

# GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

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

April 18, 2018

The Grand County Budget Advisory Board met in Regular Session on the above date in the County Council Chambers. 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), Elaine Gizler (Moab Area Travel Council Executive Director), Chris Baird (Citizen), and Zach Wojcieszek (Citizen). Board Members who arrived shortly after the call to order were Jaylyn Hawks (County Council Member). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes and, via WebEx, Mike Swallow, Personnel Systems and Services to present the first agenda item. Chris Kauffman (County Treasurer) was absent.

## A. Presentations

A1. Overview of compensation study methodology and results (Mike Swallow, Personnel Systems and Services, by phone/WebEx)

Mr. Swallow introduced himself and Board members introduced themselves to Mr. Swallow. He then provided an overview of the compensation study methodology and results. Mr. Swallow spoke about the job values survey that county employees had provided last year at the onset of the study. He explained that county employees had selected the job value factors, ranked in order of importance, of Responsibility, Job knowledge, Difficulty of Work, and Work Environment.

After much discussion with Mr. Swallow, Board members agreed to review the compensation workbook by fund, and to come up with criteria for developing an individual employee compensation ratio to be added to the "Compa Ratio" in the current compensation workbook/spreadsheet. Chris agreed to work with the Human Resources Director to establish the criteria for quantifying experience inside and outside the county and any other relevant criteria in order to develop the individual employee compensation ratio. The intention is to be able to utilize the same methodology every five years. Board members agreed that next meeting they will review the workbook by fund to better understand budget impact.

## B. Action Items:

**B1. Approving minutes of April 11, 2018 meeting**

**MOTION:** Motion by Jaylyn to approve the minutes of April 11, 2018 as presented, seconded by Elaine carried 6 – 0.

**B2. Nomination and re-election of Vice Chair for compliance with Bylaws**

**MOTION:** Motion by Chris to nominate and elect Diana as Vice Chair, seconded by Elaine carried 6 – 0.

**B3. Approving proposed questionnaire to be sent to budget preparers**

**MOTION:** Motion by Diana to approve proposed questionnaire as presented to be sent to budget preparers, seconded by Chris carried 6 – 0. Ruth agreed to inform Chris Kauffman that the questionnaire is now ready to be sent out and to determine who will send it.

## C. Discussion Items:

C1. Demonstration of "Caselle Advantage" budgeting software  
The demonstration was postponed due to lack of time.

## Future Considerations

Pat agreed to email the draft Request for Proposals (RFP) for needs assessment/departmental position assessments to Board members for input. Board members agreed that a formal vote in open, public meeting to

approve the RFP will not be necessary. In this way, the RFP can be published soon after Board member input, (with the county's required 30-day notice for sealed bids over \$10,000). During a future Board meeting after all bids are collected, the Board will make a recommendation of contract award for County Council consideration. Ruth offered to assist with the process for noticing and publishing the final RFP whenever it is ready.

Zach reported he is still looking at the document-sharing process and finding that there are costs involved. Board members agreed instead to keep sharing documents by email.

Pat reported on the County Council Retreat date (tentatively scheduled for May 7<sup>th</sup>, 9am to 1pm, possibly at the hospital conference room) and the fact that he will not be able to attend. Board members discussed that the Retreat will focus on high-level strategic planning in terms of where the county wishes to place its resources. Ruth agreed to see about polling invitees for a new Retreat date and to keep invited Board Members informed as to date and location.

Chris reported he is working on formulating the guidelines for budgeting.

Board members agreed on two agenda items for the next meeting in two weeks: "Caselle Advantage" presentation, then compensation spreadsheet review.


#### **Adjourn**

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



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Patrick Trim  
Chairperson



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Christopher Kauffman  
Secretary