COUNTY DEPARTMENT AGENDA REQUEST

Department:	Administration	Presenter(s):	County Administrator Steve Rapson
Meeting Date:	April 25, 2013	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request to delegate the authority to amend Human Resources policies and procedures to the County Administrator and Human Resources Director; and to delegate the authority to amend Finance policies and procedures to the County Administrator and Chief Financial Officer.

Background/History/Details:

Both the Human Resource and Finance policy and procedures were amended as part of the annual Fayette County Board of Commissioner Retreat. This delegation of authority will enable the County Administrator and respective Department Head to make changes to the existing policy and procedures in a timely and more efficient manner.

Any policy and procedures will be sent via e-mail to all Board of Commissioners for their input prior to being implemented.

What action are you seeking from the Board of Commissioners?

Approval of staff's request to delegate the authority to amend Human Resources policies and procedures to the County Administrator and Human Resources Director; and to delegate the authority to amend Finance policies and procedures to the County Administrator and Chief Financial Officer.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval			

Staff Notes: