

# BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

**DATE:** December 29, 2008

**TIME:** 9:40 a.m.

**COMMISSIONERS PRESENT:** Commissioner Paul Jewell and Vice-Chairman Alan Crankovich

**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Joseph Whalen

**OTHERS PRESENT:** Julie Kjorsvik, Clerk of the Board; Lisa Young, Human Resources Manager

<b>TOPIC:</b>	Workstation Request
<b>DISCUSSION:</b>	Joseph Whalen indicated the Human Resources office is in need of a new desk for the front reception area, for tasks that are currently being done by the Human Resources Assistant. He said they are looking at a cubical type with a couple of walls. He said Harris Office Supply gave them a quote of \$3,000.00 which he thought was fairly expensive. Lisa Young said they have enough money in their current budget from the period of time the Directors position was vacant, as well as some from other budget lines. Commissioner Jewell asked if they had researched purchasing from somewhere else and other alternatives because he would rather not spend \$3,000.00 unless it's absolutely necessary. Lisa said the Prosecutors office and the Accounting department used Harris Office Supply as well and they would like to get something that would be portable in case they were to move in the future.
<b>ACTION:</b>	The Board directed Human Resources to contact Jerrols to see if they have something that would work for less money, noting it would be beneficial to purchase from a local vendor.