



CITY OF NORTH SALT LAKE

**HEALTH AND WELLNESS COMMITTEE
MEETING NOTICE & AGENDA
FEBRUARY 13, 2023
6:30 P.M.**

Notice is given that the City of North Salt Lake's Health and Wellness Committee will hold a meeting **on February 13, 2023 at 6:30 p.m.**, City Hall, 10 East Center Street, North Salt Lake, Utah. The meeting will be held in the Council Chambers on the 2nd Floor. Some members may participate electronically.

The following items of business will be discussed; the order of business may be changed as time permits.

AGENDA ITEMS

1. Welcome
2. Citizen Comment
3. Discussion on the Goals and Priority Assignments
4. Discussion of Annual Report for City Council
5. Review of Requirements Related to the Ethical Behavior Policy and Conflicts of Interest
6. Approval of Minutes from January 9, 2023
7. Committee Member Business
8. Adjourn

The Committee meetings are open to the public. If you need special accommodations to participate in the meeting, please call the City office at 801-335-8709. Please provide at least 24 hours' notice for adequate arrangements to be made.

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, hereby certify that the foregoing agenda was posted on the Utah Public Notice website, City's website, and at City Hall on February 9, 2023.

Dated this 9th day of February, 2023.

Wendy Page
Wendy Page, City Recorder





CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Brian J. Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Health and Wellness Committee

FROM: Ken Leetham, City Manager

DATE: February 13, 2023

SUBJECT: Ethical Behavior Policy and Conflict of Interest Guidance

At the January 9, 2023 meeting, a question was raised about when a committee member should recuse themselves from participating in official actions of the committee. By coincidence, it is now time for the City's employees, appointed and elected officials to be given a copy of the City's Ethical Behavior Policy document annually which contains specific direction on conflicts of interest, disclosure and times when one should recuse themselves from performing their appointed duties. You will note that Section 1 of that document contains four specific paragraphs that would apply to disqualification or recusal. Please look these over and we'll have a discussion on these provisions in our meeting.



Ethical Behavior Policy

Employee Code of Ethics

Prohibited Conduct

No current employee or officer, as specified, shall:

1. Disqualification from Acting on City of North Salt Lake Business.
 - a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
 - b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;
 - c. Fail to disqualify him or herself from acting on any transaction which involves the City of North Salt Lake and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
 - d. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which the City of North Salt Lake or any City agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time the City or City agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

2. Improper Use of Official Position.
 - a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of City; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
 - b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any City funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
 - c. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the City; provided

that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;

- d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with the City, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.
3. Accept Gifts or Loans.
- a. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
 - i. Unsolicited flowers, plants, and floral arrangements;
 - ii. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
 - iii. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - iv. Unsolicited food items given to a department when the contents are shared among employees and the public;
 - v. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the City;
 - vi. Information material, publications, or subscriptions related to the recipient's performance of official duties;
 - vii. Food and beverages consumed at hosted receptions where attendance is related to official duties;
 - viii. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the City;
 - ix. Travel costs, lodging, and tuition costs associated with City sanctioned training or education when not provided by a private entity under contract with the City;
 - x. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
 - xi. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
 - xii. Campaign contributions; and
 - xiii. Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

4. Disclose Privileged Information.
 - a. Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.
5. Financial or Beneficial Interest in Transactions.
 - a. Participate in or benefit from (personally or through his or her family and regardless of prior disclosure) a contract or agreement where that employee or officer acted as an agent of the City. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with the City of North Salt Lake.
6. Nepotism.
 - a. Violate *Utah Code* § 52-3, which prohibits employment of relatives, with few exceptions.
7. Misuse of Public Resources or Property.
 - a. Violate *Utah Code* § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.
8. Outside Employment.
 - a. Retain secondary employment outside of City employment, which, as determined by the City Council and/or the City Manager, and according to Utah Administrative Code R477-9-2:
 - i. Interferes with an employee's performance.
 - ii. Conflicts with the interests of the City of North Salt Lake or the State of Utah.
 - iii. Gives reason for criticism or suspicion of conflicting interests or duties.
9. Political Activity.
 - a. Except as otherwise provided by law:
 - i. The partisan political activity, political opinion, or political affiliation of an applicant for a position with the City may not provide a basis for denying employment to the applicant.
 - ii. A City officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
 - iii. A City employee may not engage in political campaigning or solicit political contributions during hours of employment.
 - iv. A City officer or employee may not use City equipment while engaged in campaigning or other political activity.
 - v. A City officer or employee may not directly or indirectly coerce, command, or advise another City officer or employee to pay, lend, or contribute part of the officer's or employee's salary or

compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.

