

Grand County Budget Advisory Board Meeting

Thursday, September 7, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (Board) was called to order by Clerk/Auditor Gabriel Woytek at 2:08 p.m. in the Grand County Commission Chambers. Board members present were: County Treasurer Chris Kauffman, Personnel Services Director Renee Baker, Commissioner Mike McCurdy (filling in for Commissioner Bill Winfield and did not vote in this meeting), Board member Shalee Bryant, and Commissioner Kevin Walker who participated via Zoom. Others present in person were: Judge Danalee Welch-O'Donnal, Commission Administrator Mallory Nassau, Associate Commission Administrator Quinn Hall, and Chief Deputy Clerk/Auditor Dana Van Horn. Andrea Noyes joined the meeting following the Justice Court presentation/discussion.

Action Items

Election of Chair, Vice Chair, and Secretary: Motion to recommend Gabriel Woytek as Chairman by Chris Kauffman. Motion Seconded by Shalee Bryant. MOTION CARRIED 4-0, Woytek abstained. Motion to recommend Shalee Bryant as Vice Chairwoman and Chris Kauffman as Secretary by Renee Baker. Second by Chris Kauffman. MOTION CARRIED 5-0.

Later in the meeting, Chris Kauffman noted that the Vice Chair position must be filled by an employee or elected official. A motion was made by Shalee Bryant to nominate Renee Baker as Vice Chairwoman. Second by Chris Kauffman. MOTION CARRIED 5-0.

Approval of Minutes from October 28, 2022 Motion by Shalee Bryant to approve the minutes as presented. Second by Renee Baker. MOTION CARRIED 5-0.

Presentations and Discussions

1. Department Presentations

a. Justice Court (order of agenda altered by Chair to accommodate the Judge's schedule):

Expenses - Renee is working on **Salaries and Benefits (S&Bs)** for all departments.

Subscriptions and Memberships - \$300 will remain the same for 2024. **Overtime** -

\$2700 will remain the same for 2024. **Travel** - \$3000 There is mandatory training for the clerks and two judicial conferences slated for 2024. The clerks are also required to

shadow other courts during the year and it is included in this line item. **Equipment,**

Supplies and Maintenance - \$1800 The Judge is requesting a new copier in another line item. This item will cover the annual maintenance contract. She received a lower quote

from another firm and is ending the contract with Les Olson Company for copier service and support. **Fuel** - \$1400 will remain the same for 2024. **Professional Services** - \$3000

will remain the same for 2024. **Subpoenas and Miscellaneous** - \$400 in 2023, requesting \$600 for 2024. This line item is used to pay individuals who are subpoenaed and to pay

and feed jurors. The **Capital Equipment** line item contains funding for a new copier in 2024 of \$4909.02. There was discussion and concurrence amongst the board that this

item is below the \$5000 capital expense threshold and should be moved to the

Inventory line item. **Inventory** - The Judge is requesting a new computer at \$1500.

Schooling - \$2000 This item covers registration fees for mandatory training and

conferences. **Cell Phone Allowance** - Allowance proposed to include \$40 per month for

the Chief Deputy Clerk, for a total request of \$1560. There was a discussion regarding the relevance of the cell phone allowance. Commissioner Walker thought there may be a more modern way to compensate employees for the use of their personal phones for county business. Renee said she would do some research and bring some possible solutions to the board for consideration at a future meeting. Presently, there is only a tiered reimbursement or a county-issued phone for employees. **Revenues** – The State of Utah leases the courtroom and associated facilities from the county to house the 7th District Court. The District Court provides use of the facilities to the Justice Court. The rent paid by the state is deposited to the General Fund. **Fines and fees** for violations are set by the State of Utah. It is hard to set the number because they are based on the number and type of arrests/citations. Fines and fees will be discussed at a future meeting.

