Davis County Budget Committee

Meeting Minutes

February 6, 2023

The Budget Committee of Davis County met on February 6, 2023, at 9:00 a.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 to further clarify the content. Timestamps have been noted in the minutes to aid in locating discussion points in the audio record. The audio recording is available based on the County's current retention schedule. This Committee is not a governing body, so all recommendations are heard in Commission Meetings and voted on for formal approval, except meeting minutes.

The meeting commenced at 9:06 a.m.

1. **Opening Roll Call**
   Committee members present were: Curtis Koch, Auditor; Angie Nelson, Chief Deputy Auditor; Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Auditor, recorded the minutes of the meeting. Other Davis County staff present were: Patty Fox, Pre-trial Services, and Todd Utzinger, Legal Defender.
   There was no public attendance.

2. **Approval of Budget Meeting Minutes for 10/10/22, 10/20/22, 10/28/22, 11/28/22, and 12/12/22** *(Minute 1:33)*
   Committee vote to approve:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott			X			
Commissioner Kamalu	X		X			
Commissioner Stevenson		X	X			
Curtis Koch			X			
Angie Nelson			X			
Mark Langston			X			
Chris Bone			X			

3. **Personnel Discussion**—*Presented by Chris Bone, Human Resources Director (Minute 02:00)*

   a. **Justice Court Personnel Adjustment**

      The Data Quality Technician position was missed in the 2023 budget projections that should receive a three percent increase and a shift up one grade level to be consistent with the other positions in the same benchmark family. The Committee recommended this for Commission approval, after which monies can be moved when the [resolution is approved] in the next budget opening. *(See Attachment A.)*

b. **Request for Salary Increase After Reclassification in the Recorder's Office**

A request to reclassify the Recorder Tech II 14 position to a Quality Assurance Technician 15 was approved in the budget process. Now comes a request to increase the salary of the Quality Assurance Tech beyond the three percent required by the policy. It will allow the incumbent to train for succession until her retirement, which is anticipated to go through 2024. The total cost of the proposal would be $2,246. The Committee would like to see the departments' succession plans during the annual budget process instead of these requests being made throughout the year.
(See Attachment B.)

Committee vote to recommend:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott		X	X			
Commissioner Kamalu	X		X			
Commissioner Stevenson			X			
Curtis Koch			X			
Angie Nelson			X			
Mark Langston			X			
Chris Bone			X			

c. **FTE IPR Social Worker Request in the Legal Defender's Office**

There are two funding sources to cover the cost of this request for a full-time IPR Social Worker with an annual salary of up to $80,000 plus benefits. The Legal Defender's Office received a grant from the IDC that provides salary funding up to $40,000 for the first six months of this year and is renewable for up to $80,000 annually. It cannot be used to pay for benefits. Still, Davis County recently received $53,862.11 in title IV-E entitlement funds which can be used for benefits and is anticipated to be funded ongoing. The IDC has been encouraging these positions for the last four years, and it will likely become mandatory to have a Parental Rights (IPR) Social Worker in the future.

Committee vote to recommend:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott			X			
Commissioner Kamalu		X	X			
Commissioner Stevenson	X		X			
Curtis Koch			X			
Angie Nelson			X			
Mark Langston			X			
Chris Bone			X			

4. **National Opioid Settlement's Payment**—*Presented by Curtis Koch, County Auditor (Minute 18:54)*

   This discussion is for developing a long-term financial plan for the expenditure of the County's Opioid Settlement payment, including mitigating the economic challenges ahead. With State Local Fiscal Recovery Funds (SLFRF) ending in a couple of years, several Pre-trial, Legal Defenders, and Attorney Departments positions will lose funding and personnel-related expenses in the General Fund Countywide. The significant operational obligations must be addressed before spending money on new programs. Curtis showed a projection of opioid cash inflows and outflows and the current schedule of settlement payments through 2038. Patty Fox, Pre-trial Services Coordinator, briefly summarized how one goes through the justice system. This discussion will continue next month, and Brian Hatch, Health Director, and Brandon Hatch, Davis Behavioral Health CEO, will be invited to attend.
   (See Attachment D1-D2 and E1-E4.)

5. **State and Local Fiscal Recovery Funds (SLFRF)**—*Presented by Curtis Koch, County Auditor (Minute 1:04:43)*

   Curtis explained the SLFRF Projects spreadsheet showing the $69 million given to Davis County, of which $3.65 million has been in cumulative expenditures as of 1/31/23 and $279,585 in earned income. The potential projects were briefly discussed.
   (See Attachment F.)

6. **Budget Opening**—*Presented by Curtis Koch, County Auditor (Minute 1:31:20)*

   Curtis gave a quick update on the 2022 Expenses Turnback. Across all funds, the departments projected a total of $289,023,302.08, but the actuals were $237,140,520.60, a difference of $52,510,478.48.

   He explained each line item on the budget opening list. The vast majority of them are rollovers due to supply chain issues. It was a total Fund Balance decrease of $2,555,200.
   (See Attachments G and H1-H2.)

The meeting adjourned at 11:03 a.m.

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

A	Justice Court Personnel Request
B	B Salary Increase Request-Recorders Office
C1-C3	FTE IPR Request-Legal Defenders
D1-D2	Davis County Opioid Settlement Payment and Cash Flows
E1-E4	Pre-trial Services
F	List of Potential SLFRF Projects
G	2022 Expense Turnback
H1-H2	2 7 2022 Budget Opening

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 3/13/2023

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer