



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of Administrative Services

TANI PACK DOWNING
Executive Director

KENNETH A. HANSEN
Deputy Executive Director

MARILEE P. RICHINS
Deputy Executive Director

Agenda

DAS FY'19 Internal Service Fund Rate Review Committee Meeting

DATE: Monday, September 11, 2017
TIME: 1:00 p.m.
PLACE: State Capitol Building, Room #445

I. Committee Business:

- a. Welcome – Barry Conover, Executive Director, Utah State Tax Commission
- b. Approval of minutes of September 13, 2016
- c. Open and Public Meetings Act Training – Paul Tonks, Attorney General's Office
- d. Overview of Rate Committee Responsibilities – Ken Hansen, Department of Administrative Services (DAS) Deputy Executive Director

II. Presentation by DAS Internal Service Funds

- a. **Fleet Operations** - Ken Hansen, DAS Deputy Executive Director and Jeff Mottishaw, Division Director
 - Motor Pool program
 - Fuel Network program
 - State Travel Office program
 1. Presentation
 2. Discussion
 - a. Committee
 - b. Public
 3. Action Items – Consider approval of FY'19 Rates and Rate Changes
- b. **Facilities Construction and Management** – Ken Hansen, DAS Deputy Executive Director and Jim Russell, Division Director
 1. Presentation
 2. Discussion
 - a. Committee
 - b. Public
 3. Action Items – Consider approval of FY'19 Rates and Rate Changes

- c. **Purchasing and General Services** – Ken Hansen, DAS Deputy Executive Director and Kent Beers, Division Director
 - Cooperative Contracts program
 - State and Federal Surplus Property programs
 - Copier Leasing program
 - State Mail and Distribution Services program
 - 1. Presentation
 - 2. Discussion
 - a. Committee
 - b. Public
 - 3. Action Items – Consider approval of FY’19 Rates and Rate Changes

- d. **Risk Management** – Ken Hansen, DAS Deputy Executive Director and Brian Nelson, Division Director
 - Liability Insurance program
 - Property Insurance program
 - Auto Insurance program
 - Workers Compensation program
 - 1. Presentation
 - 2. Discussion
 - a. Committee
 - b. Public
 - 3. Action Items – Consider approval of FY’19 Rates and Rate Changes

- e. **Finance** – Ken Hansen, DAS Deputy Executive Director and Dave Williams, CBA Program Director, and Brenda Lee, Assistant Division Director
 - Consolidated Budget and Accounting program
 - Purchasing Card program
 - 1. Presentation
 - 2. Discussion
 - a. Committee
 - b. Public
 - 3. Action Items – Consider approval of FY’19 Rates and Rate Changes

Subsequent Meetings (if necessary)

Tuesday, September 18, State Capitol Room #445, 1:00 p.m.

Tuesday, September 25, State Capitol Room #445, 1:00 p.m.

COMMITTEE MEMBERS

Barry Conover, Executive Director, Tax Commission – Committee Chairperson
LuAnn Adams, Executive Director, Department of Agriculture and Food
Sal Petilos, Executive Director, Department of Alcoholic Beverage Control
Becky Bradshaw, Comptroller, Department of Transportation
Mark Brasher, Deputy Director, Department of Human Services
Joseph Brown, Division Director, Department of Public Safety
Matt Lund, Budget and Policy Economist, Governor’s Office of Management and Budget