

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**

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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 15 **#3 Renaming of Cache Countywide Policy Guide**

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

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**

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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

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

#7 Debt Management Policy – Wes Bingham

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

Items on Hold

#8 Purchasing Policy

This item is still being worked on.

Next Scheduled Meeting

March 14, 2025 at 8:30 am