Davis County Budget Committee

Meeting Minutes

June 14, 2021

The Budget Committee of Davis County met on June 14, 2021, 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 Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; John Robison, Human Resources Deputy Director for Chris Bone; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting.

Davis County Staff present were: Rollin Cook, Animal Care Director; Ashleigh Young, Animal Care Deputy Director; and Brian Hatch, Health Director.

There was no public attendance.

Disclaimer: The meeting was an open dialogue. Agenda items appear in bold and are only briefly summarized. The reader may refer to the audio recording and the attachments for further clarification of the content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record. The audio recording for this meeting is available based upon the County's current retention schedule. All documents from this meeting are on file in the Davis County Clerk/Auditor's office.

The meeting commenced at 3:03 p.m.

1. Heidi Voordeckers, Chief Deputy Clerk/Auditor, presented:

    a. **Review of the 6/15/2021 Budget Opening Items** *(Minute 00:49-Audio Part-One)*
    Heidi showed the list of budget opening items that will be presented in the Commission meeting on 6/15/2021. A public hearing will be held before Commission approval. *(See Attachments A1-A2.)*

    b. **Purchasing Policy Updates** *(Minute 11:08- Audio Part-One)*
    Heidi reviewed the proposed changes to the Purchasing Policy. It will need final Commission approval. *(See Attachment B.)*

2. **Feasibility Study for Animal Care Facility and Services—**Presented by Rollin Cook, Animal Care Director *(Minute 32:58- Audio Part-One)*
    Rollin presented a request to procure a feasibility study in Animal Care. *(See Attachments C1-C2.)*

3. John Robinson, Chief Deputy HR Director Presented:

    a. **Re-appropriation of Animal Care Development Manager to Office Manager** *(Minute 46:30-Audio Part-One)*

John presented a proposal to re-appropriate the Animal Care Development Manager position to an Office Manager. *(See Attachments D1-D2.)*

b. **Proposed Animal Control Officer (Field Training Officer) Pay** *(Minute 50:02-Audio Part-One)*
John presented a proposal to offer Field Training Officer (FTO) pay. *(See Attachments E1-E2.)*

c. **Request from Community and Economic Development (CED) to Create a Career Ladder for the Planner Position** *(Minute 1:01:20-Audio Part-One)*
Kent Anderson presented a proposal to create a career ladder for the Planner position in the Community and Economic Development department. *(See Attachment F.)*

4. **Health Department Transition to Normal Operations While Sustaining the COVID Response**—Presented by Brian Hatch, Health Director *(Minute 00:30-Audio Part-Two)*
Brian presented a proposal to remodel the Immunization/ Women, Infant, and Children (WIC) services area due to the COVID-19 Pandemic. He also proposed reorganizing the Health department from an emergency response structure to a more day-to-day operation. *(See Attachments G and H1-H6.)*

5. Curtis Koch, Clerk/Auditor Presented *(Minute 1:05:55-Audio Part-Two)*
   a. **ARPA** The committee discussed the use of American Rescue Plan Act (ARPA) monies.
      i. **Certifying for Recovery Funds**
      ii. **Interim Report Due August 31st**
      iii. **Recovery Plan Performance Report Due on August 31st**

6. **Adjournment**—The meeting adjourned at 5:45 p.m.

All documents associated with this meeting are listed as the following attachments:

A1-A2.	Budget Opening Items 6-15-21
B.	Purchasing Policy Updates Summary
C1-C2.	Animal Care Request for Feasibility Study May 2021
D1- D2.	Animal Care Req for Office Manager
E1-E2.	Animal Care Request for FTO Pay
F.	Request career ladder for the Planner position
G.	Proposal of Remodeling of Immunizations-Health Dept.
H1-H6.	Proposal for Reorganization and New Contractual Positions

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 07/19/2021

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