

Minutes of the Meeting of the Utah Privatization Policy Board
Wednesday April 22, 2009 2:00 p.m.
Room 3150, State Office Building
Salt Lake City, Utah

Attendees

Senator Brent Goodfellow, Curtis McCarthy, Steve White, Ted Boyer, Tracey Stevens, Kent Beers, Tanya Henrie, Nancy Orton, Jim Kesler

Excused

Mayor Randy Simmons, Representative Fred Hunsaker, Steven Dickson

Visitors

Spencer Hadley & Michael Cragun – Lieutenant Governors Office, Mark Curtis - DTS, Rich Amen – Legislative Fiscal Analysts Office

Welcome and Introductions

Senator Brent Goodfellow, Chair, conducted the meeting.

Approval of Minutes:

Due to the fact that there was not a quorum the minutes from the January 22, 2009 meeting were not approved.

Notary Public – Spencer Hadley

Senator Goodfellow started out by saying that anyone who wants to become a Notary Public needs to complete a training program and pass a test through PSI Exams Online which is based in California. The Lieutenant Governor's Office feels that they could do a better job of training and testing and would have direct contact with all of the notaries. We have representatives from the Governor's Office today to get the Privatization Policy Board's support in getting testing and training of notaries done in house.

Spence Hadley from the Lieutenant Governors Office gave us a handout entitled Notary Commissioning.

Currently the notary testing services are contracted out through PSI Exams Online. The potential notaries take the test online. There are 35 questions and they get their results in seven days. PSI Offers study materials. There is a \$60.00 fee. \$30.00 goes to PSI and \$30.00 goes to the Lieutenant Governors Office when they receive their application. Part of the problem is there is a duplication of services. The person sends the Lieutenant Governors Office their application after taking the test and then they have to repeat that. The other problem is that the notaries are almost being screened again. One of the options would be an in house test. This in house test is an idea that would allow us to have the ability to not only have control over the test but it would also allow us to have the reduction or elimination of the data entry that has to be done. The idea of contracting out was a great idea. It costs the state about \$180,000 in revenue. We are also a little disappointed that Mac users can't take the test. So what we want to look at is this possible to do?

From what Spencer Hadley understands is the system is already written. It would not require a whole lot of building. It's the front and back end that would require more work. It needs to be set up so that a person could register, enter the payment, take the test online and then afterward if

they pass they can print a version of their application right there and then they have to sign it and send it in. Then they would need to build a back end which would be a record keeping system. This way Spencer Hadley can go in and look up and see who is a notary.

This system will not only reduce the data entry but it will also allow them to forgo the certificate that says they passed the test and then have to send it into the Lieutenant Governor's Office. These are just a few ideas. PSI's contract is going to expire soon. Spencer Hadley stated that what we would like to do is extend the contract for another year and that would buy us time to actually put this new system in to play if it were a possibility.

Kent Beers informed Spencer Hadley that the Attorney General's Office told Purchasing & General Services that they had no authority whatsoever to extend these Sole Sources. The only exception is if an agency was issuing an RFP and needed a month or two to complete a procurement. So the best that Purchasing can do is post it as a Sole Source and see if anyone contests it.

Senator Goodfellow suggested that Spencer Hadley do some more research and attend our next meeting.

A Plan of Action from the Board on Giving Tracey Stevens Guidance on what She Should Begin Doing

Senator Goodfellow said that in the legislation that passed in Howard Stevenson's bill it is required that over 3 years time we put together a software package. This package then would go out to various agencies so the information we get back would be the same. Tracey Stevens is going to develop a program that as we go through the requirements of the law and we get the information back as inventory it will be in a format will be similar or the same. A copy of the rule was passed out. Senator Goodfellow mentioned that there are government agencies around the county level, the city level and the state level that in some cases one county has privatized and another county doesn't. What we want to look at is if there is a way that one government can work with another government so that they can determine if there is savings by either privatizing it or savings by bringing it in house. That way we can look across the board and see if there are functions that can be privatized and which functions could be brought in house.

As of June of this year Tracey Stevens needs to have an inventory sent out to all state agencies. Tracey is going to send the survey to every division getting an inventory of their activities. Senator Goodfellow felt it would be good to have this survey sent out by mid May. Ted Boyer thought it would be a good idea to get the information back by the first of June or shortly thereafter and then try to go through some sort of classification. Tracey Stevens said she would need some input on how the questions should be asked. Senator Goodfellow and Tracey Stevens were going to talk about the details and then send an email to the board members on what they have put together. If the board members have any question or comments they are to be directed to Tracey Stevens.

Next Meeting

The next meeting will be held on May 20, 2009 at 2:00 in the Purchasing & General Services Conference Room