

Salt Lake County Council
Council Executive Subcommittee

~MINUTES~

Tuesday, September 14, 2021

COUNCIL MEMBERS

PRESENT:

Arlyn Bradshaw
Laurie Stringham
Aimee Winder Newton
Steven DeBry, Chair

Council Exempt Secretary Position

Council Member DeBry stated the purpose of this meeting is to discuss the hiring of an employee to fill the position that will be vacated by Marti Grobecker, Secretary, Council Office, when she retires the end of October/first of November.

Council Member Newton stated she was not sure this position needed to be filled. There are not a lot of phone calls or people coming into the office on a daily basis.

Ms. Shykell Ledford, Administrative Coordinator, Council Office, stated it is normal for an office to have a person sitting up front to give direction, greet people, and answer phones. She was concerned if the Council decided not to hire a new person, she would be asked to spend her time doing these duties on top of her own work.

Council Member Newton stated the new hire would need to be given additional duties.

Council Member DeBry stated the Council should not be paying \$70,000 to \$80,000 a year to do the work that is being done.

Council Member Bradshaw stated it should remain an exempt position.

Mr. David Delquadro, Chief Financial Manager, Council Office, stated this person could be given the responsibility of records management making sure all the Council records were stored properly and available for future use. This would be a very large task.

Mr. Mitchell Park, Legal Counsel, Council Office, stated there are boxes in the back room and files cabinets that need to be gone through pulling information out that needs to be sent to archives.

Council Member Stringham asked if there was a system in place that notifies the internal office if someone comes into the lobby area and Ms. Grobecker is away from her desk.

Ms. Ledford stated when Ms. Grobecker is not available a phone list is left on her desk near a phone. The visitor can then call the person they needed.

Mr. Park stated he has talked with other staff members within the Council Office, who indicated it would be helpful if the new hire was proficient in Excel and able to produce spread sheets.

Mr. Richard Jaussi, Senior Policy Advisor, stated there is always plenty of work the individual offices could give the front desk person to do.

Council Member Bradshaw stated he envisioned this position as an entry level position. He would like to see the person have an interest in local government and public policy and hopefully want to move up to a different position in a couple of years. Maybe an MBA candidate could fill this position and be given special projects that could enhance their experience. The Human Resources Division could change the job description and right size the pay. It would remain an exempt position.

Council Member DeBry asked how this process would work. He assumed the senior policy advisors would vet the applicants and then the Executive Committee would conduct interviews, but he questions how many candidates would be interviewed.

Council Member Bradshaw suggested the advisors would vet the applicants and come up with a list to interview. Then the top three to five would move to the Executive Committee for an interview. After that the top one or two would be interviewed by the full Council. But this would all depend on the number of applications received.

Council Member DeBry asked if the Executive Committee had the legal authority to hire someone or if it had to go before the full Council.

Mr. Park stated the resolution, which organized the Executive Committee, allows it to make initial decisions for hiring staff, but that can be interpreted in several ways. He recommended the entire Council have the opportunity to ratify the selection.

Council Member Bradshaw stated the Executive Committee could decide once it sees who the candidate is. If there is a split decision, then it could go before the entire Council.

Council Member Newton stated she thought the Council would want a stronger role in the hiring decision if it was hiring an attorney. The receptionist position is not as important. She suggested the advisors select three or four candidates and then the Executive Committee would interview them and take one to the Council for approval.

Council Member Stringham stated advisors could narrow it down, but she felt it was important to have a more informal second interview. The second interview can really change ones mind about a candidate.

Mr. Issac Higham, Senior Policy Advisor, Council Office, stated when the administrative coordinator was hired, the advisors looked over all the resumes and selected the top five candidates.

Council Member DeBry asked how that was ranked.

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Mr. Higham stated it sort of averaged out. After the top five were interviewed, it was forwarded.

Council Member Newton stated she would suggest that Ms. Ledford be included in this process.

Mr. Delquadro stated this is a seller's market; an offer would need to be made within a reasonable time period.

Council Member DeBry stated he thought the Council should look at a minimum of \$40,000 a year for this position.

Mr. Delquadro stated staff has looked at the comparables for this position and the pay is approximately \$17.50 an hour, which equates to approximately \$40,000 - \$42,000 a year.

Council Member Bradshaw stated the Council could offer the new hire \$40,000 to \$50,000 a year depending on experience.

Council Member Newton stated the job would be posted for two weeks and the advisors should narrow it down in a week after that, if possible. There have been problems before when it took too long.

Council Member Newton, seconded by Council Member Bradshaw, moved to approve the hiring process as discussed during this meeting. The motion passed unanimously.

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Closed Session

Council Member Stringham, seconded by Council Member Newton, moved to go into closed session to discuss the character, professional competence, or physical or mental health of an individual. The motion passed unanimously.

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The meeting was adjourned at 1:30 PM.

Chair, Committee of the Whole

Deputy Clerk

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