

CACHE COUNTY AUDIT COMMITTEE

May 23, 2024 at 2:00 p.m. – County Council Conference Room, 199 N Main St. Logan, UT

MEMBERS PRESENT: Chair Karl Ward, Councilmember Sandi Goodlander, Citizen Representative Alan Allred, County Clerk/Auditor Bryson Benson,

MEMEBERS EXCUSED:

STAFF PRESENT: Dianna Schaeffer

OTHER ATTENDANCE:

Call to Order – Committee Chair Karl Ward (0:04)

Action Items

- 1. Approval of Minutes** (0:17) Citizen Alan Allred noted edits to be done for appropriate name titles and clarification on a statement. (2:54) Dianna Schaeffer noted to add the word allegedly to the animal shelter policies not being followed. Approval set for next meeting.

Action: Motion made by Executive * to approve the minutes as amended; seconded by Councilmember *

Motion passes.

Discussion Items

- 1. Report on the Procurement Policy Adherence-** (4:00) Dianna Schaeffer spoke to a complaint report to the state auditor by John Drew about the process done for the animal shelter. (6:24) Chairman Karl Ward read complaint. (8:08) Dianna continued with her audit report findings that policy was followed. John Drew contacted Dianna in April regarding the response and included questions from the audit report performed by Jones Simkins firm. Dianna said she felt that put the request out of scope. (13:57) Micah Safsten said he met with Catherine and John last year where he heard complaints about how the sheriff's office was running the animal shelter. (14:33) Councilmember Sandi Goodlander said the complaint is animal control won't take cats and sends them to the humane society when they should be able to take them like other counties do. She clarified the specific complaint is the procurement policy wasn't followed when it was. (16:06) Dianna commented this complaint was specific to the animal shelter however he did not like the results. Staff discussed different opinions on the matter and other cities processes. (17:08) Alan asked if the humane society refers to any other organizations that do handle cats. Micah and Sandi answered no. Members discussed the contract with the veterinarian was misunderstood as a contract with Utah State (18:58) Alan asked if the contract was competitively bid to follow RPF. (19:31) Micah answered council accused the sheriff of being dishonest and the sheriff clarified the contract was not with Utah State. (21:01) Alan asked should a contract be in place for services performed. (22:21) Chair Karl Ward remembered a meeting with a veterinarian and Sandi asked if it was New Horizons but he was unsure. (23:02) Dianna asked if there is a contract in CDOC and said it appears a new argument is formulated to fight procurement since the audit claimed all departments did not follow policy. (24:03) Alan suggested going deeper into services and if they are paid by sheriff's office. (24:17) Dianna said it was not brought up to her. She wanted to limit the scope to be specific. She listed projects from years ago requested and said the state auditor gave her a legitimate reason to deny the request. (25:32) Alan said these should be reported internally by the auditor. (26:05) Sandi asked when Jason inquired council on audit, and then explained the answer to John could be framed to say the time when it was asked and since then the changes have been done. (26:35) Dianna said when she reviewed the minutes Jason declined to address in a public meeting, but internally she needs it and Alan said Jason would have it. (27:25) Dirk added if we were to comply the outcomes would be improvements by department heads. (27:44) Dianna responded finance caught the problem so it would be double work if she did it again. (28:19) Sandi asked what changes have been made to the process since. (28:28) Dirk answered it would be the auditor's office training all department heads on policy of follow up. (28:55) Dianna spoke about purchase orders and suggested to finance adding a data field for RFP information. Alan said Jason would have details to identify how they determined procurement policies weren't followed. Members discussed. (31:45) Chair Karl Ward offered a response to give John that policy was followed. (32:15) Alan cautioned to check the services are not required under procurement and Dianna added

declining further audit due to increase in scope and budget restraint. (34:20) Dianna explained response would be prepared and specific not granting his request and then repeated the timeline of her responses and John's counter-questions. (35:57) Alan suggested the response to say consideration is being taken for additional procurement areas. Dianna read items John had requested from 2016, 2018, and 2021. (36:38) Alan said no need to check into those. He said there is a gray area which services are covered by the sheriff for the animal shelter and asked if the Sheriff was worried about it. (37:33) Dianna answered the Sheriff has not spoken to the audit team. It's felt a vendetta is against him from the humane society that John is a board member of due to the cost in the inter-local agreement to increase for a vet and the Sheriff declining which resulted in the animal shelter construction. She reiterated John trying to get in any way he can. (38:48) Alan wondered if there is anything with services but said procurement policies were followed. He asked about a letter from the attorney's office not requiring council approval. (39:45) Dianna explained the Executive checklist and meanings. (40:33) Dianna confirmed Chair Karl's denial of the claim. (40:48) Sandi asked Dianna to send the report to Karl before John. (40:55) Members discussed decision. (41:43) Dianna confirmed her next steps. (41:56) Sandi asked if training will happen for procurement policy. (42:14) Bryson offered Department Head training refresher for procurement process. (42:35) Dianna said she will contact Jason and asked Micah to contact Chad on contracts for any future requests. (43:09) Bryson offered to check CDOC for contracts. (43:27) Alan asked if department heads are responsible for procurement issues and if anyone else. (43:33) Dianna answered yes, Department Heads, and Bryson answered also Chief Deputies. (43:42) Alan suggested all to be included in the training. (43:55) Dianna asked Bryson for the improved form prepared for the training. Bryson said finance has caught this before and contacted the department heads. (44:26) Dianna said putting on the form will formalize the process and from the audit report finance did catch it, but it was after. (45:17) Chair Karl opened for questions. (45:31) Dianna said her plans moving forward. (45:42) Members had side discussion. (48:35) Dianna asked if cats are the only thing different. Micah answered the main complaint is the animal shelter primarily takes dogs; they will help with agriculture animals, but no cats or exotic pets. (49:17) Chair Karl Ward said both facilities should work in tandem with what they offer at each.

Next Scheduled Meeting – June 20, 2024

Adjourn – Approximately 3:00 p.m.