

TAB MEETING

Location: 2001 South State Street, SLC, UT (County Government Center)
February 1, 2018

Present: Brad Kendrick (Council), Zachary Posner (Information Services), Ryan Perry (Recorder), Scott Baird (Public Works and Municipal Services), Reid Demman (Surveyor), Chris Otto (Human Services), Chris Stavros (Assessor), Carlton Christensen (Regional Transportation and Economic Development), Kimberly Barnett (Administrative Services), Lisa Ashman (District Attorney), David Delquadro (Council), Scott Tingley (Auditor) and Phil Conder (Treasurer).

Representation Absent: Community Services, Clerk and Sheriff.

TOPIC

POINTS OF INTEREST

**Previous Minutes
(Carlton Christensen)**

Kimberly Barnett -motion to approve November and January minutes. Chris Otto second. No discussion. All in favor. Minutes approved.

**Open and Public
Meetings Act Training
(Dianne Orcutt)**

Utah code, Title 52 Chapter 4, states that all members of the public body are provided with annual training on the requirements of this chapter.

Notes from training:

- Utah code requires annual training.
- Actions and deliberations need to be conducted openly and transparently.
- Meetings are open to the public including workshops and executive sessions. They are to be held at the same time and location as regularly scheduled meetings unless there is a site visit, an emergency meeting, or if it is impractical.
- What is a meeting? Meeting means the convening of a public body with a quorum present discusses, receives comment from the public about, or acting upon a matter over which the public body or specific body has jurisdiction or advisory power. This does not include a social or "chance" meeting.
- Does everyone have to be present to attend the meeting? You can have electronic meetings.
- There is no requirement that any meeting be closed.
- Quorum.
- A meeting **can** (but not required) be closed for reasons such as: discussion of the character, professional competence, or physical or mental health of an individual; discussion regarding deployment of security personnel, devices, or systems; discussion regarding criminal investigation; strategy discussions to discuss collective bargaining or litigation; certain real estate discussions.
- Process to close meetings-Have a public meeting, quorum present and 2/3 vote to close meeting, state when/where, record vote. Typically, a closed meeting is during public meeting.
- During closed meeting you cannot discuss things outside of purpose of closed meeting; you can't take any final actions; make discussion about midterm election vacancies, etc..
- Public notice requirements- 24-hour notice of date, time and notice with agenda.
- Annual meeting schedule must be set and published for public
- Meeting records- complete unedited meeting recording made available to public within 3 business days. Written minutes to be made available in a reasonable amount of time. After they are approved at the next meeting

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POINTS OF INTEREST

they are to be made available to the public within 3 business days. Written minutes are the official records of the meetings.

- Closed meetings are generally recorded except certain matters. They are not for public. Both a recording and written minute of closed meetings are protected records under GRAMA. The records may be disclosed under a court order. Closed meeting records also have date, time, place.
- Topic can be discussed with issues raised by public, but no action taken
- Anyone can take recording of meeting.
- If someone purposely violates Open Meeting Act- Class B Misdemeanor.
- Common violations-close meeting without voting to close the meeting, take final action in closed meeting, failing to properly give notice for public meeting, actions taken on items not listed on agenda.

Ethics and Conflicts of Interest training (Dianne Orcutt)

Notes from Training:

- Conflict of Interest exists when there is an appearance of divided loyalty between the public's interest and your personal interests.
- Who is required to comply? All appointed officers.
- Any potential conflict of interest of any member shall be disclosed annually by filing a disclosure statement in accordance with county-wide policies and procedures.
- What constitutes a conflict of interest? Involvement in any business entity that is subject to County regulation; Involvement with a business that does or anticipates doing business with the County; Any payment received for helping a private person or business in a transaction with the County; A personal or private interest of any kind which raises any actual or potential conflict of interest with your County duties.
- Restricted conflict vs Non-restricted conflict discussed.
- Further disclosures- Compensation assistance and an Interest in creating a conflict.
- Possible penalties- Removal from appointment, action taken may be voided, Class A or B Misdemeanors.

By-Laws Review (Carlton Christensen & Kelly Wright)

- Kelly- A few changes in Bylaws- Change emergency provisions, Section 7, eliminated wording and added a new sentence referencing the public meetings act.
- Eliminate last line in Article V, Section 4 "No final action may be taken on any matter not included in the notice."
- Article III, Section 3 discussion on wording. Leave as is.
- **Motion to Approve with discussed changes- Reid Demman. Scott Tingley Second. No discussion. All in favor. Motion approved.**

Follow-up Items - Informational (Tony Jolley)

- Update on portfolio group/capital fund proposal. Still working on it. Will have update in next meeting or two.

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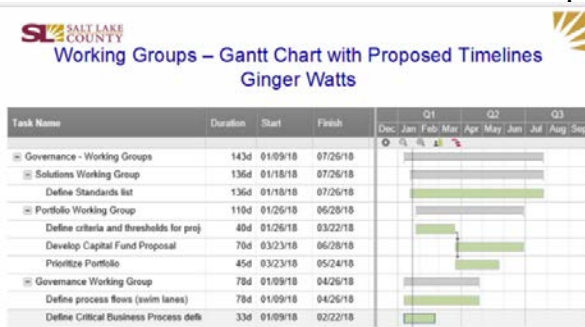
POINTS OF INTEREST

IT Strategy Update- Informational (Zach Posner)



- Brief discussion about service level agreements. Not opposed to having service agreements so long as they are flexible. Stronger threshold of accountability would be through “political pressure.”
- Good feedback on the above roadmap.

Working Groups Gantt Chart (Ginger Watts)



- The above are tentative timelines.
- All working groups meeting biweekly.

Governance Website Introduction (Ginger Watts)

- Developed two websites. One for public. One internal.
- They look very similar. Main difference for internal are links for working groups.

Communication Items 2018 Meeting Schedule

Meeting Schedule For 2018 Ginger Watts

- 2018 – Fourth Thursday – 9 – 10:30 a.m.
 - February 22
 - March 22
 - April 26
 - May 24
 - June 28
 - July 26
 - August 23
 - September 27
 - October 25
 - November – TBD
 - December - TBD

- Will find a new April meeting date due to conflict of several members.
- No other action items to review

Review of Action Items (Stephanie Hart) Next Meeting

February 22, 2018

Minutes submitted by: Stephanie Hart