PUBLIC NOTICE IS HEREBY GIVEN THAT THE BUDGET ADVISORY BOARD WILL MEET FOR A REGULAR MEETING IN THE

Grand County Commission Chambers 125 East Center Street, Moab, Utah
September 12, 2025 - 9:00 AM

Times in this agenda are approximate. Commission meetings allow for both in-person or virtual attendance. Remote participation is through Zoom and meetings can be viewed live on YouTube. To call in to the meeting dial: (669) 900 – 6833 Use Meeting ID: 863 9097 0218 # Password (if needed): 469248. To unmute press *6.

[Grand County Utah Government Live on YouTube]

[Join the Zoom Meeting]

Call To Order

Action Items:

Discussion and Consideration (some for Recommendation to County Commission with approval subject to limitation)

1. **Approval Of BAB Minutes For September 5, 2025**

2026 Draft Budget Presentations And Discussion

2. **Sheriff/Search And Rescue**

3. **Jail**

4. **Dispatch**

5. **Emergency Management**

6. **Review Of Budget Advisory Board Bylaws**

Future Considerations

7. **Formal Comments To Be Included With Tentative Budget**

Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at:(435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of the Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions,questions and answers, and voting.

At the Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees any citizen, property owner, or public official may be heard on any agenda subject. The number of persons heard and the time allowed for each individual maybe limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Tuesday prior to a regular Commission Meeting and forty-eight (48) hours prior to any Special Commission Meeting. **Information relative to these meetings/hearings may be obtained at the GrandCounty Commission's Office,125 East Center Street, Moab, Utah; (435)259-1346.**

Grand County Budget Advisory Board Meeting

Friday, September 5, 2025 9:00 A.M.

The regular meeting of the Budget Advisory Board (BAB) was called to order at 9:02 AM. Those present were Chair Gabriel Woytek, Commissioner Trish Hedin, Commissioner Bill Winfield, Jail Commander Shan Hackwell, Board Member AJ Throgmorton, Treasurer Chris Kauffman, Budget Officer Chantel Lindsay. Commissioner Brian Martinez joined at 9:05. Those present for their presentations were Associate Commission Administrator Quinn Hall, Commission Administrator Mark Tyner, Commission Coordinator Dana Van Horn and Judge Danalee Welch-O'Donnal. Others present were Melisa Jeffers, Laura Allred, Tess Barger, and Chief Deputy Clerk Jenibeth Jones.

Action Items:

1. **Approval of minutes from the Budget Advisory Board meeting on November 13, 2024:** Chair Woytek proposed a motion to approve the minutes as presented. Motion by Commissioner Winfield. Second by Shan Hackwell.
   MOTION CARRIED: 7-0

2. **Election of Chair, Vice-Chair and Secretary:** After a brief discussion, Chair Woytek proposed a motion to retain the seat of Chair, elect Budget Officer Lindsay as Vice-Chair and the position of Secretary to be retained by Treasurer Kauffman. Motion by Commissioner Winfield. Second by Shan Hackwell
   MOTION CARRIED: 7-0

Presentations and Discussion:

3. **Review of Bylaws and Discussion Regarding Procedures and Approach for BAB 2025:** Chair Woytek gave a brief introduction stating there should be a discussion of the bylaws. Currently the bylaws state there are 7 members of the board, with 2 Commission members included. However, there are currently 3 commissioners serving on the board. One suggestion would be a revision of Bylaws to include a third commission member making an even number of board members, which is not advisable. Another suggestion would be to add two additional members. Winfield asked how the three commission members came to be elected to be on the board. Woytek stated that there was strong interest from Martinez and Hedin to join the board. Van Horn suggested that the only votes that typically take place are for the minutes and the final recommendation, so while the bylaws are being edited, the three commission members will decide which two will be designated as voters for each meeting. Woytek and Winfield agreed, as long as all three commission members are included in the conversation. Chair Woytek volunteered to make it his duty to make sure everyone is included. Treasurer Kauffman pointed out that the composition of the board is spelled out in the ordinance that creates the board, so that ordinance would need to be changed, which would supersede the bylaws. A couple of additional minor changes such as editing the title of budget officer to finance officer were also suggested by Kauffman. Winfield added that maybe it should be added to a future

