



Passport to Being a Board Member!

A basic overview of Grand County Government and Serving on a Board



- Thanks for your willingness to Serve on a Board
- Introductions
- Basic Overview- More details talk with staff assigned to Board
- Presentation Agenda (Approximately 45 Minutes)
 - Overview of County Government
 - Establishment of Boards
 - Public Meetings
 - County Policies Relating to Boards
 - Attributes of Board Members
 - Additional Resources

County Overview	Establishment of Boards	Public Meetings	County Polices	Attributes of Board Members	Additional Resources
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What are Counties?

- Counties are geographical areas within each state that surround one or more cities/towns and provide services to all citizens within their boundaries.

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Why are Counties Important?



- Citizens who vote and local county leaders decide county needs.
- Counties provide services
 - Some services are required by State and Federal Government
 - Other services are decided upon by citizens and elected officials



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Grand County Government



- Seven Elected Council Members
- Other Elected Offices:
 - ✓ Assessor
 - ✓ Attorney
 - ✓ Clerk/Auditor
 - ✓ Recorder
 - ✓ Sheriff
 - ✓ Surveyor
 - ✓ Treasurer
- Department heads, administrative officers and chief deputies are all appointed, not elected.

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Services Provided by Elected Offices

- Assessor's Office
- Attorney's Office
- Clerk/Auditor's Office
- Council's Office
- Justice Court
- Recorder's Office
- Sheriff's Office
- Surveyor's Office
- Treasurer's Office
- Tax Collection
 - Property Creation
 - Assessment
 - Collection
 - Distribution of Tax Collected
- Law Enforcement
- Search & Rescue
- Legal Prosecution & Legal Counsel
- Marriage Licenses, Business Licenses & Passports





Services Provided by County Departments

- Building Dept.
- Canyonlands Field
- Community Development Dept.
- Emergency Medical Service
- Grand Center
- Library
- Maintenance Department
- Old Spanish Trail Arena (OSTA)
- Road Department
- Sand Flats Recreation Area
- Senior Citizens
- Travel Council
- Weed Control Department
- Transportation (airplanes & vehicles)
- Land Use Planning
- Building Safety
- Medical Services
- Recreation
- Educational Opportunities
- Promoting Local Economy





Other Services Provided

- Emergency Manager
- Mental Health and Substance Abuse
- Parental Defender
- Public Defender
- Animal Control
- Fire Control
- Moab Film Commission
- County Extension Services
- Dan O'Laurie Museum (Moab Museum)
- Public Health Department
- Legal defense
- Fire protection
- Public Health





How are Counties Legislative Bodies Structured ?



- Each county decides.
- Two main structures to county government in Utah:
 1. Commission Form
 2. Council Form

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The County Commission



- Commission form is most common in Utah. 24 out of Utah's 29 counties use this form.
- Commissions are made up of three elected commissioners.

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The Grand County Council

- Only 5 counties use the council form of government.
- Grand County Council is a 7 person council
- All councils are elected part-time positions.

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Grand County Council



- Executive Power
 - Creates Policy
- Legislative Power
 - Creates Ordinances

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Grand County Council

- Council members oversee all county services and functions.
- Individual members of the Council oversee several specific areas.
- Members of the Council collectively oversee the county budget.

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Council Administrator and Staff

- Carries out Council's Decisions
- Handles the day-to-day operations of the County
- Provides analysis of County issues and advises Boards and the County Council



