



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

Approved on June 17, 2026
Motion: Commissioner Tyler Vincent
Second: Commissioner Bill Cox
Unanimously approved.

GOVERNING BOARD MEETING

Wednesday, April 15, 2026 –1:00 PM
CAPSA - East and West Training Rooms
308 W 1000 N in Logan

MINUTES

Attendees GB 04.15.26

Welcome, Introductions

Mayor Larry Jacobsen, Vice Chair welcomed everyone. He announced that Mayor Mike Leonhardt, Chair would not be in attendance so he would be conducting the meeting. At 1:00, there weren't enough board members in attendance to create a quorum so they began with CAPSA's presentation.

CAPSA

Josh Tompson, Chief Communications and Development Officer, provided an overview of the diverse services offered by CAPSA, such as emergency shelter, clinical therapy, advocacy, and transitional housing. He highlighted their focus on education, prevention, and various support groups. As the organization celebrates its 50th anniversary, Mr. Tompson noted that their annual budget remains under \$7 million, with no reliance on entitlement grants. Instead, they depend on competitive federal and state funding alongside private contributions. To combat federal funding uncertainty, they are establishing an endowment. The organization prioritizes low overhead and resource efficiency to ensure long-term client stability and independence. Demand is increasing, with 10% of clients residing outside Cache Valley; expansion includes serving Franklin and building Garland housing. CAPSA expressed appreciation for the collaboration with BRAG, particularly weekly Coordinated Entry meetings and housing program support.

Brad Franke, CAPSA Operations Director and former law enforcement officer, discussed the vital partnership between CAPSA and local police. He noted the 2015 implementation of the Utah Lethality Assessment Protocol, which links high-risk individuals to shelters. This protocol mandates a direct phone call rather than simply providing a contact card. Facilitating this immediate connection has significantly improved victim outreach and has likely resulted in numerous lives saved.

Upon the conclusion of the presentation, a quorum was reached as additional board members joined the meeting via zoom. Mayor Jacobsen subsequently called the meeting to order and proceeded with the agenda items necessitating formal action.

Approve Minutes:

The [Minutes of March 4, 2026](#) BRAG Governing Board meeting were approved with a **MOTION** by Commissioner Perry, a second by Commissioner Vincent. The motion to approve the minutes passed unanimously.



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

Aging's Area Plan Update Presentation

Angela Hauptman, BRAG Aging Services Director reviewed the Area Agency on Aging Four-Year Plan FY 2024-2027 (linked) with the board. When she became director, the plan was into the third year.

[W *FY27 Area Plan 4th Year.docx](#) [P 4th Year Plan - Board Presentation.pptx](#) Angela highlighted her changes in this linked presentation, including resource reallocation and reduction in administrative costs as well as grant and partnership opportunities. She noted areas that have room for improvement such as direct care workforce recruitment to advocate for higher provider rates for in-home care services. The federal and state funding programs have not kept pace with rising food costs or the increased community need for nutrition programs. Box Elder County receives less funding than Cache County and serves nearly 8,000 more home delivered meals and 19,000 more congregate meals to Box Elder County residents per year. Angela recognized Shanna Andersen, BRAG's Veteran Service Officer. Shanna is also a social worker and as such is able to provide more services to Aging Veterans than traditional VSOs. During this past year, 24 of 376 Clients (6%) were awarded a combined total of \$910,024 and 1,000 referrals were made. These "numbers" are real people whose lives have greatly benefited from these services.

Approval for the Area Plan Update is a separate document with specific signatures needed. For this governing board meeting information was only required to be shared.

BRAG Policy Updates -Lucas Martin, BRAG Executive Director

[Purchasing Policy](#)

The proposed update is under **ARTICLE 7 -DISPOSAL OF SURPLUS EQUIPMENT/PROPERTY**

- Change of value for donated items to charity to \$100 or less.
- Electronic devices such as desktop computers, laptops, ipads and similar devices should be retained and tracked by the department for at least 2 years (or as required by the funding source). These devices must be submitted to IT for cleaning and data removal prior to donation or sale.

Mayor Jacobsen called for a vote of adoption. Council Member Sandi Goodlander made a motion to accept the changes. It was seconded by Council Member David Erickson. No discussion was had and the proposed revisions were approved unanimously.

