021. The overall magnitude of available paid leave has not changed since 2021, however; excluding paid holidays, CACs offer an average of 21 days of paid leave to new employees and 28 days to veteran employees per year. In open-ended comments, a handful of CACs indicated that they have moved to an unlimited PTO model.

| Paid Holidays Offered              |                  |
|------------------------------------|------------------|
| No                                 | N=561<br>7% (41) |
| Yes (Value of 1 or higher entered) | 93% (520)        |
| If yes, Averages                   |                  |
| Mean                               | 12               |
| Median                             | 12               |
| Range                              | 5 to 25          |

| Leave Available at Start of Employment                    |                    |
|-----------------------------------------------------------|--------------------|
| Paid Vacation Days Offered                                |                    |
| No (Zero value entered or left blank)                     | N=561<br>46% (258) |
| Yes (Value of 1 or higher entered)                        | 54% (303)          |
| If yes, Averages                                          |                    |
| Mean                                                      | 11                 |
| Median                                                    | 10                 |
| Range                                                     | 1 to 34            |
| Paid Sick Days Offered                                    |                    |
| No (Zero value entered or left blank)                     | N=561<br>48% (268) |
| Yes (Value of 1 or higher entered)                        | 52% (293)          |
| If yes, Averages                                          |                    |
| Mean                                                      | 11                 |
| Median                                                    | 12                 |
| Range                                                     | 1 to 30            |
| Paid Time Off (PTO)/Personal Days Offered                 |                    |
| No (Zero value entered or left blank)                     | N=561<br>32% (180) |
| Yes (Value of 1 or higher entered)                        | 68% (381)          |
| If yes, Averages                                          |                    |
| Mean                                                      | 12                 |
| Median                                                    | 12                 |
| Range                                                     | 1 to 40            |
| Total Average Vacation, Sick, PTO/Personal Days Available |                    |
| Mean                                                      | N=523<br>21        |
| Median                                                    | 22                 |
| Range                                                     | 1 to 75            |



| Leave Available After 5 Years of Employment                      |              |
|------------------------------------------------------------------|--------------|
| <b>Paid Vacation Days Offered</b>                                | <b>N=561</b> |
| No (Zero value entered or left blank)                            | 41% (228)    |
| Yes (Value of 1 or higher entered)                               | 59% (333)    |
| <b>If yes, Averages</b>                                          | <b>N=333</b> |
| Mean                                                             | 16           |
| Median                                                           | 15           |
| Range                                                            | 1 to 36      |
| <b>Paid Sick Days Offered</b>                                    | <b>N=561</b> |
| No (Zero value entered or left blank)                            | 46% (260)    |
| Yes (Value of 1 or higher entered)                               | 54% (301)    |
| <b>If yes, Averages</b>                                          | <b>N=301</b> |
| Mean                                                             | 12           |
| Median                                                           | 12           |
| Range                                                            | 1 to 40      |
| <b>Paid Time Off (PTO)/Personal Days Offered</b>                 | <b>N=561</b> |
| No (Zero value entered or left blank)                            | 33% (176)    |
| Yes (Value of 1 or higher entered)                               | 67% (385)    |
| <b>If yes, Averages</b>                                          | <b>N=385</b> |
| Mean                                                             | 16           |
| Median                                                           | 17           |
| Range                                                            | 1 to 48      |
| <b>Total Average Vacation, Sick, PTO/Personal Days Available</b> | <b>N=524</b> |
| Mean                                                             | 29           |
| Median                                                           | 28           |
| Range                                                            | 1 to 76      |
| <b>CAC Offers Leave Donation or Sharing Program</b>              | <b>N=559</b> |
| Yes                                                              | 36% (199)    |
| No                                                               | 64% (360)    |

### Benefits: Leave for Special Circumstances

The availability of paid leave under specific circumstances also was assessed. In 2024, approximately 90% of CACs provided paid leave for jury duty, and 60% provided at least some paid parental leave, 47% provided other family leave, 91% offered paid bereavement leave, and 60% offered paid leave for military-related obligations. These proportions are similar to 2021 except parental leave (in 2021 only 50% of CACs offered this) and military leave (54% of CACs offered this in 2021). As detailed in the table below, CACs also indicated whether they set a cap on the number of days that can be compensated for each type of leave and if so, what those caps are. Neither the number of CACs that cap special types of leave, nor the magnitude of those caps changed markedly since 2021.

| Paid Leave Offered for the Following Special Circumstances |              |
|------------------------------------------------------------|--------------|
| <b>Jury Duty</b>                                           | <b>N=532</b> |
| Not provided                                               | 10% (52)     |
| Yes, No Maximum                                            | 69% (366)    |
| Yes, Maximum Number of Days                                | 21% (114)    |
| <b>If maximum, Averages</b>                                | <b>N=114</b> |
| Mean                                                       | 9            |
| Median                                                     | 5            |
| Range                                                      | 1 to 80      |
| <b>Maternity/Paternity/Adoption</b>                        | <b>N=513</b> |
| Not provided                                               | 40% (206)    |
| Yes, No Maximum                                            | 10% (51)     |
| Yes, Maximum Number of Days                                | 50% (256)    |
| <b>If maximum, Averages</b>                                | <b>N=256</b> |
| Mean                                                       | 55           |
| Median                                                     | 60           |
| Range                                                      | 5 to 480     |
| <b>Other Family Medical Leave</b>                          | <b>N=484</b> |
| Not provided                                               | 53% (255)    |
| Yes, No Maximum                                            | 14% (67)     |
| Yes, Maximum Number of Days                                | 33% (162)    |
| <b>If maximum, Averages</b>                                | <b>N=162</b> |
| Mean                                                       | 57           |
| Median                                                     | 60           |
| Range                                                      | 3 to 183     |
| <b>Bereavement</b>                                         | <b>N=539</b> |
| Not provided                                               | 9% (50)      |
| Yes, No Maximum                                            | 9% (46)      |
| Yes, Maximum Number of Days                                | 82% (443)    |
| <b>If maximum, Averages</b>                                | <b>N=443</b> |
| Mean                                                       | 4            |
| Median                                                     | 3            |
| Range                                                      | 1 to 60      |
| <b>Military Duty</b>                                       | <b>N=493</b> |
| Not provided                                               | 40% (197)    |
| Yes, No Maximum                                            | 45% (222)    |
| Yes, Maximum Number of Days                                | 15% (74)     |
| <b>If maximum, Averages</b>                                | <b>N=74</b>  |
| Mean                                                       | 81           |
| Median                                                     | 15           |
| Range                                                      | 5 to 1825    |

## Benefits: Retirement Programs

CACs were asked to indicate whether they offered any type of retirement benefit to any of their employees and if so, to indicate the nature of, the employer match rate for, and the tenure eligibility for participation. There was an increase in the proportion of CACs offering retirement benefits since 2021, 80% of CACs provided retirement benefits in 2024 compared with 73% in 2021. This growth appeared to be primarily through an increase in CACs that offer 401K programs, 40% of CACs offered 401K programs in 2024 compared with 34% in 2021. Eligibility periods and employer match rates were roughly similar to 2021, although slightly fewer CACs provided immediate vesting in retirement plans in 2024 (20% of CACs that offer retirement plans) than in 2021 (26% of CACs). The percentage of CACs with retirement programs that also offered an employer match increased to 94% in 2024 from 89% in 2021. Other types of retirement plans identified by CACs included county or state-based plans, deferred compensation, and SIMPLE and Roth IRAs.

