

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Special Meeting Minutes Tuesday, August 12, 2025

The Board of Davis County Commissioners met for a Special Meeting at 11:00 AM on August 12, 2025, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk’s Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

ROLL CALL

Chair Lorene Kamalu	Chief Deputy Civil Attorney Neal Geddes
Vice Chair John Crofts	Community and Economic Development Director Kent Andersen
Commissioner Bob Stevenson	Health Department Director Brian Hatch
Chief Deputy Clerk Rebecca Abbott	Human Resources Director Chris Bone
County Controller Scott Parke	Deputy Clerk Becky Wright
Commission Office Shauna Brady	

AGENDA ITEM

- 111:00 - 11:30 AM
#2025-893. A Special Meeting to Discuss Community Services - *recommended by Kent Andersen, Director, Community & Economic Development - Economic Development*
- [Minute 00:56] Community and Economic Development (CED) Director Kent Andersen explained that this meeting was a follow-up to a conversation in May, spurred by the need for additional resources to meet state-mandated Code Blue/homelessness requirements. That conversation led to looking at other options. As directed by Commissioners, Director Andersen worked with Health Director Brian Hatch and Human Resources Director Chris Bone to consider how community services could be restructured; he noted that Commissioner Kamalu participated in one of the meetings.
- Director Andersen used a slide presentation [see Attachment A] to guide his comments.
- The primary objectives for this Special Meeting were outlined as follows:
 - To create a more structured and purposeful response for state-mandated homeless services, including Code Blue and Winter Overflow, acknowledging that these are ongoing requirements that have largely been managed by the County's Grant Administrator and Economic Development Director.
 - To enable the Economic Development division, which operates with a small team, to refocus efforts on core economic development activities, as a significant portion of their resources has been diverted to Code Blue.
 - To identify opportunities to consolidate functions with similar operational objectives within existing departments.
 - To consider whether some day-to-day Commission Office responsibilities, which may be challenging due to turnover, could be addressed more consistently.
- [Minute 03:13] Director Andersen outlined a two-phase approach to achieve these goals: Phase 1 would address reorganizing existing positions within current departments to focus on resolving present challenges. Phase 2 aims to build a flexible structure that can be easily modified and adjusted to meet future County needs. There is no timeline for Phase 2.

The proposal assigns responsibilities across various departments:

Human Resources

- Legal Defenders and Pretrial Services would remain within Human Resources. Director Chris Bone's effective management of these functions was acknowledged, and no alternative location made sense without creating a new department.

Health Department:

- Davis Links was noted as currently operating as a virtual, website-based service; however, the Health Department has a long-term vision for a physical presence for Davis Links.
- Indigent Burial Services would be a good fit with Vital Records in the Health Department. Director Brian Hatch expressed willingness to take on this responsibility, and it would enhance consistency as staff turnover occurs.

Commission

- The Criminal Justice Coordinating Council (CJCC) will continue to be retained and facilitated by the Commission, as a suitable alternative home for CJCC was not found.
- It was clarified that working with Davis Behavioral Health (DBH) is more of a Board assignment, rather than a responsibility with specific program deliverables, and no change was deemed necessary for this function. It was noted that DBH is a separate entity, not part of Davis County government, and controls its board. The County's financial contributions give Commissioners influence. The Controller's Office administers the contract for County and State funds flowing to DBH; DBH comes to budget meetings to make sure the organization is meeting the needs specified for that funding.

Community & Economic Development (CED)

- The primary recommendation was to create a new "Community Services" division within CED. The recommendation to place the division in CED rather than Health was based on the momentum currently present in CED and the numerous cross-over opportunities with Economic Development, particularly concerning housing initiatives and land purchases.
- Director Andersen stated his preference that Davis Community Housing Authority (DCHA) board appointment recommendations be routed through the proposed CED Community Services division, and then to the Commission for approval. A brief discussion was had about the qualifications of DCHA board appointments, noting that future appointments should align with the Commission's vision for housing in Davis County. DCHA currently sends its recommendations to the Commission for commendation, but there is no reason the Commission has to accept them.
- A new Community Services Manager position should be created to lead the new division. Director Andersen also recommended that the existing Housing Coordinator (currently Grade 22) be reclassified as a Housing & Homeless Coordinator (Grade 24), reflecting increased responsibilities associated with addressing homelessness. The existing Grant Administrator (currently Grade 26) would then be adjusted to Grade 24 due to some responsibilities shifting to the new Community Services Manager role. The Community Services Manager would oversee the Housing & Homeless Coordinator and the Grants Administrator, with specific tasks outlined under each. Draft job descriptions have been created for these roles.

