Board members present: Vice-Chairman Paul Jewell; Commissioner Alan Crankovich. ABSENT - Chairman Mark McClain.

Others: Mandy Robinson, Deputy Clerk of the Board; Catherine Dunn, Deputy Clerk of the Board, Kristen Demory, Records Clerk.

At 9:00 a.m. Vice-Chairman Jewell opened the Office Administration meeting.

The Board of County Commissioners reviewed their weekly calendar.

The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers.

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending June 11, 2010.

Ms. Robinson reviewed an e-mail from Jan Ollivier, Transportation Manager. She explained that Ms. Ollivier had requested someone from every County Department to participate in a working group to compile a "needs list". Ms. Robinson asked if there was anyone from the BoCC that would like to partake. Commissioner Crankovich indicated that he would represent the BoCC.

Ms. Robinson indicated that our office was in receipt of an e-mail request from a college student wishing to do a one month college internship in our office. She explained that the time period would be from August 22, 2010 through September 23, 2010 and that she would like to touch on all areas of an office setting. Ms. Robinson
explained that Staff had a meeting to discuss the student and what types of projects etc. we could have her help with and get experience with. She reviewed some of the topics and reminded the Board that it is only one month so there wouldn’t be as much time as we had with the last summer intern. The Board supported the request.

REQUEST PARLIAMENTARY PROCEDURES TRAINING COMMISSIONERS

Staff requested Board approval to send out a notice to all members of their Boards, Committees and Commissions notifying them of a training the County will be paying for and it will be put on by MRSC on July 14, 2010 from 7-9 p.m. Staff noted that after speaking with MRSC the training would be put on for free, and the only cost associated would be mileage (.50 cents a mile) for the presenter and lodging. Staff anticipated the cost being approximately $250.00. The Board approved the request to send notice and hold the training.

UPDATE BOCC/ DEPARTMENT HEAD REPORTS COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

OTHER BUSINESS - None

Meeting adjourned at 9:40 a.m.