| CAC Offers Retirement Plans to ANY Employees                           | N=560     |
|------------------------------------------------------------------------|-----------|
| No                                                                     | 20% (111) |
| Yes                                                                    | 80% (449) |
| Types of Retirement Plans Offered to CAC Employees                     | N=449     |
| Defined Benefit Pension Plan                                           | 16% (72)  |
| 401(k)                                                                 | 40% (179) |
| 403(b)                                                                 | 27% (123) |
| SEP (Simplified Employee Pension)                                      | 7% (33)   |
| Other                                                                  | 25% (113) |
| Length of Employment Required for Retirement Plan Eligibility (months) | N=431     |
| Mean                                                                   | 5         |
| Median                                                                 | 3         |
| Range                                                                  | 0 to 60   |
| No Waiting Period/Starts Immediately (zero months)                     | 20% (112) |
| Maximum Available Employer Contribution (percentage of base salary)    | N=397     |
| Mean                                                                   | 4%        |
| Median                                                                 | 3%        |
| Range                                                                  | 0 to 25%  |
| No Match (0%)                                                          | 6% (33)   |

## Benefits: Insurance

The types of and eligibility for medical and other forms of insurance offered to CAC employees are summarized below. Small increases were seen since 2021 in the percentage of CACs that provide most forms of insurance. In the realm of medical insurance, for example, 85% of CACs reported providing insurance to employees in 2024, up from 83% in 2021. The more specific types of medical insurance plans offered, and the degree to which those benefits extended to family members did not appear to change in systematic ways in that same period. More CACs offered health savings accounts to employees in 2024 (47% of CACs) than in 2021 (42%). Other types of medical insurance benefits identified by CACs included participation in federal, state or county plans, monthly or annual medical stipends for insurance purchase in lieu of coverage, and Exclusive Provider Organization (EPO) plans.

Most CACs provide forms of insurance beyond health coverage. Approximately 84% of CACs provide at least some form of additional insurance, such as dental, vision, or short/long-term disability insurance, higher than the 79% of CACs that provided some form of additional insurance in 2021. The types of insurance with the biggest expansion in availability since 2021 included life insurance, dental, and vision. Other types of insurance benefits identified by CACs included pet insurance, critical care, accident, or cancer-related insurance, and telehealth/mental-health related benefits.

| CAC Offers Employees Any Medical Insurance Benefits                  | N=561     |
|----------------------------------------------------------------------|-----------|
| No                                                                   | 15% (86)  |
| Yes                                                                  | 85% (475) |
| Types of Medical Insurance Benefits Available to CAC Employees       | N=475     |
| Health Maintenance Organization (HMO)                                | 37% (175) |
| Preferred Provider Organization (PPO)                                | 67% (320) |
| Point of Service (POS)                                               | 9% (44)   |
| High Deductible Health Plan (HDHP)                                   | 25% (120) |
| Other                                                                | 12% (55)  |
| Medical Insurance Extended to Any of the Following Groups, by Type   |           |
| HMO                                                                  | N=175     |
| Spouse/Dependents                                                    | 83% (146) |
| Other Family Members                                                 | 44% (77)  |
| PPO                                                                  | N=320     |
| Spouse/Dependents                                                    | 81% (258) |
| Other Family Members                                                 | 45% (143) |
| POS                                                                  | N=44      |
| Spouse/Dependents                                                    | 89% (39)  |
| Other Family Members                                                 | 55% (24)  |
| HDHP                                                                 | N=120     |
| Spouse/Dependents                                                    | 85% (102) |
| Other Family Members                                                 | 50% (60)  |
| Other                                                                | N=55      |
| Spouse/Dependents                                                    | 36% (20)  |
| Other Family Members                                                 | 22% (12)  |
| Offers Healthcare Spending/Reimbursement Accounts (HSAs, FSAs, HRAs) | N=554     |
| No                                                                   | 53% (296) |
| Yes                                                                  | 47% (258) |
| CAC Offers the Following Additional Insurance Types                  | N=561     |
| Life insurance                                                       | 68% (383) |
| Long-term disability insurance                                       | 46% (256) |
| Short-term disability insurance                                      | 49% (277) |
| Dental insurance                                                     | 78% (438) |
| Vision insurance                                                     | 72% (401) |
| Personal liability insurance                                         | 14% (77)  |
| Other insurance benefits-Please Specify                              | 14% (78)  |
| None of the above                                                    | 16% (87)  |

## Benefits: Other

The final benefits-related question in the survey asked CACs to identify other less common types of benefits provided to employees. Results are summarized below. Only 2% of CACs indicated that they provide none of these additional benefits, identical to 2021 findings. While there were slight changes over time in the proportion of CACs providing each specific type of additional benefits, none of these changes was large or suggestive of a systematic change in organizations' approach to benefits packages. Other benefits described by CACs beyond those listed below included mental health/self-care days, clinical supervision, access to employee assistance programs, sabbaticals, and educational scholarship funds.

| CAC Offers the Following Additional Benefits to Employees               | N=561     |
|-------------------------------------------------------------------------|-----------|
| Travel reimbursement (parking, mileage, local transportation subsidy)   | 89% (498) |
| Tuition reimbursement                                                   | 23% (130) |
| Professional membership dues                                            | 45% (253) |
| Cell phone/smartphone purchase or expenses                              | 46% (255) |
| Childcare benefits                                                      | 5% (25)   |
| Wellness programs (gym memberships, recreation or self-care activities) | 31% (173) |
| Reimbursement for acquiring or maintaining license / credentials (CEUs) | 45% (252) |
| Training/Conference Attendance (registration fees, travel expenses)     | 92% (514) |
| Workplace flexibility (telecommuting, alternative work schedules)       | 71% (396) |
| Other                                                                   | 10% (56)  |
| None of the above                                                       | 2.0% (10) |

## Salary Increases and Selected Benefits by Agency Budget

Information presented in previous sections regarding salary increases and selected benefits is broken down more specifically by agency budget in this section to facilitate benchmarking with peer organizations as CACs consider compensation increases and other employee benefits.

