

ADMINISTRATIVE & FINANCE MEETING

Friday, January 6, 2017

9:00 a.m. Room A231

1. Call meeting to order;
2. Was the meeting properly noticed;
3. Roll call;
4. Approve agenda;
5. Public Participation;
6. Correspondence;
7. Corporation Counsel monthly report;
8. Personnel monthly report;
9. Treasurer monthly report;
10. MIS monthly report;
11. County Clerk report;
12. Parks Manager reports;
13. Administrative Coordinator/County Manager report;
14. Discuss and/or act on:
 - a. Updating County Board Rules, Administrative Policy, Employee Handbook;
 - b. Vendor request to sell goods in County Parks;
 - c. Reclassification request for Parks-Parks Supervisor-Castle Rock Park Manager-Trails Coordinator-Petenwell Park Manager-Administrative Assistant;
 - d. Classification of Health & Human Services Behavioral Health Medical Assistant;
 - e. Discuss and/or Act on hiring a Dispatcher for the Sheriff's Office at a wage above the starting wage;
15. Identify upcoming agenda items;
16. Set next meeting date;
17. Adjournment.