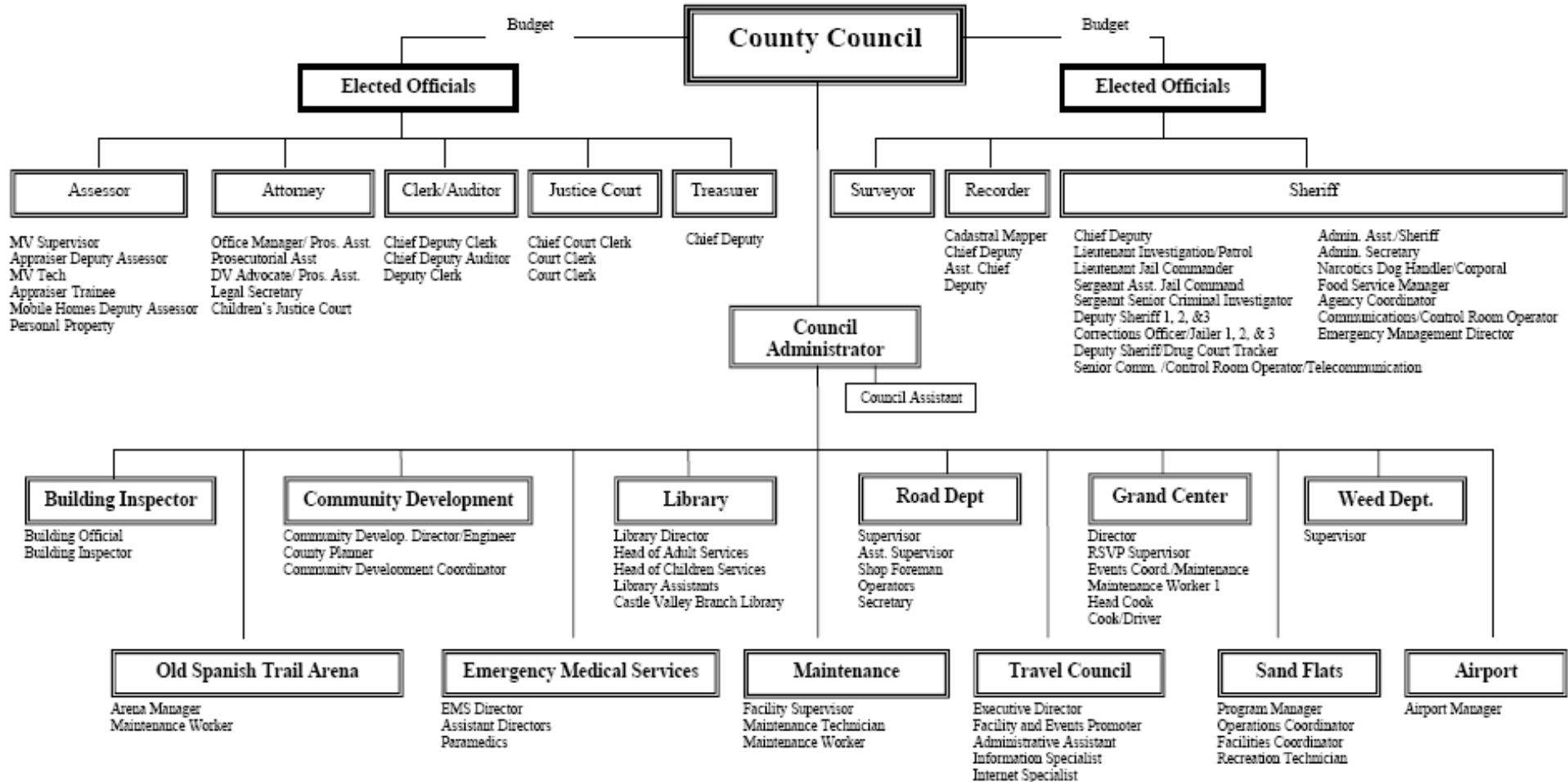
<u>County Overview</u>	Establishment of Boards	Public Meetings	County Polices	Attributes of Board Members	Additional Resources
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PASSPORT

to Your County



Detailed Grand County Organizational Chart





Establishment of Boards & Commissions

“The Council is encouraged to cooperate with and fully utilize the County’s appointed boards and commissions, and to give full consideration to information and recommendations communicated by such boards and commissions, in order to maximize citizen participation in county government.”

