

CACHE COUNTY COUNCIL

***May 15, 2024* at 5:00 p.m. - Cache County Chamber at 199 North Main, Logan, Utah.**

In accordance with the requirements of Utah Code Annotated Section 52-4-203, the County Clerk records in the minutes the names of all persons who appear and speak at a County Council meeting and the substance "in brief" of their comments. Such statements may include opinions or purported facts. The County does not verify the accuracy or truth of any statement but includes it as part of the record pursuant to State law.

MEMBERS PRESENT: Chair David Erickson, Vice-Chair Barbara Tidwell, Councilmember Karl Ward, Councilmember Sandi Goodlander, Councilmember Nolan Gunnell, Councilmember Mark Hurd, Councilmember Kathryn Beus

MEMBERS EXCUSED: Executive Zook

STAFF PRESENT: Executive Dirk Anderson, Clerk Bryson Behm

OTHER ATTENDANCE:

Council Meeting

1. **Call to Order 5:00p.m.** – Council Chair David Erickson [8:01](#)
2. **Presentation of Colors/Pledge** – Cache County Sheriff Honor Guard [8:50](#)
 - a. **Opening** – Mark Hurd spoke and thanked law enforcement for their service followed by the opening prayer. [9:56](#)
3. **Review and Approval of Agenda APPROVED [12:43](#)**

Action: Motion made by Councilmember Sandi Goodlander to approve the agenda; seconded by Councilmembers Nolan Gunnell and Kathryn Bues .

Motion passes.

Aye: 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

Nay: 0
4. **Review and Approval of Minutes APPROVED [12:57](#)**

Action: Motion made by Councilmember Karl Ward to approve the minutes; seconded by Councilmember Nolan Gunnell.

Motion passes.

Aye: 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

Nay: 0
5. **Report of the County Executive** - Dirk Anderson excused Executive Zook out on county business [13:17](#)
6. **Items of Special Interest [13:30](#)**
 - a. **Proclamation – Law enforcement Week/ Peace Officers Memorial Day – Cache County Sheriff’s Office.**

Appointment/Discussion: Councilmember Barbara Tidwell emotionally read the proclamation to those attending. [13:45](#) Sheriff Jensen thanked the history of law enforcement and gave his respect for those who have served and currently serve [17:21](#). He called the individuals receiving their special service awards to the front and recognized each of them for their service. [39:22](#) President Cottle spoke and presented the presidential awards to those individuals being recognized. [42:22](#) Chair Erickson called for standing ovation.

Action: Motion made by Councilmember Nolan Gunnell to approve; seconded by Councilmember Kathryn Bues.

Motion passes. [17:05](#)

Aye: 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

Nay: 0
 - b. **Emission Regulations – Jordan Mathis, Bear River Health Department**

Appointment/Discussion: Jordan Mathis presented the 2023 annual report. [44:17](#) Councilmember Sandi Goodlander asked if contracts through the federal government are stable. [48:57](#) Jordan answered they are flat. [49:11](#) He explained that

if new methods for emissions testing and changes to serve the public better are approved by the board of health they will need to be ratified by council [46:46](#) Chair Erickson asked how big the 'if' is if it goes well. Jordan answered tiny and explained the changes are positive and loosen the regulation to become more adaptable for the needs to the public, state, and EPA. [55:05](#) Jordan explained the healthiest people numbers and council expressed gratitude for their service to the community. [1:00:32](#) Chair Erickson jokingly brought up concern Rich County dropped a ranking for healthiest county. Jordan gave an example for dental care those residents would go to Evanston so the care in numbers there looks lower when the care is really right next door. [1:00:46](#)

c. Presentation and Approval of ARPA Award Recommendations – Alma Burgess, Cache County Grants Manager

