



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Friday, September 17, 2021

12:00 PM

FrontLines Headquarters

Budget Work Session

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Trustee Holbrook joined by telephone. Also participating were members of UTA staff.

1. Call to Order and Opening Remarks

Chair Christensen welcomed attendees and called the meeting to order at 12:13 p.m.

2. Pledge of Allegiance

Chair Christensen led the Pledge of Allegiance.

3. Safety First Minute

Rich Murray, UTA Director of HR Services and Labor Relations, provided a brief safety message.

4. Discussion Items

a. Chief People Officer Budget

- CPO Operating Budget
- Labor Relations
- Talent Development
- Talent Acquisition
- Total Rewards
- Civil Rights

Chief People Officer Budget.

CPO Operating Budget. Kim Shanklin, UTA Chief People Officer, presented the larger People Office's key initiatives for 2022, proposed expenses by department and category, noting the increase in talent development FTEs. Proposed budget changes were presented, noting one-time charges and training. Ms. Shanklin also presented the expenses by category, the proposed budget changes, and key initiatives for the CPO.

Chair Christensen asked questions about talent development, training within the CPO, proposed changes for Inclusion and Belonging. Staff responded. Discussion ensued.

Labor Relations. Mr. Murray presented key initiatives and proposed expenses by category for 2022.

Chair Christensen asked about succession planning. Mr. Murray responded. Discussion ensued.

Talent Development. Linda Watts, UTA Director of Talent Development, presented key initiatives, information on the rail maintenance apprenticeship, expenses by category, and proposed budget changes in the rail apprenticeship program development and proposed budget changes for leadership development. Stacy Palacios, UTA Manager of Training and Development, presented information on rail apprenticeship development, noting the current state of the apprenticeships and the expected timeline with approval of one-time funds. A rail apprenticeship deliverable roadmap through 2023 was presented. Ms. Palacios presented proposed budget changes for bus operations training. Ms. Shanklin gave information on the budget request for a one-time fund for an instructional design contract for the apprentice program development.

The board asked questions about the apprenticeships and training, and the effects of such on the agency, employee retention rates, leadership training, and total rewards. Staff responded. Discussion ensued.

Talent Acquisition. Greg Gerber, UTA Director of Talent Acquisition, presented the key initiatives, proposed expenses by category, and budget changes for 2022.

Chair Christensen asked questions about retention strategies, how to communicate that UTA is a good long term employer. Staff responded. Discussion ensued.

Total Rewards. Ann Green-Barton, UTA Manager of Total Rewards, presented key initiatives, expenses by category, noting an increase for background checks, and budget changes for 2022.

Trustee Acerson asked if the FTEs will be enough. Ms. Green-Barton responded. Discussion ensued.

Civil Rights. Ms. Shanklin presented key initiatives, expenses by category, and proposed budget changes.

The board asked about new training, the union representative, and who the stakeholders are. Staff responded. Discussion ensued.

Chair Christensen called for a break at 1:43 p.m.

Chair Christensen reconvened the meeting at 1:57 p.m.

b. Executive Director Budget

- **ED Operating Budget**
- **Legal Services**
- **Safety and Security**
- **Marketing and Communications**

ED Operating Budget. Mary DeLoretto, UTA Interim Executive Director, presented key initiatives, proposed expenses by division and category, and proposed budget changes for the larger Executive Director's Budget. Ms. DeLoretto also presented the proposed expenses by category and department for the ED operating budget.

Legal Services. David Wilkins, Assistant Attorney General, gave information on the expenses of the legal budget, noting the reasons for reduction in budget.

Chair Christensen asked questions about hiring attorneys through the Attorney General's Office. Mr. Wilkins responded. Discussion ensued.

Safety and Security. Sheldon Shaw, UTA Director of Safety and Security, presented the key initiatives, proposed expenses by category, noting an increase in FTEs, and proposed changes to the budget.

Chair Christensen asked about the availability to A&Ds and security camera monitoring. Mr. Shaw responded. Discussion ensued.

Marketing and Communications. Ms. DeLoretto presented key initiatives, proposed expenses by category, and proposed changes to the budget, noting an increase in FTEs. Trustee Holbrook asked questions about website development. Ms. DeLoretto responded.

c. Board of Trustees Office Budget

- **Board Governance**
- **Internal Audit**
- **Government Relations**

Board of Trustees Office Budget. Annette Royle, UTA Director of Board Governance, presented proposed expenses by department and category, noting a slight reduction overall in budget, and proposed budget changes for 2022. Ms. Royle also presented an overall budget overview.

Board Governance. Ms. Royle presented the board office key initiatives, proposed expenses by category, and proposed budget changes, noting reduced services and professional fees.

The board made comments on the public meeting process. Discussion ensued.

Internal Audit. Mike Hurst, UTA Interim Director of Internal Audit, presented key initiatives, proposed expenses by category, noting changes in the fringe expenses, and proposed budget changes.

The board did not have any questions.

Government Relations. Shule Bishop, UTA Government Affairs Director, presented key initiatives, proposed expenses by category, and proposed budget changes, noting a decrease in membership dues.

Chair Christensen asked about the duties of the part time FTE. Mr. Bishop responded.

5. Other Business

Discussion ensued on follow up questions to be addressed in the next budget work session.

Next Meetings:

- Regular Board Meeting, Wednesday, September 22nd, 2021 at 9:00 a.m.
- Budget Work Session, Thursday, September 23rd, 2021 at 2:00 p.m.

6. Adjourn

A motion to adjourn the meeting was made by Trustee Holbrook and seconded by Trustee Acerson. The meeting adjourned at 2:49 p.m.

Transcribed by Stephanie Tomlin
Executive Assistant to the Board

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pm/sitemap/notice/702603.html> entire content.

This document along with the digital recording constitute the official minutes of this meeting.

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees