



WFRC BUDGET COMMITTEE
Minutes
January 13, 2022 3pm

A meeting was held on Thursday, January 13, 2022, via remote connection, due to the safety restrictions put in place by the Utah Governor’s Office, in response to COVID-19 concerns, in Salt Lake City, Utah. The following were present:

2022 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	yes
MORGAN COUNTY	
Commissioner Mike Newton	no
SALT LAKE COUNTY	
Councilmember Aimee Winder Newton	no
Mayor Jeff Silvestrini	yes
TOOELE COUNTY	
Councilmember Scott Wardle	yes
WEBER COUNTY	
Mayor Mike Caldwell	yes
BOX ELDER COUNTY	
Commissioner Jeff Scott	yes
Others in Attendance	
Andrew Gruber, WFRC	Wayne Bennion, WFRC
Ned Hacker, WFRC	Andrea Pearson, WFRC
Kurt Mower, WFRC	

1. Welcome and Introductions [00:00:10]

Mayor Mike Caldwell, Chair, called the meeting to order at 3pm.

2. ACTION: Approval of Minutes of October 21, 2021 and Financial statements/check registers for September, October, and November 2021, and the Budget Expenditure report to date [00:00:30]

Mayor Caldwell requested a motion to approve the meeting minutes and financial statements as presented. Mayor Jeff Silvestrini made a motion and it was seconded by Commissioner Jeff Scott. The vote was unanimous to approve.

[00:01:12] For the purpose of the recording, introductions were completed via roll call.

3. Public Comment [00:01:49]

Mayor Caldwell opened the meeting for public comments. There were none.

4. ACTION: FY22 Budget Amendments [00:02:00]

Mayor Caldwell turned the time to Andrew Gruber, WFRC. Mr. Gruber explained that WFRC's budgets for each future fiscal year are adopted in May of each year, and amended in October once the financial books are closed and final revenue and expenditures are determined that carry forward from the previous fiscal year. Occasionally, a budget amendment is needed when additional, unexpected funding is received in the middle of a fiscal year.

Intermountain Healthcare, in coordination with Zions Bank, will provide a donation to WFRC of \$500,000 in two annual installments of \$250,000 in 2022 and \$250,000 in 2023. The first installment is to be paid in early 2022. Intermountain is also making a comparable contribution to the Utah League of Cities and Towns. It is WFRC's intention to coordinate with Intermountain, Zions, ULCT, and our member cities and counties to utilize these funds in as effective a manner as possible. This may include coordinating the use of these funds with other funding sources and WFRC programs, including but not limited to the Transportation and Land Use Connection Program (TLC).

The proposed budget amendment reflects the first year of this donation of \$250,000. It has not yet been fully determined what percentage of these funds will be used for staff costs and for consultant costs, therefore the funding is included in a distinct line item.

[00:12:30] Mayor Jeff Silvestrini made a motion and it was seconded by Commissioner Bob Stevenson. The vote was unanimous to approve.

5. Infrastructure Investment and Jobs Act (IIJA): Impact on WFRC [00:12:59]

Andrew Gruber, WFRC, provided information on the Bipartisan Infrastructure Law (formerly known as the Infrastructure Investment and Jobs Act), which was authorized in November 2021. This Act provides for over \$550 billion across the nation in new funding above baseline levels over five years for roads, bridges, rail, transit, ports, airports, water, broadband, and other infrastructure programs. Mr. Gruber reviewed the IIJA funding framework and estimated WFRC budgetary impacts.

6. Status Updates [00:20:28]

a. Compensation and Performance Analysis [00:25:40]

Mayor Caldwell invited Kurt Mower, WFRC, to discuss the efforts of an internal compensation and performance analysis. One of WFRC's adopted goals is "maximiz[ing] the health, happiness, and productivity of an excellent staff." Last year, during the COVID pandemic, WFRC Staff was working remotely and within our Region, and across the country employees were making or considering significant changes in how, where and with what type of organizations they were planning to work. All of this has contributed to a historically tight labor market and rising wages. With that in mind, the staff leadership had several internal discussions on how to ensure WFRC was able to retain and attract excellent staff and that our compensation plan was appropriately positioned in the market (not too low or too high). WFRC released a Request for Qualifications in April 2021 and subsequently selected and hired the firm Personnel Systems & Services, Inc. (PS&S) in May 2021. The scope of the consultant's work includes: reviewing and updating job descriptions; developing and conducting a salary survey and compensation analysis; updating the compensation plan and policy; and, updating the performance and evaluation process. The consultant continues to make progress and completion of the study and staff analysis of the results is anticipated for the spring of 2022.

b. Internal Audit [00:21:35]

Mayor Caldwell turned the time to Kurt Mower, WFRC, who reported on the progress and implementation of WFRC's internal audit. WFRC, along with all other Utah local governments, is required by the Utah State Auditor to conduct a Fraud Risk Assessment by the end of each fiscal year. This assessment is a self-scored questionnaire designed to evaluate existing policies, procedures, and personnel to determine a risk level to the entity for potential fraud. In 2020, the Fraud Risk Assessment presented to the Council gave WFRC a score of 355 which put the agency in a "low risk" category. One of the recommendations discussed with the Council that would further reduce the risk of fraud was that WFRC should consider contracting with a firm to perform an internal audit function for the Council. In August 2021, BDO USA LLP was selected to conduct internal audit work. The scope of work includes: performing an enterprise risk assessment; determining and documenting the audit universe; and developing a five-year audit plan based on the risk assessment, audit universe, and management input. The consultant is working with WFRC administrative staff in preparing a Risk Ranking Assessment Survey. This survey will be distributed to Council members and WFRC staff in the next few weeks.

7. Executive Director's Report [00:37:00]

Andrew Gruber, WFRC, reminded the group that the Regional Growth Committee meeting is scheduled for January 20, and WFRC Council meeting is scheduled for January 21, 2022. WFRC's meetings will continue to be held virtually. Mr. Gruber also mentioned that the 2022 Legislative Session begins on January 18, 2022, with both in-person and a virtual option for the weekly updates hosted by WFRC.

8. Other Business [00:42:14]

The next meeting of the Budget Committee is set for March 10, 2022. Mayor Caldwell asked if there were any other business items to discuss. There were none. Mayor Caldwell stated that the meeting was adjourned. The meeting adjourned at 3:43pm.

A recording of this meeting, as well as meeting materials, may be found on the WFRC website at www.wfrc.org