

## AGENDA

### FUNCTION:

The agenda process should be formalized to the extent necessary to serve the Board's needs, but, at a minimum, should be clearly understandable and routine. It may include varying degrees of committee or administrative review, but at a minimum, should provide the Clerk of the County Board with sufficient authority to manage the process. The resulting agenda may be viewed by the Board as preliminary and may or may not be formally adopted or amended at the beginning of the Board meeting. The agenda process should always provide for the orderly accommodation of contingent or emergency items.

It is appropriate that the agenda include both items of information, as well as those matters requiring formal Board action. Chronologically, the process might include several or all of the following procedures.

The County Board, Department Heads, or members of the public may bring forth an item and propose that it is of sufficient significance to be heard before the County Board. In most cases, such issues should be directed to the appropriate Department Head who will provide for the Board, in written form, through the Request for Board Action (RBA) process, the following:

- a. a clear statement of the issue or problem;
- b. history, background or perspective, including previous related board actions;
- c. identification of alternative actions and their consequences;
- d. recommended action and justification;
- e. implementation plan;
- f. future related issues that may come before the Board.

The RBA for an agenda item will be reviewed by the Clerk of the Board or Deputy Clerk of the Board for completeness, clarity and reviewed as to the merits of the issue. A part of this review is to ensure that the recommendation has been adequately prepared, that all affected departments have been notified of the impending action and that the relationship to County Board policies, programs and county-wide significance has been

identified. At this time the Deputy Clerk of the Board prepares and distributes the agenda. It is important that the agenda reach the Board members with sufficient time for their review prior to the Board meeting.

It is helpful if the agenda process is designed to tie directly into the Board's information process, whereby the minutes of the Board meeting are created, the process of issues before the Board is tracked and the notification of the actions of the Board is communicated.

**BENEFITS:**

The agenda may serve the County Board in several ways:

1. It primarily enhances the orderly and efficient conduct of the County Board meeting.
2. It serves as a prior notice to all interested persons.
3. It aids the Board Chair and members in their own meeting preparation.
4. It provides the departments of the County with a mechanism for formal communication with the County Board.
5. It aids in the creation of the official record of the meeting.

Revised 06/21/95; 07/09/01; 07/27/2010

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## RBA's - Instructions for Completing

To schedule an item on a Work Session or County Board Agenda, complete a Request for Board Action (RBA) form, attach supporting documentation and submit via e-mail to the Deputy Clerk of the County Board by 12 noon on the Wednesday prior to the scheduled meeting day.

The RBA's are to be completed according to the following instructions:

### INSTRUCTIONS FOR COMPLETING THE REQUEST FOR BOARD ACTION (RBA)

Please refer to Exhibit A attached.

1. County Board Work Session Date: Insert date of requested meeting;  
County Board Meeting Date: Insert date of requested meeting; and/or  
Health & Human Services Board Date: Insert date of requested meeting, if applicable.
2. Originating Department: Select the Originating Department (or type Department/Entity if not listed).
3. Presenter: Insert name(s) of presenter(s). Complete this area even if it is a Consent item as Consent items are sometimes pulled for discussion.
4. Item: Concisely state the name of the item on which you are seeking action.
5. Estimated time: Check the box indicating the amount of time you anticipate your presentation will take. Include the length of time for expected discussion and questions by the Board as well.
6. Board action requested: Ask yourself: What is the action you are seeking from the Board? Be SPECIFIC, using action verb to clearly identify the action you are seeking and include all specific information needed, such as legal descriptions, dates, dollar amounts, etc. so the Board can read your action requested as their motion.

Example:

- Accept and file the report on Blight Conditions in Itasca County.
- Approve Non-intoxicating liquor license for \_\_\_\_\_ for the period \_\_\_\_\_.
- Approve solicitation for bids for three Sheriff patrol vehicles in the amount of \_\_\_\_\_.

If you need assistance in preparing resolutions or motions in advance, please seek out the appropriate department manager or the Administrative Services Department for assistance.

7. Background: Give as much background information as necessary so that the Board will have sufficient historical and up-to-date data to aid the Board in making their decision. If additional space is needed, please utilize the provided second page for that purpose.

If the background information is confidential in nature, you must so indicate on this section: type "**CONFIDENTIAL DOCUMENTS ATTACHED**". Attach the confidential documents to the RBA form. Be sure those documents are marked "CONFIDENTIAL" in

red ink and boldfaced in the lower right corner.

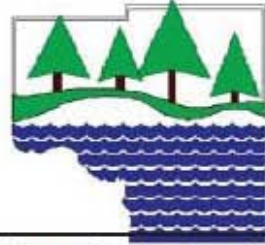
8. Supporting documents: Please indicate here whether or not you are attaching any supporting documents. We encourage your supplying supporting documentation whenever it is pertinent to the issue before the Board. If it is not important information, do not attach it.
- \*\* No handouts are to go to the Board during the Board meeting. If information is important, it is important to get it to the Board in advance. In an extreme case where there is a need for an emergency handout at the Board table, please provide 17 copies.**
9. County Attorney Review: Please indicate here whether or not the County Attorney has reviewed the issue prior to the requested meeting, if applicable. If there is a need for the County Attorney to review the issue prior to the County Board meeting, please submit the RBA/supporting documentation to him far enough in advance to allow an adequate amount of time for this review.
10. Item Classification for County Board Meeting: The purpose of the consent agenda is to give the County Board a means of handling routine items such as personnel actions, abatements, homestead classifications, etc., in one action. This saves board time, department head time, and results in shorter minutes of the Board proceedings. The Board does have the option to pull any item from the Consent Agenda in order to discuss it and act on it separately.

