

TODD COUNTY BOARD OF COMMISSIONERS

and

TODD COUNTY SWCD SUPERVISORS

Joint Special Meeting

Date:	March 13, 2012	
Time:	10 am – 12 pm	
Present:		
Item #		Topic
1		Pledge of Allegiance
2		Call to Order
	2.1	SWCD Board Call to Order
	2.2	County Board Call to Order
3		Approve Agenda
	3.1	SWCD Approval
	3.2	County Approval
4		Interview Director Candidate
	4.1	Division Director Candidate interviews (if necessary)
5		Discussion on Division Director Candidate
	5.1	SWCD Opportunity to vote
	5.2	County Opportunity to vote
6		Overview of Program “Fact Sheets”
7		SWCD Customer Bill of Rights
	7.1	SWCD Vote
	7.2	County Board Vote
8		Policy on Complaints
	8.1	SWCD Vote
	8.2	County Board Vote
9		Adjourn

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION ESTABLISHING EXPECTATIONS OF SOIL, WATER, CONSERVATION AND DEVELOPMENT DIVISION EMPLOYEES IN DEALING WITH CUSTOMERS

WHEREAS, The Todd County Board of Commissioners and the Todd County Soil and Water Conservation District Board of Supervisors (hereafter “Boards”) have a shared goal to ensure that the SWCD Division is a County Division that people can trust, and want to work with, and;

WHEREAS, the Boards mutually agree that it is important to clearly state expectations so that staff may meet them, and that it is important to be clear with our customers about what they may expect, and;

NOW, THEREFORE BE IT RESOLVED, that the Boards adopt the following policy, and direct that it be appropriately posted in a visible place near the places where customers may do business with the SWCD Division:

Purpose: It is the responsibility of all Employees of the Todd County Soil, Water, Conservation and Development (SWCD) Division to recognize that all customers of the Division have individuality, significance, and value. It is the practice of the Division that no one will be discriminated against on the basis of race, color, sex, sexual orientation, marital status, political belief, mental or physical handicap, or any other preference or personal characteristic, condition or status. The Todd County Division of SWCD will safeguard the interests and rights listed below:

1. To be treated with respect, consideration and dignity at all times, we ask the same in return.
2. To receive prompt service, as is possible.
3. To receive due process under relevant federal, state laws and local rules, ordinances and regulations.
4. To have requests acted on in a timely manner.
5. To receive accurate and easily understood information.
6. To be told the truth.
7. To be told clearly the consequences of withholding or misrepresenting information.
8. To expect confidentiality to the extent it is legally possible.

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION ESTABLISHING A POLICY REGARDING ACCEPTANCE OF COMPLAINTS AND REPORTS OF VIOLATIONS OF LAND USE AND CONSERVATION ORDINANCES AND LAWS UNDER THE JURISDICTION OF TODD COUNTY

WHEREAS, The Todd County Board of Commissioners and the Todd County Soil and Water Conservation District Board of Supervisors (hereafter “Boards”) have a shared goal to ensure that reported violations of land use and conservation ordinances and laws are investigated and appropriately resolved, and;

WHEREAS, the Boards mutually agree that an individual who reports a violation will be contacted following investigation of an alleged violation regarding the validity of said violation and any actions subsequently taken to resolve said violation, and;

NOW, THEREFORE BE IT RESOLVED, that the Boards adopt the following policy:

Purpose: To best serve the people of Todd County, the Board of Commissioners along with the Soil Water & Conservation District Board of Supervisors want to assure that every complaint and/or report of land use violation is investigated; to facilitate this commitment the two boards approve the establishment of a policy on how employees are to respond to complaints and/or reports of land use violations.

1. All complaints and/or reports of land use violations must be accompanied by the complainants’ name and one or more of the following:
 - a. Phone number
 - b. Email address
 - c. Physical address
2. All complaint information will be kept confidential unless the County is legally required to produce said information.
3. All complaints received meeting the requirements of item one of this policy will be fully investigated.
4. Regardless of the outcome of the investigation, it shall be the duty of the Division Director to ensure that complainants are provided with the findings of the investigation, and what, if any, actions were taken.