

**INFORMAL WORK SESSION MINUTES**  
**February 25, 2020 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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Present: Commissioners Casey Kulla, Mary Starrett and Richard L. "Rick" Olson

Staff: Ken Huffer, Justin Hogue, Christian Boenisch, Shane Hoffman, Keri Hinton and Nohely Barajas-Montalvo

Guests: Nicole Montesano, News Register and others as listed on the sign-in sheet

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Commissioner Kulla called the meeting to order at 1:30 p.m.

**A. CALENDAR SESSION:** This time is reserved for the review of the commissioner's joint schedule (if needed).

The Commissioners reviewed joint schedules for February 25 through March 13, 2020. No other county business was discussed.

**B. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – None.

**C. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Information Technology – Shane Hoffman

Shane Hoffman provided the IT quarterly update. He reviewed completed projects and addressed pending and upcoming goals which included AutoMon, help desk software, password vault and user training security awareness.

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent)

There were no consent agenda items to discuss.

b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 through F3 to Thursday's consent agenda.

3. Executive Session - None
4. Commissioner Updates/Announcements/Discussion:
5. Adjourn

Following commissioner updates the meeting adjourned at 2:17 p.m.

Carolina Rook  
Secretary