Appointment/Discussion: Alma presented five projects to council that had been discussed at the appropriations committee [1:02:05](#). Chair Erickson asked what a pop up bike lane initiative is [1:05:51](#). Alma answered devices or barriers with signage to place in a temporary way to create a bike path to check the area works. Chair Erickson asked for input from the Appropriations Committee [1:06:08](#). Councilmember Sandi Goodlander explained it made a lot of sense for communities that want a safe bike lane to use the materials temporarily first and see if it does help the flow of traffic and works for the area. [1:06:53](#) Chair Erickson asked about the ambulance price and Alma clarified what was budgeted. [1:07:37](#) Sandi added it was discussed if there are extra funds available in ARPA at the end of the year the number one priority would be ambulance. [1:07:50](#) Karl Ward said the plan seems to be well thought out and sensible. [1:08:18](#) Sandi said the first responder mental health plan program was funded through ARPA but the state has it now mandated [1:08:25](#). Alma mentioned the funds already put in projects will probably be expended this year, and the amount of money being discussed now is for 2025-2026 [1:08:40](#). Council proceeded to vote then Sandi Goodlander brought up the \$28000 short in budget. Alma and council discussed bid conversation would happen the following week that may take those funds and agreement was being made for the allocated projects presented. [1:09:08](#)

Action: Motion made by Councilmember Nolan Gunnell to approve; seconded by Councilmember Sandi Goodlander.
Motion passes.

Aye: 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd
Nay: 0

7. Department or Committee Reports

a. Bear River Health Department – Jordan Mathis and Estee Hunt

8. BOARD OF EQUALIZATION

9. Public Hearings

10. Pending Action

11. INITIAL PROPOSALS FOR CONSIDERATION OF ACTION

a. Resolution 2024-10 A Resolution Establishing the Cache County Senior Center Code of Conduct, Computer Use Policy, Disciplinary, Grievance and Appeal Procedures

Discussion: Giselle Madrid Presented new code of conduct for the senior center that explains the care provided, discipline, rules, etc [1:10:43](#). Councilmember Karl Ward asked for clarification of the level of disregard to policy the patrons display. [1:12:33](#) Giselle answered not much however some instances of differences that a code of conduct would benefit everyone. [1:12:53](#) Vice Chair Barbara Tidwell asked how long it had been since the manual was updated [1:14:07](#). Giselle answered 10 years. Councilmember Nolan Gunnell asked who hears grievance and appeals procedures [1:14:18](#). Giselle answered they first come to her and her assistant to hopefully work out a resolution and if not sent to the executive office. Chair Erickson asked if there is a registration process. [1:14:33](#) Giselle answered yes each new patron gets a packet that lists the code of conduct and a federal registration form they sign in agreement to abide by the code of conduct which is signed yearly thereafter [1:14:41](#). Councilmember Mark Hurd asked about computer use [1:15:13](#). Giselle answered an increase of homelessness in the valley and non-residents using the center for nutrition and activities brought reason for limits. [1:15:21](#) Councilmember Sandi Goodlander and Vice Chair Barbara Tidwell thanked Giselle for her work [1:15:54](#).

Action: Motion made by Councilmember Karl Ward to approve; seconded by Vice Chair Barbara Tidwell

Motion passes.

