

	<i>Jefferson County Policies & Procedures</i>	
Policy Name:	Agenda Policy	Approved: 9/13/2012
Policy Number:	900	Author: Keyser
Associated:		Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 04-06-2017 Revised 05-03-2021

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

POLICY:

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

PROCEDURE:

The Agenda for each County Commission meeting is prepared by the Commission staff.

The County Commission agenda closes at 12:00 noon, one week prior to the County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon one week preceding the Thursday you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for appointments and items submitted after this time will be carried over for the next agenda. Failure to submit all proper paperwork will also be carried over for the next agenda. Hand-outs at the meeting are unacceptable if they have not been included in your package one week in advance.

Appointments shall be 15 minutes unless it is determined less time is needed. Every attempt will be made to have the last appointment at 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office. When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.

Any agenda request that contains a funding request or impact to an existing approved budget requires review by the County's Finance Director before it will be included on the Commission's agenda. The Finance Director shall be responsible for reviewing requests in a timely fashion to meet the agenda deadlines contained in this policy. If a Department Head, Elected Official, or designated representative fails to contact the County Finance Director prior to making an agenda request for funding, the item will be withheld from the agenda until such time as the requestor reviews the request with the County Finance Director.

The County Commission Staff in coordination with the President of the County Commission shall be responsible for setting the agenda for each meeting. If more requests than can be considered at a regular meeting are received, then lower priority items will be placed on the next regular meeting's agenda.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. During Public Comment individuals may express their views for the allotted period of time, however, the Commission cannot respond to the individuals, their comments, or their requests. Individuals wishing to address the Commission outside the Public Comment forum must receive approval from either the President of the Commission and the County Administrator or through a consensus of three or more Commissioners.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session, unless requested differently by the employee. Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee

records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

The agenda will be available by the close of business, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at the close of business. In the event that a holiday falls on a Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at www.jeffersoncountywv.org. A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to deny a topic, rearrange agenda items because of time constraints, and to accommodate the Commission's schedule or the public's schedule.