- vi. A City officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
 - b. A City employee who has filed a declaration of candidacy may:
 - i. be given a leave of absence for the period between the primary election and the general election; and
 - ii. Use any vacation or other leave available to engage in campaign activities.
 - c. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
 - d. Nothing in this chapter shall be construed to:
 - i. prohibit a City officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
 - ii. Permit a City officer or employee partisan political activity that is prohibited under federal law.
 - e. No City officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any City property.
 - f. No City officer or employee shall promise any appointment to any position with the City as a reward for any political activity.
 - g. A City employee who is elected to an office with the City shall terminate City employment prior to being sworn into the elected office.
10. Fair and Equal Treatment.
- a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
 - b. No City officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
11. Prohibited Conduct After Leaving the City of North Salt Lake.
- a. No former employee shall, during the period of one (1) year after leaving City office or employment:
 - i. Disclose or use any privileged or proprietary information gained by reason of his/her City employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
 - ii. Assist any person in proceedings involving an agency of the City with which he/she was previously employed, involving a matter in

which he or she was officially involved, participated or acted in the course of duty;

- iii. Represent any person as an advocate in any matter in which the former employee was officially involved while a City employee;
- iv. Participate as a competitor in any competitive selection process for a City contract in which he or she assisted the City in determining the project or work to be done or the process to be used.



CITY OF NORTH SALT LAKE

Ethical Behavior Pledge Form

Annual Ethics Pledge

The following pledge is required to be made annually by all officers and employees of the City of North Salt Lake:

I, _____ am an employee of the City of North Salt Lake.

I pledge to adhere to the code of ethics as approved by the City Council. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and the City provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the City of North Salt Lake code of ethics.

DATED THIS _____ DAY OF _____ 2020

By: _____



City of North Salt Lake Conflicts Disclosure Statement

This form is provided as a convenience for officers and employees of the City of North Salt Lake (the "**City**") to make the disclosures required under the Utah Municipal Officers' and Employees' Ethics Act, *Utah Code Ann. § 10-3-13, et seq.* (the "**Act**"). Terms not otherwise defined in this form have the meanings ascribed to them in the Act. Notwithstanding this form or the information requested herein, it is ultimately the officer or employee's legal responsibility to ensure all necessary disclosures are made as required by the Act.

1. Name of appointed officer, elected officer, or municipal employee ("**Officer or Employee**"): _____
2. Office or Position: _____
3. Name of person or business entity assisted or to be assisted by the Officer or Employee or in which the Officer or Employee has an interest (see Sections 10-3-1304 through 10-3-1308 of the Act):

4. If the Officer or Employee will receive compensation for assisting any person or business entity in a transaction involving the City, describe the transaction and the nature of the service performed (see Section 10-3-1305 of the Act): _____

5. If the Officer or Employee holds a position with or has a substantial ownership interest (10% or greater) in a business entity which is subject to the City's regulation or which does business or anticipates doing business with the City, describe the position held and the nature and value of the interest (see Sections 10-3-1306 and -1307 of the Act): _____

6. If the Officer or Employee's personal interest or investment creates a conflict between the Officer or Employee's personal interests and his or her public duties, describe the nature and extent of the interest or investment, as well as the conflict (see Section 10-3-1308 of the Act): _____

Date

Officer or Employee Signature

PLEASE NOTE: *It is the officer's or employee's responsibility to update this form in the event circumstances change.

