

Salt Lake County Fleet Management Board Meeting			
MINUTES #1	Date: March 5, 2025	Time: 11:00 A.M	Anchor Location: Fleet Management Conference Rm 7125 S 600 W
	Adjourn Time: 11:34 a.m.		Midvale, UT 84047
Salt Lake County Ordinance 2.40 – Fleet Management Board Salt Lake Countywide Policy 1350: Vehicle Policy			Email jljones@saltlakecounty.gov to join electronically
MEETING CALLED BY	Scott Baird, Chair Salt Lake County Fleet Management Board		
TYPE OF MEETING	Salt Lake County Fleet Management Board		
MINUTES TAKE BY	Jenny Jones		
FLEET BOARD CHAIR	Scott Baird		
FLEET BOARD VOTING MEMBERS			In Attendance
	Scott Baird	Vehicle Using Representative, Chair	x
	Greg Folta	Mayor's Fiscal Staff Representative	
	Sheila Srivastava	Treasurer's Office Representative	x
	David Delquadro	Council Staff Representative	x
	Kari Huth	Sheriff's Office Representative	x
	Chris Stavros	Vehicle Using Representative	x
	Brad Park	Vehicle Using Representative	x
	Elizabeth Bayler	Vehicle Using Representative	x
	Scott Hadzik	Pubilc Representative	x
	ALTERNATES		
	Tyler Andrus	Vehicle Using Alternate	x
	Brad Townley	Treasurer's Office Alternate	
	Catherine Kanter	Vehicle Using Alternate	
	Jill Miller	Mayor's Fiscal Staff Alternate	
	Jason Ackerman	Sheriff's Office Alternate	
	Mitch Park	Council Staff Alternate	x
	Chris Donoghue	Vehicle Using Alternate	x
Glenn Ingersoll	Vehicle Using Alternate		
EX OFFICIO, NON-VOTING MEMBER			
	William Garbina	Risk Management Representative	x
FLEET STAFF	Evan Harrison	Division Director	x
	Ben Roueche	Associate Division Director	x
	Thomas Steffey	Fiscal Manager	x
	Doreen Erznosnik	Asset Manager	x
	Jenny Jones	Coordinator	x
	David Pena	Legal Council	x
GUESTS	No guests in attendance		
MEMBERS NOT IN ATTENDANCE	Greg Folta		
AGENDA ITEM #1	Welcome and Introductions		Scott Baird

AGENDA ITEM #2	Approval of the Minutes from 12/4/2024		Scott Baird
MOTION	Chris Stavros	SECOND	Kari Huth
NOTES	<p>No corrections to the minutes.</p> <p>Scott Baird requested someone from Fleet to follow-up with the Sheriff's office on whether the budget adjustment was approved since the Board's approval was contingent on the adjustment.</p> <p>A motion was made by Chris Stavros and seconded by Kari Huth. The motion passed unanimously showing that all board members present voted "aye".</p>		
AGENDA ITEM #3	Public Comment		Scott Baird
NOTES	No public comments		
AGENDA ITEM #4	Public Verbal & Written Comments Policy		David Pena
MOTION	Mitch Park	SECOND	Sheila Srivastava
NOTES	<p>A council-passed policy that should have gone into effect last year. The new policy mandates acceptance of both verbal and written comments. The drafted policy aligns with existing procedures. A 500-word limit was set to match the equivalent of a 3-minute verbal comment. Clarification was sought on who is responsible for posting to the Utah Public Notice website. Jenny Jones is currently handling this task, and the policy would align with OPMA (Open and Public Meetings Act) requirements. Additional details, such as submission deadlines for written comments, would be included in the policy. The policy does not need to be published separately but will be referenced in meeting notices. Public notice will include the 500-word limit for written comments. A motion was made by Mitch Park and seconded by Sheila Srivastava to approve and adopt the policy. The motion passed unanimously showing that all board members present voted "aye".</p>		
AGENDA ITEM #5	Personal Auto Use Reimbursement		Evan Harrison
MOTION		SECOND	
NOTES	<p>Greg Folta and Jo Ann collaborated on updating the policy to resolve discrepancies. Previous policy had conflicting language about when mileage reimbursements should be submitted (quarterly vs. early December). This update ensures reimbursement aligns with the county's payroll process. Mileage reimbursement can now be submitted every payroll period instead of quarterly. The final reimbursement for the year must be submitted before the last day of the last pay period in December to align with the fiscal year. Responsibility for reviewing reimbursements shifted from Mayor's Finance Administration to individual divisions. Concerns about handling mileage accrued in the last days of December that roll into the next fiscal year. Questions about potential complications if the mileage reimbursement rate changes on January 1st. Fiscal managers should clarify how and when end-of-year mileage should be entered to ensure correct reimbursement rates. Suggestion to add a policy section specifying that end-of-year mileage will roll into the next fiscal year when applicable. Next Steps: Evan Harrison to work with Greg and Joanna in payroll to refine language and clarify end-of-year reimbursement procedures. Policy vote postponed until updates are made and reviewed.</p>		

AGENDA ITEM #6	Defensive Driving Policy Update From Subcommittee		William Garbina
MOTION		SECOND	
NOTES	Will Garbina was leading a committee on the issue but was unprepared to report due to a last-minute meeting notification. The committee has held at least one meeting on the topic, but no update was provided at this session. Postponed until an interim meeting.		
AGENDA ITEM #7	Select Next Fleet Board Meeting Date And Time		Scott Baird
MOTION		SECOND	
NOTES	Instead of waiting for the next quarterly meeting, Scott Baird suggested holding an interim meeting next month. The interim meeting will focus on: 1. Updates on the defensive driving policy from Will and the committee. 2. Revisions to the mileage reimbursement policy, pending feedback from Evan and payroll. 3. 2025 Preferred Vehicle List Meeting scheduled for April 3, 2025 at 9:00 a.m. After the interim meeting, the committee will return to a quarterly meeting schedule.		
Minutes are available on the Fleet Management Division website https://www.saltlakecounty.gov/fleet/ Or by request to Division HR Coordinator, Jenny Jones at (385) 468-0472			