- b. **Children's Justice Center – Revenues** – The Children's Justice Center (CJC) is funded primarily by two grants from the State of Utah. There is a Grand County contribution to the revenues of the CJC as well. The grant funding is on a fiscal year. She has received additional funding for the 2023-2024 fiscal year from the state. **Expenses** – Andrea is not requesting a vehicle lease for 2024 as she will no longer be required to drive to San Juan County regularly. **Travel** - \$23,700. Andrea was asked to attend the NCA National Conference in Washington D.C. next year. The item also includes some other conferences and in-state travel expenses. **In-Kind Janitorial** - \$10,000 grounds maintenance performed by the County Maintenance Department. **Conferences and Workshops** - \$11,000 included in the Travel category. **Call-Out Advocate** – is not used anymore.
- c. **Personnel Services** – Renee is having an issue with Caselle and the S&B portion of the budget for the entire county. She has a ticket in with them and hopes to have the issue resolved by the end of the week. **Expenses – Memberships** – Laura would like to be a member of the HR Association. There is also a membership to the salary/pay data she uses for research frequently included in this line item. **Public Notices** – Same for 2024. **Travel** – Same for 2024. **Office Supplies** – up a bit from 2023 due to moving locations and the need for some items. **Professional Services**– Background checks and drug tests. They charge \$50 for each. There is \$5500 for the employee evaluation software that the leadership uses. **Cell phone allowance** – Renee is asking to drop her allowance amount and add Laura and Angie to the lowest tier of reimbursement. **Special Department Supplies** - There is \$7500 allotted for employee recognition and company parties. There is a summer BBQ and a Christmas party as well as monthly open house-style get-togethers for monthly employee recognitions and birthdays. **Inventory** – None. Their offices are in the process of moving now and they have purchased everything they need to work in the new space. **Department Training** - Renee expressed the desire to hold some leadership training - leadership “boot camp”. She is also asking for funds for Angie to become a certified Payroll Professional and Renee would like to complete the Certified Compensation Professional course. \$3000 is the request for those courses.

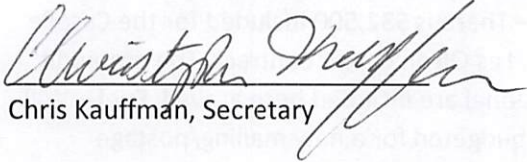
d. **Clerk/Auditor** – Clerk/Auditor Gabriel Woytek advised the Board that his office has two categories. One for regular clerk/auditor functions and one set up to track election expenses. He will present the elections category budget items in a future meeting. **Expenses – Subscriptions and Memberships** – will remain the same for 2024. **Travel** – Includes two UAC conferences for Gabe, one for Gabe and Dana, VOTE certification classes for Gabe and Dana, and Caselle training for the staff. The VOTE certification training is required and therefore reimbursed by the State of Utah. The staff is unsure whether travel is included in the reimbursement. That answer will be provided in a future meeting of the Board. Gabe also included travel expenses to visit the new election printer's facility. All travel is included in this line item as no category exists in the election category. **Professional Services** – There is \$32,500 included for the Caselle software, other amounts for COINS software, Les Olson copier contract. The pre-audit consultant fee and budget consulting professional are included here as well. **Fuel** – Will stay the same for 2024. **Inventory** - \$4531 is budgeted for a new mailing/postage machine. This machine is used daily and by every department. It is old and is no longer supported by the manufacturer. There is also a lease component to the mailing process due to the connection with the USPS. Gabe is still evaluating the cost incentives for a possible lease of the whole machine vs. purchasing a new one in 2024. He will report his findings at a future meeting. \$4000 is included for printing services from Master's Touch for printing the annual tax valuation notices. **Schooling** – There is one employee currently using the County's education benefit to obtain an accounting degree. She has two semesters remaining before graduation. Conference registrations and trainings are included here.

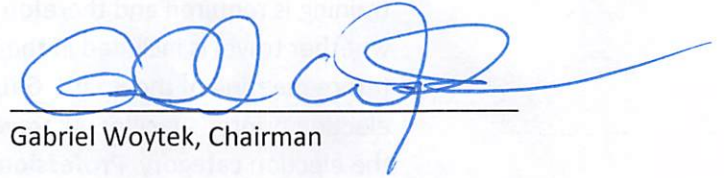
2. **Discussion Regarding BAB Topics and Scheduling** – Departments are scheduled for the weekly meetings to be held each Thursday at 2:00 p.m. The County Commission approved Gabriel's request for a budget consultant. He plans to meet with him soon to begin work on revenue projections and major funding projects. He plans for the September 21st meeting to be ready to discuss revenue projections, Special District allocations, and PILT/Mineral lease/Healthcare tax funding. He will consider possible County Commission workshops in November. He plans to have the consultant available for the workshops as well. The last meeting is planned for October 26, 2023. At that meeting, no departments will present. The meeting will be focused on, requests for additional personnel in various departments, COLAs for staff/commission, and requests for large amounts.
3. **Discussion Regarding Potential Amendments to BAB Bylaws** – There was discussion amongst the board and the Commission Administrator about the process of filling mid-term vacancies on the board. Chris Kauffman pointed out that the Ordinance creating the Board and the Bylaws are two separate documents and the Board is only able to make changes to the Bylaws. County Commission approval is required to alter the Ordinance. It was noted that transparency in the process of filling vacancies was essential, especially for the citizen seat on the board. Mallory said that she has advertised each vacancy in the past although they were not mid-term vacancies.

Future Considerations – Gabriel thanked everyone for their attendance and said that he hopes the budget consultant will be available to attend future meetings of the Board.

Adjourn – Clerk/Auditor Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 3:41 p.m.

Attest:


Chris Kauffman, Secretary


Gabriel Woytek, Chairman