1 CITY OF NORTH SALT LAKE
2 HEALTH AND WELLNESS COMMITTEE
3 ANCHOR LOCATION: CITY HALL
4 10 EAST CENTER STREET, NORTH SALT LAKE
5 JANUARY 9, 2023
6

7 **DRAFT**
8

9 Corey Markisich called the meeting to order at 6:35 p.m.
10

11 PRESENT: Rachel Butterfield
12 Corey Markisich, Chair
13 Mary Kay Porter
14 Alisa Van Langeveld, City Council
15 Valerie Walton
16 Janet Welsh, Vice Chair
17

18 STAFF PRESENT: Ken Leetham, City Manager; Sherrie Pace, Community Development
19 Director; Linda Horrocks, Communications Coordinator.
20

21 1. CITIZEN COMMENT
22

23 There was no citizen comment.
24

25 Ken Leetham explained that this item was proactively added to the agenda due to potential
26 legislative action that public comments be allowed during meetings.
27

28 2. CONSIDERATION OF PROPOSED BY-LAWS FOR THE HEALTH AND
29 WELLNESS COMMITTEE
30

31 Ken Leetham reported Wendy Page put together a draft set of by-laws for review by the Health
32 and Wellness Committee. He explained the by-laws formalized the positions of chair and vice
33 chair and provided a procedure for the selection of a new chair and vice chair each January. He
34 mentioned the by-laws did not specify when the chair or vice chair terms ended, which could be
35 decided by the Committee. Mr. Leetham spoke on the “meetings section” in Section 2 related to
36 agendas and said any Committee member could place items on the agenda for consideration.
37

38 Ken Leetham said there were staggered terms on the Committee and once the initial term was
39 completed the next term would be four years in length. He shared the roster which showed the
40 term start dates and lengths for each current member. He stated the by-laws provided general
41 directions including meeting frequency, the role of the City Council liaison, member
42 responsibilities, etc.
43

44 Janet Welsh commented she read through the by-laws and was in favor of adopting them as
45 written.

46

47 **Committee Member Welsh moved to adopt the by-laws. Committee Member Porter**
48 **seconded the motion.**

49

50 Councilmember Van Langeveld requested to amend the section related to the City Council
51 liaison and said that sections B and C were redundant. She also asked about potentially changing
52 Section 7 related to compensation and reimbursement. Councilmember Van Langeveld explained
53 that there were both stipends and reimbursements but that the word compensation was confusing
54 and suggested the wording be “members shall receive a stipend for meeting attendance and
55 reimbursement for expenses as adopted by the City Council and at the City Council’s sole
56 discretion.”

57

58 Rachel Butterfield commented on the language in the by-laws that specified committee members
59 “shall” receive a stipend and said she preferred not to receive a stipend for work purposes. Ken
60 Leetham replied that he did not think this document would bind anyone to receiving a stipend
61 that did not wish to receive one but said the wording could be changed to “may” or “shall be
62 offered.”

63

64 Janet Welsh asked about the process for reimbursement of expenses.

65

66 **Committee Member Welsh amended the motion to include the changes discussed related to**
67 **the City Council liaison and stipends and reimbursement. Committee Member Porter**
68 **seconded the motion. The motion was approved by Committee Members Butterfield,**
69 **Markisich, Porter, Walton, and Welsh.**

70

71 3. CONSIDERATION OF CHAIR AND VICE-CHAIR FOR 2023

72

73 Janet Welsh was in favor of the one year term as it allowed everyone the chance to serve.

74

75 Rachel Butterfield declined as Chair as she was completing graduate school.

76

77 The Committee discussed and determined to keep Corey Markisich as Chair and Janet Welsh as
78 Vice Chair for several reasons including continuity and that the 2022 term of service was not a
79 full year.

