



Public Notice Website Memo

Utah School & Institutional Trust Funds Office
310 S Main Street, Suite 1250
Salt Lake City, Utah 84101

This requested memo from the Public Notices Administrator, Dylan Mace, is to reference a system error that occurred on Tuesday, May 16, 2023, when two notices were opened simultaneously. The attachments on the historic notice of Tuesday, January 20, 2023, were transposed to the new notice on Tuesday, June 6, 2023. After advisement, the attachments were removed from Tuesday, June 6, 2023, and readded to Tuesday, January 20, 2023.

System Issue Occurrence: Tuesday, May 16, 2023

Date of Manual Fix: Tuesday, May 23, 2023



Symone Caldwell-Ferris <srcaldwell@utah.gov>

SITFO: Document Upload Issue

5 messages

Symone Caldwell-Ferris <srcaldwell@utah.gov>

Tue, May 16, 2023 at 12:44 PM

To: support@utahinteractive.org

Cc: SITFOadmin <SITFOadmin@utah.gov>

Hello Support Team,

I am writing for assistance on two of my public notices. I opened two notices at the same time (historical - January 20, 2023, and upcoming June 6, 2023) and now the uploaded documents from the January meeting have been transcribed for the June meeting. Can you assist me further on this issue?

Situation/Troubleshooting Attempt:

I panicked and closed my window before I could take a screenshot of the system transfers. At first, the June posting had no attachments when I published the new information and then the January and June postings showed the same attachment uploads. Please note, that I would not be able to upload the January attachments to the June meeting since I created the June announcement on 1/30/2023.

If it is easier to discuss this over the phone, my cell is (801) 388-0622.

Thank you,

--

Symone Caldwell



Utah School & Institutional Trust Funds Office

310 S Main St, Suite 1250

Salt Lake City, UT 84101

sitfo.utah.gov

Symone Caldwell-Ferris <srcaldwell@utah.gov>

Thu, May 18, 2023 at 10:41 AM

To: Dylan Mace <dylanmace@utah.gov>

Cc: SITFOadmin <SITFOadmin@utah.gov>

Hello Dylan,

I just left you a voicemail. I call the support line that referred me to you for assistance with the website transposing my attachments from an old posting to a new one. Can you help me with what options I have? The support line implied that I could just invert my posting dates to keep the attachment upload information the same, but I did not want to further convolute the issue.

Thank you,

[Quoted text hidden]

Dylan Mace <dylanmace@utah.gov>

Thu, May 18, 2023 at 11:37 AM

To: Symone Caldwell-Ferris <srcaldwell@utah.gov>

Cc: "Weber, Pat" <pat.weber@tylertech.com>

Hi Symone,

This is really a new and confusing issue for me. I have been administering the PNW for four years. Until a couple weeks ago, I had never seen this happen. Now you are the second.

I don't think that changing the dates of the notices, themselves, would fix the problem. The site has a feature that tracks all of the changes that are made to a notice, so it would still show. The only thing I have been able to think of is to do a screenshot of the issue as it appears in the uploads now; add that screenshot to a new document that explains what happened and upload that to the correct notice, along with the correct documents on the correct date. It isn't pretty, but if the public, or an auditor has any questions, it should show that you weren't doing anything funky.

I have CCed Pat Weber on this, in case he has any ideas. He is the site developer.

Thanks,

Dylan

[Quoted text hidden]

--



Dylan Mace

Utah Department of Government Operations

Division of Archives and Records Service

Open Records Portal Administrator

Public Notice Website Administrator

(801) 531-3853



Subscribe to our monthly newsletter!

Weber, Pat <Pat.Weber@tylertech.com>

Fri, May 19, 2023 at 11:44 AM

To: Dylan Mace <dylanmace@utah.gov>, Symone Caldwell-Ferris <srcaldwell@utah.gov>

Dylan's correct. Fortunately, we have an audit history of all changes to the Public Notice Website now. Unfortunately, sometimes people make mistakes and want them gone, but that's not easily reversible so that it's not used for nefarious purposes.

Dylan's idea is probably best. Take some screenshots and include the reason for your edits in the notice itself, and it won't be clean, but it will show that it was done out of innocence when the Auditor's Office reviews it.

