

W. S. C.

Memorandum

To: Board of County Commissioners

From: Jeff Spartz, County Administrator



Date: 6-16-09

Subject: Monitoring Board Orders for Implementation and Compliance

This memo will briefly describe how I anticipate we will track Board Orders for proper implementation and compliance. The approach was developed in consultation with Performance Auditor, Stewart Bolinger. The system will focus on Board Originated Orders assuming that a department generated Board Order has a constituency for assuring its implementation.

I have no interest in creating a complicated system that creates much additional work that the County can ill afford. Below is the outline of the key steps:

1. The Board passes an order.
2. We record the order and date in an Excel spreadsheet along with tracking information that tells us which department is responsible, the intent of the Order, what monitoring needs to take place to assure implementation, and appropriate outcome measures.
3. Quarterly, an outcomes report will be provided to the Board in electronic format.
4. Stewart Bolinger will periodically sample the list and check for compliance.
5. To keep this simple, I propose that tracking begin with all Board orders effective from this date forward.

Board Order Title

Board Order Number

Date Adopted

**Responsible
Department**

Task

Outcome Measure

Reporting Date(s)