

**SALT LAKE
COUNTY**

MAYOR'S OFFICE

Executive Coordinating Committee Minutes

Monday, June 3, 2024

1:30-3:00 Webex & N2-800

Office	Representative	Guests	Guests
Mayor	Andrew Roberts	Alecia Williams	Mitch Park
District Attorney	Ralph Chamness	Alexandra Allen	Nilsa Carter
Auditor	Chris Harding	Andrea De Paz	Reza Ahmadi
Surveyor	Reid Demman	Ben Roueche	Shykell Ledford
Recorder	Rashelle Hobbs	Bradley Park	Will Kocher
Assessor	Chris Stavros	Brock Damjanovich	Zachary Posner
Treasurer	Wayne Cushing	Catherine Kanter	
Sheriff	Rosa Rivera	Darrin Casper	
Clerk	Lannie Chapman	David Delquadro	
Public Works	Scott Baird	Isaac Higham	
Community Services	Robin Chalhoub	Jason Wolf	
Admin Services	Megan Hillyard	Jill Miller	
Human Services	Kelly Colopy	Joey McNamee	
Human Resources	Sharon Roux	Kathy Wheadon	
		Kathryn Calderon	
Attorney	Melanie Mitchell	Katy Fleury	
Staff	Mariah Espinal	Lisa Hartman	
		Maren Slaugh	

- A blank space denotes there was not a voting member for that agency in attendance.

Vote Needed – April Minutes

No discussion.

Motion to Approve: Ralph Chamness

2nd: Megan Hillyard

Unanimously Passed

Vote Needed – Proposed Repeal of Countywide Policies 1010, 1043, and 1044 – Mitch Park

- Policy 1010 (Energy Savings): Relates to energy savings for vehicles and buildings. The policy is outdated, predating the existence of hybrid and electric vehicles and newer building technologies.
- Policy 1043 (Rental of Salt Lake County Government Space): Concerns rental procedures at the government center. Currently, only one tenant, the Municipal Services District, uses this policy, which is established by contract.

- Policy 1044 (Employee Parking at the Government Center): Covers parking at the government center. The policy is outdated and not substantively used.
- Mitch wanted to confirm with this committee that no one in the County was using these policies before bringing them forward to Council for repeal.

Motion to Approve: Megan Hillyard

2nd: Ralph Chamness

Unanimously Passed

Vote Needed – Countywide Policy 1150 – Derrick Sorensen & Chris Preston

- Policy 1150 (Environmental Assessment) needs to be updated:
 - Real Estate is its own division – the policy has Real Estate subject to Facilities, so these steps have been removed in the proposed policy adjustments.
 - The policy now mandates hiring third - party consultants for phase one work.
 - The policy aims to provide legal protection under federal regulations.

Motion to Approve: Megan Hillyard

2nd: Scott Baird

Unanimously Passed

Vote Needed – Fleet Management Board Membership Amendment – Scott Baird

- The proposed ordinance changes pertain to the membership structure of the Fleet Management Board.
 - All four vehicle-using agencies to be standing members, adding two seats to the board.
 - The public representative can be reappointed to successive terms with advice and consent.
 - Elimination of term limits for board members, with natural turnover expected as elected officials change.

Motion to Approve: Brad Park

2nd: Chris Stavros

Unanimously Passed

Informational – SOAR Presentation – Megan Hillyard

- The project is collaborative, focusing on reimagining county operations.
- Kathy Wheadon and Reza Ahmadi are the external leads on this project from CRSA Architecture firm with Emerging Solutions.
 - SOAR is a collaborative initiative to review, and where appropriate, reimagine county operations in the areas of physical, digital, human capital, and operational transformation.
 - Project timeline:
 - Task 1 – Needs inventory
 - Walk-throughs
 - Utilization survey
 - Life cycle cost analysis
 - Senior leadership interviews
 - Division director interviews
 - Employee workshops
 - Constituent research
 - Task 2 – Opportunity assessment
 - Service optimization deep dives

- Real estate optimization deep dives
 - Best practices research
 - Options development
 - Leadership workshops
- Task 3 – Solutions development
 - Options refinement
 - Leadership workshops
 - Final deliverables
- Countywide findings:
 - Leverage your space as a destination where people want to be. Integrate “work from home” advantages with a sense of community.
 - Implement more/variety of collaboration and meeting environments.
 - Remove boundaries and decrease siloing.
 - Focus on wellness.
 - Enhance amenity and break space.
 - The government center service delivery configuration presents challenges.
 - Employees see opportunities to better serve customers and potentially improve service through better cross-agency collaboration.
 - Shift towards technology and changing customer expectations, open opportunities to enhance the customer experience.
 - The need for in-person service has diminished, customers now come into the government center for services or transactions that can’t be completed online or due to preference.
 - Customers coming to the government center encounter challenges including:
 - Not knowing which agency to go to for service
 - Going to the wrong building
 - Wayfinding within the building
 - Constituents using community locations (e.g. rec centers) show interest in accessing some government center services or seeking support at those community locations.
 - Peer counties are encountering similar challenges and working on “no wrong door” approach.

Informational – Salt Lake County Radio Update – Scott Baird & Ben Roueche

- The state is upgrading the radio system for 911 and public safety in compliance with federal government standards.
- The county has a very old radio system that needs updating.
- Two-way radios are essential for operating and communicating, especially in large vehicles.
- Over the next six months, Ben will determine the number of radios in use and those needing replacement.
- Meeting with Utah Communications Authority to ensure the overall radio system infrastructure is up to date.

Informational – Technology Advisory Board (TAB) – Megan Hillyard

- Next TAB meeting is June 27th

Informational – Smart Government & Efficiency Program Update (SGF) – Javaid Lal

- 17 new ideas have been submitted this year.
- Of those 17 ideas: 2 are pending review, 4 are not eligible for SGF, 6 need more information, 1 is in process improvement, 3 move forward for full approval.

Informational – Total Rewards Committee – Sharon Roux

- Next meeting is June 13th – Working on finalizing proposed compensation system

Informational – Performance Management Project – Sharon Roux

- Finishing up analysis on the last survey and focus group and will have a report on that shortly.
- Beginning work on a countywide rollout - invitations for leadership to join a kickoff meeting.
 - Kickoff for employees will begin in June and July