Not surprisingly, results suggest that CACs with smaller budgets are less likely to have the resources to offer salary increases and/or some types of benefits than larger or more financially resourced organizations. For example, 76% of CACs with a budget of less than \$250,000 offered a salary increase in the current fiscal year, compared with 90% of CACs with budgets between \$1 and \$2 million dollars and 96% of CACs with budgets that exceed \$2,000,000. This general pattern holds for the proportion of CACs who offer retirement plans and medical and other types of insurance. Benefits that were somewhat less related to CAC budget were the specific types of salary increases available, the specific types of medical insurance plans offered, and whether CACs offered access to health savings accounts.

|                                           | Less than<br>\$250,000 | \$250,000-<br>\$499,000 | \$500,000-<br>\$999,999 | \$500,000-<br>\$999,999 | \$2,000,000<br>or more |
|-------------------------------------------|------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| <b>Salary Increases</b>                   |                        |                         |                         |                         |                        |
| <b>Types of Salary Increases Provided</b> | <b>N=88</b>            | <b>N=135</b>            | <b>N=154</b>            | <b>N=102</b>            | <b>N=78</b>            |
| Ment increase                             | 25% (22)               | 25% (34)                | 32% (49)                | 43% (44)                | 49% (38)               |
| Mean merit increase                       | 4%                     | 4%                      | 4%                      | 4%                      | 4%                     |
| General increase                          | 26% (23)               | 24% (33)                | 25% (39)                | 19% (19)                | 31% (24)               |
| Mean general increase                     | 4%                     | 5%                      | 3%                      | 4%                      | 4%                     |
| Cost of living increase                   | 35% (31)               | 39% (52)                | 34% (53)                | 42% (43)                | 32% (25)               |
| Mean cost of living increase              | 4%                     | 4%                      | 4%                      | 3%                      | 3%                     |
| Length of service increase                | 6% (5)                 | 7% (9)                  | 3% (5)                  | 8% (8)                  | 5% (4)                 |
| Mean length of service increase           | 2%                     | 6%                      | 1%                      | 4%                      | 3%                     |
| Promotional increase                      | 3% (3)                 | 6% (8)                  | 8% (13)                 | 14% (14)                | 19% (15)               |
| Mean promotional increase                 | No data                | 12%                     | 6%                      | 6%                      | 7%                     |
| Incentive plan increase                   | 3% (3)                 | 0% (0)                  | 5% (7)                  | 4% (4)                  | 3% (2)                 |
| Mean incentive increase                   | No data                | N/A                     | 5%                      | 1%                      | 5%                     |
| None of the above - no increase           | 24% (21)               | 17% (23)                | 18% (27)                | 10% (10)                | 4% (3)                 |



|                                          | Less than<br>\$250,000 | \$250,000-<br>\$499,000 | \$500,000-<br>\$999,999 | \$500,000-<br>\$999,999 | \$2,000,000<br>or more |
|------------------------------------------|------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| <b>Retirement Plans</b>                  |                        |                         |                         |                         |                        |
| <b>CAC Offers Retirement Plans</b>       | <b>N=85</b>            | <b>N=134</b>            | <b>N=153</b>            | <b>N=102</b>            | <b>N=77</b>            |
| No                                       | 40% (34)               | 29% (39)                | 15% (23)                | 11% (11)                | 4% (3)                 |
| Yes                                      | 60% (51)               | 71% (95)                | 85% (130)               | 89% (91)                | 96% (74)               |
| <b>Types of Retirement Plans Offered</b> | <b>N=51</b>            | <b>N=95</b>             | <b>N=130</b>            | <b>N=91</b>             | <b>N=74</b>            |
| Defined Benefit Pension Plan             | 35% (18)               | 17% (16)                | 13% (17)                | 9% (8)                  | 12% (9)                |
| 401(k)                                   | 43% (22)               | 35% (33)                | 42% (54)                | 42% (38)                | 43% (32)               |
| 403(b)                                   | 25% (13)               | 26% (25)                | 20% (26)                | 31% (28)                | 36% (27)               |
| SEP (Simplified Employee Pension)        | 4% (2)                 | 11% (10)                | 13% (17)                | 2% (2)                  | 3% (2)                 |
| Other                                    | 13% (11)               | 27% (26)                | 24% (31)                | 25% (23)                | 26% (19)               |
| <b>Insurance</b>                         |                        |                         |                         |                         |                        |
| <b>CAC Offers Medical Insurance</b>      | <b>N=84</b>            | <b>N=134</b>            | <b>N=153</b>            | <b>N=102</b>            | <b>N=77</b>            |
| No                                       | 38% (32)               | 20% (27)                | 14% (22)                | 2% (2)                  | 1% (1)                 |
| Yes                                      | 62% (52)               | 80% (107)               | 86% (131)               | 98% (100)               | 99% (76)               |
| <b>Types of Medical Insurance</b>        | <b>N=52</b>            | <b>N=107</b>            | <b>N=131</b>            | <b>N=100</b>            | <b>N=76</b>            |
| Health Maintenance Organization          | 48% (25)               | 34% (36)                | 31% (40)                | 38% (38)                | 41% (31)               |
| Preferred Provider Organization          | 69% (36)               | 51% (55)                | 71% (93)                | 74% (74)                | 75% (57)               |
| Point of Service                         | 19% (10)               | 6% (6)                  | 8% (12)                 | 7% (7)                  | 11% (8)                |
| High Deductible Health Plan              | 33% (17)               | 22% (24)                | 24% (31)                | 18% (18)                | 33% (25)               |
| Other                                    | 4% (2)                 | 19% (20)                | 11% (15)                | 8% (8)                  | 13% (10)               |
| <b>CAC Offers Health Savings Account</b> | <b>N=83</b>            | <b>N=133</b>            | <b>N=152</b>            | <b>N=100</b>            | <b>N=77</b>            |
| No                                       | 53% (44)               | 64% (85)                | 61% (92)                | 53% (53)                | 26% (20)               |
| Yes                                      | 47% (39)               | 36% (48)                | 39% (60)                | 47% (47)                | 74% (57)               |
| <b>Additional Insurance Offered</b>      | <b>N=84</b>            | <b>N=134</b>            | <b>N=153</b>            | <b>N=102</b>            | <b>N=76</b>            |
| Life insurance                           | 61% (51)               | 51% (68)                | 65% (100)               | 85% (87)                | 93% (71)               |
| Long-term disability                     | 39% (33)               | 33% (45)                | 44% (68)                | 45% (46)                | 78% (59)               |
| Short-term disability                    | 43% (36)               | 34% (46)                | 49% (75)                | 53% (54)                | 78% (59)               |
| Dental insurance                         | 64% (54)               | 64% (86)                | 80% (122)               | 92% (94)                | 97% (74)               |
| Vision insurance                         | 57% (48)               | 57% (77)                | 74% (113)               | 83% (85)                | 93% (71)               |
| Personal liability insurance             | 15% (13)               | 4% (6)                  | 13% (20)                | 18% (18)                | 25% (19)               |
| None of the above                        | 30% (25)               | 24% (32)                | 14% (22)                | 5% (5)                  | 3% (2)                 |

## Workloads of Direct Service Staff

Workload is an important workforce benchmark and is also difficult to measure accurately. The survey asked about workload in two ways. First, CACs were asked to estimate the average current weekly caseload for forensic interviewers, advocates, medical providers, and mental health clinicians. Respondents were encouraged to use average weekly service numbers for each type of staff role and to divide that by the number of FTE in that role. CACs with only partial FTE in a particular staff role were asked to calculate what the full-time equivalent caseload for those providers would be.

### Average Current Workloads

CAC estimates of current caseloads are described in the table below and, overall, are similar to the caseloads reported by CACs in 2021. Across the country, on average, forensic interviewers conduct seven interviews per week (no change since 2021), and a median of five. In 2024, CACs estimated that advocates serve an average of six new and 20 on-going clients each week, which was down slightly from the estimated average of seven new and 22 on-going advocacy clients in 2021. On average, medical providers handled five medical exams or cases per week in both 2021 and 2024. While CACs' estimates of the number of therapy appointments that mental health clinicians should cover per week did not change between 2021 and 2024 (19 appointments per week), the estimated overall average caseload for mental health providers was higher in 2021 (25 cases) than in 2024 (21 cases). Thus it appears that average caseloads are holding steady or dropping just slightly from 2021 levels across CAC staff roles.

