Operations Committee Meeting

June 30, 2026

I. OPENING

1. **Call to Order**
2. **Welcome & Introductions**
   a. Committee members, commissioners, and staff introduce themselves
   Attendance will be recorded in meeting minutes.

II. ORGANIZATIONAL BUSINESS

3. **Establish Committee Ground Rules**
   a. Meeting frequency, time, and location
   b. Roles and responsibilities of commissioners vs. staff
   c. Communication protocols and how items reach the full Board
4. **Overview of Committee Purpose and Scope**
   a. Finance & Budget
   b. Human Resources & Personnel
   c. Procurement & Contract Administration
   d. Internal Controls, Compliance & Audits
   e. Information Technology
   f. Administrative Policies & Board Governance

III. REPORTS & UPDATES

5. **Supervisor's Report**
   a. Current priorities, immediate needs, and items requiring commissioner awareness
6. **Financial Overview**
   a. Year-to-date budget vs. actual; variances and pending financial decisions
7. **HR & Personnel Update**
   a. Current staffing levels, open positions, and pending personnel actions
8. **Procurement & Compliance Status**
   a. Open contracts, upcoming bids, active audits, and any corrective action plans in progress
9. **Upcoming Board Items**
   a. Items requiring committee input or recommendations before the next full Board meeting

IV. COMMISSIONER INPUT & DIRECTION

10. **Questions, Comments & Direction from Commissioners**
   a. Chairman Lockett
   b. Commissioner Summers

V. CLOSING

11. Action Items Summary

a. Review and confirm all action items, owners, and due dates

12. Next Meeting Date & Schedule

a. Agree on recurring meeting schedule

13. Adjournment

ACTION ITEMS

Action Item	Responsible	Due Date

This is an internal advisory committee meeting. Decisions made here are recommendations to the full Board of Commissioners.