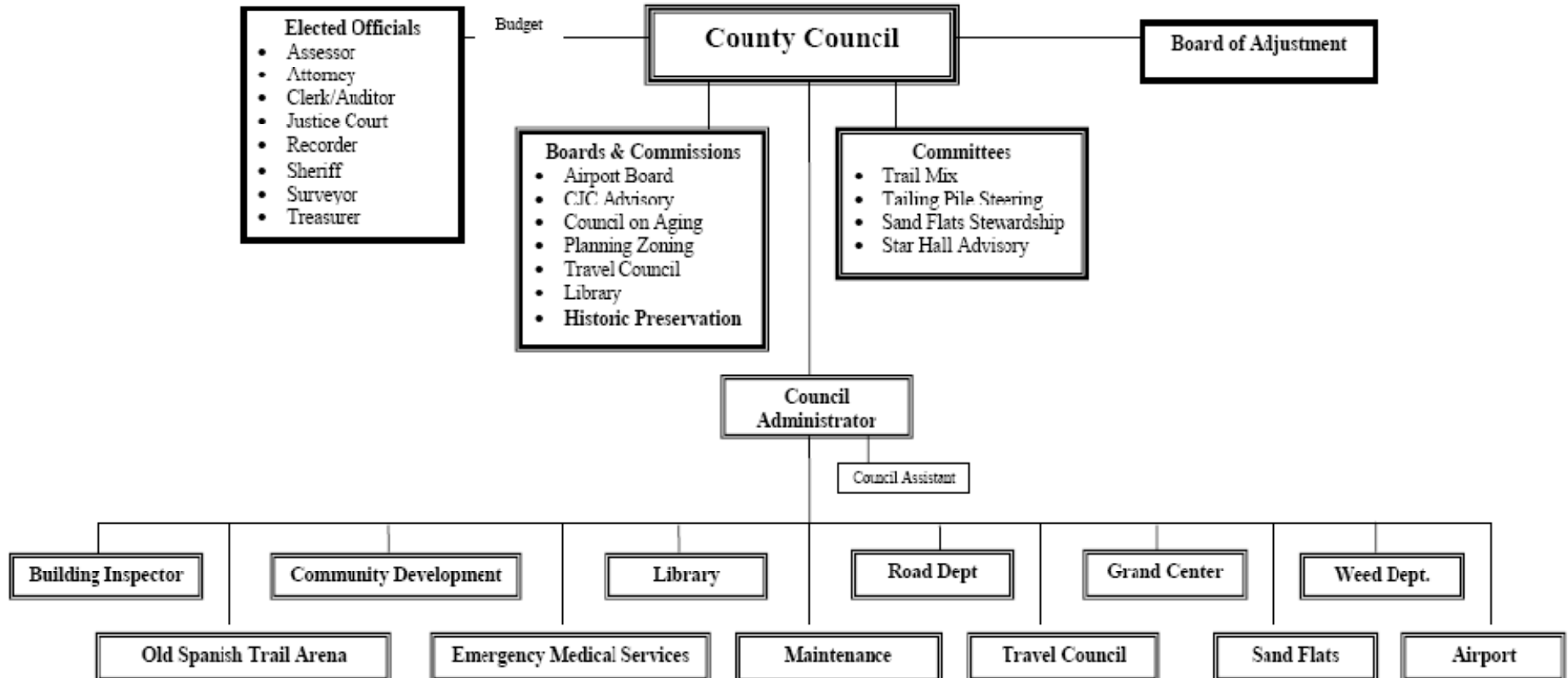
Section 2.04.090 of the Grand County Code

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to Your County



Grand County Organizational Chart





Grand County Boards and Commissions

- **Airport Board**
- **Board of Adjustments**
- **Boundary Commission**
- **Council on Aging**
- **Historical Preservation Commission**
- **Library Board**
- **Moab Area Travel Council Advisory Board**
- **Planning Commission**
- **Tourism Tax Advisory Board**
- **Weed Control Board**

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Grand County Committees

- **Moab Tailing Project Committee**
- **Sand Flats Stewardship Committee**
- **Star Hall Advisory Committee**
- **Trail Mix Committee**

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General Differences Between Boards/Commissions and Committees

- **Boards and Commissions**
 - **Appointed by Council**
 - **Members have terms**
 - **Typically required by State Code**
- **Committees**
 - **Membership by participation**
 - **No terms for members**
 - **Creation of body is optional**