### Average Weekly Caseloads (for each full-time staff position)

| <b>Forensic Interviews</b>                  |  | <b>N=515</b> |
|---------------------------------------------|--|--------------|
| Workload Unknown                            |  | 11.1% (57)   |
| Workload Known                              |  | 82% (458)    |
| Averages, if provided                       |  | N=455        |
| Mean                                        |  | 7            |
| Median                                      |  | 5            |
| Range                                       |  | 1 to 38      |
| <b>Advocacy Services—New Cases/Children</b> |  | <b>N=515</b> |
| Unknown                                     |  | 13% (69)     |
| Known                                       |  | 87% (446)    |
| Averages, if provided                       |  | N=442        |
| Mean                                        |  | 6            |
| Median                                      |  | 5            |
| Range                                       |  | 1 to 20      |

| Advocacy Services—Ongoing Cases/Children                         |  | N=516     |
|------------------------------------------------------------------|--|-----------|
| Unknown                                                          |  | 26% (136) |
| Known                                                            |  | 74% (380) |
| Averages, if provided                                            |  | N=372     |
| Mean                                                             |  | 20        |
| Median                                                           |  | 12        |
| Range                                                            |  | 1 to 150  |
| Advocacy Services—All Cases                                      |  | N=499     |
| Mean                                                             |  | 22        |
| Median                                                           |  | 15        |
| Range                                                            |  | 2 to 158  |
| Medical Services                                                 |  | N=399     |
| Unknown                                                          |  | 47% (187) |
| Known                                                            |  | 53% (212) |
| Averages, if provided                                            |  | N=199     |
| Mean                                                             |  | 5         |
| Median                                                           |  | 3         |
| Range                                                            |  | 1 to 25   |
| Mental Health Services—Expected Client Caseload per FT Clinician |  | N=485     |
| Unknown/No Number Provided                                       |  | 23% (112) |
| Number Provided                                                  |  | 77% (373) |
| Averages, if provided                                            |  | N=373     |
| Mean                                                             |  | 21        |
| Median                                                           |  | 20        |
| Range                                                            |  | 1 to 80   |
| Mental Health Services—# Weekly Appointments per FT Clinician    |  | N=485     |
| Unknown                                                          |  | 27% (129) |
| Known                                                            |  | 73% (356) |
| Averages, if provided                                            |  | N=356     |
| Mean                                                             |  | 19        |
| Median                                                           |  | 20        |
| Range                                                            |  | 1 to 40   |

There was tremendous variability in CACs' estimates of average caseload for all staff roles; it is important to stress that these findings are estimates. In open-ended comments, CACs described very different contextual circumstances that impact caseloads, including varying documentation and procedural requirements across jurisdictions for roles such as forensic interviewers or medical providers, and different conceptualizations of job descriptions and activities in some roles. For example, in some agencies, advocates provide mental health screening and on-going case management while in other CACs, advocates serve a more circumscribed role. For mental health clinicians, weekly caseload is impacted by the specific types of evidence-based models being used and the length and number of sessions associated with each. Many staff also hold multiple roles in their CAC, and the amount of time devoted to each role can vary from week to week, rendering workload estimates challenging.

### Workload by Organizational Type, Service Area, and Children Served

In an effort to place workload averages in additional context, average weekly workloads for forensic interviewers, advocates, and mental health clinicians are presented by organizational type, primary service area, and number of children served in the table below. Results suggest that forensic interviewer caseloads tend to be somewhat smaller in government-based organizations, rural contexts, and in agencies that serve fewer children per year. New and on-going advocacy caseloads are larger in government-based organizations than in hospital-based organizations and are also larger in organizations that serve 1,000 children per year or more than in smaller centers. Mental health clinicians in hospital settings had the highest number of weekly appointments, while clinicians in government-based organizations and smaller centers had a lower average appointment load.

| Categories                      | Forensic Interviewer average weekly caseload: Mean (N) | Advocate weekly caseload (new + ongoing) Mean (N) | Therapist weekly appointments: Mean (N) |
|---------------------------------|--------------------------------------------------------|---------------------------------------------------|-----------------------------------------|
| <b>Organizational Type</b>      |                                                        |                                                   |                                         |
| Nonprofit                       | 7 (N=360)                                              | 23 (N=359)                                        | 19 (N=286)                              |
| Hospital-based                  | 7 (N=26)                                               | 16 (N=24)                                         | 24 (N=18)                               |
| Government-based                | 6 (N=65)                                               | 24 (N=61)                                         | 17 (N=41)                               |
| <b>Service Area</b>             |                                                        |                                                   |                                         |
| Urban                           | 7 (N=186)                                              | 22 (N=174)                                        | 19 (N=141)                              |
| Suburban                        | 7 (N=88)                                               | 21 (N=87)                                         | 20 (N=73)                               |
| Rural                           | 5 (N=179)                                              | 23 (N=184)                                        | 18 (N=130)                              |
| <b>Annual # Children Served</b> |                                                        |                                                   |                                         |
| Fewer than 100 children         | 3 (N=32)                                               | 18 (N=39)                                         | 17 (N=23)                               |
| 100 to 249 children             | 5 (N=133)                                              | 23 (N=135)                                        | 17 (N=83)                               |
| 250 to 499 children             | 7 (N=135)                                              | 22 (N=123)                                        | 20 (N=109)                              |
| 500 to 999 children             | 8 (N=98)                                               | 23 (N=96)                                         | 19 (N=82)                               |
| 1,000 or more children          | 9 (N=41)                                               | 27 (N=40)                                         | 18 (N=37)                               |

## Perceived Ideal Caseloads for Direct Service Staff

For the first time in 2024, CACs were asked to estimate what an appropriate or ideal weekly caseload would be for forensic interviewers, advocates, and mental health clinicians in their centers. Directors were asked to think about their employees' time and job responsibilities and to estimate the number of cases or sessions each type of provider could "be responsible for in a week and still be able to do best practice with all children while also protecting worker well-being." Their estimates are reported in the table below.

Estimates of ideal caseloads again varied widely across centers. On average, CACs perceived that an appropriate weekly number of interviews for a full-time forensic interviewer is 10, higher than the actual average caseload of seven reported across CACs. In contrast, CACs reported that the ideal average new and on-going caseload for advocates is 16, which is much lower than the average of 22 new and on-going combined cases that advocates currently carry. CACs' estimate of the ideal caseload for mental health clinicians was 19 on-going cases which was a bit lower than the actual 21 cases that mental health clinicians were estimated to carry in 2024. These findings suggest that, nationally, both advocates and mental health providers may be a bit over capacity in terms of caseloads that are perceived as ideal and appropriate by experts in the field.

It is worth repeating that actual and appropriate workloads for various roles are notoriously difficult to pinpoint because they are impacted by so many factors, such as varying job descriptions, documentation and legal requirements, settings, case types and complexity. Comparable, systematic, national workload estimates for CAC-specific staff roles are not currently available from other sources. What is clear is that across direct service disciplines, higher agency caseloads are associated with secondary traumatic stress and burnout, including among mental health clinicians (Kim et al., 2018), and forensic interviewers (Starcher & Stolzenberg, 2020), rendering close monitoring of caseloads and worker well-being a critical, on-going obligation in the field.

