


Mayor's Office: Council Agenda Item Request Form
This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received (office use)	26 April 2017
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Date of Request	3/27/2017
Requesting Staff Member	Kendra Kahlow
Requested Council Date	May 2, 2017
Topic/Discussion Title	Board Appointment to the ZAP Tier II Advisory Board.
Description	Appointment of Maren Slaugh to the ZAP Tier II Advisory Board to replace Erica Doty's term beginning January 2017 and ending December 2017.
Requested Action¹	Council Approval, Consent Items
Presenter(s)	N/A
Time Needed²	Consent Items
Time Sensitive³	N/A
Specific Time(s)⁴	N/A
Contact Name & Phone	Kendra Kahlow x.7031
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:

¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

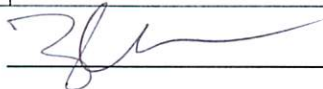
⁴ If important to schedule at a specific time, list a few preferred times.

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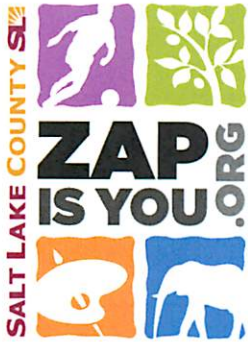


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Ben McAdams
Salt Lake County Mayor

Erin Litvack
Community Services Department
Director

Holly Yocom
Community Services Department
Associate Director



/ZAPISYOU



@slcoZAP



zooartsandparks

ZOO, ARTS & PARKS

Victoria Panella Bourns | Program Director

March 23, 2017

Kendra Kahlow
Salt Lake County Mayor's Office
2001 South State St, N2100
Salt Lake City, UT

RE: ZAP Tier II Advisory Board Nomination

Dear Kendra,

The ZAP program respectfully requests that Maren Slaugh be nominated to serve on the ZAP Tier II Advisory Board.

She will be replacing Erica Doty, a newly appointed member, who decided the time commitment would not work. Mrs. Doty was replacing Joan Burnside who resigned with one year left on her term. Ms. Slaugh will complete Joan Burnside's term on the Zoo, Arts and Parks Tier II Advisory Board, beginning January 2017 and ending December 2017.

This appointment is time sensitive as the Tier II Advisory Board will meet within a month to begin the 2017 application review process.

I appreciate your consideration of this request.

Sincerely,

Victoria P. Bourns
ZAP Program Director

Attachments:

Maren Slaugh Board Member Nomination Form

cc: Holly Yocom, Community Services Associate Director



Board Member Nomination & Application

Board: ZAP Tier II Advisory Board Date: 03/22/2017

Nominated By (if applicable): _____

Applicant Name Maren Slaugh

Home Address: _____ City, State, Zip _____

Work Address: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

Would applicant prefer work or home phone/address used as mailing address? Home

Salt Lake County Council District #: 6

To find the district you live in go to <http://slco.org/council/district-map/> and click the "Interactive Maps" area. Enter your address into the search box to find your County Council representative. Be sure to enter the District representative rather than the "At Large."

I prefer that my personal contact information remain private and protected Yes ☒ No ☐

Unique qualifications and/or perspectives you would bring to a Board or Commission:
I enjoy volunteering in the community, mostly within the arts and culture. I love seeing people and their reaction to being exposed to new types of art, plays, or dance. I have been on both sides of the stage. I was very involved in dance, music, and theater growing up and I loved to perform. Now, I not only enjoy the arts as a patron, but I can help those that might never be able to experience the arts without programs such as ZAP. I feel like I can bring a well rounded background to the Board and have a fresh outlook on what draws people back to the various arts and culture Utah has to offer.

I currently am involved in:

Center for the Arts volunteer 2012-present

Ballet West volunteer 2016-present

Sundance Film Festival volunteer 2007-present

Italian American Civic League member (past secretary) 2000-present

University of Utah Alumni Ambassador 2016-present

ZAP Ambassador 2016-present

I was a previous member of the University of Utah Chorus and Sandy City Chorus. I was also involved in the Dance Program at the U as well.

Board Member Nomination & Application

Applicant Name _____

Are you a current member of another county board? Yes ☐ No ☐

If yes, board/commission _____

Have you ever been a member of a board or commission in the county? Yes ☐ No ☐

If yes, board/commission _____ Dates: _____

Are you or any member of your immediate family a county employee? Yes ☐ No ☐

If yes, explain _____

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, explain _____

Demographics (*optional*)

The information on this section is for statistical purposes and is confidential.