Aye: 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

Nay: 0

b. Consideration and Approval of RAPZ Board Decisions

Discussion: Chair Erickson and council gave their thanks for the work involved with each of the applications put together and asked what residual was left over [1:16:55](#). Alma answered the residual amount and the outcome of other applications [1:18:40](#). Chair Erickson turned over to council for discussion and questions [1:19:20](#). Councilmember Kathryn Bues asked if last year's balance is included in the residual [1:19:41](#). Alma explained if this money is not used by the next time applications open up money will be moved to next year's application [1:19:53](#). Nolan Gunnell raised his concerns about funds for feasibility studies and requested more information and research. He added to consider contributing money to Wellsville and Logan Downtown Alliance. He gave an example of his concern as the water request for Hyrum/Wellsville canal since it won't be ready for years. [1:20:16](#). Councilmember Kathryn Bues asked who made the request [1:22:10](#). Nolan answered development services and he had not spoken to them but had with the districts. He expressed interest in the recreation facility but wanted more information [1:22:13](#). Vice Chair Tidwell added to Nolan's comment and asked if the \$200,000 development services is asking for will be all for this study [1:23:09](#). Kathryn spoke to Nolan's concern why Wellsville had exclusions. She said the decision was made that any sidewalk funding belonged to each municipality and then further explained the parking in Cornish [1:23:44](#). Council discussed the committee meeting and disagreement in favorability of studies amongst public and municipalities. Councilmember Kathryn Bues asked if chair Erickson would allow the elected officials involved to speak to council [1:29:12](#). Mayor Lindsay Peterson voiced plans to contribute to the \$200,000 and expressed the need for a facility due to the climate here. [1:29:48](#). Councilmember Barbara Tidwell asked how much her city planned to add in and Dirk explained the breakdown [1:31:57](#). Mayor Peterson added to Barbara that the final cost for feasibility is unknown but is confident in the amount and the process for feasibility studies [1:33:00](#). Councilmember Sandi Goodlander asked about other cities roles that have recreation programs already in place [1:35:07](#). Mayor Peterson answered city boundaries are generally not followed by the public for recreation and the cities are collaborating [1:35:25](#). Councilmember Nolan Gunnell gave concern residents in Trenton, Cornish, Newton, would not value from a rec center due to distance and hoped the feasibility study would give insight [1:37:31](#). Mayor Peterson said the County School District expressed desire to partner [1:39:10](#). Councilmember Nolan Gunnell wanted more information before he would agree [1:40:10](#). Councilmember Barbara Tidwell asked who manages the feasibility studies and Mayor Peterson answered a group of elected officials and committee of recreation directors and city administrators [1:40:31](#). Councilmember Sandi Goodlander asked why a member of council was not asked to part of this committee and Mayor Peterson invited anyone on council to participate [1:41:15](#). Councilmember Barbara Tidwell asked if the feasibility came back not approved, what the explanation to the people would be why the money spent and Mayor Peterson answered her council has an obligation to listen to the requests from citizens to explore this. The feasibility under her speculation would give parameters of how to get a facility if not approved [1:42:51](#). Councilmember Mark Hurd agreed he has heard strong interest in the facility [1:44:37](#). Councilmember Karl Ward asked how \$200,000 was decided [1:45:12](#). Councilmember Kathryn Bues answered an RFP by Nibley City for a similar study [1:45:28](#). Councilmember Sandi Goodlander voiced her concern with the senior center funding however RAPZ money would not be used for it and said this is a good use. If the feasibility comes back with parameters voters are not willing to pay for it is in their hands [1:45:52](#). Councilmember Barbara Tidwell added she would like to see funds from North Logan and Mayor Peterson said they are putting money in. [1:46:58](#). Councilmember Kathryn Bues clarified the need for a RFP and asked how many other municipalities have committed financially [1:47:19](#). Mayor Peterson said mayors have given general support. She explained the need of the facility in the valley and need for county support funding to get it [1:47:43](#). Councilmember Barbara Tidwell asked why the county should be in charge of the facility and Mayor Peterson answered asking why the cities would be responsible for a countywide need [1:49:38](#). Nolan Gunnell agreed however asked for two weeks to talk with his communities before he voted [1:51:00](#). Councilmember Barbara Tidwell wanted to speak with Mayor Daines first and Mayor Peterson answered there is strong support from her already [1:52:58](#). Council and Mayor Peterson discussed briefly about the Logan recreation center splitting within weeks. [1:53:26](#). Chair Erickson brought question if RAPZ funds are supposed to be

used for feasibility studies and would like to put effort to projects ready to go. He raised concerns how money is spent [1:54:24](#). Councilmember Kathryn Bues mentioned Alma audits those [1:56:07](#). Chair Erickson continued the code does not say RAPZ funding is to be used for feasibility studies. He said those who would not use the facility should not have to pay for it and mentioned concern the effect it would have on other recreation businesses [1:56:18](#). Councilmember Kathryn Bues voiced the residents need this service [2:01:14](#). Karl Ward agreed using RAPZ funds is not a correct use for a feasibility study and should instead support the projects ready to go [2:02:29](#). Councilmember Karl Ward asked for code reference and Micah Saftsen read it aloud [2:04:48](#). Chair Erickson said to make revisions and share at next council meeting [2:05:26](#). Councilmember Kathryn Bues seconded to come with questions for how funds were allocated [2:07:27](#).

12. Other Business

a. Richmond Black & White Days Parade May 18, 2024 at 5:00 pm

Discussion: Chair Erickson asked who would attend [2:08:38](#).

b. Upcoming Policy for Three Digit Line-item Codes and Intradepartmental Transfers

Discussion: Micah Safsten spoke to an ordinance the Policy Review Committee has been discussing and explained the line item set up with definitions [2:10:03](#). Councilmember Nolan Gunnell asked why the change from 1 thousand to 5 thousand and if transfers will be seen [2:19:09](#). Micah answered in policy any transfers must be reported [2:19:49](#). Councilmember Barbara Tidwell said rules for transfers interdepartmentally has caused requests for more money at budget [2:22:23](#). Micah said the intent in 2022 was for Council to have oversight and departments are asking for more [2:23:09](#). Councilmember Nolan Gunnell gave his concern [2:23:09](#). Barbara said she would like a report from each department for transfers [2:23:41](#). Councilmember Mark Hurd confirmed what triggers a budget opening [2:24:16](#). Chair Erickson said the key is not the amount it's that there has not been an auditor to say no. He asked if there was a report to divide further [2:25:15](#). Micah responded different expenses are broken down but there is no code [2:28:34](#). Councilmember Nolan Gunnell asked about money put into miscellaneous [2:29:19](#). Micah suggested not putting miscellaneous into any of the categories and council discussed [2:29:50](#). Sandi Goodlander asked for an expansion to make them more specific [2:30:25](#). Councilmember Mark Hurd said parts can be addressed by the credit card policy [2:32:01](#). Micah answered there may be technological limitations [2:32:50](#). Council discussed [2:35:33](#). Councilmember Sandi Goodlander asked if it is possible show the offset expenses from revenues together echoed by Mark Hurd [2:36:43](#). Micah answered departments with revenues are shown but not lined up with expense code [2:38:01](#). Council discussed [2:38:54](#). Councilmember Kathryn Bues asked what role exactly the auditor will perform and council answered [2:40:15](#).

B. Councilmember Reports [2:41:34](#)

Mark Hurd –Spoke to his meeting with the Fair Board and talked about ARPA funding and line items for RAPZ. While taking a tour of site noted the infrastructure is aging. Even with the animal boarding fee increase the stalls are full. He called on Bryson Behm for an office update [2:41:43](#). Bryson Behm provided an update to council on elections and staffing. [2:44:15](#) Councilmember Sandi Goodlander asked about fairgrounds alcohol policy and impact surcharge fees [2:46:16](#). Councilmember Mark Hurd answered Bart felt it was a good idea [2:47:47](#).

Nolan Gunnell – Spoke to open space and planning and zoning and encouraged council to please read the master plan [2:48:09](#).

Kathryn Beus – Said in compensation committee meeting broker recommended self-funding for insurance with select health. The Fire Board executive committee is changing [2:50:10](#).

Barbara Tidwell – No update for UAC and thanked those who submitted to Micah for the Open Meetings Act [2:52:16](#).

David Erickson – None

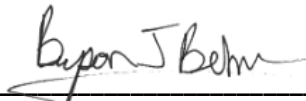
Sandi Goodlander – None

Karl Ward – None

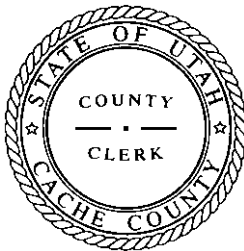
Adjourn: 7:30 PM [2:53:20](#)



APPROVAL: David Erickson, Chair
Cache County Council



ATTEST: Bryson Behm, Clerk
Cache County Council



PROCLAMATION

WHEREAS, the Congress and President of the United States have designated May 15, 2024 as Peace Officers Memorial Day, and the week of May 12– 18, 2024 as National Law Enforcement Week; and

WHEREAS, the members of the Cache County Sheriff's Office play an essential role in safeguarding the rights and freedoms of Cache County; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Cache County Sheriff's Office unceasingly provide a vital public service;

NOW THEREFORE, in recognition of all law enforcement officers and in particular the men and women in the Cache County Sheriff's Office, be it resolved that the Cache County Council and the Cache County Executive, County of Cache, State of Utah, hereby proclaim the week of May 12 through May 18, 2024 as

LAW ENFORCEMENT WEEK

and call upon all citizens of Cache County and all patriotic, civic and educational organizations to observe this week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens,

and Wednesday, May 15, 2024 as

PEACE OFFICERS MEMORIAL DAY

and further call upon all citizens of Cache County to honor those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In witness thereof, as Chair of the County Council and County Executive, we have hereunto set our hand this 14th day of May, 2024.