### Ideal / Appropriate Average Weekly Caseloads Reported by CAC Leaders

| Forensic Interviews                                    |  | N=485    |
|--------------------------------------------------------|--|----------|
| Mean                                                   |  | 10       |
| Median                                                 |  | 10       |
| Range                                                  |  | 1 to 30  |
| Advocates (New and Ongoing Cases)                      |  | N=469    |
| Mean                                                   |  | 16       |
| Median                                                 |  | 15       |
| Range                                                  |  | 1 to 100 |
| Mental Health Clinicians (Total New and Ongoing Cases) |  | N=397    |
| Mean                                                   |  | 19       |
| Median                                                 |  | 20       |
| Range                                                  |  | 2 to 40  |

## Conclusions

Children's Advocacy Centers are incredibly varied in size, organizational structure, primary service area, budget, service population, and longevity. It is, therefore, unsurprising that many of the data points tracked in this survey differed widely across organizations. Still, some general patterns emerged, both within the 2024 survey data and over time since the original Staffing and Salary Survey was conducted in 2021.

### The CAC Workforce

Since 2021, CACs have seen slight growth in the proportion of staff who are full-time and who are employees of the CAC rather than contract workers. Employees' tenure in the field has remained roughly stable since 2021; the median length of employment for CAC staff at their current organization was three years in both 2021 and 2024. Similarly, rates of turnover in 2024 were identical to 2021 rates. Approximately 19% of staff positions became vacant in the year preceding the survey, a rate commensurate with estimated turnover rates in nonprofit organizations more generally. Although not excessive when compared with wider industry benchmarks, a 19% turnover rate represents a significant annual loss of expertise, training, and organizational knowledge. Identifying additional retention and burnout prevention strategies remains a priority.

### Staff Salaries and Benefits

It is clear that CACs have worked to increase both compensation and benefits available to their staff since 2021. Estimated staff salaries rose by more than 12% overall in the 33 months between the 2021 and 2024 surveys, or just over 4% per year, increases that roughly parallel the broader U.S. job market. Some roles saw even larger gains, including data/quality improvement staff, fiscal and accounting staff, mental health clinicians and directors, administrative/office management directors, and executive directors.

As before, staff in hospital-based settings, those in urban/suburban geographic locations, and those in the Western region tend to have higher salaries, on average, than staff situated in non-profit, rural, and the Southern or Midwestern regions. Although there is a general, expected pattern in which individuals with longer tenure in their roles are compensated at higher rates, there is also some evidence of salary compression for some roles. CACs may be in the position of offering somewhat higher salaries to new employees in order to fill positions in a tight labor market, while staff with longer tenures see wages remain more stagnant. This was most seen in director-level roles.

Very encouragingly, staff also saw an overall increase in the availability of important benefits. A greater proportion of CACs offered retirement benefits, medical insurance, dental and vision insurance, life insurance, and paid parental leave in 2024 than in 2021. The increase was most pronounced for medical and other types of insurance and signals the commitment of CACs to the wellbeing of employees.



## Workload

The 2024 average weekly caseloads for core CAC staff including forensic interviewers and medical providers appeared to be mostly consistent with 2021 levels, while slight caseload reductions were reported since 2021 for advocates and mental health clinicians. Still, CACs reported that ideal, appropriate caseloads are still lower on average than what advocates are currently carrying. Additionally, reduced caseloads do not always equate to reduced time serving children and families, as roles in CACs become more complex and multi-faceted. Workload is an understudied issue in the CAC field, and more nuanced data is needed to examine both the influences on and impact of caseload levels for different CAC professionals.

This report offers multiple data points in the Children's Advocacy Center field for benchmarking, resource planning, and advocacy. Because of their varied sizes and structures, CACs are encouraged to examine their own policies, salary and benefits schedules, workload, etc., against multiple peer comparison points in this report and beyond. Each center also has a unique history, setting, and set of contextual factors that influence how workers are best deployed and how families are best served in that location. This report represents a snapshot of the CAC workforce at a single point in time and is intended to support and complement but in no way to supplant the tremendous expertise and wisdom in the field about what works best in each CAC.

## Additional Resources

Other sources for information regarding compensation and workforce data:

- [American Psychological Association](#): Resources for job market and salary information for mental health professionals
- [U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics](#)
- [National Council of Nonprofits](#): State-by-State Nonprofit Associations
- [National Association of Social Workers](#): Social Work Salary Surveys and information over time

## References

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- Starcher, D. & Stolzenberg, S.N. (2020). Burnout and secondary trauma among forensic interviewers. *Child and Family Social Work*, 25, 924-934.
- U.S. Bureau of Labor Statistics (2024). Employment Cost Index. <https://www.bls.gov/eci/>

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DRAFT



**National  
Children's  
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*The Force Behind  
Children's Advocacy Centers*

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## Prosecuting Attorney's Office

127 S. 1<sup>st</sup> Avenue • Sandpoint, ID 83864 • Phone: (208) 263-6714

Prosecutor's  
Office #3

September 30, 2025

### Memorandum

To: Commissioners

From: Louis Marshal,  
Bonner County Prosecutor

Re: Court-Appointed Special Advocate Attorney Agreement

The Prosecutor's Office is submitting for approval a Court-Appointed Special Advocate Attorney Agreement with Margaret Williams pursuant to Idaho Code §16-1614 (4)(b).

Auditing Review:   X  

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:   N/A  

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  

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

Distribution:        Copy to  
       Copy to

BOCC Office  
Louis Marshall, Bonner County Prosecutor

A suggested motion would be: **Mr. Chairman based on the information before us I move to approve the Court-Appointed Special Advocate Attorney Agreement with Margaret Williams.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Brian Domke, Chairman



**CONTRACT FOR SERVICES OF  
COURT-APPOINTED SPECIAL ADVOCATE ATTORNEY  
2025-2026**

This Contract is made and entered into by and between Bonner County, a political subdivision of the State of Idaho, herein referred to as the "County", and Margaret Williams, Attorney at Law, herein referred to as the "Attorney".

For valuable consideration, including the mutual promises hereinafter set forth, it is agreed between the County and the Attorney in their individual capacities, as follows:

1. **LEGAL SERVICES** - During the period of October 1, 2025 through September 30, 2026, the Attorney is retained by the County to provide legal services in the courts of Bonner County which require the courts of Bonner County to appoint an attorney for Court Appointed Special Advocate hereinafter referred to as "CASA" and such other court proceedings associated with said appointment.

Attorney represents that he/she possesses and agrees to apply the necessary skills, knowledge, experience and training to provide legal representation in each case assigned to Attorney consistent with applicable professional standards, the PDC standards for Defending Attorneys, including the Idaho Rules of Professional Conduct.

