

**NINE STEP PLANNER
BOARD OF COUNTY COUNCILORS WORK SESSIONS**

This form needs to be reviewed and approved by the board **before** a work session is scheduled.

REQUESTED BY: *Sheriff Atkins*

1. **TOPIC:** *Go over the consultant's report regarding Sheriff's Records. The consultant will be in attendance to answer any questions.*

2. **WORK SESSION:**

NAMES OF STAFF MEMBERS TO PRESENT AND ATTEND THE WORK SESSION:

Sheriff Atkins, Undersheriff Mike Cooke, Chief Steve Shea, Records Manager MaryAnn Gentry, Finance Manager Darin Rouhier, and Ed Claughton, President of PRI Management Group.

3. **TIME FRAME:**

LENGTH OF TIME NEEDED: One hour

DESIRED DATE: To be coordinated due to travel

SCHEDULED DATE OF WORK SESSION: _____

4. **TIMING CONSIDERATIONS:** *The County Manager requested this study in 2017. The final product of the study became available in early 2018. The Sheriff would like to present the findings to the council with the help of Ed Claughton who conducted the study.*

5. **DESIRED RESULTS:** *To communicate the results of the study as paid for by the council and to provide a better understanding of the Sheriff's Records functions and needs to best serve our community.*

6. **IMPACTS (COMMUNITY/FINANCIAL/STAFF/OTHER):** *The board, through the county manager, requested the study. A work session will help understanding of the facts surrounding the study.*

7. **POLICY IMPLICATIONS:** *Are there implications for County or Department Policy; if so, what? Not at this time.*

8. **ISSUES TO BE CONSIDERED:** *What should the Board be aware of? Is there some disagreement or controversy? What are the options? Again, the Sheriff would like to provide facts and information requested by the council. Some county staff have disputed the results. It would be best to have the fact finder present to explain.*

9. **RECOMMENDED ACTION:** *Nothing at this time.*

APPROVED FOR SCHEDULING:

Signature of requestor:

DATE: _____