CACHE COUNTY


David Erickson, Cache County Council Chair


David Zook, Cache County Executive



**CACHE COUNTY
RESOLUTION NO. 2024 - 10**

**A RESOLUTION ESTABLISHING THE CACHE COUNTY SENIOR CENTER CODE
OF CONDUCT, COMPUTER USE POLICY, DISCIPLINARY, GRIEVANCE AND
APPEAL PROCEDURES**

- (A) WHEREAS; the County Council may pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging its powers and duties pursuant to Utah Code § 17-53-223(1); and
- (B) WHEREAS, Chapter 2.52 of Cache County Code creates the Cache County Senior Center, created to serve the older adults of Cache County; and
- (C) WHEREAS, the Cache County Senior Center must operate under a reasonable code of conduct that ensures its patrons and employees are treated with respect and fairness, while also preserving the legal and constitutional rights of all; and
- (D) WHEREAS, the Cache County Council Ordinance and Policy Review Committee approved this policy at its regularly scheduled meeting on May 10, 2024 by a vote of 2-0-1;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

The Cache County Senior Center Code of Conduct is hereby created, as found in **Exhibit A**.

SECTION 2:

These policies created by this resolution shall go into effect immediately upon passage.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH
THIS 23 DAY OF April 2024.


	In Favor	Against	Abstained	Absent
David Erickson	✓			
Sandi Goodlander	✓			
Nolan Gunnell	✓			
Barbara Tidwell	✓			
Karl Ward	✓			
Mark Hurd	✓			




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Kathryn Beus	✓			
Total	7	-	-	-

CACHE COUNTY:

By: 
David L. Erickson, Chair

ATTEST:

By: 
Bryson Behm, County Clerk



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EXHIBIT A

**Cache County Senior Center Code of Conduct; Computer Use Policy;
Disciplinary, Grievance and Appeal Procedures**

Code of Conduct

As a resource for such essential offerings, the Cache County Senior Center has become a multi-service center. The Cache County Senior Center welcomes all older adults, and its goal is to be of service. As guests, individuals can personally help the Cache County Senior Center maintain a warm, positive, and safe environment. To provide the community and users of the Cache County Senior Center an atmosphere of safety, courtesy, and respect, the Cache County Senior Center has developed the following Code of Conduct, Disciplinary, Computer Use Policy, and Grievance and Appeal Procedures. This policy applies to all participants, facility users, recognized organizations, groups, and visitors (“Center Users”). Center Users are responsible for their conduct while on the premises and are to conduct themselves in a manner that is positive, productive, and mature, without bias or discrimination towards others using the premises. Center Users have the right to feel safe while attending the Cache County Senior Center for any type of event or function whether it is a sponsored event or an event that is hosted by a second party.

The function of Cache County Senior Center is to act as a meeting place where participants can socialize, take part in activities and classes, and receive services that enhance the quality of life, facilitate independence, and the ability to maintain involvement in the community.

A portion of the Center’s funding is supported by the number of people utilizing the facility. We wish to thank you in advance for your anticipated cooperation in this matter. All



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interested individuals must register as participants of the Cache County Senior Center to participate in programs and services by completing a registration form, having a photo ID taken, and being issued a scan card to sign in. Once registered, we ask that upon entering the center, patrons enter their desired activity participation in the kiosks provided. The Cache County Senior Center is a drug, alcohol, and smoke-free area. The Utah Clean Air Act prohibits smoking in public buildings (smoking is not permitted within 25 feet of any entrance-way, exit, open window, or air intake of a building where smoking is prohibited).

The Cache County Senior Center Does Not Provide:

- Medical Care for Senior Adults
- Medication Distribution
- Daycare of any sort for Senior Adults
- Personal Care or Bathroom Assistance for Senior Adults

A caretaker must accompany participants who are not able to attend to their personal needs for the duration of their stay. Center Users should be able to walk safely and independently in the Cache County Senior Center or use assistive devices independently.

The Center Provides Members:

- Wellness Programs, physical training equipment, and classes
- Classes, Activities, Presentations,
- Special Events
- Field Trips (due to limited space this is limited to members only).
- Volunteer Activities
- Low-cost lunches
- Information

All Cache County Senior Center participants, including older adults using the Cache County Senior Center, as well as the staff, should respect the rights and dignity of others. We ask that all Center Users please abide by the following:

- Treat other participants and staff respectfully and courteously.