Gender ☐ Female ☐ Male

Age Range ☐ 21-39 ☐ 40-54 ☐ 55-64 ☐ 65+

Race/Ethnicity (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other (please specify) |

Represent a special community? _____

Forward this application and nomination to the contact below with a resume:

**Board Coordinator
2001 S. State Street, # N2-100
Salt Lake City, Utah 84190
Email: boards@slco.org**

MAREN SLAUGH

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PROFESSIONAL EXPERIENCE

Manager, Salt Lake County Records Management & Archives, Salt Lake City, Utah 2015 – present
Leads and manages the activities of the Salt Lake County's Records Management and Archives programs. Enables problem-solving and critical-thinking, including the ability to remove barriers for direct reports. Ensures compliance with applicable records access laws and regulations and serves as the HIPAA Compliance Officer. Promotes and communicates tools and resources for agencies to remain compliant while following County Records Management policies, procedures, and ordinances. Provides direction and oversight of a preservation program which provides long-term preservation, outreach and public programming. Prepares and develops the program budget and approves/disapproves expenditures in relation to overall priorities.

Specialties: Secures and utilizes grant-funding opportunities as appropriate. Directs Information Services staff and aids in selection of hardware and software for Electronic Content Management systems and in creation of Service Level Agreements (SLA's). Navigates in a highly matrixed organization effectively. Fast tracks research, project development, system implementations.

EXPERIENCE AND SKILLS

- Certified Records Officer with expert knowledge in GRAMA (Government Records Access and Management Act)
- HIPAA Compliance Officer
- Notary Republic for the State of Utah

Assistant Theater Manager, Volunteer, Sundance Institute, Salt Lake City, Utah 2007 – present
Assistant Theater Manager at the Rose Wagner Theater in Salt Lake City. As part of the management team am ultimately responsible for the success of the venue during the ten-day festival.

Duties include: Pre festival facilitating of the long range planning process building a successful team of volunteers and their overall management. Ensures screenings are well staffed, oversees the flow of patrons, manages the occupancy of the theater, enforces ADA compliance at screenings, liaisons with venue staff and technical staff, manages balloting procedures, updates volunteers on policy and procedure changes, and oversees completion of Theater Attendance and Volunteer reports.

Patron Services, Volunteer, Salt Lake County Center for the Arts, Salt Lake City, Utah 2012 – present
Provides assistance to patrons attending events in the performing arts venues in Salt Lake County. Assists in event preparation and conclusion as well as provides optimal assistance in an emergency or evacuation. Offers knowledge regarding venue logistics, information about the event, general history of the venue, and offer assistance to ADA or special needs requests. Venues include: Abravanel Hall, Janet Quinney Lawson Capitol Theatre, the Rose Wagner and Dolores Doré Eccles Theater.

ZAP Ambassador, Volunteer, Salt Lake City, Utah 2016 - present
The Zoo, Arts & Parks program uses a small portion of county tax revenue to fund art and cultural organizations in Salt Lake County. ZAP funds more than 160 arts and cultural organizations in the county. As a volunteer Ambassador, members help to encourage meaningful engagement with ZAP and raise public awareness. Collaborates with other community grantees and Advisory Boards to extend ZAP's reach and effectiveness.

Assistant Records Manager, Records Division, Sandy Police, Sandy, Utah 2005 – 2015
Functioned as the direct liaison between the FBI and the Police Department. Trained and maintained records for all Sandy Police officers in the National Crime Index as well as maintaining BCI (Bureau of Criminal Identification) certification. Performed criminal background checks for new city employees, city volunteers, and the public.

Specialties: Lead Customers service team which provided on a walk in basis as well as scheduled appointments precise and accurate reports and spot demands for police records. Maintained effective and necessary communication with Federal Agencies, ensuring proper protocol with Federal and State laws are being followed by over 120 full time employees of the City. Oversaw trainings required by the State of Utah as well as the FBI. Audited and validated case reports complying with FBI standards. Knowledge of: Police terminology and practices, police records procedures, information and privacy laws, clerical and general office practices, procedures.

