

COUNTY OFFICES COMMITTEE - Mr. Jim Arduini, Chair

The County Offices Committee meeting was held in the Law Enforcement Center Board Room on October 5, 2020 at 2:30 PM. Members present were Jim Arduini, John Espinoza Marty Koster and Ruth Stanley. Others present were Jim Duffy, Dana Nelson, Dawn Young (via teleconference), Robin Brands, Lauren Lee, Chris Tennyson, Joel Horn and Lori Keppen.

1. The Committee reviewed the September 2020 claims. A motion to approve the claims was made by Marty Koster. John Espinoza seconded the motion. All voted in favor.
2. County Clerk
 - a. Dana Nelson gave an update on the election. Due to the office being extremely busy she has hired another temporary employee. The County Clerk commended her office staff advising they have been awesome.
 - b. A budget re-appropriation for \$60,000 was requested by the County Clerk. Dana Nelson advised the money must be spent first before it will be reimbursed from the CARES Grant. The County Clerk has been doing transfers within her budget to get bills paid. A re-appropriation needs to be done at this time so the election judges can be paid. A hazard pay will be paid to election workers. Marty Koster made a motion to forward a budget transfer from contingency to cover the County Clerk's election costs to the Finance Committee. John Espinoza seconded the motion. All voted in favor and motion carried.
3. Recorder
 - a. Office updates were given by Dawn Young:
 - Equipment was ordered for a software update at the end of October.
 - Recordings are 1,000 more than last year at this time.
 - There office has a project which will qualify for the CURE grant. This project will be transferring images.
 - A cost study will be done for the recording fees.
4. Supervisor of Assessments
 - a. The Publication of 2020 Assessments were mailed 9/22/20 and the deadline is 10/22/20. The 2020 Tentative Abstract was mailed to the Department of Revenue on 9/23/20.
 - b. Robin Brands advised a cost study will be done together for GIS and Records fees.
 - c. The GIS sales for 9/2/2020 – 9/28/2020 were \$105.30. There were two address directories sold for \$20.00.
 - d. Robin Brands advised Lauren Lee received an award for a Special Achievement in GIS. This award was presented to Lauren for her special sites with the elections. The Committee congratulated Lauren.
5. ROE:
 - a. Chris Tennyson presented the monthly report (See #13-14).

A motion to adjourn was made by Martin Koster and seconded by John Espinoza. All voted in favor. The meeting adjourned at 3:08 PM.

Meeting Date: The next regular meeting – November 2, 2020 at 2:30 PM, in County Board Room

MOTION: To place on file the County Offices Committee's meeting report, September 2020 claim reports and related informational items, as presented.