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- Do not engage in discrimination based on race, religion, sex, sexual orientation, ethnicity, disability, or any other legally protected characteristic.
- Treat others in the same manner you would like to be treated.
- Keep the Cache County Senior Center building and grounds neat, clean, and litter-free—including discarded cigarettes
- Power-driven mobility devices must keep the device at the lowest speed while in use in the building for safety and preventive measures.

Behavior that Constitutes Violation

This section defines what the Cache County Senior Center considers unacceptable behaviors. You also need to be aware that crimes committed or serious violations of this Code of Conduct may result in you being criminally trespassed from the Center. By Signing this Code of Conduct you agree that the following behavior constitutes a violation and that your Center privileges may be restricted or you may be prohibited from coming back to the Senior Center if you engage in any of the following behaviors at the Senior Center or during an activity sponsored by the Senior Center:

- Disruptive, obscene, or abusive language.
- Sexual harassment of Center participants or staff. Sexual harassment is defined as unwelcome or unwanted conduct or communication of a sexual nature that adversely affects a person's employment relationship or working environment. Sexual harassment includes, but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Intentionally threaten to physically harm Center participants or staff or intentionally put them in fear of imminent physical harm.
- Violation of smoking ordinances inside and outside of the building.
 - The Utah Clean Air Act prohibits smoking in public buildings (smoking is not permitted within 25 feet of any entrance-way, exit, open window, or air intake of a building where smoking is prohibited).
- Defacing or destroying any County property.



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- Severe lack of personal cleanliness and proper hygiene.
 - Members who suffer from any medical condition such as incontinence must wear protective undergarments for the health, safety, and welfare of the other members and our facility furnishings. Bodily fluids must be contained at all times while visiting and/or participating in senior center functions and transportation programs.
 - Shirt and Shoes are required at all times while participating
- Attire that reveals or exposes the private area of a person including the buttocks, breasts, or pubic area.
- Physically assaulting participants or staff.
- Committing or attempting to commit an activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
- Soliciting or approaching any individual at the Cache County Senior Center for personal financial gain.
- Participating in activities at the Center while under the influence of alcohol or illegal drugs. This includes the possession, use, or sale of alcohol or controlled substances.
 - Alcohol or drugs may not be brought into the center or consumed anywhere in the building and grounds. This applies to day and evening programs. Anyone who is intoxicated or in possession of alcoholic containers will be asked to leave.
- Deliberately accessing, displaying, downloading, or sending illegal material (obscene or pornographic).
- Bringing animals into the Cache County Senior Center except for qualified A.D.A. service animals and law enforcement animals.
- Engaging in discriminatory acts based on race, religion, sex, sexual orientation, ethnicity, disability, or any other legally protected characteristic that is severe and pervasive.

Disciplinary, Grievance and Appeal Procedures



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Individuals who violate the Cache County Senior Center's Code of Conduct will be subject to the following procedure:

STEP ONE: Cache County Senior Center staff will discuss the alleged violation with the accused and present the accused with all relevant information related to the allegation, including a copy of the Code of Conduct and any potential consequences for further violations. The accused will then have the opportunity to present their version of events and relevant evidence. Staff and the accused will then attempt to reach an appropriate resolution. If a resolution cannot be met, the Cache County Senior Center Director or Assistant Director will determine whether the accused engaged in conduct that constitutes a violation of the Code of Conduct. At that point, the Director or Assistant Director must determine whether the accused should no longer participate at the Cache County Senior Center (either for a temporary period or permanently). The Director or Assistant Director may immediately deny or prohibit the offender from any further participation at the Cache County Senior Center if there is sufficient evidence that the accused engaged in behavior that constitutes a violation in the Code of Conduct. The Director or Assistant Directors can provide the notice of their decision verbally or written, but a written copy of the decision to the accused must follow any verbal notice.

STEP TWO: The accused or the offended party may appeal the resolution resulting from "Step One" by filing a written "Notice of Appeal" with the Cache County Executive within ten (10) days of notice of the decision. The Notice of Appeal shall set forth the matter being appealed and the specific reason(s) for the appeal.

STEP THREE: The County Executive shall review the matter. The County Executive may uphold the initial resolution, modify the initial resolution, or reverse the initial resolution.



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Written notice of the decision of the County Executive shall be provided to the parties within ten (10) days of the filing of the Notice of Appeal. The decision of the County Executive is final.