Personnel Policy

Proposed Update Revision: all proposed updates are in red and highlighted in yellow in this linked

[PDF Proposed Personnel-Policy - Board Approved 4-15-2026.pdf](#)

1. **1.6-GRAMA** p.7
2. **2.3.D.1-Sexual Harassment-Remedies** p.19
3. **3.8-Exempt & Nonexempt Staff** p.29
4. **3.25-Children in the Workplace** -new policy added -p.43
5. **3.26 -Pets/Animals in the Workplace** -new policy added - p.44
6. **5.10-Grievance Procedure** p.63-64

Council Member Sandi Goodlander made a motion for adoption of the proposed updates to the BRAG Personnel Policy. It was seconded by Commissioner Lee Perry. The proposed revisions were approved unanimously.



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

During the discussion, Mayor Jacobsen suggested following up with Utah Local Trust about the Pets/Animals in the Workplace for guidance. This suggestion was NOT in condition to pass the policy.

Indirect Cost Allocation*

Adam Chandler, BRAG Controller, Personnel Director shared that the only change was to take out the information (BRAG history) that they felt was unnecessary in this document. The allocations changes made last year are working well, so no changes were made in that area.

A motion to adopt the Indirect Cost//Cost Allocation Plan for Fiscal Year 2027 was made by Commissioner Tyler Vincent and seconded by Council Member Mike Johnson. No discussion was had. The motion passed unanimously.

Cache County Happenings

Cache County Officials

- Fire District for all of Cache Valley except Logan City.
- America 250 Celebrations planned in most towns.
- Cache Valley has grown to a point that they need to interface and come together as communities to share libraries and recreational facilities rather than manage their own.

Reports from Congressional Staff & Others

Val Potter - Senator Curtis's Office

- Helpful to learn of issues at CAPSA and BRAG that relate to federal funding and will spread word to light the fire in D.C. to get funding moving forward.
 - Adam Chandler, BRAG Controller, said BRAG has only received about 20% of promised CSBG Grants. Most of the grants are spent and it is hard to float as reimbursements can't be requested until grant funding is available.
- Senator Curtis spent 2 weeks away from Washington D.C. to visit SouthEast Asia and Italy with the goal of building relationships.
- War Powers Vote and Reconciliation of ICE and Border Control will be discussed soon.

Matt Holyoak- Congressman Blake Moore's Office

- Community Project Funding FY26 - for Bear River Area
 - Bear River Water Conservancy District - \$2,000,000
 - Logan City Water Reclamation Facility - \$1,750,000
 - Garden City - Paradise Parkway Corridor - \$2,000,000
 - Rich County - Laketown Roadway - \$1,500,000
 - USU - Mobile Veterinary Lab - \$560,000

Nate Jackson - Senator Lee's Office

- The day of the meeting, six members of Senator Lee's staff were in Cache Valley. Some at USU to recruit interns and others in Smithfield meeting about fire trucks.



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

- Senator is closely watching the War Powers
- Bipartisan Government Surveillance Reform Act to protect the sweeping collection of personal data and protect the Fourth Amendment protections.
- The Supreme Court will possibly have a vacancy this summer.

Mike Erickson - Senator Lee's Office

- His focus is working with the State Department and the Department of Homeland Security.
 - Passports, immigrations, ICE
 - Reach out to him if a constituent is having trouble with any federal agency. He can help them get connected with good information and people.

Sherry Stevens - Governor's Office of Economic Development

- Go to the website for specific grant information.
 - May 15- July 31 County Grants Due
 - Rural Employment Development Incentive application open May 1-15.
 - Rural Communities Opportunity Grant opens in September.

Troy Lamb, DWS

- Lots of jobs are available. Many are posted, many are not posted but through networking.
- May 7 - statewide online job fair.

Other Business

Mayor Larry Jacobson shared that Mayor Mike Leonhardt sent an email earlier that morning resigning as BRAG Governing Board chair to focus on other areas. Mayor Jacobsen agreed to be Acting Chair until the board can vote in June giving Rich County an opportunity to decide who would like to serve as Governing Board Chair for the remainder of 2026.

**Note: The Governing Board was not informed during this meeting of the health challenges Mayor Leonhardt was facing battling cancer. With heavy hearts, we acknowledge his passing on April 21, only six days following this meeting. He will be fondly remembered for his unwavering dedication and years of service to the community.*

Next meeting is scheduled for June 17 at **Garden City Town Hall** - Lunch at 12:30 PM followed by the meeting at 1:00 PM

Adjourned at 2:30