

MINUTES of the work session of the Uintah County Commission held **July 22, 2026** in the large Commission conference room of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:00 a.m.

PARTICIPANTS: Commissioners John Laursen, Sonja Norton and Willis LeFevre.

ATTENDANCE: Karina Valencia, Melissa Yergensen, Matt Cazier, Jess Hermann, Travis Campbell, Ryan Mattson, Angela Hawkins, Mike Wilkins.

Minutes by Sheri Allen

WELCOME: Commissioner Laursen, Chair, welcomed everyone to the meeting.

1. COMMISSION MEETING AGENDA POLICY -

Mike Wilkins initiated a discussion on the proposed Commission Meeting Agenda Policy, noting that several revisions requested by the Attorney's office have been integrated since the first discussion in work session July 8th. The policy is nearing finalization, pending a few remaining inquiries regarding software integration.

The group discussed potential agenda-management tools, specifically focusing on whether Civic Plus—which the County has already purchased for the website—includes an agenda module. It was noted that Wasatch County utilizes Civic Plus for this purpose. The Commissioners agreed to keep the item on the agenda for the next work session to review the software's workflow and finalize the policy language once these technical details are confirmed.

2. PROPOSED POLICY CHANGES TO POLICIES 203, 204, 205, 240 & 250 - Melissa Yergensen, Human Resources

Melissa Yergensen presented updates to several HR policies previously discussed on July 15.

Policy 203 Separation from Employment consolidates former policies 230 and 240. The Reduction in Force (RIF) framework is now performance-based, using retention tiers unsatisfactory, proficient, and outstanding rather than a seniority point system. Years of service will serve as a tie-breaker. It was clarified that RIF procedures apply to role reductions; specific role eliminations may allow for direct work redistribution.

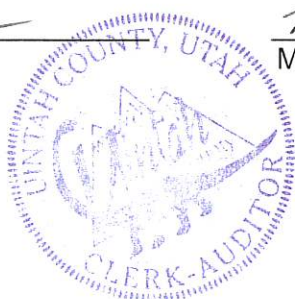
Policy 204 Volunteers and Agents, formerly policy 340, was updated to reflect current Government Data Privacy Act language and codes.

Policy 205 Position Classification and Review consolidates former policies 320 and 330. Classifications for full-time and part-time employees now align with ACA (Affordable Care Act) guardrails benefits for those averaging 30+ hours/week. Seasonal employee duration will be extended from 90 days to 6 months, per IRS guidelines.

The recommendation is to remove Policy 240, now part of 203, and Policy 250 Union-free Environment in full.

ADJOURN: The meeting adjourned at approximately 10:11am.


JOHN LAURSEN, CHAIR




MICHAEL W. WILKINS, CLERK – AUDITOR