

1 **Cache County Council Ordinance and Policy Review**
2 **Committee**
3 **March 8, 2024**
4 **Minutes**

5
6 The Cache County Council Ordinance and Policy Review met in regular session on March 8
7 2024 @ 8:30 am, in the County Council Conference Room, Cache County Historic Court
8 House, 199 North Main Street, Logan, Utah 84321
9

10
11 **ATTENDANCE**

12
13 **Board Members Present:**

14 Barba Tidwell – County Council
15 Karl Ward – County Council
16 Mark Hurd – County Council
17 Chad Jensen – County Sherrif
18 Amy Adams – Director, OPM
19 David Benson – County Clerk/Auditor
20 Maggie thatcher – Finance Admin Supervisor
21 Jeris Kendall – Deputy Civil Attorney
22

23 **Board Members Absent:**

24 David Zook – County Executive
25 Dirk Anderson – Chief Deputy Executive
26

27 **Others in Attendance:**

28 Karina Brown
29 Micah Safsten
30 Betty Weeks
31 Megan Izatt
32

33 **08:30:00**

34
35 **Call to Order**

36
37 **Tidwell** welcomed everyone and asked for introductions.
38

39 **Action Items**

40
41 **#1 Approval of Minutes for February 12, 2024 Minutes**

42
43 **ACTION:** A motion was made by Hurd to approve the minutes from
44 February 12, 2024 and was seconded by Ward. The vote in favor was
45 unanimous, 3-0.

1
2 **#1 Comprehensive Policy for Three Digit Line Item Codes**

3
4 **Weeks** and **Safsten** reviewed the three digit line item codes that are broadly used
5 across the County.
6

7 **Staff** and **Committee** discussed the travel expenses line item, office expense and
8 supplies, equipment supplies and maintenance and what is included in that line item
9 and how that can be used differently for each department. More detail can be added to
10 each line item and be more broken out depending on what the County Council would
11 like to identify and isolate.
12

13 **Thatcher** informed the **Committee** that Casel is coming in for training on March 28 and
14 she would have a better idea of how subcodes and adding those in would work and how
15 adding licenses for different departments/people cost and quickly add up.
16

17 **Weeks** also discussed how different money could be moved in specific groups of three
18 digit line item codes without a budget amendment if there were a policy/code change
19 made to allow that.
20

21 **Safsten** will work on more expanded list and range of codes that could be transferred in
22 between for the next meeting.
23

24 **Ward** expressed a need for each department to have a separate standing travel and
25 education and training budget and not have those lumped together.
26

27 **09:03:00**

28
29 **#2 Grievances and Appeals Policy**

30
31 **Anderson** reviewed the changes to the Grievances and Appeals Policy necessary for
32 HR to move Office of Personnel Management and why this was a necessary change.
33

34 **Jensen** informed the Committee that for the Sherrif's Office falls under different state
35 requirements and would not use this process/policy.
36

37 **09:08:00**

38
39 **#3 Amendments to PPP Manual VIII.AA.**

40
41 **Kendall** reviewed the amendments to the PPP Manual VII.AA.
42

43 **Staff** and **Committee** discussed how the County is not obligated to move the worker to
44 a different position or create a new position for the worker who violates VII.AA. of the
45 PPP Manual and what it means for a worker to evidence accountability, restoration, and
46 rehabilitation.

1
2 **ACTION: A motion was made by Ward to present the updated policy to the**
3 **County Council and Hurd seconded. The vote in favor was unanimous, 3-0.**

4
5 **ACTION: A motion was made by Hurd to present the Grievance and**
6 **Appeals policy to the County Council and was seconded by Ward. The vote**
7 **in favor was unanimous, 3-0.**

8
9 **09:26:00**

10
11 **Pending Items**

12 **#1 Ordinance Regarding Fixed Assets**

13
14 **Kendall** has finished the review for the policy and it just needs to be cleaned up before
15 being presented at the next meeting.

16
17 **#2 Credit Card Assignment Policy**

18
19 **Safsten** is finishing up the review for the policy and making sure it aligns with what is
20 currently happening for credit card assignment and then it will come to the Committee.

21
22 **Next Scheduled Meeting:**

23
24 **April 19, 2024 at 8:30 am.**

25
26 **09:29:00**

27
28 **Adjourn**