



BOARD OF COMMISSIONERS AGENDA ITEM FLOW CHART

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Your Agenda Item
You must have your agenda item reviewed by all impacted departments prior to placing it on an agenda. All agenda items will go before the Committee of the Whole, listed on the agenda under the appropriate category.



Committee of the Whole (COW)
2nd Tuesday of each month immediately following the 1:00 PM BOC Meeting. Commissioners will review items, then vote to approve, deny or table the request.

The following categories will be on this agenda:

<p>Administrative Affairs</p> <p>Policies, Non-financial Contracts, Agreements, Committee Appointments</p> <p>Commissioner Liaison: Gail Patterson-Gladney</p>	<p>Finance</p> <p>ARPA Proposals, Claims, Budget Items, Out of State Travel, CIP, Lease/Purchase/Grants</p> <p>Commissioner Liaison: Paul Schincariol</p>	<p>Veterans Services</p> <p>Veterans Benefits, Grants, Projects</p> <p>Commissioner Liaison: Mike Chappell</p>
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Committee of the Whole (COW)
4th Tuesday of each month immediately following the 1:00 PM BOC Meeting. Commissioners will review items, then vote to approve, deny or table the request.

The following categories will be on this agenda:

<p>Buildings & Grounds</p> <p>Facility Matters, County Property Use Requests</p> <p>Commissioner Liaison: Don Hanson</p>	<p>Labor, Negotiations & Contracts</p> <p>Employee and HR Matters</p> <p>Commissioner Liaison: Richard Godfrey</p>	<p>Public Transit</p> <p>Public Transit Matters</p> <p>Commissioner Liaison: Kurt Doroh</p>
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2 Weeks Later (Items approved at the COW will go before BOC for final approval.) Time sensitive items will be addressed on a case by case basis.



Board of Commissioners (BOC)
2nd & 4th Tuesday of each month at 1:00 PM
Items approved at BOC will generate a resolution. Some items do not require a resolution and will only be approved by motion.

- Meeting Etiquette**
- Board Presentations are held at the COW and should be brief (15 minutes or less).
 - All materials for agenda items are due by 12:00 p.m. on the Monday 8 days prior to the meeting date.
 - Agenda item presentations should be kept brief.
 - You should be available to present your item at the COW.