

## MINUTES

### EXECUTIVE COMMITTEE MEETING

November 14, 2012

St. George, Utah

#### MEMBERS IN ATTENDANCE

Commissioner Clare Ramsay, Chair  
Commissioner Chad Johnson  
Commissioner Dale Brinkerhoff  
Commissioner Douglas Heaton  
Commissioner Denny Drake

#### REPRESENTING

Garfield County Commissioner Representative  
Beaver County Commissioner Representative  
Iron County Commissioner Representative  
Kane County Commissioner Representative  
Washington Co. Commissioner Representative

#### OTHERS IN ATTENDANCE

Kenneth Sizemore  
Diane Lamoreaux

Five County Association of Governments  
Five County Association of Governments

#### I. WELCOME AND APPROVAL OF JUNE 13, 2012 MINUTES

Commissioner Clare Ramsay, Chair, called the meeting to order and welcomed those in attendance. It was noted that a quorum was present for the conduct of business. Chairman Ramsay entertained a motion to approve minutes of the June 13, 2012 meeting.

**MOTION WAS MADE BY COMMISSIONER DOUGLAS HEATON, SECONDED BY COMMISSIONER CHAD JOHNSON, TO APPROVE MINUTES OF THE JUNE 13, 2012 MEETING AS PRESENTED. MOTION CARRIED.**

Mr. Sizemore reported that he has not seen the audit report to review, but the auditor has expressed verbally that there will be one finding which is in regard to the Personnel Policies and Procedures which allows per diem reimbursement for meals while staff is away from the office. The current policy accommodates payment for breakfast if employee leaves at 6:30 a.m. or earlier, lunch is reimbursed if the staff person does not return before 2:00 p.m. and dinner if the person returns after 7:00 p.m. or later. Internal Revenue Service rules apparently state that reimbursement for meals unless there is an overnight rest period is taxable income. The AOG is currently in non-compliance with IRS tax regulations and will need to seek a solution to address this issue. The actual liability is to the individual employee who will have to claim the meal reimbursements as income, but the AOG will need to implement a process to count the income on W-2 forms. The AOG also has the option to consider readjustment to the Policies and Procedures for meal reimbursement. This has also been a finding for a number of recently conducted audits for counties and cities.

#### II. SUCCESSION PLANNING

Mr. Sizemore reminded committee members that changes were previously made to the sick leave conversion provided to Association of Governments employees. The revised policy permits employees to retire prior to June 30, 2013 with the full conversion of sick leave intact. Because of this policy change, it is necessary to talk about how the committee would like to proceed with recruitment for an Executive Director. This includes whether

advertisement should be statewide or nationally; the recruitment process to be utilized; those who would conduct interviews; overlap in training, etc.

Commissioner Dale Brinkerhoff asked if a current job description exists that is fairly accurate or if it would need to be updated. Mr. Sizemore indicated that the job description is about four years old but would still be pretty accurate. A few things may need to be expanded or changed because it is somewhat generic, but overall it is accurate. Committee members also asked if any of the existing staff would be qualified to move into the position. Mr. Sizemore indicated that most of the existing staff that may be considered would not be ready to assume the responsibilities at this time and many lack the public lands grasp. Committee members agreed that it would be best to advertise in-house concurrently with outside recruitment.

Discussion expanded regarding when the advertisement should begin and the scope of advertisement. It was noted that the hiring process would likely take a month or more, and should begin in January 2013. Mr. Sizemore proposed that advertisement include organizations such as the National Association of Development Organizations (NADO), National Association Counties Organization (NaCO), American Planning Association (APA) as well as Salt Lake City newspapers and local news media. Committee members felt that it would be important to advertise a salary range. After further discussion, it was determined that the range should be \$60,000 to \$90,000. It was noted that the salary range should not be included in the national advertisement but should be posted on the AOG website and advertised in the Salt Lake City and local news media. The salary could be adjusted at the discretion of the Executive Committee to start the director at a lower salary with incremental increases. It was determined that the new hire should be on board by May 1<sup>st</sup> in order to provide the overlap that would be needed for training.

Commissioner Dale Brinkerhoff complimented Mr. Sizemore for his knowledge of programs operated by the Association of Governments, his ability to respond to questions about each program and his overall expertise in the many programs operated at a county level.

Committee members questioned whether Diane would be retiring at the end of June as well. Ms. Lamoreaux responded that she has not made a decision at this time and will give consideration to staying an additional year. This is because of the three highest salaried years under the Utah State Retirement and the possibility of delaying social security benefits until age 63 or 64. A thorough examination of cost benefit will be taken into consideration in making this decision. Mr. Sizemore reported that the current CDBG Program Specialist position will not be advertised and filled. Instead the various duties will be shifted to other staff member(s) to fill the gap.

Mr. Sizemore reported that the Chair of the Steering Committee will rotate in February to Kane County. There will not be a Steering Committee in December. It is possible that an Executive Committee meeting will be required to consider A-95 reviews in the month of December. The only state agency that is currently submitting reviews is the Utah School Institutional Trust Lands Administration.

Further discussion centered around the process for screening applications for the Executive Director. Mr. Sizemore explained that typically the Human Resource Director does the initial screening down to five or six candidates that would be interviewed. Commissioner

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Dale Brinkerhoff asked that he be involved in the entire screening process. The Executive Committee will serve as the selection committee that will conduct interviews.

**MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF TO ADJOURN. MOTION SECONDED BY COMMISSIONER CHAD JOHNSON. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 11:50 a.m.