



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 FY2020 Internal Service Fund Rate Review Committee Meeting

DATE: Wednesday, September 12, 2018
TIME: 9:00 a.m.
PLACE: State Capitol Building, Room #445

I. Committee Business:

- a. Welcome – Ken Hansen, Deputy Executive Director, Department of Administrative Services (DAS)
- b. Selection of a Committee Chairperson
- c. Open and Public Meetings Act Training – Paul Tonks, Attorney General's Office
- d. Approval of minutes of September 11, 2017
- e. Overview of Rate Committee Responsibilities – Ken Hansen, Deputy Executive Director, DAS

II. Presentation by DAS Internal Service Funds

- a. **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
 - Learning Management System (LMS)
 1. Presentation
 2. Discussion
 - a. Committee
 - b. Public
 3. Action Items – Vote on FY2020 Rates and Rate Changes
- b. **Finance** – Ken Hansen, DAS Deputy Executive Director and John Reidhead, Division Director
 - Purchasing Card program
 1. Presentation
 2. Discussion
 - a. Committee
 - b. Public
 3. Action Items – Vote on FY2020 Rates

- c. **Facilities Construction and Management** – Ken Hansen, DAS Deputy Executive Director and Jim Russell, Division Director
 - Facilities Maintenance
 - 1. Presentation
 - 2. Discussion
 - a. Committee
 - b. Public
 - 3. Action Items – Vote on FY2020 Rates and Rate Changes

- d. **Fleet Operations** – Ken Hansen, DAS Deputy Executive Director and Jeff Mottishaw, Division Director
 - Motor Pool program
 - Fuel Network program
 - State Travel Office program
 - Transactions team
 - 1. Presentation
 - 2. Discussion
 - a. Committee
 - b. Public
 - 3. Action Items – Vote on FY2020 Rates and Rate Changes

- e. **Purchasing and General Services** - Ken Hansen, DAS Deputy Executive Director and Christopher Hughes, Division Director
 - Cooperative Contracts program
 - State and Federal Surplus Property programs
 - Print Services program
 - State Mail and Distribution Services program
 - 1. Presentation
 - 2. Discussion
 - a. Committee
 - b. Public
 - 3. Action Items – Vote on FY2020 Rates

Subsequent Meetings (if necessary)

Wednesday, September 19, State Capitol Room #445, 9:00 a.m.

Wednesday, September 26, State Capitol Room #445, 1:00 p.m.

COMMITTEE MEMBERS

Todd Kiser, Commissioner, Dept of Insurance

Jaceson Maughan, Commissioner, Labor Commission

Mark Brasher, Deputy Director, Department of Human Services

Natalie Grange, Associate Superintendent, Utah State Board of Education

Becky Bradshaw, Comptroller, Department of Transportation

Joseph Brown, Division Director, Department of Public Safety

Richie Wilcox, Budget and Financial Operations Specialist, Governor's Office of Management and Budget