



# Commission Meeting

## Minutes

Monday, September 15, 2025 at 10:00 am

### 1. Public/County Employees Attendance

#### Minutes:

##### Attending

- Commission Chair Blackburn
- Commissioner Brian
- Commissioner Cook
- Clerk/Auditor, Felicia Snow
- Recorder/Treasurer, Colleen Allen
- Attorney, Michael Winn

Others: Barbara Tewell, Jim Duddleston, Easton Rees,

### 2. Approve minutes of previous meeting

#### Minutes:

Commissioner Cook made a motion to approve the minutes of September 2, 2025.  
Commissioner Blackburn seconded the motion. The motion passed.

#### Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

### 3. Appointments for discussion and business with the Commissioners

#### Minutes:

No appointment for discussion.

### 4. Other Items of Business

#### a. Approve County Data Privacy Policy

##### Minutes:

Tabled.

#### b. Approve Ethical Behavior Policy

##### Minutes:

Commissioner Brian made a motion to approve the Ethical Behavior Policy.  
Commissioner Cook seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**c. Approve Personal Use of Entity Policy**

**Minutes:**

Commissioner Cook made a motion to approve the Personal Use of Entity Policy. Commissioner Brian seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**d. Approve IT & Computer Security Policy**

**Minutes:**

Commissioner Brian made a motion to approve the IT & Computer Security Policy. Commissioner Cook seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**e. Approve Cash Receipting & Deposit Policy**

**f. Approve Reporting Fraud or Abuse Policy**

**Minutes:**

Commissioner Cook made a motion to approve Reporting Fraud or Abuse Policy. Commissioner Brian seconded the motion. The motion passed.

**g. Approve Purchasing Credit Card Policy**

**Minutes:**

Commissioner Cook made a motion to approve the Purchasing Credit Card Policy. Commissioner Brian seconded the motion. The motion passed.

A yearly mandatory training should be provided to the employees for due diligent.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**h. Approve Bailiff Contract**

**Minutes:**

Commissioner Cook has spoken with the Sheriff, and he is not in agreement with reducing the rate from \$28 to \$23.02. The Sheriff's Office is responsible for providing courtroom security. The question now is: what are the implications if we choose not to sign the contract?" Michael Winn states that he has reviewed the agreement and has approved to form.

Commissioner Cook made a motion to approve the Bailiff Contract.

Commissioner Brian seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**i. Budget Review**

Commissioner Brian made a motion to approve the budget review.  
Commissioner Cook seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**j. Approve Policy Steering Committee**

**Minutes:**

Felicia Snow stated that Michael Winn, attorney, will serve on the steering committee to ensure compliance with state code, while Felicia Snow, HR, will participate on the committee to oversee human resources matters. In addition Rhett Jeffery, Nycole Durfey, Colleen Allen and Teresa Brian have said they would like to be on the committee. Commissioner Brian made a motion to approve Colleen Allen, Teresa Brian and Rhett Jeffery for a 5 person committee including the attorney and HR. Commissioner Cook seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**5. Approve Vouchers**

**Minutes:**

Commissioner Brian made a motion to approve the vouchers in addition to adding Jakelle Pace, Kerry Cook, and Wheeler. Commissioner Cook seconded the motion. The motion passed.

**Vote results:**

Ayes: 3 / Nays: 0 / Abstains: 0

**6. Commission Business**

**Minutes:**

No commission business.

**7. Adjourned**

**Minutes:**

Commissioner Blackburn declared the meeting adjourned.

Contact: Felicia Snow (felicia@wayne.utah.gov 435-836-1300) | Minutes published on 10/06/2025, adopted on 10/06/2025

  
Commissioner Blackburn

  
Clerk, Felicia Snow