Thank you,

PATRICK WEBER | Product Manager

Tyler Technologies

P: (385) 626-3647

W: www.tylertech.com

E: pat.weber@tylertech.com



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[Quoted text hidden]

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Thank you,

--

Symone Caldwell

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Utah School & Institutional Trust Funds Office

310 S Main St, Suite 1250

Salt Lake City, UT 84101

sitfo.utah.gov

--

Symone Caldwell

 Image removed by sender.


Utah School & Institutional Trust Funds Office

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Salt Lake City, UT 84101

sitfo.utah.gov

--

 Image removed by sender. **Dylan Mace**
Utah Department of Government Operations
Division of Archives and Records Service

Open Records Portal Administrator

Public Notice Website Administrator

(801) 531-3853



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[Quoted text hidden]

Symone Caldwell-Ferris <srcaldwell@utah.gov>

Fri, May 19, 2023 at 3:38 PM

To: "Weber, Pat" <Pat.Weber@tylertech.com>, Dylan Mace <dylanmace@utah.gov>

Cc: SITFOadmin <SITFOadmin@utah.gov>

Hello Dylan and Pat,

Thank you for your assistance in this matter. I will create a memo explaining the issue with a screenshot and move the attachment to their appropriate announcements.

If you need a guinea pig to test the issue further, please let me know. I would hate for a third organization to experience this issue.

Have a wonderful weekend.

[Quoted text hidden]

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Symone Caldwell



[Quoted text hidden]

Board of Trustees Notices

Please Note: We are only displaying notices that are upcoming or have occurred in the past 6 months. For more results and older notices, please use the [Search](#) feature.

Notice Title	Event Date	Attachments	Give Feedback
SITFO Board Meeting	2024/06/11 09:00 AM	No associated attachments	
SITFO Board Meeting	2024/04/02 09:00 AM	No associated attachments	
SITFO Board Meeting	2024/03/05 09:00 AM	No associated attachments	
SITFO Board Meeting	2023/12/05 09:00 AM	No associated attachments	
SITFO Board Meeting	2023/10/05 09:00 AM	No associated attachments	
SITFO Board Meeting	2023/08/22 09:00 AM	No associated attachments	
SITFO Board Meeting	2023/06/06 09:00 AM	<ul style="list-style-type: none"> • 20230120 MorningOpen.m4a (Audio Recording) • 20230120 AfternoonOpen.m4a (Audio Recording) • 2023-01-20 Board of Trustees Meeting Mintutes Pending.pdf (Meeting Minutes) • 2023-01-20 Board of Trustees Meeting Mintutes Final.pdf (Meeting Minutes) • 2023-01-20 Board of Trustees Packet.pdf (Public Information Handout) • Sworn Statement Re Closed Meeting Signed.pdf (Other) 	

Notice Title	Event Date	Attachments
<u>SITFO Board Meeting</u>	2023/04/04 09:00 AM	No associated attachments
<u>SITFO Board Meeting</u>	2023/03/07 09:00 AM	<ul style="list-style-type: none"> • <u>20230307OpenMorning_Recording.m4a</u> (Audio Recording) • <u>20230307OpenAfternoon_Recording.m4a</u> (Audio Recording) • <u>2023-03-07 Board of Trustees Meeting Minutes Pending.pdf</u> (Meeting Minutes) • <u>2023-03-07 Board of Trustees Packet Final.pdf</u> (Public Information Handout) • <u>Sworn Statement Re Closed Meeting MOSigned.pdf</u> (Other)
<u>SITFO Board Meeting</u>	2023/02/14 10:00 AM	<ul style="list-style-type: none"> • <u>20230214 Open Morning_Recording.m4a</u> (Audio Recording) • <u>20230214 Open Afternoon_Recording.m4a</u> (Audio Recording) • <u>2023-02-14 Board of Trustees Meeting Minutes Pending.pdf</u> (Meeting Minutes) • <u>2023-02-14 Board of Trustees Meeting Minutes Final.pdf</u> (Meeting Minutes) • <u>2023-02-14 Board of Trustees Agenda.pdf</u> (Public Information Handout) • <u>2023-02-14 Electronic Meeting Determination SignedMO.pdf</u> (Other) • <u>Sworn Statement Re Closed Meeting Signed.pdf</u> (Other)
<u>SITFO Board Meeting</u>	2023/01/20 10:00 AM	No associated attachments
<u>SITFO Board Meeting</u>	2022/12/06 09:00 AM	<ul style="list-style-type: none"> • <u>20221206 Open Morning_Recording.m4a</u> (Audio Recording) • <u>20221206 Board of Trustees Meeting Minute Pending.pdf</u> (Meeting Minutes) • <u>20221206 Board of Trustees Meeting Minute Final.pdf</u> (Meeting Minutes) • <u>20221206 Board of Trustees Packet Final.pdf</u> (Public Information Handout) • <u>Sworn Statement Re Closed Meeting Signed.pdf</u> (Other)

