

**MINUTES FOR REGULAR COMMISSION MEETING HELD JANUARY 04, 2010  
BEGINNING AT 1:00 P.M. IN THE COMMISSION BOARD ROOM IN DUCHESNE,  
UTAH**

***Present***

Commission Chairman Kent R. Peatross, Commissioner Kirk J. Wood, Commissioner Ronald Winterton, Deputy County Attorney Jonathan Stearmer, Clerk Auditor Diane Freston, and Commission Assistant BobbiJo Bailey taking minutes of the meeting.

***Opening Comments***

Commissioner Wood gave the prayer. There were no other comments.

***Pledge of Allegiance***

Any wishing to participate.

***Consideration Of Payment Vouchers***

The commission reviewed vouchers #112521 through #112629 dated December 31, 2009 in the amount of four hundred sixty four thousand nine hundred one dollars and fifty six cents (\$464,901.56). *Commissioner Winterton motioned to approve the vouchers presented by Auditor Freston. Commissioner Wood seconded the motion. All commissioners voted aye and the motion passed.*

***Consideration Of A Beer License Application For Hanna Country Store***

*Chief Deputy Clerk JoAnn Evans joined the meeting at 1:05 P.M...*

Deputy Clerk Evans stated that this application has been signed by the Sheriff's Department. *Commissioner Wood motioned to approve the application as presented. Commissioner Winterton seconded the motion. All commissioners voted aye and the motion passed.*

***Consideration Of Resolution No. 10-01, A Resolution Establishing Policy And Procedures Concerning Laptop Use And Auditing***

Chairman Peatross stated that we discussed this earlier in the Working Meeting. Attorney Stearmer stated where this resolution is coming from is dealing with IRS policies of taxed fringe benefits. In order to make sure that laptops aren't viewed as taxable benefit to the employee, they need to be subject to an auditing procedure. While our county policy states that all county equipment can be audited to make sure it's not being used for personal use, we didn't have anything that specifically mentioned laptops. This resolution says that laptops will be audited on a random basis and confidential information will be addressed with the Information Systems Department and Department Heads or elected officials.

## **RESOLUTION NO. 10-01**

### **A RESOLUTION ESTABLISHING POLICY AND PROCEDURES CONCERNING LAPTOPS USE AND AUDITING**

**WHEREAS**, Duchesne County is a political entity and operates with the use of public funds; and,

**WHEREAS**, the County recognizes that certain job functions require the use of laptops to conduct official business; and

**WHEREAS**, the County, in compliance with IRS rules and practices, finds it is necessary to alter its laptop policy to expressly provide for auditing of county issued laptops; and

**WHEREAS**, it is in the best interest of county employees to have set procedures, policies, and guidelines regarding the use of laptops for business purposes; and

**WHEREAS**, section 20 of the Duchesne County Personnel Policy and Procedures Manual allows for amendments to the policy to be done by resolution.

**BE IT HEREBY RESOLVED** by the Board of Duchesne County Commissioners that:

1. The Duchesne County Policies and Procedures Manual Section 22, be amended to include §22.4, as set forth below:

“22.4 Laptop Audit Policy. All county issued laptops (regardless of office or department origin) shall be subject to random audits conducted by the Duchesne County Information Systems Department. These random audits will contemplate all subject matter addressed in this Section. Any concerns regarding sensitive, confidential, or protected information should be addressed between the Department Head/Elected Official and the Information Systems Department.”

Dated this 4<sup>th</sup> day of January, 2010.

ATTEST: THE  
BOARD OF DUCHESNE COUNTY  
COMMISSIONERS:

\_\_\_\_\_  
Diane Freston  
County Clerk/Auditor

\_\_\_\_\_  
Kent R. Peatross, Chairman

\_\_\_\_\_  
Kirk J. Wood, Member

\_\_\_\_\_  
Ronald Winterton, Member

*Commissioner Wood motioned to adopt Resolution No. 10-01. Commissioner Winterton seconded the motion. All commissioners voted aye and the motion passed.*

***Consideration Of The Minutes For Regular Commission Meeting Held December 28, 2009***  
*Commissioner Winterton motioned to approve the minutes as presented. Commissioner Wood seconded the motion. All commissioners voted aye and the motion passed.*

***Adjournment***  
*Chairman Peatross adjourned the meeting at 1:25 P.M.*

*Read and approved this 11<sup>th</sup> day of January 2009.*

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*Kent R. Peatross*  
*Commission Chairman*

\_\_\_\_\_  
*Diane Freston*  
*Clerk/Auditor*

*Minutes of meeting done by BobbiJo Bailey*\_\_\_\_\_