

1                   **Cache County Council Ordinance and Policy Review**  
2                                   **Committee**  
3                                   **December 13, 2024**  
4                                   **Minutes**

5  
6    The Cache County Council Ordinance and Policy Review met in regular session on December  
7    13, 2024 @ 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**

11  
12 **Board Members Present:**

13 Barbara Tidwell – County Council  
14 Karl Ward – County Council  
15 Mark Hurd – County Council  
16 David Zook – County Executive  
17 Amy Adams – Director, OPM  
18 Chad Jensen – County Sheriff  
19 Bryson Behm – County Clerk/Auditor  
20 Jeris Kendall – County Deputy Attorney  
21

22 **Board Members Absent:**

23 Taylor Sorenson – County Attorney  
24 Dirk Anderson – Chief Deputy Executive  
25

26 **Others in Attendance:**

27 Andrew Erickson – Policy Analyst  
28 Megan Izatt – Minutes  
29 Eric Davis – Deputy Attorney  
30

31 **08:31:00**

32  
33 **Call to Order**

34  
35 **Tidwell** called the meeting to order.  
36

37 **Approval of Minutes**

38 **#1 Approval of Minutes for October 11, 2024 & November 1, 2024**

39  
40                   **ACTION: A motion was made by Ward to approve the minutes from October**  
41                   **11, 2024 and November 1, 2024 and was seconded by Tidwell. The vote in**  
42                   **favor was unanimous, 2-0.**  
43

44 **08:33:00**  
45

1 **Items for Initial Consideration**

2 **#1 State Privacy Policy Requirements and Next Steps**

3  
4 **Erickson** reviewed the State Privacy and Policy Requirements for sensitive data.

5  
6 **Staff** and **Committee** discussed some of the changes for the definition of sensitive  
7 data, GRAMA requests, records retention, and the impact of artificial intelligence.

8  
9 **08:35:00**

10  
11 **Hurd** arrived.

12  
13 **08:34:00**

14  
15 **Pending Items**

16 **#1 Whistleblower Policy**

17  
18 **Kendall** and **Davis** reviewed minor changes for the reporting timeline for a  
19 whistleblower complaint when an official receives it, when an employee can legally  
20 refuse a task and possible retaliation, and the possibility of making the whistleblower  
21 committee completely external.

22  
23 **08:55:00**

24  
25 **#2 Contract Processing and Management Policy – Eric Davis**

26  
27 **Davis** reviewed the contract processing and management policy.

28  
29 **Staff** and **Committee** discussed the contract management software, Civic Review, and  
30 how it is working, the executive being the authority to sign contracts, including the ability  
31 for the executive to designate someone else to sign contracts as needed, what  
32 connections there are between the contract policy and the purchasing policy, how  
33 purchasing orders and contracts work together, and making sure purchasing orders and  
34 contracts work together.

35  
36 **09:16:00**

37  
38 **#3 Debt Management Policy – Wes Bingham**

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40 Will be discussed at the next meeting.

41  
42 **09:16:00**

43  
44 **Items on Hold**

45 **#1 Purchasing Policy**

1 No discussion.

2

3 **#2 Conflicts Disclosure Policy**

4

5 **Staff** and **Committee** discussed how conflicts of interest disclosures will go to the  
6 Clerk's office and the County will follow the State policy for conflicts of interest  
7 disclosures.

8

9 **09:21:00**

10

11 **Next Scheduled Meeting**

12

13 **January 10, 2025 at 8:30 a.m.**

14

15 **09:24:00**

16

17 **Adjourned.**