

**STAFF SUMMARY**  
**For**  
**BOCC MEETING PRESENTATION**

**Date of Presentation:** February 14, 2018

**Staff Lead:** Director of Administration

**Effectuated Departments and Offices Effectuated:** All

**Topic:** BOCC Meeting Policy

**1. Purpose:** Update current County Policy BOCC Meetings.

**2. Background:** BOCC Meetings are governed by the Colorado Open Meetings Act. In January, 2017 the BOCC meeting policy was substantially changed to incorporate a new meeting structure, increase transparency and opportunities for citizen input. This policy is part of collection of updated and new policies articulated in draft Policy B-00, *Transparency*.

**3. Key Points:**

(1) The draft document is reformatted in accordance with the new policy format adopted in County Policy A-00, *Policy Management*.

(2) The draft document now addresses timelines for submission of documents to be considered during BOCC meetings and for public posting prior to meetings.

(3) The draft document contains language to designate what constitutes an "official record" of BOCC meetings.

(4) The draft document is consistent with meeting processes adopted and refined over the last year and meets BOCC request to update and act to approve during Feb 28, 2018 BOCC meeting.

**4. Impact on County:**

**a. Fiscal:** None.

**b. Services:** Clarifies processes for publication of documents related to BOCC meetings.

**c. Infrastructure:** None.

**5. BOCC Action Required:** Review and discuss changes.

**6. Required Decision Date:** February 28, 2018 (per BOCC Request)

**7. Point of Contact:** Director of Administration, Justin Klassen.

**8. Enclosure:** Draft Policy B-01, *BOCC Meeting Policy (Draft)*