



TILLAMOOK COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM REQUEST FORM & INSTRUCTIONS
Board Briefing • Workshop • Board Meeting

FORM

(Please complete the information below by typing in the gray boxes and tabbing to the next box.)

AGENDA ITEM TITLE:

MEETING DATE FOR AGENDA ITEM:

Check at least one: BOARD BRIEFING Tue, 8:30 a.m.
WORKSHOP Wed, 8:30 a.m.
BOARD MEETING Wed, 10:00 a.m.

NAME OF PERSON(S) PRESENTING THE ITEM:

ITEM SUBMITTED BY:

PHONE:

FINAL DOCUMENTS ATTACHED: YES
NO *(incomplete submissions will not be accepted)*

INSTRUCTIONS

Agenda items for Tuesday Board Briefings and Wednesday Workshops and Board Meetings must be submitted no later than the **previous FRIDAY by 10:00 a.m.**

- Any agreement/contract document not generated by the county must first be reviewed by County Counsel and submitted two weeks prior to the desired meeting date. Submit the supporting documents in Word or PDF format by email to Joel Stevens at jstevens@co.tillamook.or.us, Rachel Hagerty at rhagerty@co.tillamook.or.us, AND Susan Corbisiero at scorbisi@co.tillamook.or.us.
- Submit this form and any supporting documentation in Word or PDF format by email to Isabel Gilda at igilda@co.tillamook.or.us AND Susan Corbisiero at scorbisi@co.tillamook.or.us. A hard copy of any document to be signed by the Commissioners must also be submitted by the deadline. Failure to follow these instructions may result in your item being omitted.

Board Briefing items are generally for DISCUSSION. These meetings are held on Tuesdays at 8:30 a.m. only if all three Commissioners can attend. The intent of these meetings is to allow staff to discuss matters in more detail than would normally occur at a Workshop and to collaborate more easily with the Board. These meetings do not replace the staff's ability to meet individually with each Commissioner.

Workshop items are generally for DISCUSSION. These meetings are held on Wednesdays at 8:30 a.m. Any item scheduled for a Board Meeting should be scheduled for a Workshop. Certain items may be scheduled for consideration at a Workshop and not a Board Meeting, including out-of-state travel, personnel requisitions, and general updates/guidance.

Board Meeting items are for DISCUSSION or CONSIDERATION. These meetings are held on Wednesdays at 10:00 a.m. This is when the Commissioners deliberate, make a decision, and sign any relevant documents usually based upon discussions at a prior Workshop and/or Board Briefing. Public presentations can also be scheduled.