Five County Association of Governments

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**** M E M O R A N D U M ****

TO: **FINANCE COMMITTEE MEMBERS**

FROM: **COMMISSIONER DALE BRINKERHOFF, CHAIR**

DATE: **DECEMBER 2, 2015**

SUBJECT: **FINANCE COMMITTEE MEETING**

A meeting of the Finance Committee is scheduled for **Wednesday, December 9, 2015 beginning at 4:00 p.m. The meeting will be at the Abbey Inn, Conference Room, located at 1129 South Bluff Street, St. George, Utah.**

The attached materials are provided to assist you in preparing for our meeting. Please review the materials and address any questions or concerns to Bryan D. Thiriot. This will allow time to research your questions or concerns prior to the Finance Committee meeting.

I look forward to meeting with you in St. George at 4:00 p.m.

BDT:dl
Enclosures

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**** AGENDA ****

FINANCE COMMITTEE MEETING
DECEMBER 9, 2015 - 4:00 P.M.
ABBEY INN - CONFERENCE ROOM
1129 SOUTH BLUFF STREET
ST. GEORGE, UT
(PLEASE NOTE MEETING LOCATION AND TIME)

PLEDGE OF ALLEGIANCE

I. MINUTES NOVEMBER 18, 2015 - REVIEW AND APPROVE

II. WEATHERIZATION PROGRAM STATUS REPORT

III. WILDLAND FIRE DISCUSSION

IV. STAFF UPDATES
- **A. COUNTY RESOURCE MANAGEMENT PLANNING (CRMP)**

V. OTHER BUSINESS

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 435-673-3548. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162

Notice of Electronic or Telephone Participation: Board members may attend in person at the anchor location listed above or participate via a telephone conference call. To participate via telephone, Board members may dial in toll free: 1.800.444.2801. When prompted please enter session ID code: 3858200.

MINUTES

FINANCE COMMITTEE MEETING
November 18, 2015 - 1:00 p.m.
Five County Association of Governments, Conference Room
1070 West 1600 South, Building B, St. George, Utah

MEMBERS IN ATTENDANCE	REPRESENTING
Commissioner Dale Brinkerhoff, Chair	Iron County Commissioner Representative
Commissioner Mike Dalton, Vice-Chair	Beaver County Commissioner Representative
Commissioner David Tebbs for Commissioner Dell LeFevre	Garfield County Commissioner Representative
Commissioner Jim Matson	Kane County Commissioner Representative
Commissioner Victor Iverson	Washington County Commissioner

OTHERS IN ATTENDANCE	
Bryan Thiriot	Five County Association of Governments
Diane Lamoreaux	Five County Association of Governments

DRAFT

Commissioner Dale Brinkerhoff, Chair, called the meeting to order and welcomed those in attendance. It was noted that a quorum was present for conduct of business.

I. MINUTE APPROVAL - OCTOBER 14, 2015

Commissioner Dale Brinkerhoff, Chair, referenced minutes of October 14, 2015 included in the meeting packet for discussion and consideration.

MOTION WAS MADE BY COMMISSIONER JIM MATSON, SECONDED BY COMMISSIONER MIKE DALTON, TO APPROVE MINUTES OF THE OCTOBER 14, 2015 MEETING OF THE FINANCE COMMITTEE AS WRITTEN. MOTION CARRIED BY UNANIMOUS VOTE.

II. 2016 MEETING CALENDAR/SCHEDULE

Mr. Bryan Thiriot provided a draft copy of the combined meeting schedule for the Five County AOG Steering Committee, Finance Committee, Human Services Council and the Southwest Utah Public Health and Behavioral Health departments. The meetings highlighted in yellow are scheduled at different times other than the regular meeting times. Commissioner Jim Matson indicated that the arrows included on the schedule can be omitted because it is proposed that the Steering Committee meetings start at 2:00 p.m. for the upcoming year. Mr. Thiriot indicated that the draft schedule has been discussed with both Public Health and Behavioral Health directors. An updated copy will be provided via email. Commissioner Dale Brinkerhoff mentioned that this schedule works very well for commissioners by allowing all meetings to be held on the same day and thus eliminating travel on separate days.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER JIM MATSON, TO APPROVE THE ANNUAL MEETING SCHEDULE FOR FY 2016. MOTION CARRIED BY UNANIMOUS VOTE.

