



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-43	July 1, 2016	EMD, GMD, FMD, EDA	1 of 4
<p align="center">SUBJECT: INSTRUCTIONS AND FORMAT FOR PREPARING BOARD LETTERS AND BUDGET ADJUSTMENTS</p>			

I. PURPOSE

The purpose of this directive is to provide staff guidance and formalized instructions and a standard format for the development of Board Letters and Budget Adjustments that will be scheduled for presentation and approval at a meeting of the San Joaquin County Board of Supervisors.

II. GENERAL INFORMATION

The instructions, forms and format provided in this directive are intended to standardize the preparation of Board Letters and Budget Adjustments and provide consistency in the development of this department's Board Letters. The Clerk of the Board provides training to facilitate the submission of Board Letters to the San Joaquin County Board of Supervisors. All staff who are associated with the development of a Board Letter shall attend such training.

This directive has captured relevant information required by the Clerk of the Board, County Counsel and the County Administrator's Office to provide guidance to staff responsible for the development of Board Letters to the San Joaquin County Board of Supervisors.

Board Letters must be complete with pertinent information to enable the members of the Board to make sound decisions.

III. POLICY

It is the administrative policy of the EEDD that all Board Letters and Budget Adjustments shall be prepared in accordance with the policies and procedures set forth in this directive and shall be consistent with the Administrative Manual developed for the County of San Joaquin.

IV. PROCEDURE

A. Board Letters

A Board Letter must be prepared for all action(s) requiring approval by the Board of Supervisors including, but not limited to, Request for Proposals (RFPs) that will have a fiscal impact to San Joaquin County and require a 4/5th majority vote of the Board, budget adjustments, and authorization to receive funding. All Board Letters shall provide, in a consistent and logical manner, all pertinent information to allow Board Members to make informed decisions. While Board Letters must not be verbose, they must be complete with relevant and necessary information, including the proper justification for the recommendation (for instance, all who, what, when, where, how and why questions must be adequately addressed). (Attachment 1)

The Board Letter format consists of five major parts, as follows:

1. TITLE:

Under this section the title must include pertinent information including amounts, fiscal year, program name and periods of time, as appropriate.

2. RECOMMENDATION:

Note that this is the first section on the Board Letter. The specific recommendation(s) must be presented concisely, clearly identifying what the action the Board is being requested to take. The details are elaborated upon under the "Reason for Recommendation" section.

3. REASON FOR RECOMMENDATION:

Under this section, summarize the justification for the recommendation(s). Include appropriate background information that will assist the Board Members in understanding the issue and the justification for the recommendation. This is the section to elaborate on the recommendation, as appropriate.

4. FISCAL IMPACT:

Under this section, identify the cost or savings to the County of the recommendation(s) and include the corresponding legislation (i.e. WIOA, AB109, CalWORKs, etc.), and cost categories where cost or savings will impact the program and/or San Joaquin County. In most, if not all cases, costs will be borne by grant monies not County General Fund monies. Therefore, in EEDD Board Letters, it is important to note that cost is not a General Fund expenditure and there will be no impact to the County's General Funds.

5. ACTION TO BE TAKEN FOLLOWING APPROVAL:

Under this section briefly but completely describe the action to be taken following approval to implement the recommendation(s) (i.e. staff actions). Timelines and/or the implementation date for staff action must be indicated.

B. Budget Adjustments

In addition to the above, Board Letters requesting appropriation, transfer of funds, or revenue adjustments by the Board of Supervisors must be accompanied by a completed "Request for Adjustment, Additional Appropriations/Est. Revenue or Transfer of Funds" form. (Attachment 2). This document shall be completed by the EEDD Financial Management Division and must be signed by the EEDD Executive Director or Deputy Director.

