

1 **Cache County Council Ordinance and Policy Review**
2 **Committee**
3 **March 14, 2025**
4 **Minutes**

5
6 The Cache County Council Ordinance and Policy Review met in regular session on March 14,
7 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 Dave Erickson – County Council
15 Mark Hurd – County Council
16 Matthew Funk – County Auditor
17 Dirk Anderson – Chief Deputy Executive
18 Amy Adams – Director, Office of Personnel Management
19 Jeris Kendall – Deputy Civil Attorney
20

21 **Board Members Absent:**

22 David Zook – County Executive
23 Taylor Sorensen – County Attorney
24 Bryson Behm – County Clerk
25 Chad Jensen – County Sheriff
26

27 **Others in Attendance:**

28 Andrew Erickson – Policy Analyst
29 Eric Davis – Deputy Attorney
30 Megan Izatt – Minutes
31

32 **08:36:00**

33
34 **Call to Order**

35
36 **Tidwell** called the meeting to order.
37

38 **Approval of Minutes**

39 **#1 Approval of Minutes for February 14, 2025**

40
41 **ACTION: A motion was made by Erickson to approve the minutes from**
42 **February 14, 2025 and was seconded by Hurd. The vote in favor was**
43 **unanimous, 3-0.**
44

45 **08:53:00**

1
2 **Items for Initial Consideration**
3 **#2 Wage Adjustment Policy**
4

5 **Staff** and **Committee** discussed who approves reclassification of employees such as
6 the director of personnel management and the elected official instead of county
7 executive, changing an employee's position, adding a position or shifting an employee
8 to a different position, what triggers a need for County Council approval.
9

10 **Adams** reviewed the suggested amendments to the Wage Adjustment Policy.
11

12 **Staff** and **Committee** discussed what economic conditions means.
13

14 **ACTION: A motion was made by Hurd to recommend approval to the**
15 **County Council for the Wage Adjustment Policy and was seconded by**
16 **Erickson. The vote in favor was unanimous, 3-0.**
17

18 **09:17:00**
19

20 **#3 Defining Powers and Responsibilities of Interim/Acting Officials**
21

22 Will be discussed at the next meeting.
23

24 **08:38:00**
25

26 **#4 Personnel Policy and Procedure Manual Amendments:**
27

28 **a. Section 8.B, L; Section 9 B Fire Fighter Work Period**
29

30 **Davis** explained the couple of small changes to hours of work. The main change is 212
31 hours to 106 hours and a 14-day work week.
32

33 **ACTION: A motion was made by Hurd to recommend approval to the**
34 **County Council for the personal policy and procedure manual amendments**
35 **regarding fire fighters and was seconded by Erickson. The vote in favor**
36 **was unanimous, 3-0.**
37

38 **b. Section 8.S Termination Pay**
39

40 **Adams** reviewed the wage adjustment policy changes being suggested for the Sherrif's
41 Office regarding leave time for employees during their orientation period.
42

43 **Staff** and **Committee** discussed what happens if it is a termination of employment and
44 not a voluntary leaving and the reason for front loading hours. The item will be brought
45 back after some more editing.
46

1 **08:48:00**

2 **#5 OPM Non-Substantive Change of Personnel Policy and Procedure Manual**
3 **Powers**

4
5 **Davis** reviewed the reason for allowing the Office of Personnel Management to making
6 non-substantive changes, such as fixing typos or corrections to grammar, to the
7 Personnel Policy and Procedure Manual.

8
9 **ACTION: A motion was made by Erickson to recommend approval to the**
10 **County Council for the OPM Non-Substantive Change of Personnel Policy**
11 **and Procedure Manual Powers and was seconded by Hurd. The vote in**
12 **favor was unanimous, 3-0.**

13
14 **09:18:00**

15
16 **#6 Designating the County Clerk as the CAO for the Purposes of State Privacy**
17 **Programs**

18
19 **Kendall** reviewed the need for designating the County Clerk as the Chief Administrative
20 Officer to comply with State law and their responsibilities.

21
22 **ACTION: A motion was made by Erickson to recommend approval to the**
23 **County Council for Designating the County Clerk as the CAO for the**
24 **Purposes of State Privacy Programs and was seconded by Hurd. The vote**
25 **in favor was unanimous, 3-0.**

26
27 **09:26:00**

28
29 **#7 County Contract Code Amendments**

30
31 **Davis** reviewed the suggested amendments to the County Contract Code.

32
33 **Staff** and **Committee** discussed payment for contracts that are made in one year but
34 not paid out until the next fiscal year and binding the County to mandatory arbitration.
35 This item will be brought back at a future meeting.

36
37 **09:41:00**

38
39 **Pending Items**

40 **#8 GRAMMA Appeals Process Amending**

41
42 Handled under item #6.

43
44 **#9 Contract Processing Policy – Eric Davis**

45
46 Will come back at next meeting.

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09:42:00

#10 Debt Management Policy – Wes Bingham

Staff and **Committee** discussed the policy submitted by Wes. This item will come back at the next meeting.

09:43:00

Items on Hold

#11 Purchasing Policy

Will be brought back at a future meeting.

Next Scheduled Meeting

April 11, 2025 at 8:30 a.m.

09:43:00

Adjourned.