agenda to clear up the ordinance. Ordinance also has the board doing some of the functions that the audit committee currently does, so it is advisable to change the ordinance, since the audit committee and internal auditor take on those responsibilities fully. Winfield agreed. AJ Throgmorton posed the question regarding the bylaws that there should be a schedule created to review each county department in a certain allotted time, which he does not recall doing the previous year. Winfield clarified, stating that the bylaws state that there should be a schedule created for each department to be reviewed once every eight years, which he believes should also be a duty of the audit committee. Treasurer Kauffman added that the budget advisory board was created before the audit committee, therefore those duties fell to the board because it is an important thing to happen. The duties were just not taken out of the budget advisory board bylaws once the audit committee was created. Winfield asked if Kauffman would like to create a draft including those changes to be reviewed at a future meeting. Kauffman agreed.

Chair Woytek stated that in order to focus on the duties of the board related to feedback from members of the board last year, he would like to open the floor to conversation about things that can be done during this BAB cycle that the group can make more formal comments for the commission to review. In the past, the budgets have been reviewed with each department head and the board has asked questions and requested clarifications which are included in the draft budgets. However, there has not been a way for the BAB to assert its qualified opinion as it is a lot of work to attend the meetings. The board has valuable opinions that the commission can hear and review for budget approvals. A suggestion Chair Woytek made was that as minutes are being taken and budgets are being reviewed, if there is a BAB member that wants a formal comment or suggestion to be recorded they can call out for it to be included in the minutes. That way in future meetings as the minutes are being reviewed, those comments and suggestions can be revisited in a more formal manner. This will allow for specific comments to be compiled in an organized way for the commission to review along with the tentative budgets.

Martinez asked what the timeline is for reviewing the tentative budgets before each meeting. Chair Woytek asked what the ideal lead time would be for uploading draft budgets for review. Martinez stated that anywhere from a week to three days at the latest. He would also like to see an excel version of the budgets. AJ Throgmorton stated that the board did have access last year, with the budgets being uploaded in a drive. Shan Hackwell asked if that was still true and Woytek added that it is not the case for the current budget cycle, but he will make it so going forward. Winfield stated that he likes the idea of having the draft budgets reviewable a week in advance and access to the drive would be ideal. Shan clarified that what he currently has access to is a drive with each budget that is read only for the other departments and the Sheriff's budget is editable, since that is his department. Chair Woytek stated that the documents are readily available in the drive and will grant permissions as needed. He stated that he will inform the department heads that the budget advisory board will be reviewing the budget within a week so their budgets should be ready by then.

Winfield suggested getting weekly or quarterly reports. He would also like updated projections of where the current and future economies are going, to get a good idea on how to more accurately create a budget and try to avoid amending. Martinez asked if they could get a projected quarterly spend on line items as expected spending. Winfield asked Woytek if the Commission could get regular reports either monthly or quarterly so they are aware of what is going on and where the county is financially.

Chair Woytek stated that it would be important to have a goal in mind and Winfield agreed, stating that with an idea in mind of where spending is currently, departments can more accurately budget going forward, otherwise the budget will have to be amended down the line with additional funds. Chair Woytek stated he could have a draft ready by the next meeting and there could be further discussion about what could be refined going forward. He also stated that monthly or bi-monthly reports would be worthwhile. Martinez asked if it would be a possibility to project the expenses. Woytek stated that he understands, and stated that as the budget season goes along, some department heads should be capable of creating a detailed analysis to that respect and others would need to collaborate with the clerk's office and could draw up some best estimates. Kauffman added that typically when budgets are entered into the budgeting software, expenses are shown at a more annual level, however it is possible to look at previous years and determine what percentage of the budget has been spent at a certain time of year to get an idea of what is projected to be spent in the following years. Woytek stated that salaries and benefits make up about 75% of the total budget, so as budgets are being looked at and determining what expenditures are going to be able to be projected and estimated. Woytek stated that as departments are presenting their budgets, if there are any comments or suggestions that board members would like to be formally noted, to please indicate so and they will be reviewed and discussed at the following meeting. He also stated to the presenters that rather than going line by line on the budget, the focus should be on changes from previous years budgets or any significant increases they are requesting.

