



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 FY2021 Internal Service Fund Rate Review Committee Meeting

**DATE:** Wednesday, September 11, 2019

**TIME:** 9:00 a.m.

**PLACE:** State Capitol Building, Room 445

#### I. Committee Business:

- a. Welcome – Todd Kiser, Insurance Commissioner and Rate Committee Chair
- b. Approval of minutes of September 12, 2018
- c. Open and Public Meetings Act Training – Paul Tonks, Attorney General's Office
- d. Overview of DAS and Rate Committee Responsibilities – Ken Hansen, Deputy Executive Director, Department of Administrative Services

#### II. Presentation by DAS Internal Service Funds

- a. **Finance** – John Reidhead, Division Director
  - Purchasing Card program
    1. Presentation
    2. Discussion
      - a. Committee
      - b. Public
    3. Action Items – Vote on FY 2021 Rates
- b. **Purchasing and General Services** - 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 FY 2021 Rates

- c. **Facilities Construction and Management** – Jim Russell, Division Director
  - Facilities Maintenance
  - 1. Presentation
  - 2. Discussion
    - a. Committee
    - b. Public
  - 3. Action Items – Vote on FY 2021 Rates and Rate Changes
  
- d. **Risk Management** – 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 FY 2021 Rates and Rate Changes
  
- e. **Fleet Operations** – Stewart Cowley, 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 FY 2021 Rates and Rate Changes

Subsequent Meetings (if necessary)

Thursday, September 19, 2019, State Capitol Room 445, 9:00 a.m.

Tuesday, September 24, 2019, State Capitol Room 445, 9:00 a.m.

#### COMMITTEE MEMBERS

Todd Kiser, Commissioner, Dept of Insurance

Jacson Maughan, Commissioner, Labor Commission

Mark Brasher, Deputy Director, Department of Human Services

Scott Jones, Deputy Superintendent of Operations, 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