

**OFFICE OF THE COUNTY ADMINISTRATOR**

600 West Fourth Street  
Davenport, Iowa 52801-1030

Office: (563) 326-8702  
Fax: (563) 328-3285  
www.scottcountyiaowa.com



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February 21, 2017

TO: Board of Supervisors  
FROM: Renee Johnson, Administrative Assistant  
SUBJECT: Spring Authorized Agency Meetings AND annual Department visits

It is time again to schedule meetings with authorized agencies. Pending your review, I would like to schedule these meetings for the Tuesday mornings of April 11<sup>th</sup> at 8:00, April 18<sup>th</sup> (after COW), April 25<sup>th</sup> starting at 8:00 a.m. and if necessary, May 2<sup>nd</sup> (after COW).

1. 7<sup>th</sup> Judicial District Correctional Services
2. Bi-State Regional Commission
3. Community Action of Eastern Iowa
4. DHS Targeted Case Management (TENTATIVE)
5. EMA
6. GDRC (1 hour)
7. Humane Society
8. Iowa Waste Commission
9. Iowa Works
10. Medic (1 hour)
11. QC First (1 hour)
12. Quad Cities Convention and Visitors Bureau
13. Scott County Kids- Decategorization and Early Childhood (45 minutes)
14. Scott Soil Conservation/Watershed Partners
15. SECC

If you would like any of these meetings at *their* location, please let me know and I will make those arrangements.

I will schedule meetings with the following agencies during their regularly scheduled Board meeting times: CADS, CASI, CHC (scheduled June 6<sup>th</sup> at 5:30) and County Library.

I will also be setting up your annual department visits. During this visit, Board members have the opportunity to meet informally with employees in a designated department for a couple of hours. The visit may involve meeting with 1, 2 or more employees depending on the arrangements scheduled by the appropriate department head. Pending your approval, the following five departments will be contacted to arrange a time and date for a visit. FSS, JDC, Recorder, Sheriff and Treasurer's Office.

Please let me know if I should proceed with setting up these meetings.