



**GRAND COUNTY
COMMISSION SPECIAL MEETING
ELECTED OFFICIALS ORIENTATION**

**Grand County Commission Chambers
Held virtually on Zoom
Moab, Utah**

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**MINUTES
15 January, 2021**

The Grand County Commission met in a special meeting on 15 January, 2021. The meeting was streamed/attended electronically. It was also broadcast and saved on YouTube. Commissioners in attendance were Mary McGann, Kevin Walker, Sarah Stock, Jacques Hadler, Gabriel Woytek, and Trish Hedin. Also present were County Commission Administrator Chris Baird, Associate County Commission Administrator Mallory Nassau, County Attorney Christina Sloan, Personnel Services Department Head Renee Baker, and Clerk/Auditor Quinn Hall.

1:00 pm

Chair McGann called the meeting to order at 1:04 pm.

A. Grand County Form of Government

Chris discussed the amended form of government – explaining the changes and title change. Noted several sections of code changes that were updated. Commissioners have legislative and executive authority. Duties not specified as pertaining to other elected officials fall to the commission. Chris discussed the difference between legislative and executive.

B. Policies and Procedures of the Governing Body

i. Parliamentary Procedures

Chris discussed the duties of the commission and various responsibilities. County letterhead is only for speaking as a majority. A commissioner should be aware when speaking publicly of the delineation between personal opinions and commission opinions. Chris discussed Government Records Access and Management Act (GRAMA) rules and open meeting standards. Chris discussed broad email and electronic communications policies.

C. Commission's role on Boards and Committees

Chris discussed the commission's role in the Municipal Building Authority (MBA) and Board of Equalization (BOE). Different boards have different commitments and roles for commissioners. Commissioners that want to direct staff need approval of the commission. Commissioners unable to attend certain boards should coordinate changes – board appointments are not set in stone.

Chris discussed committees and the approval process.

Chris discussed Special Service District Boards and the requirements of serving. The County does not have the authority to direct the operation of a Special Service Districts.

Chris discussed the duties of the Commission Chair and other members of the Commission; procedure, voting, signing of documents, etc.

Chris discussed the role of the Commission Administrator(s) with regard to meetings and administrative duties.

D. Commission Meetings

- i. Meetings types: regular, special (workshops and joint meetings), and emergency council meetings

Chris described the difference between regularly scheduled, meetings, special meetings, and emergency meetings and the typical schedule and format the meetings follow.

- ii. Meeting location: held in the County Commission Chambers unless otherwise noticed. Virtually on Zoom during Local State of Emergency

- iii. Timelines and Deadlines

Deadline for inclusion in the meeting packet is typically 5:00 pm the Wednesday before the meeting. Commission members should request changes to the draft agenda within 24 hrs. Chris discussed typical closed-session items. Chris discussed posting deadlines.

- iv. Agenda Summaries and Supporting Documents

Chris discussed legal review and other deadlines with regards to the commission meetings. Discussion of Consent Agenda items. The chair approves the agenda and the consent agenda. Chris described the voting process – noting votes needed to pass, conflicts of interest, tie votes, etc. Any act requires at least 4 votes to pass. If a motion receives no second the motion fails. Discussion generally should not happen until a motion has been made and seconded. Chris discussed all the different types of motions available to the Commission.

Chris discussed typical passing of ordinances and resolutions. Ordinances are not in effect until 15 days after passing.

E. Open and Public Meeting Act

Anytime elected officials gather or meet to discuss public affairs. Commissions that meet by chance should not discuss public affairs. Closed sessions are typically used to discuss personal competence, pending litigation, or real estate transactions.

F. Government Records Access Management Act (GRAMA)

Generally the public can request any communications created or pertaining to government proceedings. Requests that are denied can be appealed to Chris and then to the State.

G. County-wide Policies and Procedures

Chris discussed various policies; purchasing, personnel, etc.

H. Employee Handbook

Chris discussed the handbook – several updates have been made. Ordinances need to be codified and updated.

Renee discussed employee policy and standards. Commissioners should not endorse employees. Commissioners are encouraged to share job postings – but interviews should be treated as a closed session. Workers Compensation claims will be discussed by the action review committee. The commission serves as the final appeal board for disputes. Renee discussed ethics and conflicts of interest.

- i. Conflicts of Interest/Ethics and Audit Committee

J. Financial

- i. Budgeting

Chris discussed budget advisory board membership and participation on the board. The tentative budget is approved in November and then the final budget is passed in December. Chris discussed mid-year budget amendments and different funds and the anticipated uses.

- ii. Approval of Bills

Bills are reviewed and approved via ratification. Generally one Commissioner should substantively review the bills and make the motion to approve payment.

- iii. Per Diem, Credit Cards, and Reimbursement
- iv. Checking out a County Car

K. Other Orientation Topics

Chris ended the meeting at 3:45.

ATTEST:



Quinn Hall, Clerk/ Auditor



Mary McGann, Chair