[Minute 11:45] Commissioner Stevenson commented on the large amount of work put in by CED employees for the Code Blue response last year and how the County's involvement is expected to grow. Commissioner Crofts echoed former Commissioner Randy Elliott's concern about the state mandating services like Code Blue without adequate funding, noting that the \$110,000 provided "barely pays for staff and supplies" and doesn't cover building costs. Commissioner Kamalu said the Health Department is self-described as the backbone organization for human services, and they have cultivated relationships with community partners, so Davis County government doesn't have to provide all the services. Davis Links is a testament to the many programs that partner with the Health Department. She noted that DBH has 140 beds in permanent supportive housing units, which is considered the gold standard for preventing homelessness in people who are chronically mentally ill. DBH is now building a 60-unit property, which is expected to be more efficient than the scattered sites. Commissioner Kamalu said because of the pandemic, and since then, the County has more unhoused people who don't fit into the mentally ill/chronic substance use categories helped by DBH; however, she indicated that having enough permanent supportive housing is how a few, but not very many, counties in the

United States have transitioned from having multiple emergency shelters to very few or none. Director Andersen said permanent supportive housing is recommended by the Winter Overflow Task Force. The Grant Administrator would be tasked with finding funding, and the Housing & Homeless Coordinator would find locations. Director Andersen cautioned that the County needs to avoid getting into rent collection and facility maintenance, so it's going to be important to work with partners to do what the Task Force recommended.

[Minute 18:38] Director Andersen said funding for the proposed Community Services division would rely on a combination of grants and administrative dollars. The majority of the money will come from Community Development Block Grant (CDBG) and Social Services Block Grant (SSBG) dollars, as well as the County's HOME program and the \$110,000.00 Code Blue funding. Additional funding options include the Homeownership Assistance (HA) program, which is currently collecting 1%, and CDBG activity delivery, in which the County does the actual loans. There are also some State and Local Fiscal Recovery Funds (SLFRF). Expenditures related to the three proposed positions total \$487,100.00. There is an estimated \$165,000.00 gap in ongoing funding without the one-time SLFRF funds applied. With SLFRF applied, the Fund 10 estimated requests are \$0 for 2025, \$35,000.00 for 2026, and \$165,000.00 for 2027 once the SLFRF funds expire in 2026. Director Andersen said the goal moving forward is to strategically seek grants, rather than "chasing dollars," to offset costs. However, relying heavily on grants poses a risk if funding dries up.

Director Hatch clarified that the \$165,000.00 figure makes assumptions of supporting in-kind funds, such as the building. This proposed cost is for personnel, but there are ongoing costs involved that are "buried," such as facility maintenance and clerical and financial support. He also indicated that potential partnerships with Davis Behavioral Health would need to be formalized.

Commissioner Stevenson said the proposed plan is excellent and has his support. The County will need to figure out budgets and be realistic, because the future Phase 2 is not far away.

Director Hatch said there are funds that align with the County's vision for moving forward. It will take effort up front to access the funds, he said, noting that Davis County has missed out on funding in the past because the focus wasn't there. With the structure of a manager and grants administrator, it will pay for itself as the County becomes more engaged in benefited areas. Commissioner Stevenson cautioned that he recently attended Utah Transit Authority (UTA) budget meetings, and the top source of revenue was grants. When Commissioner Stevenson asked what happens if the grants run dry, nobody at the UTA meeting wanted to answer the question. Director Hatch said that's why it's important that the County's Community Services structure has a core and is able to expand and contract as needed.

[Minute 26:45] Commissioner Kamalu thanked Director Andersen, and those with whom he collaborated, for the Community Services proposal; she also noted the engagement of Commissioners. There are still moving parts, she said, such as potential actions of the State Homeless Services Board and whether the State Legislature might fund property purchases. She spoke of lessons learned in planning the new Animal Care shelter regarding additional ongoing expenses that come with staffing and maintaining new buildings. Commissioner Kamalu also cautioned that chasing dollars to cover administration costs can lead to mission drift.