III. PERSONNEL ACTIONS

Mr. Bryan Thiriot provided a brief report outlining the number of employees. The Association of Governments has 36 full time employees, five (5) part time and seven (7) seasonal employees with the HEAT program for a total of 48 employees. He reviewed personnel actions as follows: **1) HEAT Intake Worker--** An employee was hired to assume the duties of an intake worker but she resigned after two weeks of employment. The position has been offered to the second selection of those interviewed; **2) Mutual Self Help--** Jerry Allred has completed the homes and has been terminated from employment; **3) Front Desk Receptionist--** Caroline Slobig completed her tenure last Friday. A current employee, Tom Everett, has been reassigned from the Community Action Partnership and VITA to assume duties at the front desk. With the realignment of duties for some other employees, a new hire is not required.

In addition to these actions, recommendations are provided as follows: **1) Transportation, Promotion for Dave Demas--** It is recommended that a promotion from transportation planner to associate transportation planner be considered. Dave has put his heart and soul into work accomplished in conjunction with the Iron County Rural Planning Organization and did an excellent job in composing a letter with comments regarding the Northern Corridor transportation route through the Desert Tortoise Preserve as part of the BLM Resource Management Plan review. He is a hard worker, detail oriented and is also an engineer. The proposed promotion would move his salary from $4,215 to $4,355 monthly; and **2) Pay-for- Performance Increases for Heather Cox, Kristi Lasson and Lisa Anderson, Case Managers--** Carrie Schonlaw is recommending a pay-for-performance increase for these three case managers who have gone above and beyond performing their jobs. Mr. Thiriot explained that Lisa Anderson and Kristi Lasson are part-time employees and Heather Cox is full time. Kristi Lasson has been with the organization for 14 years, is very dedicated to the organization and services provided to her clients. This would increase her salary from $2,387 to $2,466 a month. Lisa Anderson has worked for Five County for the past five years as a part-time employee working 20 hours a week. She specializes in work with the New Choices Waiver program, maintains a difficult client workload, and is very committed to the organization. This would increase her monthly salary from $1,587 to $1,639. Heather Cox serves clients in Cedar City, Beaver and Garfield counties. She has been with Five County for 2.5 years, is trained for all four home and community based programs, and covers the largest geographic area. She performs well and has diverse management skills which have been very helpful in organization of the senior conference, press releases, and the national caregiver conference. This would increase her monthly salary from $3,075 to $3,175. Carrie Schonlaw is recommending these three case managers because they have done a phenomenal job. Funds are available in the budget to cover these increases in the four cost accounts and the level of service provided to clients will not be impacted by this action.

Commissioner Mike Dalton expressed concern with increases for pay-for-performance being presented in mid-year. These recommendations need be presented by department heads as the new budget is developed rather than later in the year. It was noted that

previous discussion would not prohibit these individuals for consideration of a Cost-of-Living adjustment should it be approved for the new budget year.

MOTION WAS MADE BY COMMISSIONER VICTOR IVERSON, SECONDED BY COMMISSIONER MIKE DALTON, TO APPROVE THE PROMOTION FOR DAVE DEMAS AND PAY-FOR-PERFORMANCE INCREASES FOR HEATHER COX, KRISTI LASSON AND LISA ANDERSON AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

