Davis County Budget Committee

Meeting Minutes

June 1, 2021

The Budget Committee of Davis County met on June 1, 2021, at 1:30 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 Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Chris Bone, Human Resources Director. Mark Langston, Information Systems Director, was excused. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting.

Other Davis County Staff in attendance: Ric Higbee, HR Deputy Director.

There was no public attendance.

The meeting commenced at 1:37 p.m. The following agenda items, as shown in bold, were discussed.

1. **Human Resource Policy Revisions**—Presented by Chris Bone, HR Director; and Ric Higbee, Deputy HR Director *(Minute 01:02)*

   Chris and Ric made some revisions to the proposed policy changes following the Budget Committee meeting on May 20, 2021. They presented a summary of those changes, and the complete list is detailed and shown as Attachment A. The Commission approved all of the revisions except:

   - #100-Definitions Part-Time Merit Employee: change normal hours worked to 24-32/ week; eliminate the 30-40 hour/week category; add eligibility for paid vacation and sick leave benefits.—*It was suggested to drop the 30-40/hour week category, but do not add the leave time for sick and vacation.*

   - #140-Leave Benefits 2.0- Include Part-Time Merit Employees as Leave Eligible for vacation and sick leave, prorated 75%.—*This was not approved*

   - #140-Leave Benefits- 5.0 Vacation- Add accrual tier amounts for PT Merit employees; prorated at 75%.—*This was not approved.*

   - #140- Leave Benefits- 5.#- Vacation Transferability: Add allowance to credit new employees with years of prior experience for placement in our vacation accrual tiers. HR will review past employment history eligibility and determine the number of years to credit. —*This was put on hold not to hold up the Kronos implementation but will require more discussion.*

   - #140- Leave Benefits- 5.2 Change the maximum carry-over accrual limit to 360 hours; effective anytime during the year, not in December only. —*This was put on hold not to hold up the Kronos implementation but will require more discussion.*

- #140- Leave Benefits- 5.6 Recruitment incentive: removed prior allowance and replaced by the Transferability clause above. Inserted Current practice of vacation incentive for senior administrators as an initial one-time 80-hour contribution. —*This was put on hold not to hold up the Kronos implementation but will require more discussion.*

- #140- Leave Benefits- 6.1 Sick Leave- add accrual rate at 2.77 hours for eligible Part-Time Merit Exempt. —*This was put no approved.*

- #140-Leave Benefits- 7.1 Bereavement Leave-Immediate Family Member-add aunt, uncle, niece, nephew. —*These will be re-organized into a new category with the benefit of one day off and change the language to say "may take up to five days" for immediate family members.*

Ric will submit these changes for Commission approval.

2. **IDC Grant Application Discussion** *(Minute 1:08:12)*

   Todd Utzinger, Legal Defense Attorney for Davis County, joined by Google Meet to discuss the IDC Grant application. He applied for three tiers of funding, but likely he would receive funding for a position designated as "administrative support." That position would set up and maintain a case-tracking program that will track legal defenders' caseloads, conflict cases, time management, and related issues and create and submit quarterly reports to the IDC. The application specified a full-time employee at $95,000, including benefits. The director of the IDC asked if Davis County would be willing to fund the benefits of the admin support position if they funded the base salary because they no longer fund benefits. He asked for input.

3. Curtis Koch, Clerk/Auditor, presented:

   a. **ARPA Funds** *(Minute 1:29:20)*

      Curtis showed a PowerPoint that he would be presenting in the Administrative Officer's meeting tomorrow morning. He explained how the $69 million that the County got for the American Rescue Plan Act (ARPA) could be spent. It can be spent responding to the public health emergency or its negative economic impacts, providing premium pay to eligible workers, providing government services utilizing lost revenues, and making necessary investments in infrastructure. The committee discussed possible ways the County can use this money. Curtis would like department heads to make strong arguments on spending the funds related to their department needs.
      (See Attachments B1-B4.)

   b. **Bonding Update** *(Minute 1:55:35)*

      Curtis said the County has a call date of August 1, 2021, for its General Obligation bond. The County can either refinance or pay it off. It was discussed in detail, and it will continue.
      (See Attachments C and D.)

4. Meeting adjourned at 3:47 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:

A	Policy Changes Summary
B1-B4.	American Rescue Plan Act Spending Presentation
C	2021 Debt Service Combined
D	Capital Cash Flow

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 07/22/2021

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

APPROVED