2. **LICENSES** – Attorney warrants that he/she is an active member of the Idaho State Bar and in good standing and will maintain that status throughout the term of this Contract. Attorney agrees to maintain in full force and effect any other licenses, certificates or permits required by the federal, state, county or municipal governments in order to provide services under this contract.
3. **TRAINING REQUIREMENTS** – The contract shall require each defending attorney providing services pursuant to the contract to participate in regular training programs on criminal defense law or child protection law, including a minimum of seven (7) hours of continuing legal education annually in areas relating to their public defense practice, as required by the most recent edition of "Standards for Defending Attorneys."
4. **COMPENSATION** - The Attorney shall be paid at an hourly rate of Two Hundred Twenty-Five Dollars (\$225.00) for legal services through the period ending September 30, 2026.

It is agreed that the payment of the above-described compensation will include payment of the Attorney, secretarial allowance and the other allowances under Idaho Code §16-1614 (4)(b). for any expenses, including office space, furniture, equipment, books, postage, and supplies necessary in carrying out the duties under this agreement. However, said allowances for expenses may be increased for extraordinary services and expenses not recurring on a regular basis if

authorized by court order after notice to Bonner County and a hearing to consider the same. Such extraordinary services and expenses may be paid in addition to the hourly contract amount.

The Attorney shall comply with and meet all standards as imposed by law upon court-appointed counsel and shall perform fully thereunder. Bonner County shall have the right to notify any Attorney in writing of any concern or problem as determined by the Board of County Commissioners and require the Attorney to attend a conference to discuss and review the same; provided, however, the duty of the Attorney to represent those clients for whom the Attorney is appointed shall be required by law and no infringement thereof shall be made.

The undersigned Attorney shall be able to pursue private civil and criminal practices in addition to the duties under any such agreement or contract with Bonner County, Idaho. However, Attorney shall not take or pursue any new cases adverse to the County without a written waiver of conflict by the County.

If, at the conclusion of the term of this Agreement, the services of the Attorney are not renewed by a new contract, the Attorney shall continue representation of clients appointed prior to the termination date of this Agreement until the 15<sup>th</sup> day of October, 2026, provided however, that any appearance or representation necessary after September 30, 2026 shall be compensated by the County at the rate established by the district court for representation of indigent persons on an hourly basis. Such representation after September 30, 2026 shall be provided by the Attorney herein only if a new contract has not been executed by that date.

The Attorney serving hereunder is not deemed to be an office of the public defender under Idaho Code §Title 19, Chapter 60 of Idaho Code. This Agreement for legal services shall be deemed to be an arrangement with the courts by the County to assign an attorney on a systematic, coordinated plan in accordance with Idaho Code §16-1614 (4)(b).

4. **DIRECT EXPENSES** - Direct expenses as provided by Idaho Code 16-1614 (4)(b), including the cost of a transcript that is necessarily incurred in representing an appointed person, is a charge against the County and shall be paid by the County or reimbursed to the Attorney in the event that the Attorney has paid such direct expense. The term "direct expense" refers to costs or expenses which are incurred or arise from the representation of a specific client in a specific case rather than for the general maintenance of a law office. The Attorney will endeavor to minimize such expenses to the best of the Attorney's ability while maintaining proper standards of representation of appointed persons. On request of the County, the Attorney will provide to the County a copy of any bill or invoice which the Attorney has paid for such direct expense.
5. **WITHDRAWAL OF ATTORNEY** - The Attorney may withdraw from this Agreement upon ninety (90) days notice to the County. In the event of the withdrawal of the Attorney or the death of the Attorney, neither said Attorney nor

the estate of said Attorney as the case may be, shall have any further right under this Agreement except the right to receive compensation earned for services provided and reimbursement for direct expenses incurred prior to such withdrawal or death. A replacement for said Attorney shall be approved by the County.

- 6. WITHDRAWAL OF COUNTY** - In the event the County chooses, the County may withdraw from this Contract by providing notice to the Attorney identified herein with providing not less than ninety (90) days notice prior to withdrawal.
- 7. RELATIONSHIP OF PARTIES** - In all matters related to this Agreement, the Attorney is acting as an independent contractor and shall not be entitled to any state, county or local employee benefits, statutory or otherwise. The County is interested only in the quality of the services provided and the final results to be achieved. It is understood and agreed that neither the Attorney nor any employees of the Attorney, if any, are employees of the County under the meaning or application of any federal or state unemployment, insurance or workman's compensation laws, or otherwise. The Attorney assumes all liability for obligations imposed by one or more of these laws and will hold the County harmless therefrom. The Attorney shall have no authority to make representations that the Attorney is an agent, employee or serving in any other capacity other than that identified under this Agreement.

The Attorney shall be responsible for all federal and state taxes, social security and self-employment related taxes and obligations including federal and state income tax withholding, social security contributions and any other similar obligations related to the Attorney's independent contractor status and providing the services under this Agreement. The Attorney shall indemnify the County and hold the County and agents harmless from any and all claims for these obligations and taxes arising out of Attorney's failure to pay said obligations and/or taxes.

- 8. ASSIGNMENT** - Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Attorney without prior written consent of the County.
- 9. INDEMNIFICATION** - Attorney shall indemnify, defend, and hold harmless the County, its officers, agents, and employees from and against any liability, claims, damages, losses, expenses, actions, and suits whatsoever caused by or arising out of the Attorney's negligence or otherwise wrongful performance, act or omission of any duties required under this Agreement.
- 10. WAIVER** - The failure of either party to require the other to strictly adhere to the terms of this Agreement shall not operate as a waiver of any rights or subsequent breaches of said rights. This Agreement shall be interpreted according to the laws of the State of Idaho. The courts of the State of Idaho, in



and for the County of Bonner, shall be the forum and venue for any lawsuits arising from or incident to this Agreement.

**11. ATTORNEY'S FEES** - In the event of a legal proceeding of any kind instituted under this Agreement or to obtain performance under this Agreement, the prevailing party shall be awarded a reasonable amount as determined by the Court for attorney's fees as well as costs incurred in such proceedings.

**12. COMPLETE AGREEMENT** - This Agreement constitutes the entire understanding of the parties and is complete and final. This Agreement may not be amended or modified except by a written agreement signed by the Attorney and the County.

**DATED** this \_\_\_\_\_ day of September, 2025.

**BONNER COUNTY BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Brian Domke, Chairman,

\_\_\_\_\_  
Asia Williams, Commissioner

\_\_\_\_\_  
Ron Korn, Commissioner

**Attest:**

\_\_\_\_\_  
Deputy Clerk

  
\_\_\_\_\_  
**MARGARET WILLIAMS**, Attorney

Date: 09/24/2025



# AIRPORTS

Dave Schuck  
208-255-9179

September 30, 2025

## Memorandum

AIRPORTS  
Item #1

To: Commissioners

From: AIRPORTS

Re: Purchase Used Dump/Plow Truck

We have the opportunity to purchase a used plow truck from Independent Highway District for \$7,000. This truck is similar to the truck we purchased from them two years ago. This purchase will give the airports more flexibility and redundancy in our trucks supporting airport operations.

We did not specifically allocate funds for this purchase in our budget, but there are funds available due to lower than anticipated expense in other areas.

I recommend purchasing this truck.



