



Program #10011B - Improved Access and Transparency for Board Materials and Procedures FY 2025 Adopted

Department: Nondepartmental **Program Contact:** Marina Hovious

Program Offer Type: Operating **Program Offer Stage:** Adopted

Related Programs:

Program Characteristics: New Request, One-Time-Only Request

Executive Summary

The Office of the Board Clerk is responsible for ensuring that notices of Board meetings, the agendas for the meetings, and any official actions taken are posted for the public. As web design and computing power continue to evolve at a quick pace, the need for the efficient and effective dissemination of public actions grows increasingly important. This program will modernize the Office’s website and explore the possibility of new software to assist with easier digital access to records and documents. It will also review long standing Board meeting procedures and offer recommendations for improvement.

Program Description

The Board Clerk Office plays an important role in the management of public meetings of the Board of County Commissioners. They also work to ensure the timely, accurate, and detailed distribution of information for those meetings to the public. As technological change continues to occur at an increasingly faster rate, the need to share official actions made by the Board of County Commissioners grows more important.

At the same time, the growing complexity of issues facing the County makes the need for clear and effective Board meeting procedures all the more important. There is an opportunity to leverage the experience of the current Board, with their diverse lengths of service as Commissioners, to obtain insights for improving those procedures.

This program will support efforts to improve digital navigation of the County’s website, working to ensure there is increased transparency in administrative rules, ordinances, and a host of other items that improve the way the public interact with their elected representatives and County government in general. It will also support a holistic review of current Board procedures, examining ways they may be amended or improved.

Prior to enactment of these changes, the Chief Operating Officer and Office of the Board Clerk (in consultation with Board Members) will provide a briefing outlining detailed recommendations and an implementation plan for the work.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Outcome	Updated systems and website that modernize & increase public access to board documents & procedures.	N/A	N/A	N/A	100%
Output	Briefing on recommendations to the Board of County Commissioners	N/A	N/A	N/A	1

Performance Measures Descriptions

The briefing and recommendations will be presented to the Board of County Commissioners by September 15, 2024.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2024	2024	2025	2025
Contractual Services	\$0	\$0	\$100,000	\$0
Total GF/non-GF	\$0	\$0	\$100,000	\$0
Program Total:	\$0		\$100,000	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is funded with one-time-only County General Fund

Significant Program Changes

Last Year this program was: