



## **Court Agenda**

### **Special Session**

**February 18, 2015**

**6:00 p.m.**

**Steve Burnet Extension & Research Center  
Conference Room**

#### **I. CALL TO ORDER**

**Note: Audience is welcome to listen but will not be a part of the discussion**

##### **Purpose of meeting:**

**Present the approved Performance Improvement Plan  
Answer questions – budget matters will not be discussed  
Execute the Plan  
Schedule first training session in March**

#### **II. PRESENTATION OF PERFORMANCE IMPROVEMENT PLAN (PIP)**

#### **III. RESPONSE TO SUBMITTED QUESTIONS**

#### **IV. EXECUTION OF PLAN - SIGNATURES**

#### **V. BUDGET TRAINING SESSION – IDENTIFY POSSIBLE MARCH DATES**

#### **VI. BOARD INPUT – TRAINING OPPORTUNITIES/OTHER REQUESTS FOR HELP**

#### **VII. SPECIAL SESSION ADJOURNED**



SHERMAN COUNTY COURT  
SPECIAL SESSION  
STEVE BURNET EXTENSION & RESEARCH CENTER  
CONFERENCE ROOM

February 18, 2015, 8:00 a.m.

Present: Court - County Judge Gary Thompson, Commissioner Tom McCoy, County Counsel Will Carey, Administrative Assistant Melva Thomas: Fair Board – Beth McCurdy, Rene' Moore, Tom Rolfe, Tim Breeding, Ted Sabey.

**Call to Order:**

Judge Thompson called the session to order at 6:02 pm. He explained the purpose of the meeting was to review the Performance Improvement Plan developed to assist the Fair Board and answer any questions. The budget was not to be discussed since this will be covered in detail during the first training session.

Fair Board members were provided with a copy of the Performance Improvement Plan and questions submitted prior to the meeting by board members Rene' Moore and Beth McCurdy that included written responses provided by the county. Judge Thompson asked board members to take a few minutes to read the material.

**Additional questions:**

- Why is “his” highlighted when taking about Entertainment Coordinator Tom Rolfe handling the negotiations for entertainment and authorizing the secretary to sign the contract? Court asked if the full board approves and authorizes signing contracts? It was explained the board approves what entertainment they want, the coordinator negotiates the contract and Beth signs it. In the past, contracts have been provided by the entertainment/vendor and the Fair Board has signed off. Court has requested that contracts be reviewed and approved by legal counsel. County Counsel Will Carey recommended the board provide him with samples of contracts and he would help develop a standard contract that could be used by multiple vendors and would include three or four clauses that would be required in all contracts to provide liability protection for the Fair Board and the county. Vendors should also provide certificates of insurance listing Fair/County as additionally insured.
- What about the volunteer interest forms and background checks? All volunteers need to complete the volunteer interest form and pass a background check. It was also noted that background checks should be repeated when board members are re-appointed. Volunteers are covered under the county's liability insurance.

- Why is the county requiring the Fair Board to be a five member board? With a smaller board it is easier to obtain a quorum for meetings. With a recent resignation and the expiration of one member's term, the current board has five members. They are the ones that have been involved over the past several years and for whom the improvement plan was developed. Historically the Fair Board has ranged in size from three to seven members. Board members suggested the training being planned would be of great benefit to new board members. The Court agreed that others interested in becoming a board member in the future could certainly attend these trainings but the board is to remain a five member board through this process. The Court is willing to revisit the board size at a later date.
- What trainings are being planned? The county is working with Rural Development Initiatives to schedule three trainings. The first session will focus on understanding the budget and includes actual development of the 2015-2016 fair budget. Session two will cover personality traits and dealing with difficult people. The third session will be based on what the board feels they need which may include ethics, job descriptions and development of by-laws. Additional sessions may be held if the board requests more training. The court emphasized its desire to help in anyway it can to improve the effectiveness of the board.
- What is the Court's vision of the fair? The County Court is very supportive of the fair and understands its importance to our youth and as a community event. The Court hopes the budget issues will be resolved and a reserve will be developed again to support fair operations.


Following the question/answer discussion, the Performance Improvement Plan was signed by all Fair Board members and the County Court. Commissioner Smith's signature will be added when he is available.

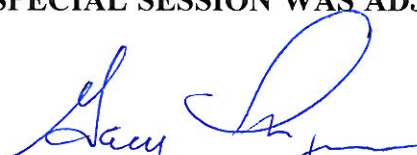
March 4<sup>th</sup> and 13<sup>th</sup> were identified as possible dates for the budget training session. Melva Thomas will contact RDI to finalize the training schedule.

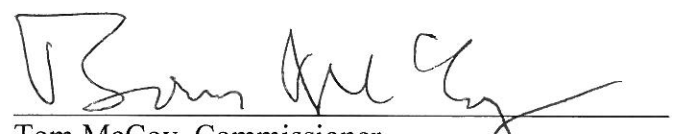
Budget concerns regarding buildings and grounds lighting were touched on briefly. Routine maintenance is the responsibility of the Fair Board. Major capital projects are the responsibility of the county and that is a discussion to be held at a later date. The court agreed to purchase a digital recorder for Fair Board use and the court office will transfer the recordings to CDs for storage.

Beth McCurdy requested updates to the board on any fair issues discussed during regular County Court sessions. The Court Office will provide such updates to the full board via email.

**BEING NO FURTHER MATTERS AT ISSUE, THE SPECIAL SESSION WAS ADJOURNED AT 7:25 P.M.**

ATTEST:   
Melva Thomas  
Administrative Assistant

  
Gary Thompson, County Judge

  
Tom McCoy, Commissioner