

# Cache Metropolitan Planning Organization Meeting

November 15, 2021

**In-person and Zoom Meeting**

Cache County Events Center, 490 S. 500 W., Logan Utah

**Approved February 28, 2022**

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

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

**Other Attendees:** In person: Justin Maughn Via zoom: Matt Phillips, Jennifer Elsken, Seth Thomson

**1. Welcome and introductions.**

**Motion to approve agenda and skip introductions from Wheeler 2nd Daines**

**All voted in favor.**

**2. Approval of October 25, 2021 Meeting Minutes**

**Motion to approve minutes by acclamation, Mayor Cann**

**All voted in favor.**

**3. Approval of Expenses/Bills**

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

**All voted in favor.**

**4. Consider approval of draft job description for Executive Director position**

Mayor Cann reminded the board that at the last CMPO meeting he shared with the council a draft job description for the Executive Director position. Considering the CMPO will be exploring options for hiring for the Executive Director position, Cann requested the council consider approving the draft document.

**Motion to approve Executive Director Job Description: Daines 2nd Drew**

**All voted in favor.**

**5. CVTD demographic presentation**

Todd Beutler provided a presentation about the Remix transit planning software platform. Beutler provided a live demonstration of the capabilities of the system. The ability the system has to link transit route options to various socio-economic data layers was highlighted.

**6. 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 Drew. All voted in favor. See attached certification statement.**

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

### **7. Consider approval or other path forward for appointment of Executive Director position**

Mayor Cann acknowledged the council returning to open session and indicated that it would be the groups prerogative to either extend an offer for the Executive Director position to Jeff Gilbert or discuss alternative path forward the council would like to pursue.

**Motion to extend the job offer to Jeff Gilbert by David Zook, 2<sup>nd</sup> by Todd Beutler**

**Zook requested that it be added to the record that he advocated for a more open hire process, however seeing that there was not support from the council he would like to move forward with the appointment.**

**All voted in favor except for Shawn Dustin who abstained based on his preference that the new Mayor Elect for Nibley City make the executive director appointment decision.**

Mayor Cann raised the issue of salary for the Executive Director position. Mayor Cann recommended to the board approve extending the position offer to Jeff Gilbert with a salary increase of \$2,000 per year and have six-month probationary period at which time he could report on progress. Bailey asked how that compared with what Jim Gass makes now. Gass replied that he does not take a salary. Rasmussen inquired about how Gilbert's salary compares to the rest of the county employees. Cann reminded the group that Gilbert is not an employee of Cache County. Gass indicated Gilbert's current salary is \$90,000. Zook indicated the salary is likely higher than most Cache County department heads but lower than at Logan City. Rasmussen asked where his duties lie in comparison with department heads. Zook responded that they are similar but with fewer staff.

**Motion to approve Mayor Cann's recommendation to offer a \$2,000 raise now and complete salary review in 6 months with the Executive Director tasked with assembling information on competitive salary amounts by Mayor Dustin, 2<sup>nd</sup> Mayor Barnes**

**All voted in favor.**

Gass suggested the board consider developing personnel policies. As an organization with one employee, there has not really been a need for formal written policies. The CMPO has "piggybacked" off the Smithfield policies in terms of the benefits. Gass suggested that has worked fine for 30 years. However, now if the organization is planning to hire more staff, Gass suggested the board pursue a policy manual. Cann agreed. Rasmussen also agreed with the recommendation and suggested the CMPO needs to come up with some wage scales. Dustin inquired if beyond the policy manual this would include the coming up with an operational structure in the next 6 months. Gass and Cann indicated that would be a good idea and noted the CMPO Articles or Incorporation\bylaws are not very descriptive. Bailey suggested the board be careful of what will be asked of Gilbert in the next 6 months. Cann suggested the board would be looking for progress on objectives, not necessarily completion (noting that he will have a lot on his plate with the next COG cycle starting). Wheeler reiterated the need to review the salary in 6 months. Gass suggested that there are several MPO's within the intermountain region that could be included in any salary review.

### **8. Motion to adjourn, Jensen, 2<sup>nd</sup> Bailey**

**All voted in favor**