If prohibited from entering the center under the Code of Conduct, the center will provide a take-out meal that can be picked up any time Monday through Friday 11:00 am- 1:00 pm. This does not apply to those who have been trespassed from the center.

INCIDENTS OF IMMINENT DANGER

All staff representatives shall handle imminent danger to persons or property as a police matter. When appropriate, they will call 911 or dispatch to protect the safety of participants and staff at the Cache County Senior Center.

Computer Use Policy

The Cache County Senior Center maintains two computers for the benefit of the Cache County Senior Center participants, volunteers, visitors, and staff. The computers are intended for educational, personal, informational, and recreational uses. The computers may not be used for business purposes or in conjunction with revenue-generating activity or solicitation. To maximize the ability of all Center Users to benefit from the computers, and to manage costs, the Cache County Senior Center has adopted the following policies governing the use of the computers, which are hereby incorporated into the Cache County Senior Center's Code of Conduct. Failure to comply with the computer use policies, and other aspects of the Code of Conduct, may result in disciplinary action up to and including permanent removal from the computers, the senior Cache County Senior Center, or a specific program. Disciplinary, Grievance, and Appeal procedures for the Cache County Senior Center apply.



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The following are specific rules for computer use at the Cache County Senior Center:

1. A participant must have a scan card and be in good standing to use the computers. Cache County Senior Center staff is not responsible for educating users outside of instruction in our technology class.
2. No food or beverage is allowed near the computers.
3. Headphones are permitted, but volume must be kept low so as not to disturb other users.
4. Computer use is open Monday through Friday, 8:30 a.m. – 2:30 p.m.
5. Individual computer use is restricted to one (1) hour daily. Users are not allowed to utilize more than one computer at a time.
6. The computers and equipment are the property of Cache County Corporation. Saving personal data or adding/deleting icons or other software programs is strictly prohibited.
7. Due to the cost of maintaining ink and paper supplies, the cost of printing pages is .10¢ per page.
8. The Cache County Senior Center does not provide general office supplies.
9. If any user abuses or engages in unauthorized use of the computers, his or her computer privileges will be denied. If a user refuses a staff request to end the problem behavior, the user will be asked to stop computer use and/or leave the Cache County Senior Center. Staff may call upon the assistance of other and/or supervisory staff, and if the situation escalates, Public Safety staff or police may be called. Inappropriate behavior can lead to temporary suspension of rights up to a permanent suspension from the Cache County Senior Center.
10. The Cache County Senior Center does not endorse the viewpoints of written materials found



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in print or electronic format.

11. Consistent with the Cache County Computer Use Policy, Cache County Corporation has the right to:

- a. Terminate a user's session with or without notice at any time;
- b. Refuse access to users;
- c. Erase without notice any of the user's files stored on the equipment.
- d. Suspend or refuse access to users who violate any of the stated policy terms;
- e. Utilize surveillance equipment in the computer area or other areas of the Cache County Senior Center.

12. Users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

- a. Violating the Cache County Senior Center Code of Conduct while using the computers or any other areas of the Cache County Senior Center;
- b. Intentionally infect network servers or other computers with a virus;
- c. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the computer network without written authorization from the Cache County Senior Center and Cache County Corporation Information Technology Department.
- d. Sending harassing messages to other computer users through external networks.
- e. Using inappropriate, offensive, or abusive language to other users, or through external networks.
- f. Tampering with or modifying accessed equipment.



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- g. Causing intentional damage to computer systems.
 - h. Obtaining additional resources not authorized to the individual user.
 - i. Depriving other users of authorized resources.
 - j. Acquiring access to unauthorized systems.
 - k. Searching for and intentionally accessing pornographic material.
13. Removable storage devices are strictly prohibited on public computers at the Senior Center.
- This policy was approved by the Cache County Council on May 14, 2024 with Resolution 2024-10.

ACKNOWLEDGEMENT

I acknowledge that I have read and fully understand the code of conduct, the disciplinary grievance and appeal procedures, and the computer use policy and agree to comply with all rules and procedures as stated. I understand that failure to comply with the computer use policy, and other provisions of the Cache County Senior Center Code of Conduct, may result in disciplinary action up to and including permanent removal from computer use, the Cache County Senior Center, or a specific program.

NAME (print): _____

SIGNATURE OF PARTICIPANT: _____

DATE: _____



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