



Notice of and Agenda for
Commissioner Organization and Orientation Meeting
No Formation, Discussion, or Adoption of Public Policy or Other Action
Tuesday, September 22, 2020, at 2:00 p.m.
Virtual Meeting via WebEx

Members of the public can listen to the meeting via Webex. To listen by phone, call 1-408-418-9388, using meeting number (access code) 146 670 4218 and password rdCCpTG5M82. To watch and listen via the internet, go to

<https://sfco.webex.com/sfco/j.php?MTID=md002495b7a5d8bf81e58d56a6b49ed01>.

2:00 p.m. **County Organizational Structure**

1. Department Organizational Review/Organization Chart (Katherine Miller, County Manager)
2. Personnel System and Management
 - a. Collective Bargaining Agreements (Sonya Quintana, Human Resources Director)
 - b. Division of Responsibilities Between Board of County Commissioners (BCC) and County Manager (Katherine Miller, County Manager)
 - c. Grievance and Discipline Overview (Sonya Quintana, Human Resources Director)

3:45 p.m. **Open Meetings Act, Running BCC Meetings, and Santa Fe County Code of Conduct**

1. Open Meetings Act (Greg Shaffer, County Attorney)
2. Rules of Order, Parliamentary Basics, and Tips for Running Efficient Meetings (Gregory S. Shaffer, County Attorney)
3. Santa Fe County Code of Conduct, Administrative Adjudicatory Proceedings, and State Governmental Conduct Act (Gregory S. Shaffer, County Attorney)

4:30 p.m. **Inspection of Public Records Act Requests and Media Relations**

1. Inspection of Public Records Act (Gregory S. Shaffer, County Attorney)
2. Media Inquiries and Media Relations (Carmelina Hart, Public Information Officer)

5:15 p.m. **Questions/Answers**

5:30 p.m. **Adjourn**