4. **Justice Court (moved from item number 7 to item number 4)**

Judge Danalee Welch-O'Donnal presented. Salaries and benefits both had a reduction due to a change of staff. A cost of living increase is requested for both staff and the judge. Chair Woytek clarified that the current projected budget does not include a cost of living increase. Overtime is reduced by $1,000 since the office is fully staffed. The subscription line was reduced by $100. Travel and office expenses are the same. There is a requested increase to the equipment supplies and maintenance for $1,400- these are services to the copy machine. Decrease of $500 in the fuel line due to anticipated actual costs based on historic information. The Professional Services line is requested to have an increase for $6,000. This is the line that pays for interpreter services, which has to be paid and is a requirement to provide. This line is currently over budget. The Miscellaneous line requested a $500 increase to $1,400. This line covers the expenses for witness and juror fees, which are required to be paid whenever there is a jury trial. This year there have been two jury trials which will more than likely cause that line to exceed the budget. Inventory has a decrease. The requests for this line are a PC and a laptop that are due for upgrades according to the IT rotation schedule. New blinds are needed for the office. The total request is $3,200. The Schooling Expense line includes the standard amount of $2,000 for the cost of conferences that the judge and staff attend annually. The remaining amount is for tuition reimbursement for the judge. According to policy, HR can determine the tuition reimbursement amount for elected officials, however the judge position is not necessarily an elected position, but appointed. She is pursuing a bachelor's degree in sociology and criminology, followed by law school in the future. Overall, the 5% decrease requested has been fulfilled.

Commissioner Hedin inquired about the interpretive services and was wondering if that reflects the actual costs. Judge O'Donnal stated that in previous years those costs have been accurate. Woytek brought up a point that it is important to budget based on firm estimates of known expenses and expected to be made, therefore there is no cushion budgeted for and reminds everyone that the commission has requested a 5% decrease from last year's budget. Each department head is also instructed to give a bit of a budget narrative on their worksheet. AJ Throgmorton pointed out that the 93% is currently compared to 2024, should be 2025 instead. Commissioner Winfield commented that the schooling for the judge is extremely important. Shan Hackwell stated that there is a policy in the handbook that talks about tuition reimbursement and how it relates to elected officials, however, the judge is an appointed position, not necessarily elected.

Chair Woytek mentioned that the amount in the current budget has not yet accounted for the tuition reimbursement for the current year. The judge stated that the tuition reimbursement was not approved for herself for the current year, but rather for an employee of hers, so she had not planned on requesting the reimbursement because of that. Shan reinforced the statement that the budget for schooling was denied for the current year because of the policy. Commissioner Winfield suggested putting an agenda item to approve the reimbursement for the current year. According to Shan, policy is how you interpret the employee handbook. If the item needs to be put on the agenda as an action item to be voted on, it can be done so, because the judge did have schooling from the spring semester that could be reimbursed in that line item.

5. **County Commission**

Associate Commission Administrator Quinn Hall presented. Quinn Hall asked if the document displayed was the working document or a static one. The budget worksheet displayed is static, so it may not be accurate numbers, as Mr. Hall was working on the live document earlier in the day. The subscriptions line currently shows $7,500, but it should be $7,832 for the use of civic clerk due to price increases on the software. Civic Clerk may have been budgeted for in both County Commission and Commission Admin. Mr. Hall stated that Civic Clerk should be in one account or the other and posed the question to Chair Woytek about where it belongs. Chair Woytek stated that it should continue to be coded to where it is currently being paid for, unless it has changed from year to year, in which he suggests Commission Admin. Most importantly the cost went up from $5,500 to $7,832. Chair Woytek asked what Civic clerk is used for. Mr. Hall stated that it is the software that is used to create the agendas and post them to the website

each week. It allows the department heads to go in and post their own agenda items and is a great time saver.
Mr. Hall would like Public Notices to be coded to Commission- in the past it has been split between the two departments, so he is requesting $1,400, although the document currently displayed shows $3,000. Mr. Hall stated it did not matter to him which budget it gets coded to, but he would like it to be one or the other. Chair Woytek stated he would be inclined to keep it as presented. The $3,000 is a combination of the amount in the Commission Admin budget and the Commission budget and is zeroed out in Commission Admin for 2026. Travel budget amounts for the Commissioners were requested by themselves. Commissioner Hedin stated that the 5% decrease should apply to their budget as well. She recommends coming up with a set number for Chair and Vice-Chair Chair and a different amount for the remaining members- perhaps $5,000 for the Chair and Vice-Chair and $2,500 for the other members. She states that the number requested is "ludicrous", especially when decreases are asked for from the rest of the county. Commissioner Winfield stated that the commissioners bring millions of dollars to the county, so cutting travel budgets would not be beneficial to the county and would be "ludicrous" to recommend cutting the travel budgets.

