

**Minutes of the Meeting of the Utah Privatization Policy Board**  
**Tuesday July 15, 2008 2:00 p.m.**  
**Room 3150, State Office Building**  
**Salt Lake City, Utah**

**Attendees**

Senator Brent Goodfellow, Representative Fred Hunsaker, Jim Kesler, Tanya Henrie, Steve White, Steve Wrigley, Robin Riggs, Ted Boyer, Douglas Richins

**Excused**

Steve Dickson

**Absent**

Senator Chris Buttars, Gretta Spendlove, Mayor Randy Simmons

**Welcome and Introductions**

Senator Brent Goodfellow, Chair, conducted the meeting.

**Approval of Minutes:**

The minutes were not approved as there was not a quorum.

**Create a Job Description for Our New Hire**

There was a healthy discussion on what would be required for the analyst position. Two job descriptions were handed out to the board. One was for a Research Analyst II and the other for a Research Analyst III. Jim Kesler made a motion that Douglas Richins work with the HR Department to get the job recruitment posted for a Research Analyst III position. Robin Riggs seconded his motion and it was unanimously approved. Senator Goodfellow suggested we create a Sub-Committee to do the interviewing of the applicants for the Research Analyst III.

**Sub-Committee**

Brent Goodfellow  
Robin Riggs  
Steve Wrigley  
Jim Kesler

Ted Boyer made a motion that we create an action list to prioritize:

1. Issue the job announcement
2. Hire the analyst
3. Issue the survey instrument we are going to use
4. Create a rule
5. Create a spread sheet matrix to plug all this data into in usable form
6. Create a report
7. Do an analysis of that report and from the analysis pick the different agencies we want to focus on.

This will have a tentative due date of June 30, 2009. Steve White seconded that motion and it was unanimously approved.

**September Meeting**

The next meeting will be held on September 18, 2008 at 2:00 p.m. in the Purchasing & General Services Conference Room