IV. WEATHERIZATION PROGRAM STATUS REPORT

Mr. Bryan Thiriot reported that the Weatherization program is struggling at this time with the loss of one employee who was seriously injured in a car accident. Danna Alvey, Scott Bolander and Luck Felstead have been working hard to keep the program operational with the limited staff support that is available. The Washington County Attorney's office is drafting a letter of intent that is anticipated any time for an employee disciplinary action. Chairman Brinkerhoff indicated that a closed meeting is needed for discussion of an individual's character, professional competence, or physical or mental health.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER JIM MATSON, TO ENTER INTO A CLOSED MEETING SESSION TO DISCUSS AN INDIVIDUAL'S CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH. Roll Call Vote: Commissioner Mike Dalton, Aye, Commissioner Jim Matson, Aye; Commissioner Victor Iverson, Aye; Commissioner David Tebbs, Aye; Commissioner Dale Brinkerhoff, Aye. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER VICTOR IVERSON, TO COME OUT OF CLOSED MEETING SESSION. Roll Call Vote: Commissioner Victor Iverson, Aye; Commissioner Mike Dalton, Aye; Commissioner David Tebbs, Aye; Commissioner Jim Matson, Aye; Commissioner Dale Brinkerhoff, Aye. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER VICTOR IVERSON, INSTRUCTING STAFF TO HAND DELIVER THE LETTER OF INTENT FOR DEMOTION TO THE EMPLOYEE AS SOON AS IT IS PROVIDED BY THE WASHINGTON COUNTY ATTORNEY'S OFFICE. MR. THIRIOT WAS ALSO INSTRUCTED TO TAKE SOMEONE WITH HIM TO DELIVER THE LETTER. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, AS PER PREVIOUS DISCUSSION, TO ENTER INTO A CONTRACT WITH WASHINGTON COUNTY ON A FLAT FEE YEARLY BASIS FOR LEGAL AND HUMAN RESOURCE SERVICES, TO BE DETERMINED AT A REASONABLE RATE THAT WOULD BE DISCLOSED AT A LATER DATE. MOTION WAS SECONDED BY COMMISSIONER JIM MATSON AND CARRIED BY UNANIMOUS VOTE.

V. MUTUAL SELF-HELP STATUS REPORT

Mr. Bryan Thiriot reported that the Mutual Self-Help program will conclude upon completion and acceptance of the Five County AOG fiscal year audit by Rural Development. Construction on the homes is now complete, but he is unsure if the last family has actually moved in at this time. One family in the group presented a multitude of challenges and Five County is very pleased that the program is no longer operational under this organization. The homeowner filed an appeal with the Rural Development national office which cost Five County $8,000 to replace the flooring in this home. The was not a fun experience and staff is relieved to have the program moved out of our realm.

VI. FINANCIAL REPORT

Mr. Bryan Thiriot explained that Allison McCoy is ill and asked to be excused from today's meeting. The financial report will be deferred to the next meeting. Commissioner Dale Brinkerhoff indicated that information can be provided via email if necessary before the next Finance Committee meeting in December.

VII. STAFF UPDATES

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A. COUNTY RESOURCE MANAGEMENT PLANNING (CRMP) UPDATE

Mr. Bryan Thiriot reported that he conversed with Six County AOG staff earlier in the week via a conference call. They are in the process of assembling a planning group and looking to move in the same direction as Five County to utilize consultants. Two additional consultants are recommended as follows: 1) Suzie Becher with Science Public and 2) Gill Miller for socio-economic data collection. Gary Zabriskie is tasked with establishing a data sharing base for use in the data collection. Six County staff is currently reaching out to consultants requesting bios of those individuals and/or firms they would like to work with on this project. A deadline of November 23 has been established for receipt of their list of a consultant pool. At that point, they would be at the same juncture as Five County. Commissioner Jim Matson explained that Five County is working with Six County to hopefully use the same consultants for much of the data collection. Staff at Six County have expressed their willingness to share data and they would like to be included in the information sharing drop box system that Gary Zabriskie is setting up. Six County has similar landscapes and they share forest boundaries with Beaver and Garfield County. The drop box will be secured to require pass words for access until the information is deemed appropriate to be made available to the general public. This provides the ability to keep sensitive data from public view as the collection process moves forward.

