

Executive Staff Meeting, Agenda Items for 8/12/15

Agenda Item:	Agency phone systems	
Description:	Brief discussion on which department/bureau has responsibility over the phone systems.	
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion	
Timeframe Needed:	5 Minutes	
Communicate to staff:	<input type="checkbox"/> Yes	
Board Meeting Item?	<input type="checkbox"/> Yes	
Summary Document included	<input type="checkbox"/> Yes; provided in notes section below.	
Attachments:	No	
Follow Up?	Responsible: Varies	Action Item: Yes
Notes:	*Scott reported that the HQ phone systems are aging and will need to be replaced.	

Program Manager Agenda Item		
Name:	Steve and Director Langhorst	
Agenda Item:	Contract Administration	
Description:		
Purpose:	<input type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion	
Timeframe Needed:	15 Minutes	
Communicate to staff:	<input type="checkbox"/> Yes	
Board Meeting Item?	<input type="checkbox"/> Yes	
Summary Document included	<input type="checkbox"/> Yes; provided in notes section below.	
Attachments:	No	
Follow Up?	Responsible: Varies	Action Item: Yes
Notes:	<p>* The Director commented on an article in the Statesman regarding tracking of agency contracts and appropriate procedures.</p> <p>* Steve stated that we need a more standardized process and contracts need to be kept in a centrally located place for easy access to any questions that may arise.</p> <p>* Steve stated that IDPR staff need to make sure all contracts that exceed \$10,000 and are less than one year old, are provided to Fiscal to track.</p> <p>* Steve will send out an email following ES meeting today that provides more extensive parameters of what we are required to do with signed contracts.</p>	

Program Manager Agenda Item		
Name:		
Agenda Item:		
Description:		
Purpose:	<input type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion	
Timeframe Needed:	5 Minutes	
Communicate to staff:	<input type="checkbox"/> Yes	
Board Meeting Item?	<input type="checkbox"/> Yes	
Summary Document included	<input type="checkbox"/> Yes; provided in notes section below.	
Attachments:	No	
Follow Up?	Responsible: Varies	Action Item: Yes
Notes:		