EXPERIENCE AND SKILLS

- Knowledge of GRAMA laws, criminal histories, procedures and RAP sheets

MAREN SLAUGH

mebs80@gmail.com • (801) 699-3655

- Manage, handle and release of confidential Police records and documents, maintaining utmost confidentiality when required by local, State, and Federal laws.
- Computer Skills: Microsoft Office applications, Photoshop, Adobe Acrobat Reader, Spillman RMS, Versadex RMS.

EDUCATION

University of Utah, SLC Utah - B.S. Political Science, minor in History, 2004

- Emphasis on law enforcement, criminal interests, and theory
- Utah College Democrat Member
- University of Utah Chorus Member
- University of Utah Ballroom Dance Club

Salt Lake Community College, Sandy Utah - 2011

- Forensic Science and Crime Scene Processing

RECOGNITIONS

- Awarded the Police Shield, 2011.
- 2014 Sandy Police Shield
- Sandy Police Civilian of the Quarter
- F.O.P. Civilian of the Year, 2008
- Sandy Police Citizens Academy Graduate, 2008
- Two-time nominee: Sandy Police' Civilian of the Year(08/11)

Extracurricular Activities:

- Italian American Civic League
- Chorus and Orchestra of Sandy City
- Ballet West Volunteer
- Salt Lake County Election: Poll Manager
- University of Utah Alumni Ambassador



SALT LAKE COUNTY DISCLOSURE STATEMENT

Violation of these provisions may subject the officer, employee or board member to disciplinary action, in addition to the possibility of criminal prosecution. Any violations will be thoroughly investigated and prosecuted. Please be aware that this document is a shortened and simplified statement of the legal requirements involved in this area. **YOUR CONDUCT WILL BE GOVERNED BY THE LAW, NOT THIS REVIEW.** Feel free to direct any questions regarding the law's ethical and disclosure requirements to the Civil Division of the Office of the District Attorney.

DISCLOSURE OF PRIVATE BUSINESS INTERESTS (Use one form for each business entity or person involved.)

Under the provisions of the Utah Public Employees' and Officers' Ethics Act, §§ 67-16-1 et seq., U.C.A., 1953 as amended and the County Officers and Employees Disclosure Act, §§ 17-16a-1 et seq., U.C.A., 1953 as amended, I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. *(Type or print all information.)*

A. Maren Slaugh Administrative Services, Records Management and Archives 385-468-0813
County Employee Employed in (County Division) County Phone
853 West Cannara Way Midvale Utah 84047
Employee's Address

B. ZAP
Outside institution, entity, private business or person involved
ZAP Tier II Advisory Board member
Describe county employee's position or investment in the outside institution, entity, private business, or personal contract
2001 S State Street, N3-200, SLC Utah 84101 385-468-7057
Outside institution, entity, business or person's address and phone number

C. Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above, or describe the nature of the economic interest or employment you hold in the private business. Also describe the relationship with, or transaction between, the business, institution, person, etc. and Salt Lake County. Use more sheets if necessary. *(This disclosure statement will not be accepted as valid unless this section is completed.)*

As a Tier II Advisory Board member, I review submitted applications and make funding recommendations to the board as a whole and County Council which makes their final recommendations. Board members are encouraged to attend various organizations to get a more holistic view of their program and mission. Participating organizations are also encouraged to offer board members free tickets to attend their events. If offered, I would be accepting these as a board member, NOT as a County employee.

Maren Slaugh ✓
Employee Signature

SUBSCRIBED and SWORN to before me this 25 day of April, 2017.



[SEAL]

Michelle Hicks
NOTARY PUBLIC, Residing in
DAVIS UT
County State

This statement is a public document. It must be filed with the officer's, employee's, or board member's immediate supervisor, division director, department director or elected official, and the COUNTY COUNCIL. It must be filed when the potential conflict arises.



