

# BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

**DATE:** September 8, 2008

**TIME:** 10:20 AM

**COMMISSIONERS PRESENT:** Chairman Mark McClain, Vice- Chairman Alan Crankovich and Commissioner Linda Huber

**DEPARTMENT:** Facilities Maintenance

**DEPARTMENT HEAD:** Michael Carpenter, Facilities Maintenance Director

**OTHERS PRESENT:** Catherine Dunn, Deputy Clerk of the Board

<b>TOPIC:</b>	Keys and Locking down Permit Center
<b>DISCUSSION:</b>	Michael Carpenter said that he had responded to the request to lock down the Permit Center and did not find out until Monday that there were employees with keys to side doors. He had changed the card keys. In that discussion with Maintenance Personnel he learned that there were also keys to the Courthouse in employee hands. He was not happy with the lack of records regarding who had these keys.
<b>ACTION:</b>	The Board directed Mr. Carpenter to come back with a solution to the problem and an estimate for re-keying both buildings.