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Enabling Language

- Enabling Language
 - State Laws
 - County Ordinances and Resolutions
 - Purpose of Board or Commission
 - Membership
 - Roles and Duties
 - General Operating Policies

County Overview	<u>Establishment of Boards</u>	Public Meetings	County Polices	Attributes of Board Members	Additional Resources
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Bylaws

- Bylaws
 - Specific guidelines and how boards operate meetings
 - Internal policies
 - Usually created by boards or commissions
 - Affirmed by the County Council

County Overview	<u>Establishment of Boards</u>	Public Meetings	County Polices	Attributes of Board Members	Additional Resources
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Advisory Boards	Resolution	Ordinance	State Law	Bylaws	Meeting Schedule	Board Members and Terms	County Staff Member
Airport Board				x	x	x	Kelly Braun
Board of Adjustments		x	17-27a-701	x		x	Krissie Killoy
CJC Advisory	x		67-5b-102	x	x	x	Connie Haycock
Council on Aging		x	62A-3		x		Verleen Striblen
Planning & Zoning	x	x	17-27a-301		x	x	Krissie Killoy
Boundary Commission	x		10-2-409				Shawn Warnke
Weed Board			4-17-4-11		x		Tim Higgs
Travel Council Advisory	x	x	17-31-8		x		Marian DeLay
Historical Preservation Commission	x						Council's Office
Library		x	9-7-507-511	x	x	x	Carrie Valdes

County Overview	<u>Establishment of Boards</u>	Public Meetings	County Polices	Attributes of Board Members	Additional Resources
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Council Member Assignments

- **Airport Board.....Councilperson Greenberg**
- **Board of Adjustments.....Councilperson Ciarus**
- **Boundary Commission.....Councilperson Holyoak**
- **Council on Aging.....Councilperson Conrad**
- **Historical Preservation Commission.....Councilperson Holyoak**
- **Library Board.....Councilperson Ballantyne**
- **Moab Area Travel Council.....Councilperson Conrad**
- **Planning Commission.....Councilperson Ciarus**
- **Tourism Tax Advisory Board..... Councilperson Conrad**
- **Weed Control Board.....Councilperson Conrad**

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Advisory Board

- Advisory Board to County Council
 - Appointed by the Council
 - Make recommendations to Council
 - Recommendations based upon technical perspective (not funding or political Issues)
 - Debate issues as a Board or Commission at the meeting (Do not to debate over the internet, etc.)
 - Support the Decision of your Board and ultimately the County Council
 - Try to separate yourself from the decision

County Overview	<u>Establishment of Boards</u>	Public Meetings	County Polices	Attributes of Board Members	Additional Resources
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Public Meetings

- Public Meetings
- Agendas
- Parliamentary Procedures
- Minutes

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Public Meetings

- Intent of Public Meetings:
 - To take actions openly
 - To Conduct their deliberations openly (52-4-103)
- Presiding officer of public body to ensure annual training on State Code (52-4-104)

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Agendas

- Agendas:
 - 24 hour notice (minimum)
 - Agenda items (with specificity), date, time, & place
- Give notice annually of upcoming meeting schedule
- Utah Public Notice Website

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Parliamentary Procedures

- Use to create order when deliberating issues
- Avoid the tendency to become casual with Parliamentary Procedures
- Wait to be recognized by the chair
- When making motions, identify the findings associated with the decision
- Request that staff or members write out a recommended motion

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Parliamentary Procedures

- Sample motion:
 - Chairperson _____, I move that the Airport Board recommended that the County Council approve the lease for _____ based upon the following findings:
 - That the lease complies with the County’s Fee Schedule
 - That the proposed lease is consistent with the Airport Plan

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Parliamentary Procedures

- **Public Hearings** (typically associated with Planning Commission):
 - Quasi Judicial
 - See handout

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Minutes

- Written minutes and Recording shall be kept of meetings
- Written minutes include:
 - Date, time, place
 - Names of members present and absent
 - Substance of all matters
 - Names of people giving testimony
 - Brief Summary of Testimony
- Written minutes are public record. **Written minutes are the official record of action taken at the meeting**

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Minutes

- Question: What if the minutes do not reflect what you said?
 - Clarify what was said in the meeting in which you approve the minutes. Ask the person doing the minutes to include in that meeting's minutes your clarifying statements.

