



VAN BUREN COUNTY BOARD AGENDA ITEM REQUEST

Administration Address
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Prior to submitting your request, you must have this item approved by all affected Department Heads. All requests for agenda items must be submitted no later than 10 days prior to the meeting date (see meeting schedule on page 2). Please attend the meeting to present your item.

Requester's Name	Department
Telephone No.	Email
Board Meeting Proposed for	Meeting Date

Please complete all of the fields below as these are the items on the agenda program.

Agenda Item Name
I have had this item approved by the following Department Heads (check all applicable to this item) <input type="checkbox"/> IT <input type="checkbox"/> Buildings & Grounds <input type="checkbox"/> HR <input type="checkbox"/> County Administrator
Request
Background
Financial Impact
Recommendation

The Board of Commissioners have several committees, consisting of 3 Commissioners, to hear about agenda items pertaining to that committee. If that item is approved by the committee, then it moves on to the following Committee of the Whole meeting to be approved by the entire board. Once approved at the Committee of the Whole meeting, it moves to the following Board of Commissioners meeting for resolution.

Board of Commissioners Committee Meeting Schedule

Administrative Affairs Committee

- 2nd Tuesday of every month at 2:00 PM

ARPA Committee Meeting

- 1st Tuesday of every month at 3:00 PM

Buildings & Grounds Committee Meeting

- 4th Tuesday of every month at 2:00 PM

Finance Committee Meeting

- 1st Tuesday of every month at 2:00 PM

Labor, Negotiations, and Contracts Committee Meeting

- 4th Tuesday of every month at 1:00 PM

Public Transit Committee Meeting

- 2nd Tuesday of every other month at 1:00 PM (Jan, March, May, July, Sept, Nov)

Veterans Services Committee Meeting

- 2nd Tuesday of every other month at 1:00 PM (Feb, April, June, Aug, Oct, Dec)

Committee of the Whole (COW)

- 2nd and 4th Tuesday of every month at 3:00 PM

Board of Commissioners (BOC)

- 2nd and 4th Tuesday of every month at 4:00 PM