Davis County Budget Committee

Meeting Minutes

March 9, 2020

The Budget Committee of Davis County met on March 9, 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; Debra Alexander, Human Resources (HR) Director; and Mark Langston, Information Systems (IS)Director.

There was no public in attendance.

The meeting commenced at 3:00 p.m. The following agenda items, as shown in bold, were discussed.

1. Debra Alexander presented the following HR proposals:

a. Reclassification Request for the 911 Director

The current Community Center Manager will retire in April of 2020. It was proposed to change the classification of the position to be exempt and to reclassify the position to a 911 Communications Director. This proposal would increase the grade and salary from 21 to 25 and $49,815 to $76,939, respectively. It was also proposed to restructure the Lead Dispatcher and the Assistant Communications Center Manager positions to 911 Supervisor. The grade would change for the Lead Dispatcher position only. *(See Attachments A1-A2)*

—This request was approved

b. Information Regarding the Elected Officials' Salaries

The committee reviewed and discussed the compensation comparisons for the elected officials in Salt Lake, Summit, Utah and Davis Counties and Salt Lake, Layton, and Sandy Cities.

(See Attachments B1-B12)

c. Reclassification Request for the Health Department

Due to inequity between the Office Specialist II and the Clinical Assistant positions, it was proposed to reclassify the Clinical Assistant position to a Nutrition Assistant position to include a career ladder component consisting of three levels based on education and experience. The classifications would be: Nutrition Assistant I at grade 13 (requiring an Associate's Degree), Nutrition Assistant II at grade 14, (requiring a Bachelor's Degree or equivalent), and Nutrition Assistant III at grade 15 (requiring a Bachelor's Degree plus six years' experience.)

(See Attachments C1-C2)

—This request was approved.

d. Part-time Position Reclassifications Request for the Library

Efficiencies in processes in technical services combined with a decline in actual work related to processing physical materials have been identified, and it was determined that several part-time positions are no longer necessary to operate the library system successfully. The jobs for part-time Library Clerk, Library Acquisition Assistant, and Associate Librarian would all be eliminated with an estimated savings of $29,809.10. A new position for a full-time Associate Librarian position would be added and begin at least mid-range of salary, which is currently $42,744. The savings from the eliminated positions can be applied to help accomplish this change without any undue hardship.
(See Attachments D1-D2)
—This request was approved.

e. Discussion on Accrued Vacation and Leave Benefits Policy

The committee discussed the accrued vacation and leave benefits policy.

2. **Timeline of the Budget Committee Going Forward—** Presented by Curtis Koch

   Curtis gave a timeline of the budget committee going forward.

3. **Approval of Budget Meeting Minutes for 01/13/2020**

   The committee approved the meeting minutes for 01/13/2020.

4. Meeting adjourned at 5:00 p.m.

The audio recording for this meeting is not available. There were technical difficulties, and the audio was not recorded.

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 For a 911Restructure

B1-B2. Compensation Comparisons for Elected Officials

C1-C. Proposal to Reclassify Health Nutrition Assistants WIC Position

D1-D2. Proposal to Reclassify a Library Associate Position

Minutes prepared by:

/s/ Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 06/22/2020

/s/ Curtis Koch
Curtis Koch
Clerk/Auditor— Budget Officer