**BOARD OF COUNTY COMMISSIONERS**  
**DEPARTMENT HEAD MEETING**  
**MINUTES**

**DATE:** January 23, 2006  
**TIME:** 9:50 a.m.

**COMMISSIONERS PRESENT:** David Bowen, Alan Crankovich, Perry Huston

**DEPARTMENT:** Auditor  
**DEPARTMENT HEAD:** Judy Pless  
**OTHERS PRESENT:** Megan Calais

| TOPIC: | • Trust Accounts  
• Credit Card Payments |
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| **DISCUSSION:** | 1. A new fund was established by Judy titled Fund #117 - Construction Performance Bonds. No funding will be needed, as grants have been awarded for sewer projects. This was created to prevent dipping into grant awards without following proper channels.  
2. Proposed creating a “clearing account” or budget account to pay incoming credit card bills as they arrive to maximize the reward benefits the cards provide. Concerns that it will take more effort to track down responsible parties for their portion of card charges. Establish consequence for irresponsible use and follow through of card purchases. A clearing account was agreed that it is a good idea. |
| **ACTION:** | 1. Fund #117 approved  
2. Clearing Account approved |