While many Consent items originate at a County Board Work Session following discussion, if you feel your item is routine and there is no anticipated need for discussion by the Board at the Work Session, you may recommend your item for the "Consent Agenda" and place it on the Work Session Agenda as such. At the beginning of the Work Session, the Board will review the agenda and items recommended for Consent. Unless requested by a Board member to be removed from Consent for discussion, the item will simply roll over to the Consent Agenda at the next County Board meeting.

11. Item History: Insert the date/type of meeting and the item number if you presented your item at a previous County Board Work Session, County Board or Health & Human Services Board meeting.
12. Date: Date the RBA has been electronically signed and submitted.
13. Distribution/Filing Instructions: If the item you are bringing to the Board affects another department or individual, please ensure the Department Head/individual is notified of the action you are requesting. It is the responsibility of the Department Head to notify staff that may be impacted by the action requested.  
The draft and approved minutes of the County Board meetings shall serve as post-Board notifications to all County Department Heads. It is the duty of the Department Head to make his/her staff aware or other individual who may be impacted of action taken by the County Board.

**EXHIBIT A**

**ITASCA COUNTY**



**REQUEST FOR BOARD ACTION**

<b>County Board Work Session</b>	<b>County Board Meeting</b>	<b>Health &amp; Human Services Board</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>
<b>Originating Department:</b> << Select Originating Department >>	<b>Presenter:</b>	
<b>Item:</b>	<b>Estimated Amount of Time Needed for Discussion:</b>	
	<input type="checkbox"/> < 5 minutes <input type="checkbox"/> 15 minutes	<input type="checkbox"/> 5 minutes <input type="checkbox"/> 30 minutes
<b>Board Action Requested:</b>		

**Background:**

<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input type="checkbox"/> None	
<b>County Attorney Review Complete:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Item Classification for County Board Meeting:</b> <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Regular Agenda <input type="checkbox"/> Refer to <input type="checkbox"/> Table until <input type="checkbox"/> Other	<b>Item History:</b>  <b>Date:</b> <b>Signature:</b>
<b>Board Action:</b> Approved as Requested: _____ Denied _____ Tabled _____ Other: _____	<b>Distribution / Filing Instructions:</b>

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Space for Additional Background, if needed:

## **RBA's - General Information**

The Request for Board Action (RBA) form is a fillable Adobe file that can be accessed internally at [S:\WORD\RBA\\_Form\\_2012.pdf](S:\WORD\RBA_Form_2012.pdf). It is also available on the County website (<http://www.co.itasca.mn.us/Home/CountyBoard/Agenda/Pages/default.aspx>).

The RBA form is designed to cover one item; therefore, if you have six items, you will need to submit six RBA's. When you send your RBA and supporting documents to the Deputy Clerk to the Board, be sure to keep a copy for your own file. RBA's may be submitted as far in advance as desired.

The RBA/supporting documents are to be submitted via e-mail to the Deputy Clerk to the Board prior to the Agenda deadline, which is 12:00 p.m. on the Wednesday prior to the Board meeting. The County Administrator has the authority to waive the 12:00 p.m. deadline; however, if the request for the waiver comes after the agenda has been distributed, the request for the RBA to be added to the agenda requires approval of the Board Chair.

Note that that all information other than that specially marked "CONFIDENTIAL" is available to the public upon their request. If you indicate the data is confidential, it will be provided to the Board but will not be available through general distribution. Please refrain from including confidential data on the RBA form. Confidential data should be submitted as an attachment, if necessary.

If your item includes an electronic presentation for which you will need to utilize the document camera, projector and/or other equipment, please contact the Administrative Services Department to arrange to have this equipment available. Typically, the best time for setup of the equipment is prior to the County Board meeting so as to allow a "test run." If the presence of the equipment will possibly conflict with another presentation, it is best that you take down the equipment immediately following your presentation. Also, as a reminder, it is your responsibility to return the equipment to the appropriate location and/or Administrative Services Department.

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Revised 01/02/01; 7/9/01; 7/1/03; 9/16/05; 11/29/05; 5/22/07; 10/26/2010; 02/14/2012

# ITASCA COUNTY



## REQUEST FOR BOARD ACTION

**County Board Work Session**

**County Board Meeting**

**Health & Human Services Board**

**Date:** 02/07/2012

**Date:** 02/14/2012

**Date:**

**Originating Department:**

Administrative Services

**Presenter:**

Trish Klein

**Item:**

Policy Updates

**Estimated Amount of Time Needed for Discussion:**

<input type="checkbox"/>	< 5 minutes	<input checked="" type="checkbox"/>	5 minutes	<input type="checkbox"/>	10 minutes
<input type="checkbox"/>	15 minutes	<input type="checkbox"/>	30 minutes	<input type="checkbox"/>	> 30 minutes

**Board Action Requested:**

Approve the updated documents: Schedule of Agenda Process, Requests for Board Action (RBA) - General Information and Requests for Board Action (RBA) - Instructions for Completing.

**Background:**

See attached documents. Due to the reorganization of Transportation/Land Management (TLM) and Administrative Division meetings to County Board Work Sessions, the above policies needed to be updated to correctly reflect the process to be followed.

**Supporting Documentation:**

Attached

None

**County Attorney Review Complete:**

Yes

No

N/A

**Item Classification for County Board Meeting:**

Consent Agenda

Regular Agenda

Refer to

Table until

Other

**Item History:**

**Date:** 02/02/2012

**Signature:**

*Trish Klein*

**Board Action:**

**Approved as Requested:** 2/14/2012

**Denied** \_\_\_\_\_

**Tabled** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Distribution / Filing Instructions:**

Administrative Services Assistant - Policy Manual  
Communication Re: Process