Commissioner Matson explained that some of the environmental data collected by Brian Bremner would be open because it has already gone through a process. Workshops will be scheduled by PLPCO to provide training to county planners. Brian Bremner would likely be the lead writer for this forum and workshop because he is very good at what he does as well as being engaged. The procurement policies for both Five County AOG and Six County AOG will need to be examined for use in soliciting proposals, review and contract execution. Commissioner Matson indicated that he would assist Bryan Thiriot with this policy review and requested that a copy

of the procurement policy be forwarded to him for review. He noted that it is very likely that there will be an extension in the time frame for completion of the plans. In addition, there is a possibility of additional funds being allocated through the legislature and CIB. However, counties must proceed under the assumption that the current deadline may be adhered to moving forward. Commissioner Matson asked that Margaret Byfield also be added to the consultant pool list to write and coordinate plans because of her legal expertise. Bryan Thiriot mentioned that a request has been extended to Durrant McArthur for his bio as well.

It was noted that a final list of consultants will be presented to the Finance Committee for acceptance.

Commissioner Victor Iverson mentioned that Iron County should be working with the Bureau of Land Management in conjunction with the Resource Management Plan that is being worked on in the Cedar City BLM Field Office. It is important that the county insist on involvement in this process.

Commissioner Dale Brinkerhoff acknowledged that Commissioner Victor Iverson needed to leave due to previous family commitments. A discussion under other business will be moved forward in order to accommodate his departure.

DRAFT

VIII. OTHER BUSINESS

Mr. Bryan Thiriot provided information regarding Utah Counties Indemnity Pool (UCIP) insurance versus the current coverage under the Utah Local Governments Trust (ULGT). The annual cost would be $35,482 for property, crime, liability, cyber liability, etc. This would include $3 million coverage for all employees. The current insurance from ULGT costs $30,847 but the $2 million coverage is only for Bryan Thiriot and Allison McCoy. Based on payroll numbers, the cost for Workers Compensation would be a little bit less under UCIP. It was noted by Board members that the quality of insurance, especially in the legal realm, would be money well spent. It was the consensus of the commissioners that Five County should move forward to switch insurance coverage over to UCIP. Staff was instructed to present information for consideration at the December 9, 2015 Finance Committee meeting.

Commissioner Victor Iverson was excused from the remainder of the meeting, and discussion returned to agenda item VII. B.

VII. STAFF UPDATES (CONTINUED)

B. FIVE COUNTY COMMUNITY FOUNDATION NONPROFIT ORGANIZATION UPDATE

Mr. Bryan Thiriot provided draft copies of bylaws, articles of incorporation and a list outlining next steps for bringing the 501c3 nonprofit organization online. Nate Alder, the attorney working on this process, has outlined specific items that need to be accomplished in order to move ahead as a nonprofit organization. First and foremost, the old Color Country RC&D nonprofit organization is current and in a good position

for moving forward. It is important that Five County be able to keep the 501c3 designation active and solid to replace the old organization structure. This item will be placed on the December 9, 2015 agenda for action. Commissioner Dale Brinkerhoff asked that copies of the bylaws and articles of incorporation be provided to members for review with redline to depict changes that have been made. Mr. Bryan Thiriot indicated that he would like to add research and data into the list of services included in Article 2, Nonprofit Purposes, Section 2. Specific Objectives and Purposes. Board members agreed that this should be included in the list of services.

The next meeting of the Finance Committee is scheduled for December 9, 2015 in St. George. Commissioner Dale Brinkerhoff requested that the Steering Committee and Finance Committee meetings be held at the Abby Inn with the Steering Committee beginning at 2:30 p.m.

Commissioner Dale Brinkerhoff reported that Commissioner Jim Matson is in the process of composing a letter of support from the Five County AOG for improvements and upgrades at the Coral Pink Sand Dune State Park.

Being no further business, the meeting adjourned 3:00 p.m.

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