

**OFFICE OF THE COUNTY ADMINISTRATOR**

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January 28, 2008

TO: C. Ray Wierson, County Administrator  
FROM: Chris Berge, Administrative Assistant  
SUBJECT: Board Member Visits with County Departments

It is time again to set up the Board member visits with departments. During this visit, Board members will informally meet with employees in departments for a couple of hours. The visit may entail visiting 1, 2 or more employees depending on the arrangements scheduled by the appropriate department head.

Pending the Board's approval, the following departments will be contacted to arrange a time and date for the visit: Attorney, Information Technology, Juvenile Detention Center, Planning and Development and Sheriff.