



BOARD OF COMMISSIONERS AGENDA ITEM FLOW CHART

Address
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Your Agenda Item

You must have your agenda item reviewed by all impacted departments (Finance, IT, HR, etc.), and the appropriate Commissioner Liaison prior to placing it on an agenda. Contact Admin@vanburencountymi.gov to add an agenda item.



Committee of the Whole (COW) Meeting

2nd & 4th Tuesdays of each month at 1:00 PM

All items will initially be placed under the appropriate section on the meeting agenda. You must be in attendance at the meeting, in person or via Zoom, to present your item to the Commissioners. After review, all items will be moved to the next BOC meeting (2 weeks later) for final approval / denial, or the Commissioners may request more information, or table an item for a future date. The following agenda sections are where items will be categorized:

Administrative Affairs	Buildings & Grounds	Finance	Labor, Negotiations, & Contracts	Public Transit	Veterans Services
Policies, Nonfinancial Contracts, Agreements, Committee Apptmts, Out of State Travel	Facility Matters, County Property Use Requests	ARPA, Claims, Budget Items, CIP, Leases, Purchases, Grants, Contracts	Employee and HR Matters	Public Transit Matters	Veterans Benefits, Grants, Projects
Commissioner Liaison: Gail Patterson-Gladney	Commissioner Liaison: Don Hanson	Commissioner Liaison: Paul Schincariol	Commissioner Liaison: Richard Godfrey	Commissioner Liaison: Kurt Doroh	Commissioner Liaison: Mike Chappell



2 Weeks Later – All items that were approved to be moved forward at the COW will be brought to the next BOC meeting for final approval / denial. Time sensitive items will be addressed on a case-by-case basis.

Board of Commissioners (BOC) Meeting

2nd & 4th Tuesday of each month immediately following the COW meeting

All items that were approved at the previous COW will go through one of the following:

- Placed under the 'Consent Agenda' section, where they are not reviewed again. Instead, it will go straight to resolution.
- Reviewed and voted on a second time, then either denied or go to resolution.
- Some items do not require a resolution and may be approved by motion.

Meeting Etiquette

- Presentations (no action needed) are held at the beginning of each COW and should be brief (15 minutes or less).
- All materials for agenda items are due no later than 12:00 PM on the Tuesday 1 week prior to the meeting date.
- Agenda item presentations should be kept brief, allowing time for Commissioner questions and review.
- Public Comment will be allowed during the 2 designated agenda sections of BOC and COW and will be limited to 4 minutes per speaker.