

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: 3-10-08

TIME: 10:00 a.m.

COMMISSIONERS PRESENT: Alan Crankovich, David Bowen

DEPARTMENT: Clerk

DEPARTMENT HEAD: Joyce Julsrud

OTHERS PRESENT: Mandy Robinson, Deputy Clerk of the Board; Terry Powers, Maintenance Staff

TOPIC:	Review of proposed filing system, additional space & proposed transfer of funds.
DISCUSSION:	<p>Joyce stated she had gotten estimates for the new filing system and was told to talk to Maintenance as they were unsure what the floor in the filing room for the Clerk's office could handle. Maintenance had estimated that the new system would be at least 75-100 lbs which would cause serious structural damage. Joyce stated after getting that information she contemplated different options, and came up with sending all documents to a service provider (US Archives) where they would microfilm and destroy the old records, she stated this would free up a lot of space.</p> <p>Joyce stated her other reason for being here was to discuss with the BOCC the possibility of taking up some unused hallway space, she provided a drawing and asked for BOCC feedback as well as she stated the judges have given their support for the idea.</p>
ACTION:	<p>BOCC approved Joyce's request to send out documents to US Archives, and guided her to seeing if there was funding for the costs in the Audifors O&M fund.</p> <p>BOCC liked the idea of the space in the hallway being used up and asked Joyce to get all the details as well as budget effects for both requests. The BOCC Requested a detailed drawing and estimate be brought back for there review.</p>