Shan Hackwell asked why the numbers differed so much between the Commissioners' travel budgets. Quinn Hall stated that he simply emailed each commissioner and asked what budget they have requested for 2026. Commissioner Winfield added that the request is what each Commissioner sees what their individual needs are and to keep the numbers from being amended mid-year. There is no number currently in legislative travel because Mr. Hall was unaware of what amount the Commission suggested should be in that line. Commissioner Winfield stated that there does need to be a number put in that line, otherwise the individual travel budgets will need to be increased. He added that it would need to be at least the same amount. Mr. Hall stated that he would put it at $5,500 for now. The Office Supplies line is at $600 for the current year, but is adjusted to $500 for 2026. There have not been any charges to the fuel line because Commissioner Winfield stated that typically fuel is charged to the individual travel lines. Mr. Hall agreed, and put the Fuel line down to $0.

The Professional Services line is mostly for FORVIS, which is the Internal Audit Consultant. Mr. Hall stated that the dramatic increase is because the internal audit process is changing quite a bit. Commissioner Hedin stated the professional services is an area where the commission could do quite a bit of cutting, although she appreciates the audit services. Going from spending roughly $12k in 2024 to a request of $60,000 is a tremendous increase. Commissioner Martinez stated that you get what you pay for when it comes to audit services. Commissioner Winfield agreed, stating that this would not be an area for budget cuts as it is the cost of doing business. Cell phone allowance will stay the same. Special Department Supplies has a small increase for beverages and snacks for meetings, up to $650. Commissioner Winfield wanted to revisit the legislative travel line, stating that there have been two legislative dinners that need to be covered somewhere and the Commission Admin was unsure of where to code them. Commissioner Hedin stated that it should be coded to Discretionary. Mr. Hall agreed and stated that is where the most recent legislative dinners did end up being coded. Commissioner Winfield said that charges such as legislative dinners should be coded differently to be more transparent to the public because discretionary purchases sound more like the commission just doing whatever they want. Mr. Hall moved it to Special Department Supplies, for $3,500. Capital Equipment and Inventory Equipment remain at $0. Inventory is $1,500, which Mr. Hall thinks should stay at that amount. Inventory covers laptops and other electronics, but nothing tech related in the chambers- that will continue to be coded to IT. If any upgrades to the chambers equipment are requested, it will have to be budgeted somewhere other than Commission. Commissioner Winfield asked what other upgrades might be needed. Mr. Hall said the switch that had previously been glitching is a suggestion. Commissioner Hedin said another suggestion would be an Owl-type setup for commission meetings to help see who is speaking at meetings, as it has been hard to tell who it is as well as hearing them. Mr. Hall stated that a laptop might be added to the table to be able to see whoever is speaking, but they are workshopping a solution.

Commissioner Martinez asked about the mural, whether or not it is this year or next. Commission Administrator Mark Tyner stated that depending on when the commission could make a decision, it could potentially be included in next year's budget. Mr. Hall stated that it currently is not budgeted for this year or next. Shan Hackwell suggested adding it to Professional and Technical Services since the county would be hiring someone to complete the work. Commissioner Winfield agreed. Mr. Hall is adding it to Professional Services, taking that budget up to $66,000.