[Minute 30:32] Commissioner Crofts said he agreed with Director Andersen's suggestions and with Commissioner Stevenson's recommendation that the County should proceed with the proposal. He indicated that he would prefer not to discuss the animal shelter or the homeless shelter at this time. He stated his opinion that every problem and every solution is local and said that he believes in transparency 100%.

Commissioner Crofts said, "And I really, strongly disagreed with the Legislature with House Bill 499, when they put everything behind the cloak of secrecy, and I think with the homeless shelter that was a mistake. And I think our community has to, and must, be involved with everything discussed with putting the brick and mortar homeless shelter here; our voters, basically, have concerns about it. And I think that it's important that I state that on public record – that I'm not in favor of doing anything behind closed doors."

Commissioner Stevenson clarified that, realistically, all the County is doing right now is Code Blue. Director Anderson said Davis County's plan for Winter Response has been submitted and accepted, which includes the idea of Code Blue and permanent supportive housing units, and there is no deadline for deciding on the location of those units. Director Hatch advised using correct terminology when discussing homelessness and Code Blue. Code Blue is a winter response warming center, not a homeless shelter. It provides temporary warmth for anyone in need, including those without heat in their homes.

[Minute 34:09] Commissioner Stevenson recommended putting the new Community Services plan into effect right away, because the Code Blue season starts soon (October 15) and there is no cost for 2025. Controller Parke advised considering the budget for Community Services this year, with the total County budget requests, even though there are no costs in 2025. Additional costs, such a computers and space, could turn the ongoing need for \$165,000.00 into a \$200,000.00 decision, and he'd like to confer with Director Hatch.

Commissioner Crofts agreed with Commissioner Stevenson regarding the need to move forward with the plan now. The other variable to be discussed, Commissioner Crofts said, was the decision of whom to hire, because the right person can bring hundreds of millions of dollars in grants. Director Andersen said he's got someone in mind, to promote from within, for the new Community Services Manager position. He advised having the Housing & Homeless Coordinator hired by the first part of December, when 18-degree days could start happening.

[Minute 36:22] Discussion turned to the need for a budget opening to make adjustments for the new and reclassified Community Services positions. Director Andersen suggested the administration portion of current grants could be more fully utilized.

[Commissioner Stevenson left for another meeting at 11:41 AM.]

Director Hatch said if the responsibility for indigent burials is moved to the Health Department, those costs need to be considered. It was pointed out that indigent burial is a statutory responsibility currently in the General Fund, costing approximately \$650 per person. The target implementation date for this transfer is January 1, 2026, allowing time for training and contract transfers.

Commissioner Kamalu again extended her appreciation for the collaborative effort.

MEETING ADJOURNED

The meeting adjourned at 11:42 AM.

ATTACHMENTS

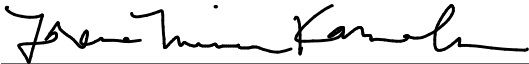
All publicly distributed materials associated with this meeting are noted as the following attachments:

- A1-A8 Community Services Discussion, August 12, 2025.
- B1 An Order Calling a Special Meeting of the Board of Davis County Commissioners