Auditing Review: APPROVED (funds available)

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: N/A

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: N/A

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

Distribution: Original to Dave Schuck; Copy to Auditing

A suggested motion would be: **Based on the information before us I move to approve the purchase of this used plow truck and that the Chair sign administratively.**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_

Brian Domke, Chair



**AS-IS  
Bill of Sale**  
Idaho Transportation Department

ITD 3738 (Rev. 10/23)  
Supply # 019677178  
dmv.idaho.gov

|                                                                               |                      |                     |                                     |                       |
|-------------------------------------------------------------------------------|----------------------|---------------------|-------------------------------------|-----------------------|
| Vehicle or Hull Identification Number (1 <sup>st</sup> )<br>4V2SCBDE0RR513210 |                      |                     | Title Number<br>A94308206           |                       |
| Vehicle Identification Number (2 <sup>nd</sup> ) See Note*                    |                      |                     | Weight<br>58,000                    | Full Length and Width |
| Vehicle Year<br>1994                                                          | Vehicle Make<br>WHGM | Vehicle Model<br>TK | Description<br>Dump Truck with plow |                       |

\*Note: Second VIN should be provided for most motor homes and must be entered for double-wide mobile and manufactured homes.

Brands: ☐ Rebuilt Salvage ☐ Previous Brand ☐ Reconstruct ☐ Repaired ☐ Other \_\_\_\_\_

Odometer Reading (No Tenths) ☒ Actual Miles ☐ Not Actual ☐ Exceeds Mechanical Limits  
244,276 ☐ Exempt ☐ No Odometer

|                                                                    |             |                   |                                                        |       |          |
|--------------------------------------------------------------------|-------------|-------------------|--------------------------------------------------------|-------|----------|
| Seller's Full Legal Printed Name<br>Independent Highway District   |             |                   | Buyer's Full Legal Printed Name                        |       |          |
| Physical Address<br>1630 Baldy Mountain Road                       |             |                   | Idaho Driver's License Number or SSN / EIN if Business |       |          |
| City<br>Sandpoint                                                  | State<br>ID | Zip Code<br>83764 | Physical Address                                       |       |          |
| Mailing Address (If different than physical address)<br>PO Box 700 |             |                   | City                                                   | State | Zip Code |
| City<br>Ponderay                                                   | State<br>ID | Zip Code<br>83852 | Mailing Address (If different than physical address)   |       |          |
| Daytime Phone Number<br>208-255-8121                               |             |                   | City                                                   | State | Zip Code |
| True Selling Price<br>\$ 7,000.00                                  | Sale Date   |                   | Daytime Phone Number                                   |       |          |

|                               |         |          |  |
|-------------------------------|---------|----------|--|
| New Lienholder Name or "None" | Address |          |  |
| City                          | State   | Zip Code |  |

**Seller**

I hereby sell the vehicle described above for the selling price indicated. I certify that the odometer reading given is accurate to the best of my knowledge. I also certify that I have disclosed to the buyer all known brands associated with this vehicle. I understand that I must file a release of liability statement within five days of delivering the vehicle to the buyer. I also understand that listing a false selling price, name, or address on this form is a felony under Section 49-518(5), Idaho Code.

Seller's Signature

X \_\_\_\_\_

**Buyer**

I am aware of the odometer certification made by the seller and understand the seller must disclose any brands that have been placed on this vehicle. I also understand that I must apply for title within 30 days to avoid a penalty whether the vehicle is registered or not.

Buyer's Signature

X \_\_\_\_\_

**NO WARRANTY.** It is understood that this Bill of Sale implies no warranties from the Seller. The aforementioned property being sold under this Bill of Sale is on an "AS-IS" basis and any known or unknown defects shall be the sole liability of the Buyer. Buyer acknowledges this liability with their signature above.



Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Brian Domke



RCE-32415 PWC- 010773-CC-1-2

P.O. Box 58 \* Ponderay, ID 83852 \* 208-263-5520 \* [lippertexcavation@gmail.com](mailto:lippertexcavation@gmail.com)

DATE: September 4, 2025

TO: Bonner County Juvenile Detention Center

1500 Highway 2, Suite 101

Sandpoint, ID 83864

Email: [teddi.lupton@bonnercountyid.gov](mailto:teddi.lupton@bonnercountyid.gov)

[ricka.dreier@bonnercountyid.gov](mailto:ricka.dreier@bonnercountyid.gov)

SUBJECT: PROPOSAL FOR WINTER MAINTENANCE- 4002 SAMUELSON

SNOW REMOVAL EQUIPMENT RATES FOR THE 2025-2026 WINTER SEASON, THE RATES BELOW INCLUDE QUALIFIED, EXPERIENCED OPERATORS.

|                            |                           |                    |
|----------------------------|---------------------------|--------------------|
| PICKUP W/PLOW PER HOUR     | \$140                     | (1/4 HOUR MINIMUM) |
| GRADER RENTAL PER HOUR     | \$170                     | (1/4 HOUR MINIMUM) |
| BACKHOE RENTAL PER HOUR    | \$150                     | (1/4 HOUR MINIMUM) |
| SKIDSTEER RENTAL PER HOUR  | \$140                     | (1/4 HOUR MINIMUM) |
| LOADER RENTAL PER HOUR     | \$160 (3-1/2 YARD BUCKET) | (1/4 HOUR MINIMUM) |
| DUMP TRUCK RENTAL PER HOUR | \$170                     | (1/4 HOUR MINIMUM) |
| SIDEWALKS PER HOUR         | \$130                     | (1/4 HOUR MINIMUM) |

INCLUDES- SNOW BLOWER, SHOVELING AND DE-ICE APPLICATION.  
DE-ICE MATERIAL APPLICATION IS BY THE POUND

**NOTE:** As of today's price, De-Icer will be \$1.50 per pound. Application fee will be \$200 per load + the pounds of De-Icer applied. This is subject to change if the price of De-Icer changes.

SANDING AND DE-ICING SERVICES ARE AVAILABLE ON REQUEST.

**SANDING- PER LOAD** \$200 (1-1/2 YARD LOAD) (1/4 LOAD MINIMUM)

ANTI-SKID MATERIAL, DUST FREE PER EPA REGULATIONS

**NOTES:**

\*SNOW IN THE SANDPOINT/PONDERAY AREA WILL BE CLEARED WHEN A DEPTH OF 3 TO 4" HAS ACCUMULATED OR AS OTHERWISE DIRECTED BY PROPERTY MANAGEMENT. SNOW, WILL BE PILED IN DESIGNATED AREAS. SNOW REMOVAL GENERALLY TAKES PLACE IN THE MORNING. ON OCCASION, THE WEATHER CHANGES WILL WARRANT AN EVENING SNOW REMOVAL TO ALLOW FOR CLEARING OF THE AREA AND MAKE IT SAFER.

**\*LIPPERT EXCAVATION & PIPELINE, INC DOES NOT ASSUME ANY LIABILITY FOR CLIENT'S, CUSTOMER'S OR MEMBER'S SLIPPING, TRIPPING OR PERSONAL INJURY OF ANY KIND DUE TO ICE AND SNOW CONDITIONS, NOR DO WE ASSUME ANY LIABILITY FOR ANY PROPERTY DAMAGE I.E. PARKING STOPS, STRIPING, ASPHALT GOUGES, ETC....**



RCE-32415 PWC- 010773-CC-1-2

P.O. Box 58 \* Ponderay, ID 83852 \* 208-263-5520 \* [lippertexcavation@gmail.com](mailto:lippertexcavation@gmail.com)

\*LIPPERT EXCAVATION & PIPELINE, INC STAFF WISH TO WORK CLOSELY WITH MANAGEMENT SO THAT WE MAY PROVIDE THE BEST SERVICE POSSIBLE. PLEASE CALL US ANYTIME YOU HAVE CONCERNS ABOUT THE CONDITION OF YOUR PARKING AREAS OR DRIVEWAYS AS CONDITIONS VARY DUE TO RAPIDLY CHANGING CONDITIONS DURING THE DAY. WE ARE NOT ABLE TO MONITOR YOUR AREAS THROUGHOUT THE DAY.