Commissioner Winfield stated that discretionary purchases need to be spelled out so it can be determined what those funds are being spent on. Mr. Hall agreed. Commander Hackwell asked what is actually being spent in the Discretionary account. Mr. Hall replied $60,000 on the Arches Study, $1,500 on Grand Conservation District, $10,000 to Multicultural Center, $3,700 DNR flood sensor, credit card charge for food of $101, Fuel reimbursement for $41, Love Communications for $3,800, Utah Division of Water Quality for $2,000 and a food reimbursement for $1,700. Shan asked to clarify if the purchases that have been made are budgeted for or if there is just a number put in that line item. Mr. Hall stated that most of the charges are budgeted for. Commissioner Winfield asked why some of the contributions to other agencies are charged to discretionary and others are not. Those contributions should be consistently charged to the same account and it should be other than discretionary. Shan Hackwell asked why that line is not just $10,000 instead of $90,000. He suggested taking the list of items that have historically been charged to discretionary and move them around to more appropriate line items. Commissioner Winfield agreed, stating to be more transparent, the budget should be allotted to the appropriate line items instead of a bulk amount in discretionary. Commissioner Hedin stated that in the comments there could be a more delineated description for what the account will be used for. Commissioner Winfield said he would like to see the number reduced and Hedin agreed. Mr. Hall stated that the Commission, as the governing body of the county, should have more leniency with discretionary funds as other departments. Shan stated that the bottom line is that accounts should not be budgeted according to the just in case. Commissioner Hedin stated that the line item should be $65,000. Budget Officer Lindsay stated that new line items can also be created for purchases.

Matt Ceniceros joined and corrected Mr. Hall regarding the IT related purchases for the commission chambers, stating that they have not been historically going to the IT budget, but rather included in the discretionary fund under Commission. He said that he is happy to present his budget with those numbers when it is his turn, however, those charges have been included in the Commission budget as of late.

Commissioner Winfield stated that the meeting should move on and asked Mr. Hall to move the discretionary fund down to $65,000. The Legislative Consulting line has been $50,000 for the past few years. Commissioner Hedin stated that she would like to see that line reduced to at least $40,000. Commissioner Winfield disagreed and would like that line to stay at $50,000 due to consulting fees going up. It was clarified that the funds are used for the lobbyist and have not changed.

6. **Commission Administration**

Associate Commission Administrator Quinn Hall presented. The Subscriptions and Memberships line is at $1,200, however it is currently almost at budget for this year. The Public Notices line has been reduced to $0 since it has been requested fully in the Commission budget. Travel will stay at $2,000 for attending UAC. The Office Supplies line is basically just toner. The only way to reduce that line is just to spend less. Fuel stays at $200, has not been spent currently, could be put at zero if needed. Professional Services were possibly double budgeted. It has been moved exclusively to Commission and left at $1,000. Cell phone allowance is going up due to the addition of a team member. Salaries and Benefits have also increased due to that. The Special Department Supplies line is essentially the burrito fund for leadership meetings. This line could be reduced, but it is a nice incentive for the meetings. Inventory Equipment is set at $3,000 for the new computers on the IT rotation. Computers are functioning alright so the whole amount may not be spent. Inventory is at $300 for pens and paper. The Schooling line is at $3,000 for Mark's ICA membership and UAC registration.

Mr. Hall has currently not budgeted for future economic development expenses. Commissioner Winfield stated that the position is new to the department, not new to the county, so previously expenses have been covered elsewhere. The hope is for the Economic Development director to find the funding that will cover the position. Mr. Hall wanted to point out that by moving some of the expenses into commission, the budget has been reduced overall.

7. **Public Defender**

This presentation was postponed to a future BAB meeting date.

Action Items:

8. **Approve Comments and Recommendations to be Included with Tentative Budget to be Forwarded to the County Commission**

No action taken at this time. See Future Considerations.

Future Considerations:

Formal Comments to be approved for inclusion with the Draft Tentative Budget:

Justice Court: Clarify policy to determine whether the education reimbursement benefit applies to the appointed Justice Court Judge. If determined to qualify, this benefit may be used for the Judge's education during this budget year and into the future.

County Commission: Commissioner Hedin recommends bringing the Commissioners' travel budgets back down to 5% below 2025 numbers, suggesting that the Chair and Vice-Chair get $5,000 and all other Commissioners budgeted with $2,500.

Commissioner Winfield stated that Commissioners bring in millions of dollars to the county through increased travel and that the proposed figures are well-justified.

Commissioner Hedin stated that the Professional Services budget line, 10-4111-310-000, can be greatly reduced.

Further clarification and justification should be provided with the Commission Discretionary budget line.

Adjourn: Vice-Chair Lindsay declared the meeting adjourned with no objections at 10:36 am.