SALT LAKE COUNTY DISCLOSURE STATEMENT

TO: ALL SALT LAKE COUNTY OFFICERS, VOLUNTEERS, AND EMPLOYEES
FROM: OFFICE OF THE DISTRICT ATTORNEY FOR SALT LAKE COUNTY
SUBJECT: STATUTORY ETHICAL AND DISCLOSURE REQUIREMENTS

All Salt Lake County employees, elected and appointed officials, and volunteer board members be aware of and abide by two significant statutes in Utah law which prohibit, or require disclosure of, certain actual or potential conflicts of interest between their public duties and private business interests, if any. The Utah Public Officers' and Employees' Ethics Act (§§ 67-16-1, et seq., U.C.A., 1953 as amended) and the County Officers and Employees Disclosure Act (§§ 17-16a-1, et seq., U.C.A., 1953 as amended) set the following requirements:

PROHIBITED ACTS:

1. No employee, officer or board member shall (1) use County office or employment for private advantage by revealing confidential, controlled, private or protected information gained through that office or employment, (2) use his/her County position to secure special privileges, or (3) accept other employment that would reasonably be expected to interfere with the ethical performance of his public duties.
2. No employee, officer or board member shall knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for him/herself or another person.
3. No employee, officer or board member, acting in an official capacity, may accept payment for helping a private person or business in any transaction with the county. Payment may be accepted if the transaction is not in the employee's official capacity and disclosure is made as set forth hereafter.
4. Employees may not be involved with any private business which is regulated by the county, may not be involved in any transaction between their private business interests and the county, and may not be involved in any other actual or potential conflict of interest unless the nature and extent of the private business interest(s) are disclosed as explained below.

DISCLOSURE:

1. Any county officer, employee or board member who receives payment for helping a private person or business in a transaction with the county must disclose the payment.
2. Any county officer, employee or board member involved in a private business which is subject to county regulation must disclose that involvement. If the regulation is made by the agency or board of which the officer or employee is a member, disclosure must be made annually, and again at each meeting in which the officer's or employee's business is discussed. Such oral disclosures shall be made part of the minutes of the meeting.
3. Any county officer, employee or board member involved with a private business that does or anticipates doing business with the county must disclose that involvement.
4. Any county officer, employee or board member who has a personal or business interest of any kind which raises an actual or potential conflict of interest with county duties must disclose that interest.
5. All written disclosures must be sworn statements containing the information required above and be in a form similar to that on the reverse side of this document. All such statements are public records, open to public inspection. All disclosures must be made as follows: Orally, in any meeting of a county agency, board or division where a transaction is discussed involving a matter in which the officer, employee, or board member has an interest; and again in writing when the conflict arises. The general written disclosure must also be re-filed every January of each year that the outside interest persists and must be filed with the officer's, employee's or board member's immediate supervisor, division director, department head or elected official, and county council.



SALT LAKE COUNTY VOLUNTEER CONTRACT

If I am accepted as a Salt Lake county volunteer, I agree to perform the volunteer duties as specified on my selected job description, to the best of my ability and in a professional manner. I will appreciate constructive feedback. If problems arise such as scheduling, I will notify my supervisor as soon as possible before my assigned shift.

CONFIDENTIALITY:

I agree to maintain the same strict confidentiality regarding my duties that is expected of the paid staff.

RELEASE:

While performing volunteer work assignments and duties, the undersigned volunteer (unpaid worker), authorized by the Division Director, shall be deemed an employee of Salt Lake County only for the purpose of the following liabilities and insurance coverage.

- A. Medical Benefits under Worker's Compensation for any injury sustained by him/her while engaged in performance of any service;
- B. Properly licensed operation of County vehicles or equipment;
- C. Liability protection normally afforded salaried employees.

If I, as a Salt Lake County volunteer, will be driving on county business or transporting clients while using my personal vehicle, in the event of a car accident, I shall immediately contact my own insurance carrier and report the accident; damages due to accidents must be covered by my own insurance carrier. If involved in an accident while on County business I must also file a report with County Risk Management according to Salt Lake County Wide Policy 1011, Accident Reporting. Upon request, the Volunteer Coordinator will provide assistance to complete this report. (Refer to Volunteer Policy #4009 on Volunteer Auto Use.)

With this knowledge, the undersigned volunteer hereby releases Salt Lake County, its agents and employees from any liability or obligation arising from, or in connection with, the undersigned's Volunteer Activities with Salt Lake County other than stated above.

I have read the sexual harassment and discrimination information. MS (Initial)

If necessary, I have submitted a Statutory Ethical and Disclosure form. MS (Initial)

I have read and understand the above conditions.

Volunteer Signature: Maren E. Slough

Parent or Guardian signature if under 18: _____

Signature of Agency Representative: Megun Atkinson

Date: 3-24-2017