Give Feedback

Support

PUBLIC NOTICE WEBSITE
DIVISION OF ARCHIVES AND RECORDS SERVICE

SITFO Board Meeting

General Information

Government Type:

State Agency

Entity:

School and Institutional Trust Fund Office

Public Body:

Board of Trustees

Notice Information

[Add Notice to Calendar](#)

Give Feedback

Notice Title:

SITFO Board Meeting

Notice Subject(s):

Public Meetings

Notice Type(s):

Meeting

Event Start Date & Time:

January 20, 2023 10:00 AM

Event End Date & Time:

January 20, 2023 01:00 PM

Description/Agenda:

- Board of Trustees Agenda
Friday, January 20, 2023
Anchor Location: 310 S Main Street, STE 1250, Salt Lake City, Utah 84101
Webinar Registration: https://us02web.zoom.us/webinar/register/WN_ceDNNVpHRiCF-usVegWXwg
1. Open Session - Call the Meeting to Order (start time at 10:00 AM)
 - a. Administrative

- i. Land Trust Protection and Advocacy Office Update, LTPAO
- ii. Legislative Update
- 2. Closed Sessions (estimated start time 10:30 AM)
 - a. Investments
 - i. As Authorized by Utah Code Section 53D-1-304(6), AG Representative, RVK
- 3. Open Session (potential action items)(Estimated 11:30 AM)
 - a. To act on items discussed in the closed sessions, including proxy policy and/or proxy service providers
- 4. Closed Sessions
 - a. Chief Investment Officer Review
 - i. As Authorized by Utah Code Section 52-4-205(1)(a), Trustees, CIO
- 5. Adjourn (action item) (estimated 1:00 PM)

Notice of Special Accommodations (ADA):

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Symone Caldwell at 801-388-0622.

Notice of Electronic or Telephone Participation:

Hi there, You are invited to a Zoom webinar. When: Jan 20, 2023 10:00 AM Mountain Time (US and Canada) Topic: SITFO Board Meeting: January 20, 2023 Open Morning Register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN_ceDNNVpHRiCF-usVegWXwg You are invited to a Zoom webinar. When: Jan 20, 2023 11:30 AM Mountain Time (US and Canada) Topic: SITFO Board Meeting: January 20, 2023 Afternoon Open Register in advance for this webinar: https://utah-gov.zoom.us/webinar/register/WN_rrbsBVogTvWvZIVcRWSE8Q After registering, you will receive a confirmation email containing information about joining the webinar.

Other Information:

This is a Hybrid meeting, that will be in person and have zoom access.

Meeting Information

Meeting Location:

310 S. Main Street, STE 1250
Salt Lake City, UT 84101

[Show in Apple Maps](#) [Show in Google Maps](#)

Contact Name:

Symone Caldwell

Contact Email:

sitfoadmin@utah.gov

Contact Phone:

(801)388-0622

Notice Posting Details

Notice Posted On:

December 08, 2022 02:48 PM

Give Feedback

Notice Last Edited On:
March 07, 2023 04:47 PM

Notice Revision History

Revision Number	Notice Edited On	Edited By
8	March 7, 2023 04:47 PM	srcaldwell@utah.gov
7	February 7, 2023 03:07 PM	srcaldwell@utah.gov
6	January 20, 2023 02:33 PM	srcaldwell@utah.gov
5	January 19, 2023 04:27 PM	srcaldwell@utah.gov
4	January 17, 2023 08:35 AM	srcaldwell@utah.gov
3	January 17, 2023 08:29 AM	srcaldwell@utah.gov
2	January 17, 2023 08:24 AM	srcaldwell@utah.gov
1	December 15, 2022 11:12 AM	srcaldwell@utah.gov

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PUBLIC NOTICE WEBSITE
DIVISION OF ARCHIVES AND RECORDS SERVICE

SITFO Board Meeting - Revision 8

This is a Notice Revision

You are currently viewing a revision of a notice. This is a previous copy of a notice that has been published more recently. To view the current version of this notice, click [here](#).

