

GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

Grand County Council Chambers
125 East Center Street, Moab, Utah

April 11, 2018

The Grand County Budget Advisory Board met in its Regular Session on the above date in the County Council Chambers located at 125 East Center Street, Moab, Utah. The meeting was called to order by Patrick Trim at 8:32 a.m. In attendance at the call to order were Board Members Patrick Trim (Budget Officer), Diana Carroll (County Clerk/Auditor), Chris Baird (Citizen), Zach Wojcieszek (Citizen). Board Members who arrived shortly after the call to order were Jaylyn Hawks (County Council Member), Chris Kauffman (County Treasurer), and Elaine Gizler (Moab Area Travel Council Executive Director). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

Action Items:

A1. Approving minutes of April 4, 2018 meeting

MOTION: Motion by Chris Baird to approve minutes of April 4, 2018 as corrected under "Revenue Assumptions" discussion to read "Chris Baird suggested *using year-end actuals* for projections" in place of "Chris Baird suggested *adding 12% to 2017 revenues* to use as a projection." Motion seconded by Zach carried 4 – 0.

A2. Adopting proposed bylaws for recommendation to County Council

MOTION: Motion by Chris Baird to adopt proposed bylaws, as amended to require an in-person quorum for electronic meetings, for recommendation to County Council. Motion seconded by Diana carried 7 – 0. Ruth will add to the County Council agenda for adoption.

B. Discussion Items

B1. Demonstration of "Caselle Advantage" budgeting software- Postponed to next meeting. If Caselle personnel are not available, Diana agreed to provide an overview.

B2. Review of salary compensation survey-

B3. Report from April Leadership meeting discussion

a. Input on budget process

The Board agreed that managers will present their budgets to the Budget Advisory Board. The Board agreed to begin a formal budget process with managers beginning July 1st following the Council's development of a Strategic Plan and development of written guidelines.

A **subcommittee** was formed to develop a written budget process to document guidelines, training, and a schedule; volunteers included Pat, Elaine and Chris Baird. Chris agreed to send out a draft to the subcommittee. Jaylyn offered to review the draft.

b. Input on compensation schedule (minimum/midpoint/.maximum salary range vs. step and grade chart ranges)

Review of salary compensation survey

The Board briefly reviewed the "Least Cost Implementation – General Fund Departments & Positions" spreadsheet provided in two workbook tabs.

The Board agreed to ask Mike Swallow (of Personnel Systems and Services), consultant for the salary compensation survey, to attend an approaching Board meeting by phone/Webex to explain salary survey rationale and methodology, including the min/mid/max approach to


compensation as well as how to compensate high performers. Ruth agreed to invite him to the next meeting.

B4. Discussion on Request for Proposals for departmental position assessments- Following discussion, the Board agreed to include in the Request for Proposals pertaining to departmental position assessments a request for review of pros and cons of the min/mid/max approach versus the step and grade approach. Pat agreed to include this in the RFP.

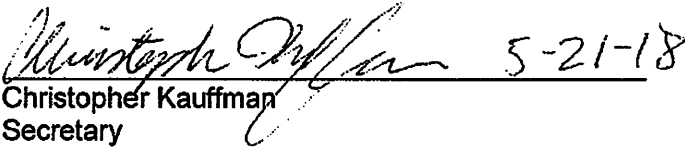
C. Future Considerations

Adjourn

The meeting adjourned by unanimous vote at 10:10 a.m. on a motion made by Chris Baird, seconded by Jaylyn.



Patrick Trim
Chairperson



Christopher Kauffman
Secretary