

# COMMISSIONERS' MINUTES – DAVIS COUNTY

## WORK SESSION MINUTES

April 19, 2022

The Board of Davis County Commissioners met for a Work Session at 9:00 a.m. on April 19, 2022, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given under the requirements of UCA §52-4-202.

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### AGENDA AS POSTED

#### Roll Call

9:00 a.m. Discussion of CDBG Funding and Programs—Presented by Robert Tripp, Deputy Attorney

#### Adjournment

### DISCLAIMER

The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the publicly distributed materials for further clarification of the content. The audio recording experienced technical difficulties and is not available.

All documents from this meeting are on file in the Davis County (DC) Clerk/Auditor's office.

### ROLL CALL

Davis County Commissioners in attendance: Randy B. Elliott, Chair; Lorene Miner Kamalu, Vice-Chair; and Bob J Stevenson.

Davis County Staff in attendance: Shairise Bills, Deputy Clerk/Auditor; Neal Geddes, Chief Civil Deputy Attorney; Curtis Koch, Clerk/Auditor; Kent Andersen, Community & Economic Development Director; Chanel Flores, Community & Economic Development Deputy Director; Robert Tripp, Deputy Attorney; Blake Woodall, Internal Auditor; Brian Hatch, Health Director; and Chris Bone, Human Resource Director.

There were no members of the public in attendance.

The meeting commenced at 9:03 a.m.

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### WORK SESSION DISCUSSION

**Discussion of CDBG Funding and Programs—Presented by Kent Andersen, Community and Economic Development (CED) Director; and Chanel Flores, CED Deputy Director; and Robert Tripp, Deputy Attorney**

Kent Andersen led the discussion regarding the administrative challenges for funding and programs for the Community Development Block Grant (CDBG.) He gave an overview of those challenges, including staffing issues and a lack of oversight of sub-recipient project monitoring. One person cannot and has not managed the program successfully. The program requires urban counties to recertify every three years and submit an annual action plan yearly. He outlined the recertification requirements and the steps to approve and submit the Annual Action Plan.

He gave the Commission four options as the following courses of action. Option one is to recertify and submit an Annual Action Plan, but there is concern about the timing and lack of designated and qualified staffing to complete this option. The second option is to complete the Annual Action Plan but not recertify. This option allows the County to receive the 2022 program funding, but not for 2023. It also allows the cities to apply for State CDBG funds for FY 2023 upon the expiration of the County's 2022 program year, and it requires a substantial amendment requiring citizen participation. Option three is not submitting an Annual Action Plan and no recertification in 2023. This means the County will not receive funding for 2022 and 2023, and cities will not be able to request state funds for FY 2022. The fourth option is to transition away from CDBG.

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Kent recommended option two. This means the County would not recertify for PY 2023 and would wait and recertify for PY 2024-2026. They would complete a simplified Annual Action Plan (AAP) for PY 2022 and not submit one for 2023. They would need to hire a Grant Administrator with a strong background in sub-recipient monitoring and who will work on clearing HUD findings, satisfy existing agreement requirements, and create processes for successful program oversight and administration. The County would not open applications for CDBG until the beginning of 2023 for PY 2022. Decisions will need to be made to determine the next steps for other programs, such as CDBG-CV (COVID-related), SSBG (Social Services Block Grant Program), ERA (Emergency Rental Assistance), and SLFRF (State and Local Fiscal Recovery Funds.)

Kent explained the CDBG administration's needs. They included \$50,000 in General Funding needed for Consultants for PY 2022 and approximately \$180,000 in General Funds to support CDBG staff for PY 2023. Additional County resources would be necessary for sub-recipient monitoring, finance assistance, and legal review.

The Commission agreed the primary focus should be on cleaning it up first and then determining future administrative needs. They also agreed that it would take more than one person to get the program into compliance.

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**ADJOURNMENT** The meeting adjourned at 9:57 a.m.

**MATERIALS PRESENTED** All publicly distributed materials associated with this meeting are noted as the following attachments:

A1-A6            CDBG Presentation

Minutes prepared by:  
Shairise Bills  
Deputy Clerk/Auditor

Minutes approved on: 5/24/2022

/s/ Curtis Koch  
Curtis Koch  
Davis County Clerk/Auditor

/s/ Randy B. Elliott  
Randy B. Elliott  
Commission Chair