

**Swift County Board of Commissioners
Policy Manual**

Policy Statement

TITLE

New Board Member Orientation

CODE

105

REFERENCE

None

PERSONNEL RESPONSIBLE

County Administrator and County Commissioners

EFFECTIVE DATE

08-05-03 - Revised 11-04-14

POLICY

The role of a County Commissioner is important and complex. It is essential that persons newly-elected as County Commissioners be provided at least a formal orientation to this position. A standardized orientation guide should be used which delineates essential components of a County Commissioner orientation. Newly-elected Swift County Commissioners will be offered an orientation in conformity with this guideline at their earliest opportunity after election to office.

AUTHORED BY: Policy Committee

DATE: 07-25-03

REVISED: 10-01-14

APPROVED BY: County Board

DATE: 08-05-03

DATE: 11-04-14

Swift County Board of Commissioners
301 14th Street North
Benson MN 56215

New Commissioner Orientation Outline

8:00 AM Session #1: w/County Administrator ____ **Notes/Comments**

- 101 Questions?
- 102 County Mission Statement
- 103 County Organization - Chart
- 104 Board Operating Guidelines - Meetings
- 105 County Policy Manual
- 106 Board Member Job Description
- 107 Website, email, and iPad
- 108 Business Cards

8:45 AM Session #2: with County Payroll: ____

- 201 PERA Application, Information, etc
- 202 Insurance Information
- 203 Conflict of Interest Policy
- 204 Anti-Harassment Policy
- 205 Cell Phone

9:30 AM Session #3: Human Services: _____

- 301 Organization
- 302 Policies of the Community Social Services Board
- 303 Miscellaneous - Acronyms
- 304 Personnel
- 305 Upcoming - Upcoming Forecast
- 306 Program Information:
 - Financial Services
 - Fiscal Services
 - Social Services

11:15 PM Session #4: w/County Attorney: ____

- 401 Data Practices Protocols
- 402 Open Meeting Protocols

12:00 PM LUNCH

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1:00 Session #5 Tour to County Facilities: w/County Administrator: ____

- 501 1:00 Highway
- 502 1:45 Drive-by Countryside PH and Prairie V. Discuss other County owned properties. (MCIT)
- 503 2:00 Sheriff Department
- 504 2:30 Tour of Courthouse
- 505 2:45 Auditor
- 506 3:00 Assessor
- 507 3:15 Treasurer
- 508 3:30 Recorder

3:45 Session #6 Wrap-Up: w/County Administrator: _____

- 601 Meeting With Department Heads
- 602 AMC New Commissioner School
- 603 Employee Assistance Program
- 604 Explain travel-meal expense reimbursement
- 605 Handling of Mail to Commissioners
- 606 Use of Email/Electronic Communications

This orientation was completed in its entirety on _____.

County Administrator

Date