

COMMISSIONERS' MINUTES – DAVIS COUNTY

WORK SESSION MINUTES

February 2, 2021

The Board of Davis County Commissioners met for a Work Session at 2:45 p.m. on February 2, 2021, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given under the requirements of UCA § 52-4-202.

ATTENDEES Davis County Commissioners in attendance: Bob J Stevenson, Chair; Randy B. Elliott, Vice-Chair; and Lorene Miner Kamalu.

Davis County Staff in attendance: Shairise Bills, Deputy Clerk/Auditor; Chris Bone, Human Resources Director; Neal Geddes, Chief Civil Deputy Attorney; Curtis Koch, Clerk/Auditor; and Janet Hanson, Commission Office.

There were no members of the public in attendance.

AGENDA AS POSTED **2:45 p.m. Chris Bone, Human Resources Director, presenting:
Staffing in the Human Resources Department**

DISCLAIMER The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the audio recording and the publicly distributed materials for further clarification of content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record. The audio recording for this meeting is available based upon the County's current retention schedule.

All documents from this meeting are on file in the Davis County (DC) Clerk/Auditor's office.

The meeting commenced at 2:48 p.m.

WORK SESSION DISCUSSION **Staffing in the Human Resources Department—Presented by Chris Bone, Human Resources Director**

Chris Bone gave the Commission an update on the staffing progress in the Human Resources (HR) Department. Half of the HR staff has been replaced over the last several months, six out of 12. This does not include any turnover in Risk Management, Legal Defenders, or Pre-trial Services. HR is said to be on the right trajectory now.

The following employees have resigned from their positions:

Jana Bake, Deputy HR Director, was a planned retirement

Jessica Weaver, HR Generalist for the Sheriff's Office, left to go work for the Salt Lake City Police Department (SLCPD) along with the former County HR Director, Deb Alexander

Linda Okuda, Payroll Administrator, was a planned retirement

Melissa Green, Deputy HR Director, also left to go to SLCPD with Deb Alexander

Nicole Porter, Office Specialist II, took a job with a small business closer to home

Coming on board to replace these positions are:

Nathalia Cornell, as the HR Generalist in the Sheriff's Office. She has been here a month now and came from the Salt Lake County Sheriff's Office with HR and Law Enforcement background experience.

Dawn Tolson, as the Payroll Administrator. She started on January 22nd and has worked one payroll cycle with Melissa Green, who is still employed part-time while training Dawn.

Rick Higby, as a Deputy Director, will be starting February 17th. He comes from Layton City, followed by the DATC and Salt Lake County HR. He will oversee compensation, payroll, recruitment, budget, and systems (PERS, Munis, and Kronos.)

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John Robinson, as another Deputy HR Director, will start on February 18th. Chris worked with him for a time at the University of Utah. He left there to work for Salt Lake Community College as the Director of Employee Relations for the past several years. He will oversee employee relations, EEO, ADA, FMLA, performance management, and revise or revamp the County Leadership Training Program.

Celia Davis, who currently works in the Assessor's Office, will transfer over on February 5th to the front desk position as the Office Specialist II. She will handle new-hires, I-9s, badges, office supplies, reconciliations, and answering phones.

There is another HR Generalist position approved in the budget that they are holding on hiring right now. Chris would like his Deputy Directors to help identify how best to utilize the position before filling it.

Chris said in the near future; he foresees a mix of staff working from home still and some at the office. Long-term, he expects more will be back in the office. He has learned there can be a high degree of productivity working remotely depending on meetings and work functions. He wants to spend more time better getting to know the areas of Risk Management, Pre-Trial Services, and Legal Defenders so he can provide support to these divisions.

**MEETING
ADJOURNED**

The meeting adjourned at 3:04 p.m.

**MATERIALS
PRESENTED**

There were no publicly distributed materials associated with this meeting.

Minutes prepared by:
Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: _____

Curtis Koch
Davis County Clerk/Auditor

Bob J Stevenson
Commission Chair