ORDINANCE No. 686

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 665; THE GRAND COUNTY BUDGET ADVISORY BOARD AND DEFINING ITS DUTIES AND FUNCTIONS

WHEREAS, the Grand County Commission, as the legislative authority and governing body of Grand County, Utah, is responsible to adopt the budget for Grand County by resolution as per Utah Code Ann. § 17-36-15;

WHEREAS, the Grand County Commission adopted Ordinance 572 formally establishing the Grand County Budget Advisory Board and Defined Its Duties and Functions on February 6, 2018;

WHEREAS, the Grand County Commission adopted Ordinance 665, repealing and replacing Ordinance 572, establishing a permanent board position for the Grand County Treasurer on September 6, 2022;

WHEREAS, the Budget Officer duties have been reassigned and are under the Clerk/Auditor;

WHEREAS, it is necessary for the Grand County Commission to modify the Budget Advisory Board and Defined Its Duties and Functions membership; and

WHEREAS, the Grand County Commission desires to expand the balance of the board composition accordingly;

WHEREAS, in the event of conflict with Ordinance 674, this ordinance will apply;

NOW THEREFORE, be it ordained that the Grand County Commission repeals and replaces Ordinance 665 as contained in Exhibit A attached to this Ordinance.

COUNTY COMMISSION OF GRAND COUNTY, UTAH

This Ordinance was duly and regularly introduced and passed at a regular meeting of the Grand County Commission, State of Utah on the 19th day of September 2023 by the following vote:

AYES: Clapper, Hadler, Hedin, McCurdy, Walker, Winfield

NAYS: ___________ ABSENT: McGann

ATTEST:

Gabriel Woytek

Jacques Hadler, Chair

Gabriel Woytek, Clerk/Auditor

EXHIBIT A
THE GRAND COUNTY BUDGET ADVISORY BOARD DUTIES AND FUNCTIONS

Establishment and Purpose.

Section 1. Hereby established is the Grand County Budget Advisory Board (hereafter referred to as the "Board") for the purpose of advising the Grand County Commission on matters pertaining to fiscal policies and procedures, and assisting the Grand County Commission in fulfilling the statutory responsibilities contained in the Uniform Fiscal Procedures Act for Counties, Utah Code Ann. § 17-36-1 *et seq.*, and as amended.

Board Organization.

Section 1. The Board shall consist of seven voting members and have the following

composition. The Board consists of seven persons:

- The County's Auditor shall be a permanent member of the Board.
- The Grand County Treasurer shall be a permanent member of the Board.
- The Board shall contain two County Commission members.
- The Board shall contain one non-elected County Department Head.
- The balance of the Board shall be comprised of The designated Grand County Finance Officer (if not one of the persons listed above), and a registered Grand County voter with a demonstrated interest in, or professional knowledge of budgeting and finance. In the absence of a Finance Officer, the County Commission may appoint:
    - Two registered Grand County voters with a demonstrated interest in, or professional knowledge of budgeting and finance; or
    - A registered Grand County voter with a demonstrated interest in, or professional knowledge of budgeting and finance and a Grand County employee.

Board Responsibilities.

Section 1. Specifically, the Board performs the following advisory functions on an ongoing basis:

- Serves the Grand County Commission in an advisory capacity;
- Provides any other budgetary or financial reports required by the Commission;
- Reviews county fiscal policies and procedures and advises the Commission as to whether they reflect the Commission's goals, expectations and priorities;
- Reviews proposed departmental budgets;
- Helps the Commission understand and interpret the financial statements and audit reports;
- Advises the Commission on the selection, qualifications, independence and performance of the County's external auditor;

- Oversees proper external review of the County's audited statements, as well as the organization's financial risk management to include monitoring the internal control environment (17-36-45);
- After the first year in which the Board is formed, review the internal control environment of at least two County Departments or Elected Offices in the County each year, giving highest priority to those handling financial transactions;
- Establish a schedule to ensure that all County Departments and Elected Offices are reviewed at least once every 8 years;
- Report review findings to the County Commission and, if appropriate, recommends investigation into potential violations of policies or laws.

Responsibilities Beyond Board's Purview.

Section 1. The Board shall not have supervisory responsibility over and shall have no authority to hire, fire, or discipline Grand County employees or interpret or administer Grand County Employment Policies and Procedures.

