Davis County Budget Committee

Meeting Minutes

January 13, 2020

The Budget Committee of Davis County met on January 13, 2020, 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.

Committee members present were: Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Commissioner Randy B. Elliott; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; and Debra Alexander, Human Resources (HR) Director.

Excused was: Mark Langston, Information Systems (IS)Director.

Davis County staff present were: Jana Bake, HR Deputy Director; and Shairise Bills, Deputy Clerk/Auditor.

There was no public attendance.

The meeting commenced at 3:08 p.m. The following agenda items, as shown in bold, were discussed.

1. Debra Alexander presented the following HR proposals:

   a. **Reclassification Request in the Health Department** *(Minute 00:35)*

      This request is to reclassify a vacant Risk Communication Coordinator/Public Information Office (RCC/PIO) position to a Communication Manager Position in the Health Department. The cost of the proposal is $88,800, including benefits, which is lower than that of the current position at $92,500.
      —This request was approved.
      (See Attachments A1-A2)

   b. **New Position Request in the Commission Office** *(Minute 03:07)*

      This request was made due to the recent lack of administrative support in the Commission office and the need for future succession planning in preparation for the retirements of both of the current, full-time employees. The cost of the proposal is approximately $78,000, including benefits. This position is appointed. An organizational structure needs to be created before a final decision can be made for this position. Until then, the Commission office may post a temporary job to fill the immediate need for added administrative office support. *—This request was postponed.*
      (See Attachment B)

   c. **Discussion of Pay Equity for the County Attorney** *(Minute 29:38)*
      There was a discussion of the pay equity for the County Attorney. Jana explained the ongoing income analysis of Troy [Rawlings], the County Attorney. Last year, the Commission approved a salary increase for him of $10,254.40, to address a pay inequity compared to Todd Utzinger, the Legal Defender. There is a question of whether Troy should get another salary adjustment for 2020. Troy is an elected official, and Todd, a merit employee. The Commission approved a two percent market adjustment this year for

merit employees, but not for elected officials. Todd is at his pay grade maximum so that he will get a lump-sum equal to the market adjustment. His base salary, including his lump sum, is $190,114, and Troy's base salary is $190,174. Without any increase to Troy's wage, there will be another pay inequity between them. The case can be made that the County Attorney's office has much more responsibility and more significant complexities, liabilities, and stress, and a higher number of employees than that of the Legal Defender's office.

—This request was approved for a two percent increase to be effective January 1, 2020, but will still require a formal budget hearing process and approval in Commission meeting. Also, HR will do an income market analysis of all elected officials' salaries.

2. **Approval of Budget Meeting Minutes for 10/14/2019 and 10/28/2019** *(Minute 53:51)*

   Curtis motioned to approve the meeting minutes for 10/14/2019 and 10/28/2019, Commissioner Stevenson seconded the motion, and All voted aye.

3. **Miscellaneous items for discussion** *(Minute 54:05)*

   Curtis informed the committee that next month the majority of the budget committee meeting would be dedicated to explaining and discussing the changes to the budget process going forward. Department requests for personnel changes will now be submitted quarterly instead of monthly.

4. Meeting adjourned at 4:02 p.m.

The audio recording for this meeting is available based upon the County's current retention schedule.

All publicly distributed materials associated with this meeting are on file in the Davis County Clerk/Auditor's Office, and attachments are identified as follows:

A1-A2.	Proposal to Reclassify a Risk Communication/PIO Position in the Health Department
B.	Request for a New Position for a Confidential Administrative Assistant for the Commission Office

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on:

_____
Curtis Koch
Clerk/Auditor— Budget Officer