Minutes Prepared by:
Becky R. Wright
Deputy Clerk

Minutes Approved on:
09/02/2025


Brian McKenzie (Sep 3, 2025 13:45:52 MDT)
Brian McKenzie
Davis County Clerk


Lorene Kamalu (Sep 3, 2025 12:20:57 MDT)
Lorene Miner Kamalu
Commission Chair

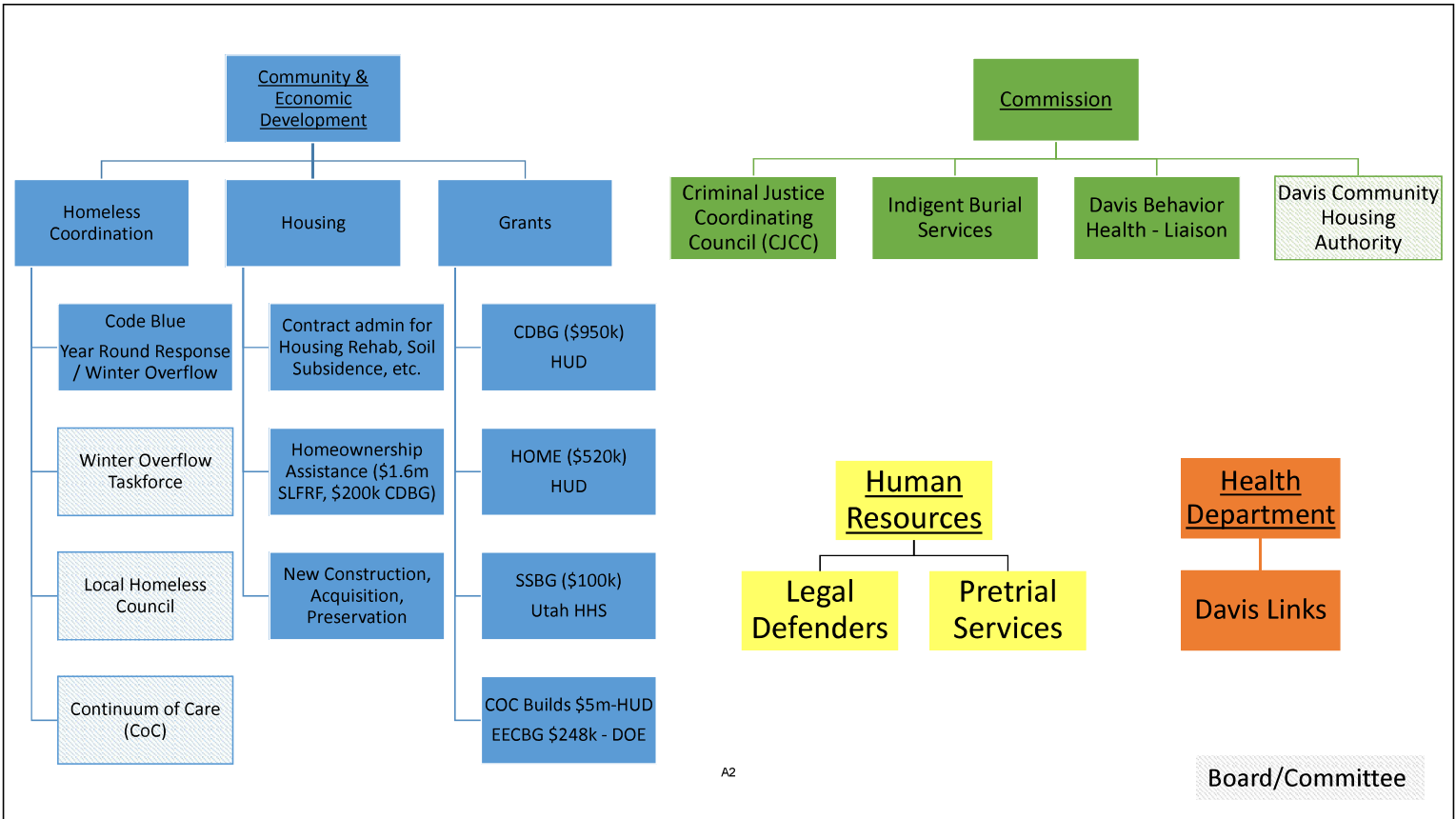


Community Services Discussion

August 12, 2025



A1



A2

Community Services: Goals



- Address the state mandate for homeless services – Code Blue & Winter Overflow
- Keep Economic Development focused on Economic Development
- Look for opportunities to locate functions with similar functions
- Assign select Commission Office responsibilities to a department
- Propose to reorganize around existing positions/departments
- Create format that can be modified for future needs