Section 2. The Board shall not have responsibility for or authority to make decisions regarding any appropriation of County funds, which shall reside with the County Commission and the County employee or supervisor who administers the budget.

Officers of the Board.

Officers elected by the Board shall be elected at the first meeting of every year and serve a term of one year or until a successor is elected from the Board. The officers shall consist of the following positions with their associated duties:

Section 1. Chairperson: The Board shall elect from its members a Chairperson who shall be the presiding officer of the Board. The Chairperson shall be an Elected Official of the County or the designated Budget Officer. The Chairperson shall be responsible to call meetings, set the agenda, and conduct the meetings.

Section 2. Vice Chairperson: The Board shall elect from its members a Vice Chairperson who shall fulfill the responsibilities in the absence of the Chairperson. The Vice Chairperson shall be an Elected Official of the County, the designated Budget Officer, or a County Employee.

Section 3. Secretary: The Board shall appoint a Secretary to keep all minutes of the meetings and send copies to all Board Members. The Secretary shall assist the Chairperson or Vice Chairperson in preparing an agenda for the meetings, post notices and approved minutes of all Board Meetings, and keep records to help the Board perform its function. Once the Board has approved the minutes, the official signed copy of the minutes shall be forwarded to the County Clerk/Auditor for retention. Administrative duties of the Secretary may be delegated to the County Commission Administrator or a member of their staff.

Meeting and Business Activities.

Section 1. Four of the seven voting members of the Board shall constitute a quorum.

Section 2. The Board shall hold regular meetings the date and time of which will be advertised at the beginning of each year within the County and noticed to the local newspaper of record. Meetings shall be in compliance with the Open and Public Meetings Act, Utah Code Ann. § 52- 4-101 *et seq.*, and as amended.

Section 3. If the Board is reviewing the internal control environment of a Department or Elected Office of one of the Board members, a separate sub-committee shall be formed consisting of at least 5 of the other Board members to conduct the review. The Board member whose Office or Department is being reviewed shall recuse themselves from any votes regarding the review or recommendations stemming from it.

Section 4. The Board shall use *Robert's Rules of Order* in conducting business at its meetings.

Board Member Appointments.

Section 1. The appointment process for Board Members shall be according to the prescribed process approved by Ordinance or Resolution by the Grand County Commission. The appointment of members shall be for a term of two years.

Section 2. The members of the Board, except the County Auditor, the Grand County Treasurer, and the designated Budget Officer, are appointed by the Commission at the beginning of each year to serve a term of two years. Terms should be staggered so that approximately half of the terms are completed each year.
Board members, except the County Auditor, County Treasurer, and designated Budget Officer, whom are permanent members, may serve up to two consecutive two-year terms.

Vacancies.

Section 1. Vacancies occurring by reason of death, resignation or other cause shall be filled to the date of expiration of the unexpired term by appointment of another person by the County Commission.

Section 2. To address the 2023 vacancy, the Grand County Commission may appoint a Grand County employee to a modified term that expires on 12/31/2023. After which, the vacancy will be filled pursuant to Section 1

Removal of Members.

Section 1. The Grand County Commission may remove any member of the Board at any time and without cause. Section 2. The Grand County Commission shall consider a recommendation for removing a Board Member if four members of the Board approves such a motion. Any motion from the Board recommending removal should contain findings of facts that support the recommendation.

Reporting

The Board reports directly to the Grand County Commission, as communicated by the designated Budget Officer of Grand County.

Adoption of Bylaws.

The Board shall adopt and amend Bylaws for the conduct of their meetings and the management of the Board, as they deem proper, but not inconsistent with Grand County Ordinances and the laws of the State of Utah. Proposed Bylaws shall be adopted in accordance with Grand County Ordinance No. 472 (Chapter 2.18 of the codified Grand County Ordinances).

Compensation and Reimbursement.

Section 1. No compensation shall be paid to Board Members for their services. Expenses may be reimbursed to Board Members when all the following criteria have been met:

- Expense is associated with the Board’s business;
- The Grand County Commission has appropriated funds for said expense;
- The expense is authorized by the Grand County Commission Administrator; and
- The Board Member submits the necessary paperwork required by the County for reimbursement.