



ELBERT COUNTY GOVERNMENT

WORK/STUDY SESSIONS AND EMPLOYEE SUPERVISION MEETINGS- POLICIES AND POSTING PRACTICES

PURPOSE

To provide guidance to the Clerk of the Board of County Commissioners, County employees, and the public regarding work sessions and employee supervision meetings of the Board of County Commissioners, and notices and agendas of such meetings.

POLICY

Work/Study Sessions

The Elbert County Board of County Commissioners (BOCC) will hold Work/Study Sessions on an as-needed basis to discuss and develop policies, discuss issues and receive information from advisory committees and elected officials, discuss previous public hearings, discuss its upcoming actions and its job products, and to further its work on behalf of Elbert County. These Work/Study Sessions (except for Executive Sessions) are open to the public; however, they are open for public observation, but not public comment. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur at any Work/Study Session.

As a courtesy to the public, Work/Study Sessions will be noticed at least 24 hours prior to the holding of the meeting by posting a notice on the bulletin boards on the First and Second Floors of the Elbert County Administration Building, 215 Comanche Street, Kiowa, CO 80117. The posting will include specific agenda information where possible. No minutes of Work/Study Sessions will be taken or recorded.

Employee Supervision/Staff Administration Meetings

The BOCC may hold as-needed Employee Supervision Meetings to conduct day-to-day oversight of property or supervision of employees. The purpose of these Employee Supervision

Meetings is to discuss and reach decisions on day-to-day issues which require timely supervision of property and employees by the BOCC, such as verbal updates and written reports from the County Manager, County Attorney, Department Heads, and employees. These Employee Supervision Meetings (except for Executive Sessions) are open to the public; however, they open for public observation, but not public comment. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur at any Employee Supervision Meetings.

Employee Supervision Meetings will be noticed only by a general notice of such meetings, which will be posted on the bulletin boards on the First and Second Floors of the Elbert County Administration Building, 215 Comanche Street, Kiowa, CO 80117. The posting will not include any agenda, and no minutes of Employee Supervision Meetings will be taken or recorded.

Posting of Meeting Notices and Agendas

In order to provide full and timely notice to the public, the official posting place of all notices and agendas for regular and special BOCC meetings, as required pursuant to C.R.S. 24-6-402 (2) (c), will be the bulletin boards on the First and Second Floors of the Elbert County Administration Building, 215 Comanche Street, Kiowa, CO 80117. Notices and agendas for Work/Study Sessions may also be posted on the bulletin boards on the First and Second Floors of the Elbert County Administration Building, 215 Comanche Street, Kiowa, CO 80117. The BOCC will lock and secure the bulletin boards.

The BOCC, through the Clerk to the Board, will exercise good faith and reasonable efforts to post meeting notices on the Elbert County Website. However, due to the fact that this source of information is subject to potential electronic disruption, this Internet posting will not be the official posting.

Pursuant to C.R.S. 24-6-402 (7), if a person requests notification of all meetings or specific meetings, the Clerk of the BOCC will exercise good faith and reasonable efforts to provide reasonable advance notification via e-mail, and will place such persons on a notification list for two years. Such persons will be required to sign the attached form requesting placement on the list, and providing authorization to send notifications to the requestor's e-mail address. This notification list shall not apply to Employee Supervision Meetings.

RESERVATION OF AUTHORITY

The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of these policies and procedures at any time.

ADOPTED BY MOTION ON THE 25th DAY OF February, 2015.



ROBERT ROWLAND, CHAIRMAN AYE



KELLY DORE, VICE-CHAIR AYE



LARRY ROSS, COMMISSIONER AYE

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: 

DEPUTY, CLERK TO THE BOARD