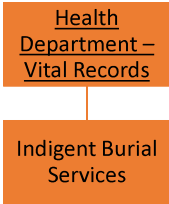
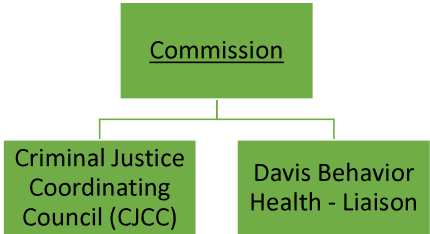
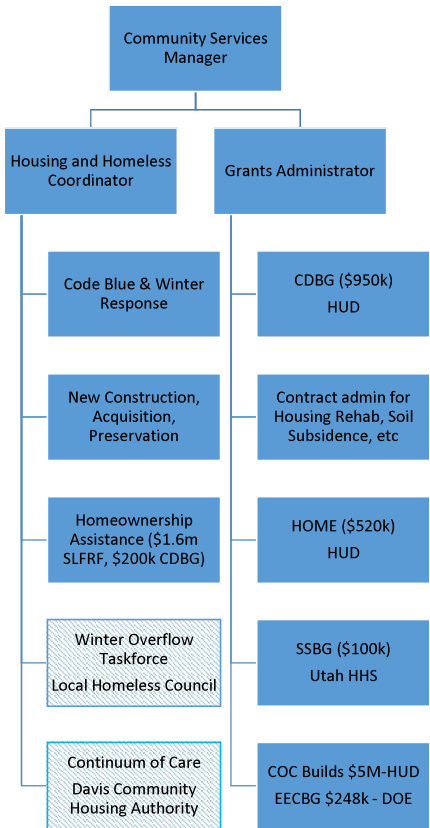
Goals

- Human Resources
 - Retain Legal Defenders and Pretrial
 - Health Department
 - Davis Links currently a software “virtual ask”. Not requesting staff, but in long term vision
 - Indigent Burial to Vital Records
 - Commission
 - Retain and facilitate CJCC
 - Davis Behavior Health – Liaison (Board assignment, Controller administers contract)
- Create a new CED Division “Community Services”
 - DC Housing Authority to CED
 - Create 1 new position
 - Community Services Manager
 - Modify 2 existing positions
 - Housing & Homeless Coordinator Grade 24
 - Currently: Housing Coordinator Grade 22
 - Grant Administrator Grade 24
 - Currently Grade 26

Proposal

4

A4



Board/Committee

A5

- Revenues
 - Ongoing: \$302,500
 - H.A.: \$19,600
 - One-time SLFRF/ARPA: \$130,000
 - Expenditures
 - Estimated Personnel and other Costs
 - \$487,100

- \$165,000 (No SLFRF Applied)
 - With SLFRF applied, Fund 10 estimate:
 - 2025: \$0
 - 2026 estimate: \$35,000
 - 2027 estimate: \$165,000
- Opportunities
 - Olene Walker Housing Loan Fund
 - Deeply Affordable Hsg
 - CoC Builds
 - Tax Increment Set Aside
 - OLDCC (\$500k 4% of total grant amount)
 - Other

Revenue & Expend

6

A6

• Phase 1 – Address current needs

- Reorganize around existing positions/departments
- Econ Dev focused on Econ Dev
- DCHA to Community Services
- Indigent Burial to Health
- Commission retain CJCC and Davis Behavioral

- New Community Services Manager
- Reclass 2 existing positions
- Other Costs
- Total: \$487,100

- 2025: \$0
- 2026 estimate: \$35,000
- 2027 Estimate: \$165,000

• Phase 2: Prepare for future

- Create format that can be modified to meet future needs

- Ongoing \$302,500
- H.A.: \$19,600
- One-time SLFRF/ARPA: \$130,000

Summary

7

A7

Thank you

A8



AN ORDER CALLING A SPECIAL MEETING OF THE BOARD OF DAVIS COUNTY COMMISSIONERS

An Order Calling a Special Meeting of the Board of Davis County Commissioners

In accordance with Utah Code 17-53-205, it has been determined that the business of the County requires a special meeting of the Board of Davis County Commissioners.

This meeting will be held on August 12th, 2025, at the Davis County Administration Building, 61 South Main Street, Farmington, Room 306, at 11:00 AM.

The business to be transacted at this meeting includes: A Special Meeting to Discuss Community Services

Ordered this 29th day of July, 2025

Lorene Miner Kamalu, Chair

John V Crofts, Vice Chair

Bob J Stevenson, Commissioner

Attest:

Brian McKenzie, Davis County Clerk

Agenda Item #2025-0901