

**Government Review Committee  
Review of Meeting and Report to the Board of Legislators  
Monday, March 1, 2010**

Present: Tedra Cobb, Sue Hathaway, Joanne Sevick, Jane Powers, Chandra Coffey, Ruth Doyle, Ruth Ayen, Chris Boulio

**The Committee discussed the accomplishments of the Government Review Committee over the last three years. They are listed as follows:**

- **Contracts:** This process has been revised over the last year to tighten up our liability. The County Attorney is again reviewing the Transmittal Form and will be working more directly with each Department Head to insure that all contracts meet the same standard of legal obligation. He has taken a lead in individualizing contracts for each department.
- **Capital Projects:** This process has been in the works to ensure that the BOL can understand and track capital projects over the course of the funding period as they cross budget years. There is no inherent way to track them with our current financial system. Expenses are accounted separately from revenue and the ability to track does not exist in the current financial system. We have been working on being able to create more reports from our GEMS system – the Capital Projects are set up in accounts separate from the General Fund. We are working on a way to track more accurately to increase transparency.
- **Staff Development:** We met in November to discuss reimbursement for training, professional development, conferences and continuing licenses. Chris Boulio has developed draft guidelines and the ad-hoc committee will meet again to review the draft and report back to the BOL.
  - We are reviewing in-house training and in 2010 will conduct progressive discipline, respect in the workplace, harassment and violence prevention, and health and safety in conjunction with CSEA.
  - Additionally, funds have been allocated to the HR Department to consider contractual training. These are on hold until further budget discussions.
  - The GEMS training on payroll will need one day follow-up for implementation. The BOL needs to accept a change in policy with regard to time and attendance reporting. All management is on board to use a standardized tracking of time and attendance. Our Committee would like to continue to researching this issue and bring it back to the BOL.
- **Ethics:** The new law is in effect and we are searching for Ethics Board members. Once the Board of Ethics is in place training and implementation of the law will commence with the further direction of the County Attorney.
- **Advisory Boards:** Advisory Boards and Sub-Committees of the BOL continue to send minutes which are available on our website.
- **Outside Agencies:** We have standardized the reporting to better track use of County funds and financial requests. The Committee suggests that as we review County services and funding that Outside Agencies be reviewed as well.

- **Cost Saving and Policy Changes:** We have lead in the passage of a new mileage and vehicle use policy for County owned vehicles, cell phone policy, and the purchase of County vehicles. Labor Management Committee will continue to clarify the mileage reimbursement policy.
- **Community Survey:** 394 surveys were completed in July and August of 2009. We will work on continuing to collect the data to present to the BOL. We will explore more uses of our contract with Survey Monkey to collect data.
- **Opportunities for Consolidation/Municipal Sharing:** We have received SMSI grants for shared insurance, Real Property, shared salt/storage facilities. We will continue to pursue this funding.
- **Strategic Planning:** Suggested fiscal strategic planning, the Committee has made recommendations to the BOL, no action has been taken.
- **County Wide Standards:** The County-Wide Health District will commence once we get the official letter from the Department of Health.

**2010 Ideas/Action Items:**

- Hiring and Recruitment Policy
- Mileage Reimbursement Policy
- Training Reimbursement Guidelines
- Customer Service Survey Continuation
- GEMS – Reporting Time and Attendance
- Standardizing Outside Agency Communication and Reporting
- Capital Project Tracking

**Next Meeting:**

Monday, April 5<sup>th</sup> 3:00 – 5:00 p.m.