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County Policies Relating to Boards- Supervision

- **SUPERVISION.** Grand County employees are supervised by Elected Officials (who oversee a department) or the Council Administrator.
 - No supervisory responsibility and may not hire, fire, or discipline Grand County employees or interpret or administer Grand County Personnel Policies and Procedures.

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County Policies Relating to Boards- Supervision

- **SUPERVISION.** Grand County employees are supervised by Elected Officials (who oversee a department) or the Council Administrator.
 - Elected Official or Council Admin. may consult with the chair of that board, when performing the annual performance or when making decisions regarding firing or disciplining that employee in order to evaluate the effectiveness of that employee’s working relationship with the board, commission, or committee.

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County Policies Relating to Boards- Direction

- **DIRECTION.** Boards may give direction to their support staff from time to time. In the case of conflict between such direction and the employee’s job description, established policies and procedures or the appropriated budget, the job description, policies and procedures and the appropriated budget shall in all cases take precedence.

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County Policies Relating to Boards- Personnel

- **HIRING OF EMPLOYEES.** An Elected Official, Council Administrator, or Personnel Director at their discretion may invite a board, commission, or committee chairperson or appointed member(s) to participate in the hiring of an employee that serves as that board, commission or committee's support staff.

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County Policies Relating to Boards- Budget

- **BUDGET.** Boards may make recommendations to the Grand County Council regarding the appropriation and administration of budgets associated with their responsibilities. The ultimate decisions reside with the County Council and the expenditures of funds with the County employee or supervisor who administers the budget.

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County Ordinance Relating to Boards

- **CONFLICT OF INTEREST.** Parent, sibling, other member of the same household, a client, or employer meets one or more of the following criteria:
- **STATE CODE.** Is required to disclose a conflict of interest as required and defined by the Act in Utah Code Ann. § 17-16a-3;
- **OWNERSHIP.** Has an ownership interest in a business or a piece of property under consideration.
- **PAID REPRESENTATIVE.** Represents as an agent, provides a professional service, or is an advisor to an individual or organization with matters under consideration before the public body.



County Ordinance Relating to Boards

- Conflict of Interest
 - Recuse from participating in, commenting on, and voting
 - Items in ordinance more restrictive than the state law can be suspended if there is a 2/3 vote by rest of board

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Attributes of a Board Member

- OBJECTIVE. Board Members shall not make decisions based upon politics, or extreme biases. Board Members shall base all decisions on findings of fact and an objective interpretation of the regulations as required.
 - Board Members shall do the following:
 - Avoid personal agendas
 - Remember that they are primarily in an advisory role

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Attributes of a Board Member

- **HARD WORK.** Willingness to spend a considerable amount of time studying and understanding the County Ordinances, along with spending long hours in preparing and participating in meetings.
 - Board Members shall:
 - Shall spend time
 - Remember that they are in primarily advisory role

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Attributes of a Board Member

- HUMILITY. Board Member shall exercise humility when functioning in their role.
 - Board Members shall:
 - Realize that a board has done its job once a recommendation is given- staying detached from recommendation
 - Obtain as much training as possible
 - Seek to understand staff and fellow board members

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Attributes of a Board Member

- JUDICIOUS. Board Members should be able to sort out opinions from facts.
 - Board Members shall:
 - Listen to all individuals involved in the process
 - Keep an open mind
 - Ask appropriate questions
 - Refer to existing plans, policies, or laws

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Attributes of a Board Member

- TEAM PLAYER. Board members should see themselves as a member of team with common goals.
 - Board Members shall
 - Work together with other board members to develop recommendations

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Additional Resources



- Grand County
 - www.grandcountyutah.net
 - County Staff & Council Liaison
 - Printed Materials
 - County Code
 - Boards & Commission Web Page
- State Legislature
 - www.le.state.ut.us
 - State Code
- Utah Association of Counties
 - www.UACnet.org
 - General Information about Counties

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Questions?