

1 **Cache County Council Ordinance and Policy Review**
2 **Committee**
3 **February 14, 2025**
4 **Minutes**

5
6 The Cache County Council Ordinance and Policy Review met in regular session on February
7 14, 2025 @ 8:30 am, in the County Council Conference Room, Cache County Historic Court
8 House, 199 North Main Street, Logan, Utah 84321
9

10 **ATTENDANCE**

11
12 **Board Members Present:**

13 Barbara Tidwell – County Council
14 Mark Hurd – County Council
15 David Erickson – County Council
16 Matthew Funk – County Auditor
17 Bryson Behm – County Clerk
18 Chad Jensen – County Sherrif
19 Amy Adams – Director, OPM
20 Jeris Kendal – Deputy Civil Attorney
21

22 **Board Members Absent:**

23 David Zook – County Executive
24 Taylor Sorensen – County Attorney
25 Dirk Anderson – Chief Deputy Executive
26

27 **Others in Attendance:**

28 Andrew Erickson – Policy Analyst
29 Eric Davis – Deputy Attorney
30

31 **Call to Order**

32
33 **Tidwell** called the meeting to order.
34

35 **Approval of Minutes**

36 **#1 Approval of Minutes for January 10, 2025**
37

38 **ACTION: A motion was made by Erickson to approve the minutes from**
39 **January 10, 2025 and was seconded by Hurd. The vote in favor was**
40 **unanimous, 3-0.**
41

42 **Items for Initial Consideration**

43 **#2 Adding Auditor to Audit Committee**
44

1 **A. Erickson** reviewed the policy language for adding the county auditor to the audit
2 committee.

3
4 **Staff** and **Committee** discussed the makeup of the committee, having the auditor being
5 a voting member, who has auditing authority, who has voting privileges, and who is the
6 appointing authority for the audit committee.

7
8 **ACTION: A motion was made by Erickson to add the County Auditor to the**
9 **Audit Committee and was seconded by Hurd. The vote in favor was**
10 **unanimous, 3-0.**

11
12 **Staff** and **Committee** discussed if the audit committee would be a public meeting or a
13 working committee.

14 **#3 Renaming of Cache Countywide Policy Guide**

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16 **Kendall** reviewed the reason for renaming the Countywide Policy Guide under the
17 Organic Act.

18
19
20 **Staff** and **Committee** discussed the ramification of renaming the policy and making
21 sure the separation of authority, and what is included in the administrative code and
22 what would be a in the personnel policy.

23
24 **ACTION: A motion was made by Erickson to recommend approval to the**
25 **County Council renaming the Cache Countywide Policy Guide to the**
26 **County Administrative Code with the amendments suggested and was**
27 **seconded by Hurd. The vote in favor was unanimous, 3-0.**

28 29 **#4 Amending County Code Chapter 2.64 Public Records Access and Management**

30
31 **Erickson** reviewed the reason behind the suggested amendment.

32
33 **Staff** and **Committee** discussed appealing GRAMA requests. This item will come back
34 at the next meeting for more discussion and review.

35 36 **#5 Committee Meeting Schedule Amending**

37
38 **Staff** and **Committee** decided no change is need to the meeting schedule.

39 40 **Pending Items**

41 **#6 Contract Processing Policy – Eric Davis**

42
43 **Davis** reviewed the updated changes since the last meeting for contracts processing.

44
45 **Staff** and **Committee** discussed the process for reviewing and approving contracts by
46 the County Executive, who is authorized to sign on the executive's behalf, and how

1 Civic Review is used in the contract review process. This item will be brought back to
2 the Committee for more discussion and review.

3

4 **#7 Debt Management Policy – Wes Bingham**

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6 **Funk** informed the Committee that Wes and he have been working on this item.

7

8 **Items on Hold**

9 **#8 Purchasing Policy**

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11 This item is still being worked on.

12

13 **Next Scheduled Meeting**

14

15 **March 14, 2025 at 8:30 am**

16

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