

# Cache Metropolitan Planning Organization Meeting

October 25, 2021

**In-person and Zoom Meeting**

Large Classroom, Logan City Hall, 290 N. 100 W., Logan Utah

**Approved November 15, 2021**

**Attendees:** In person attendance: John Drew, Todd Beutler, Tom Jensen, Jeff Barnes, Damon Cann, Holly Daines, Rhonda Menlove. Joining via zoom: Todd Rasmussen, Charles Wheeler, David Hair, Shawn Dustin

**CMPO Staff:** Jeff Gilbert, Jim Gass

**Other Attendees:** In person: Chris Chesnut, Matt Regen. Via zoom: Alan Luce, John Powell, Jennifer Elskan, Seth Thomson, Scott Archabald

**1. Welcome and introductions.**

Chair Cann welcomed attendees and facilitated introductions.

**2. Approval of August 30, 2021 Meeting Minutes**

**Motion to approve minutes made by Drew, 2nd Jensen**

**All voted in favor.**

**3. Approval of Expenses/Bills**

Drew inquired about the expense items for Remix software subscription and travel model update. Gilbert and Beutler provided more information.

**Motion to approve from Drew 2nd Beutler**

**All voted in favor.**

**4. FY 2021 Financial Audit Report-Matt Regen**

Mayor Cann introduced Matt Regen. Matt reviewed with the board the results of the FY 2021 audit. Matt noted that this year's audit was different than past years due to the CMPO receiving state funding from UDOT that was the result of exchanging a portion of the CMPO federal aid funding for projects. Matt reviewed the contents of page 4 & 5 of the report that detailed the change in cash for the CMPO. Matt highlighted the contents of page 21 for the budgetary comparison. He noted expenses were less than budget. Overall, the CMPO operated within the budget. Matt provided an overview of all the items that are part of the audit and reviewed the reports that he provided (specifically reading summary portions of page 27). Matt indicated there are no findings for the audit. Mayor Drew asked for a clarification of a statement on page 27 (last sentence of third paragraph). Matt provided an explanation of the wording and indicated this is standard language for these reports provided by the state auditors office.

**Motion to accept audit report from Barnes 2nd Drew**

**All voted in favor.**

**5. Executive Session-Utah Code 54-4-205 (1)(a) Discussion of the character, professional competence or physical or mental health of an individual**

**Motion to close the meeting to the public and enter an executive session for Daines, 2nd Beutler. All voted in favor.**

## **Executive Council returns to open session**

Mayor Cann indicated that Jim Gass has expressed a desire to retire and there is a need to fill the vacancy of the Executive Director position. Cann indicated the organization bylaws are clear and specific about the role of the board in appointing the Executive Director. Mayor Cann suggested one approach would be to conduct an internal search and invite Jeff Gilbert to interview with the Executive Council. Daines suggested the board could simply offer the position to Jeff and in the future provide opportunity to hear from Jeff related to his vision for the organization and use this as an chance for the council to articulate their expectations.

**Motion to offer position to Jeff Gilbert with an expectation to hear his vision for leading the organization by Daines, Motion died for lack of second**

Rasmussen suggested the council needs clarification on what position is being filled and what are the expectations for that position. Rasmussen suggest it might be a benefit to Jeff to know he was offered the job after being measured against other candidates rather than simply be offered the job. However, Rasmussen indicated he would also support hiring Jeff outright.

Barnes asked if the council offered the job to Jeff how could they also offer to someone else. Cann indicated the course of action would be for the board to empower him to draft a job ad as per the draft that was sent out and post that for either an internal search to be conducted at the next CMPO or an external search. Beutler suggested moving forward with the internal search and if the council is not happy with the result of internal search they could shift to an external search.

**Motion to move forward with an internal search for the Executive Director position and if the council is not satisfied with the internal search results they would then shift to an external search: Beutler, 2<sup>nd</sup> Hair**

**Additional discussion: Jensen noted that the federal government often conducts job searches in a similar manner. Drew asked if the council would be advertising internally. Mayor Cann indicated he would call Jeff and invite him to interview. If Jeff chose not to interview Mayor Cann requested the council's permission to move forward with an external search. Mayor Daines clarified that the CMPO is not part of the County and Jeff Gilbert is the only "internal" employee.**

**All voted in favor.**

6. Adjourn

Utah Open and Public Meeting Act Certification Note for CMPO October 25, 2021 & November 15, 2021 Meeting Minutes

At the October 25, 2021 and November 15, 2021 meeting of the Cache Metropolitan Planning Organization (CMPO) Executive Council a portion of the meeting was conducted as Executive Session that was closed to the public. For both meetings this was done in compliance with the Utah Open and Public Meeting Act (Title 52, Chapter 4) for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual. Nothing else was discussed during this closed portion of these meetings.

Herby certified November 15, 2021,

A handwritten signature in black ink, appearing to read "Damon Cann", written over a horizontal line.

Damon Cann, CMPO Executive Council Chair

A handwritten signature in black ink, appearing to read "Jim Gass", written over a horizontal line.

Jim Gass, CMPO Executive Director