\*LIPPERT EXCAVATION & PIPELINE, INC STAFF TRY VERY HARD TO NOT DAMAGE CLIENTS' PROPERTY OR LANDSCAPING. PLEASE PLACE SNOW MARKERS PRIOR TO THE 1<sup>ST</sup> SNOW TO PROTECT SENSITIVE AREAS AND WE WILL NEED A DESIGNATED AREA ON YOUR PROPERTY TO PILE THE SNOW. IN THE EVENT THAT YOU DO NOT HAVE AN AREA SUITABLE FOR SNOW PILING. LIPPERT EXCAVATION & PIPELINE, INC. CAN LOAD AND HAUL YOUR SNOW TO AN OFFSITE LOCATION.

\* LIPPERT EXCAVATION & PIPELINE, INC. WILL HAUL SNOW TO AN ONSITE LOCATION OR AN OFFSITE LOCATION IF NEEDED AT THE FOLLOWING RATES.

**IF ONSITE LOCATION SNOW WILL BE MOVED AT THE HOURLY RATES PROVIDED ON PAGE 1.**

**TO REMOVE TO AN OFFSITE LOCATION, IT WILL BE MOVED AT THE HOURLY RATES PROVIDED ON PAGE 1 WITH AN ADDITIONAL FEE OF \$55.00 PER LOAD.**

\*LIPPERT EXCAVATION & PIPELINE, INC WILL UTILIZE EQUIPMENT WITH CONSIDERATION FOR YOUR PROJECT AND AVAILABILITY.

\*CERTIFICATE OF LIABILITY INSURANCE IS AVAILABLE BY REQUEST.

\*INVOICES WILL BE ISSUED MONTHLY. PLEASE PAY FROM INVOICE.

A 1-1/2% PER MONTH PENALTY WILL BE ASSESSED FOR AMOUNTS 30 DAYS PAST DUE FROM THE INVOICE DATE.

**BY SIGNING BELOW, YOU ARE ACKNOWLEDGING LIPPERT EXCAVATION & PIPELINE, INC'S CURRENT SNOW REMOVAL RATES AND POLICIES FOR THE 2025/2026 WINTER SEASON AND WISH TO USE OUR SERVICES.**  
**SINCERELY,**

**HARLEY LIPPERT, PRESIDENT**





RCE-32415 PWC- 010773-CC-1-2

P.O. Box 58 \* Ponderay, ID 83852 \* 208-263-5520 \* [lippertexcavation@gmail.com](mailto:lippertexcavation@gmail.com)

**PLEASE RETURN THIS PAGE BY EMAIL TO:**  
**[lippertexcavation@gmail.com](mailto:lippertexcavation@gmail.com) or by mail to P.O. Box 58**  
**Ponderay, ID 83852**

BUSINESS NAME/NAME: Bonner County

BUSINESS ADDRESS: \_\_\_\_\_  
(STREET ADDRESS)

MAILING ADDRESS: Juvenile Detention Center - Samuelson Way  
(CITY) (ZIP CODE)

EMAIL ADDRESS: teddi.lupton@bonnercountyyid.gov

INVOICING PREFERENCE: EMAIL \_\_\_\_\_ MAIL \_\_\_\_\_

**PLEASE CHECK 1 OF THE ABOVE**

SNOW REMOVAL CONTACT PERSON(S) \_\_\_\_\_

CONTACT PERSON'S PHONE: \_\_\_\_\_  
BUSINESS HOURS: \_\_\_\_\_

AFTER HOURS: \_\_\_\_\_

AUTHORIZED SIGNATURE, \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

**CONTRACT ADDENDUM No. 1**

**BOYCOTTING ISRAEL-** If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies that it is not currently engaged in and will not, for the duration the Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the Anti-Boycott Against Israel Act (Idaho Code § 67-2346).

**GOVERNMENT OF CHINA-** Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, be owned or operated by the government of China as set forth at Idaho Code § 67-2359.

**CONTRACT WITH ABORTION PROVIDERS-** To the extent the Agreement is subject to the use of public funds, Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.).

  
Agent for Contractor

9-18-25  
Date



LIPPHEA-02

BGARCIA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                |                                                                                  |               |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------|
| <b>PRODUCER</b><br>Hub International Northwest LLC<br>PO Box 3144<br>Spokane, WA 99220         | <b>CONTACT NAME:</b> Devin Bland                                                 |               |
|                                                                                                | <b>PHONE (A/C, No, Ext):</b> (509) 545-3800 <b>FAX (A/C, No):</b> (509) 547-7960 |               |
|                                                                                                | <b>E-MAIL ADDRESS:</b> Devin.bland@hubinternational.com                          |               |
| <b>INSURED</b><br><br>Lippert Excavation and Pipeline, Inc.<br>PO Box 58<br>Ponderay, ID 83852 | <b>INSURER(S) AFFORDING COVERAGE</b>                                             | <b>NAIC #</b> |
|                                                                                                | <b>INSURER A:</b> BITCO General Insurance Corporation                            | 20095         |
|                                                                                                | <b>INSURER B:</b> Navigators Specialty Insurance Company                         | 36056         |
|                                                                                                | <b>INSURER C:</b> Idaho State Insurance Fund                                     | 36129         |
|                                                                                                | <b>INSURER D:</b>                                                                |               |
|                                                                                                | <b>INSURER E:</b>                                                                |               |
|                                                                                                | <b>INSURER F:</b>                                                                |               |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                           | ADDL INSD | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-----------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | X         | X        | CLP3756978      | 4/17/2025               | 4/17/2026               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPIOP AGG \$ 2,000,000 |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                   | X         | X        | CAP3756979      | 4/17/2025               | 4/17/2026               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                |
| B        | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0                                                                                 | X         | X        | AZ25EXC903575IC | 4/17/2025               | 4/17/2026               | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000                                                                                                                                                                                   |
| C        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                     |           | N/A      | 636174          | 5/14/2025               | 5/14/2026               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.I. EACH ACCIDENT \$ 1,000,000<br>E.I. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.I. DISEASE - POLICY LIMIT \$ 1,000,000                                |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Bonner County are additional insured as respects General Liability for the ongoing and completed operations of the named insured if required by written contract or agreement. Coverage is primary noncontributory; Waiver of Subrogation and Per Project Aggregate apply. See attached forms.

## CERTIFICATE HOLDER

## CANCELLATION

|                                                              |                                                                                                                                                                |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bonner County<br>1500 Hwy 2 Suite 101<br>Sandpoint, ID 83864 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                              | AUTHORIZED REPRESENTATIVE<br>                                                                                                                                  |