80

81 **Committee Member Markisich moved to retain the existing Chair and Vice Chair for 2023.**
82 **Committee Member Welsh seconded the motion. The motion was approved by Committee**
83 **Members Butterfield, Markisich, Porter, Walton, and Welsh.**

84

85 4. FOLLOW-UP DISCUSSION ON GOALS AND PRIORITIES OF THE HEALTH AND
86 WELLNESS COMMITTEE FOR 2023
87

88 Ken Leetham reported the goals and priorities were compiled through staff notes and the
89 Committee meeting minutes. He asked for any amendments from the Committee.
90

91 Janet Welsh commented that these seemed to be assignments for City staff and not Committee
92 members. She asked if a working list of tasks could be put into a spreadsheet including who it
93 was assigned to including staff, Committee members, or both.
94

95 Ken Leetham said this was not the most demanding Committee but there was work to do. He
96 explained there was value in consolidating the goals and other things to address in meetings
97 beyond focusing on goals. He noted this included coordinating with other entities such as
98 Communities That Care and Davis Behavioral Health.
99

100 Councilmember Van Langeveld mentioned senior specific resources. She spoke on having
101 printed versions of the newsletter and an overview of County resources for seniors. She asked if
102 the Councilmember over the Senior Lunch Bunch would be responsible for this versus the Health
103 and Wellness Committee. Ken Leetham replied that there was no problem with the Committee
104 also working with the seniors.
105

106 Janet Welsh mentioned that she prepared a handout on diabetes education for the Senior Lunch
107 Bunch. She said the seniors had specifically asked for a printed version.
108

109 The Committee discussed having a shared document with the goals, status of those goals,
110 activities, and accomplishments. These items could be shared during the annual City Council
111 report.
112

113 Janet Welsh suggested an agenda item to report on accomplishments and goals from the prior
114 month. Councilmember Van Langeveld said this could be part of the Committee member
115 business agenda item.
116

117 Ken Leetham spoke on the inventory of open spaces and said the map needed updating, which
118 was a staff responsibility. He said the Committee would focus on policy and ideas related to City
119 property and how it could be utilized related to health and wellness.
120

121 Councilmember Van Langeveld suggested the shared document of goals/priorities could include
122 the staff assignment and then the Committee responsibility for each item.

123 Ken Leetham said presenting an adopted list of goals and priorities would be a good addition to
124 the annual report for the City Council.
125

126 **Committee Member Markisich moved to adopt the goals for the year. Committee Member**
127 **Welsh seconded the motion.**

128
129 Rachel Butterfield commented that this was a great list of goals related to actions and activities.
130 She encouraged the Committee to also think of impact goals and how they would relate to the
131 goals for actions and activities.

132
133 Councilmember Van Langeveld also mentioned a yearly goal review with higher level impact
134 thinking.

135
136 Janet Welsh spoke on emergency preparedness and the potential for the City to supplement or
137 offset the cost of CERT training. She said the training would start soon so a decision should be
138 made on whether the City would help with those costs.

139
140 **The motion was approved by Committee Members Butterfield, Markisich, Porter, Walton,**
141 **and Welsh.**

142
143 5. DISCUSSION OF COMMITTEE ANNUAL REPORT TO THE CITY COUNCIL
144

145 Corey Markisich clarified that the Committee would present this report to the City Council. He
146 asked when this presentation would occur. Ken Leetham replied the report could be presented
147 during a City Council meeting in February.

148
149 Several Committee members agreed to attend the February 21st meeting during the work session
150 to present the report. The presentation would include the goals, review of events, and an update
151 of what was accomplished in 2022.

152
153 6. APPROVAL OF MINUTES
154

155 The Health and Wellness Committee minutes of November 14, 2022 were reviewed and
156 approved.

157
158 **Committee Member Butterfield moved to approve the meeting minutes for November 14,**
159 **2022. Committee Member Welsh seconded the motion. The motion was approved by**
160 **Committee Members Butterfield, Markisich, Porter, Walton, and Welsh.**

161
162 7. COMMITTEE MEMBER BUSINESS
163

164 Councilmember Van Langeveld provided an update on the wellness survey that would open in
165 February for three weeks. She indicated the University would then provide the results in April.

166

167 Valerie Walton asked if a future meeting there could be training on when and how a Committee
168 member would recuse themselves from discussion or had a conflict of interest.

169

170 8. ADJOURN

171

172 The meeting was adjourned at 7:35 p.m.

173

174 *The foregoing was approved by the Health and Wellness Committee of the City of North Salt*
175 *Lake on February 13, 2023 by unanimous vote of all members present.*

176

177

178 _____
Wendy Page, City Recorder