Please Note: Only the files that were associated to this version are included in the Download Attachments section. If that section does not display, all attachments were removed from this version of the notice.

Give Feedback

General Information

Government Type:

State Agency

Entity:

School and Institutional Trust Fund Office

Public Body:

Board of Trustees

Notice Information

Notice Title:

SITFO Board Meeting

Notice Subject(s):

Public Meetings

Notice Type(s):

Meeting

Event Start Date & Time:

January 20, 2023 10:00 AM

Event End Date & Time:

January 20, 2023 01:00 PM

Description/Agenda:

Board of Trustees Agenda

Friday, January 20, 2023

Anchor Location: 310 S Main Street, STE 1250, Salt Lake City, Utah 84101

Webinar Registration: https://us02web.zoom.us/webinar/register/WN_ceDNNVpHRiCF-usVegWXwg

1. Open Session - Call the Meeting to Order (start time at 10:00 AM)
 - a. Administrative
 - i. Land Trust Protection and Advocacy Office Update, LTPAO
 - ii. Legislative Update
 2. Closed Sessions (estimated start time 10:30 AM)
 - a. Investments
 - i. As Authorized by Utah Code Section 53D-1-304(6), AG Representative, RVK
 3. Open Session (potential action items)(Estimated 11:30 AM)
 - a. To act on items discussed in the closed sessions, including proxy policy and/or proxy service providers
 4. Closed Sessions
 - a. Chief Investment Officer Review
 - i. As Authorized by Utah Code Section 52-4-205(1)(a), Trustees, CIO
 5. Adjourn (action item) (estimated 1:00 PM)
-

Notice of Special Accommodations (ADA):

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Notice of Electronic or Telephone Participation:

Give Feedback

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Other Information:

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Meeting Information

Meeting Location:

310 S. Main Street, STE 1250
Salt Lake City, UT 84101

[Show in Apple Maps](#)

[Show in Google Maps](#)

Contact Name:

Symone Caldwell

Contact Email:

sitfoadmin@utah.gov

Contact Phone:

(801)388-0622

Give Feedback

Notice Posting Details

Notice Posted On:

December 08, 2022 02:48 PM

Notice Last Edited On:

March 07, 2023 04:47 PM

Download Attachments

File Name	Category	Date Added
20230120 MorningOpen.m4a	Audio Recording	2023/01/20 02:32 PM
20230120 AfternoonOpen.m4a	Audio Recording	2023/01/20 02:32 PM
2023-01-20 Board of Trustees Meeting Mintutes Pending.pdf	Meeting Minutes	2023/02/07 03:07 PM
2023-01-20 Board of Trustees Packet.pdf	Public Information Handout	2023/01/19 04:27 PM
Sworn Statement Re Closed Meeting Signed.pdf	Other	2023/01/20 02:33 PM

Give Feedback

Support

PUBLIC NOTICE WEBSITE
DIVISION OF ARCHIVES AND RECORDS SERVICE

SITFO Board Meeting

General Information

Government Type:

State Agency

Entity:

School and Institutional Trust Fund Office

Public Body:

Board of Trustees

Notice Information

[Add Notice to Calendar](#)

Notice Title:

SITFO Board Meeting

Notice Subject(s):

Public Meetings

Notice Type(s):

Meeting

Event Start Date & Time:

June 6, 2023 09:00 AM

Event End Date & Time:

June 6, 2023 05:00 PM

Description/Agenda:

Board of Trustees Agenda
Anchor Location: 310 S Main Street, STE 1250, Salt Lake City, Utah 84101
Webinar Registration: TBA

Tuesday, June 6, 2023

1. Open Session - Call the Meeting to Order (Start at 9:00 AM)

Give Feedback

- a. Administrative
 - i. Board Meeting Recap
 - ii. Approval of Minutes from March 7, 2023 (action item)
 - iii. SITFO Board Ethics and Conflict Policy Review (action item)
 - iv. Land Trusts Protection & Advocacy Office Update, LTPAO
 - v. SITFO Summit DRAFT Agenda Review
 - vi. Annual Board Training, AG Office
 - vii. Approve IPS edit (action item)
- b. Finance
 - i. Finance Committee Update, SITFO, Finance Committee
 - ii. Compensation analysis and salary ranges review (action item)
- c. Investments
 - i. Executive Summary - Performance and Risk Reporting, SITFO, RVK,
- 2. Lunch (Start at 12:00 PM)
- 3. Closed Session
 - a. Investments
 - i. Asset Class Structure Review - As Authorized by Utah Code Section 53D-1-304(6), SITFO
 - b. Chief Investment Officer Review
 - i. As Authorized by Utah Code Section 52-4-205(1)(a), Trustees, CIO
- 4. Adjourn (action item)

Notice of Special Accommodations (ADA):

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Symone Caldwell at (801) 388-0622.

