Davis County Budget Committee

Meeting Minutes

August 14, 2023

The Budget Committee of Davis County met on August 14, 2023, at 3:00 p.m. in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, UT. Notice of this meeting was given under the requirements of Utah Code Annotated §52-4-202.

Disclaimer: The meeting was an open dialogue. Agenda items appear in bold and are only briefly summarized. The reader may refer to the audio recording and the attachments for further content clarification. Timestamps have been noted in the minutes to aid in locating discussion points in the audio record. The audio recording is available based on the County's current retention schedule.

Note: The Budget Committee is not a governing body but makes recommendations. These recommendations must then go through the Commission for formal action.

The meeting commenced at 3:02 p.m.

1. **Opening Roll Call**
   Committee members present were Angie Nelson, Chief Deputy Auditor; Commissioner Lorene Miner Kamalu; Commissioner Randy B. Elliott; and Chris Bone, Human Resources Director. Commissioner Bob J Stevenson joined the meeting virtually, and Mark Langston, Information Systems Director, joined at 3:05 p.m. Curtis Koch, Auditor, was excused. Shairise Bills, Deputy Auditor, recorded the minutes of the meeting. Another Davis County staff present was: Patty Fox, Pre-trial Services.
   There was no public attendance.

2. **Approval of Budget Meeting Minutes for 7/10/2023** *(Minute 1:00)*
   Committee vote to approve:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott			X			
Commissioner Kamalu	X		X			
Commissioner Stevenson			X			
Curtis Koch					X	
Angie Nelson			X			
Mark Langston					X	
Chris Bone		X	X			

3. **Criminal Justice Coordinating Council (CJCC) Coordinator Position** *(Minute 01:15)*

   Commissioner Kamalu gave provided an overview of the Criminal Justice Coordinating Council and explained the need for the CJCC Coordinator position. CJCCs are now required by State law to function in all counties, and Davis County's Council began in 2019. The Council recognized early on the need for a coordinator position.

This Council holds meetings required by law that require a meeting agenda and minute keeping. The Coordinator position would perform those functions and more specialized work. This position would assist every Stakeholder, search and apply for grant funding, and do the reporting. It would ideally have a Bachelor's Degree in Criminal Justice, Social Work, Psychology, Behavioral Science, or Sociology. Currently, others are filling in to do agendas and minutes, but the reporting and other tasks have not been done and need to be addressed.

Chris Bone referenced the code that governs the Council and the job description for the position. There is a vacant part-time Office Specialist II position (grade 13, non-benefited) in the Commission office that they are considering converting to the ¾ part-time CJCC Coordinator (grade 17, benefited). The financial impact is an increase in benefits of $32,491.63 and salary of $53,887.59. It has not been decided under which department it would be housed.
(See Attachments A-D.)

5. **Budget Opening Items for 8/15/2023 —***Presented by Angie Nelson, Chief Deputy Auditor (Minute 1:00:58)*

Angie reviewed each line item on the list, including recognized SLFRF interest earnings, a new Housing Services/Homebuyer Assistance Program in CED, and various SLFRF/ARPA projects.
(See Attachment E.)

The meeting adjourned at 4:21 p.m.

All documents associated with this meeting are listed as the following attachments:

A	UAC Overview of CJCCs
B	Criminal Justice Coordinating Councils State Code
C	CJCC Coordinator DRAFT
D	Commission Budget Request 2023.xlsx - Conversion
E	8 15 2023 Budget Opening

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 9/1/2023

/s/Curtis Koch
Curtis Koch
Auditor— Budget Officer