Davis County Budget Committee

Meeting Minutes

November 8, 2021

The Budget Committee of Davis County met on November 8, 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.

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. **Opening Roll Call**

   Committee members present were: Commissioner Bob J Stevenson; Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Other Davis County staff present were Lisa Manning, Assessor; Judge JC Ynchausti; and Todd Utzinger, Legal Defender.
   There was no public attendance.

   Curtis stated for the record, in the last budget meeting, there was a request for some COVID pay, and the Emergency Operations Manager's name was brought up. He clarified that the discussion was not focused on his competency or the value he brings to the County because he is tremendously valuable. Curtis said that conversation could have come across abrasively to reflect poorly on that individual, and if that is the case, he apologized and reaffirmed that was not the intention. After some discussion of COVID pay, Curtis said for the record; the CARES money was allocated within the guidelines for COVID pay to upper management staff.

2. **Proposed Approval of Budget Meeting Minutes for 10/7/21 and 10/18/21** *(Minute 11:30)*

   Mark Langston moved to approve the meeting minutes for 10/7/21 and 10/18/21, Chris Bone seconded the motion, and all voted aye.

3. **Request to Hire an Appraiser Now (Instead of January) Due to a Recent Retirement—**Presented by Lisa Manning, Assessor *(Minute 12:35)*

   Lisa Manning explained the request to hire an appraiser now instead of waiting until January. A person is retiring in the office whose wage is considerably more than a new hire would make, so hiring both positions now will likely be an overall cost saving. She does not want to miss an opportunity to fill both positions with qualified candidates and fears waiting may risk losing those candidates to other agencies.

4. **Request for Additional Defenders for Juvenile Court—**Presented by Todd Utzinger, Legal Defender *(Minute 17:17)*

   Todd Utzinger explained the request for the need for additional defenders for Juvenile Court. The number of parental rights cases filed in Davis County has increased in the past three years. Two judges in Davis County handle nearly as many of those cases as four judges in Weber. To balance resources, the Administrative Office of the Courts (AOC) is adding another weekly court session in Davis County. To meet the constitutional and statutory requirements, Davis County needs at least two more legal defenders because each parent for such cases is entitled to their own appointed attorney. Conflicts will arise if they attempt to cover the new calendar with existing resources. The County needs to address these ongoing, unfunded, mandated costs instituted by the AOC that directly impact Davis County taxpayers.
   (See Attachments A1-A3.)

5. **Reclassification Increase From Grade 24 to a Grade 26**—Presented by Chris Bone, HR Director *(Minute 38:12)*

   Judge Ynchausti was made aware in April of 2021 of the decision to reclassify the Administrative Assistant's grade to a 26 following a market survey; however, he was not aware of the HR procedural change that such a recommendation needed to be processed and presented by a department's Administrative Officer. As a result, Judge Ynchausti made no effort to bring the proposal to the attention of the Budget Committee.
   (See Attachments B1-B4.)

6. **Review of 2022 Budget Reductions** *(Minute 49:06)*

   During the current yearly budget process, Mark Langston proposed keeping a list of items and positions cut from the annual approved budget so the committee could review those regularly throughout the year and possibly reconsider them before any new requests are approved. Historically, it has never been done, but the committee agreed it was a fair method to implement in the budget consideration process.

   This review is the first one since making that decision. The committee reviewed the 2022 budget reductions and discussed each of the three requests that were presented today. Each was discussed and thoughtfully considered concerning cost and necessity, and all three proposals were approved. The committee discussed how they would review these cuts going forward and explain this to the administrative officers to know this is now part of the budget process.
   (See Attachments C1-C2.)

7. Meeting adjourned at 4:44 p.m.

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

A1-A3	Request for Two Additional Legal Defenders
B1-B4	Budget Amendment - Justice Court
C1-C2	Tentative Cuts

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/13/2021

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