Notice of Electronic or Telephone Participation:

Hi there, You are invited to a Zoom webinar. When: Jun 6, 2023 09:00 AM Mountain Time (US and Canada) Topic: SITFO Board Meeting: June 6, 2023 Open Morning Register in advance for this webinar: https://utah.gov.zoom.us/webinar/register/WN_xHguR_R7Rm-JVziGsQWeJg Or an H.323/SIP room system: H.323: 162.255.37.11 (US West) 162.255.36.11 (US East) 221.122.88.195 (China) 115.114.131.7 (India Mumbai) 115.114.115.7 (India Hyderabad) 213.19.144.110 (Amsterdam Netherlands) 213.244.140.110 (Germany) 103.122.166.55 (Australia Sydney) 103.122.167.55 (Australia Melbourne) 209.9.211.110 (Hong Kong SAR) 149.137.40.110 (Singapore) 64.211.144.160 (Brazil) 149.137.68.253 (Mexico) 69.174.57.160 (Canada Toronto) 65.39.152.160 (Canada Vancouver) 207.226.132.110 (Japan Tokyo) 149.137.24.110 (Japan Osaka) Meeting ID: 823 9822 9852 SIP: 82398229852@zoomcrc.com After registering, you will receive a confirmation email containing information about joining the webinar.

Other Information:

This is a Hybrid meeting, that will be in person and have zoom access.

Meeting Information

Meeting Location:

310 S Main Street
STE 1250
Salt Lake City, UT 84101

[Show in Apple Maps](#) [Show in Google Maps](#)

Contact Name:

Symone Caldwell

Contact Email:

Give Feedback

sitfoadmin@utah.gov

Contact Phone:

(801)388-0622

Notice Posting Details

Notice Posted On:

March 10, 2022 10:47 AM

Notice Last Edited On:

May 16, 2023 12:20 PM

Download Attachments

File Name	Category	Date Added
20230120_MorningOpen.m4a	Audio Recording	2023/01/20 02:32 PM
20230120_AfternoonOpen.m4a	Audio Recording	2023/01/20 02:32 PM
2023-01-20 Board of Trustees Meeting Mintutes Pending.pdf	Meeting Minutes	2023/02/07 03:07 PM
2023-01-20 Board of Trustees Meeting Mintutes Final.pdf	Meeting Minutes	2023/03/07 04:47 PM
2023-01-20 Board of Trustees Packet.pdf	Public Information Handout	2023/01/19 04:27 PM
Sworn Statement Re Closed Meeting Signed.pdf	Other	2023/01/20 02:33 PM

Give Feedback

Notice Revision History

Revision Number	Notice Edited On	Edited By
1	May 16, 2023 12:20 PM	srcaldwell@utah.gov

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PUBLIC NOTICE WEBSITE
DIVISION OF ARCHIVES AND RECORDS SERVICE

SITFO Board Meeting - Revision 1

This is a Notice Revision

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General Information

Government Type:

State Agency

Entity:

School and Institutional Trust Fund Office

Public Body:

Board of Trustees

Notice Information

Notice Title:

SITFO Board Meeting

Notice Subject(s):

Public Meetings

Notice Type(s):

Meeting

Event Start Date & Time:

June 6, 2023 09:00 AM

Description/Agenda:

TBD

Notice of Special Accommodations (ADA):

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Anna Davenport at 801-355-3070.

Notice of Electronic or Telephone Participation:

NA

Give Feedback

Meeting Information

Meeting Location:

Electronic

Salt Lake City, UT

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[Show in Google Maps](#)

Contact Name:

Symone Caldwell

Contact Email:

sitfoadmin@utah.gov

Contact Phone:

(801)388-0622

Notice Posting Details

Notice Posted On:

March 10, 2022 10:47 AM

Notice Last Edited On:

May 16, 2023 12:20 PM

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