C. Deadline for Board Letters

Generally, all Workforce Development Board (WDB) agenda "Action Items" which require approval/action by the WDB also require approval/action by the Board of Supervisors. Therefore, Board Letters for all WDB agenda "Action Items" shall be prepared and submitted simultaneously as the "Action Item". (See PPD D-44 - Instruction and Format for Preparing Workforce Development Board Agenda Items). It is recognized, however, that such Board Letters may require updating as a result of the WDB action.

All Board Letters to be placed on the Board of Supervisors' agenda must be reviewed and approved by the EEDD Executive Director or designee. Board Letters must be submitted in accordance with the "Board Calendar and Agenda Deadlines" form distributed by the Clerk of the Board each year. Assigned clerical staff of the EEDD shall be responsible for entering and submitting Board Letters electronically via the San Joaquin County agenda management system, Minute Traq (Attachment 3) and for ensuring that the Board Letters are received by the Clerk of the Board in the time and manner prescribed by Section 500 of the San Joaquin County Administrative Manual.

If a Board Letter does not meet the required deadline, it will be placed on the next available agenda.

If the Executive Director or designee determines that it is necessary to remove/postpone a Board Letter, contact the Executive Secretary or designee in the EEDD Executive Director's office. If the Board Letter was already submitted, the Clerk of the Board must be notified, preferably before the Board Meeting Agenda is completed.

D. Preliminary Review by County Counsel and the Department's Budget Analyst

It is the practice of this department that the proposed Board Letter be sent to the designated County Counsel staff and CAO Budget Analyst. While it is not required, it facilitates the review of completed action items and minimizes the revisions after it is scanned into Minute Traq.

The designated County Counsel representative and the CAO Budget Analyst require time to review items to be placed on the Board Agenda and have requested a review period of at least five (5) working days before the Clerk of the Board required submission date. The department shall forward the proposed Board Letter via an e-mail containing pertinent information and direction, including all attachments to the designated County Counsel representative and CAO Budget Analyst by Friday, 2:00 PM a week and a half before it must be submitted into Minute Traq. The department objective is to submit it into Minute Traq on Monday by 3:00 PM prior to the Tuesday deadline.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers and Supervisors.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:rg

Attachment 1: Board Letter Sample

Attachment 2: Request for Adjustment, Additional Appropriations/Est. Rev. or Transfer of Funds

Attachment 3: Instructions for Creating Agenda Items in Minute Traq

JOHN M. SOLIS
Executive Director



BOARD OF SUPERVISORS
MIGUEL VILLAPUDUA
First District
KATHERINE M. MILLER
Second District
TOM PATTI
Third District
CHUCK WINN
Fourth District
BOB ELLIOTT
Fifth District

C O U N T Y O F S A N J O A Q U I N
EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
WINNER OF NATIONAL ALLIANCE OF BUSINESS DISTINGUISHED SERVICE AWARD

June 14, 2016

Board of Supervisors
Administration Building
44 N. San Joaquin Street, Suite 627
Stockton, CA 95202

Dear Board Members:

APPROVE EXTENSION OF THE CALIFORNIA HUMAN DEVELOPMENT
AND THE SAN JOAQUIN COUNTY OFFICE OF EDUCATION YOUTH
PROGRAM CONTRACTS FROM THE PERIOD OF JULY 1, 2016
THROUGH JUNE 30, 2017, TOTALING \$1,100,000

RECOMMENDED

That the San Joaquin County Board of Supervisors:

1. Approve the recommendation of the Workforce Development Board to modify the current Workforce Innovation and Opportunity Act (WIOA) agreements with the California Human Development and the San Joaquin County Office of Education as follows:
 - a. Extend the current contracts through June 30, 2017.
 - b. Increase funding to the California Human Development agreement by an amount not to exceed \$220,000 from July 1, 2016 through June 30, 2017 to serve 60 eligible youth, not to exceed \$1,220,000 for the six-year agreement.
 - c. Increase funding to the San Joaquin County Office of Education agreement by an amount not to exceed \$880,000 from July 1, 2016 through June 30, 2017 to serve 240 youth, not to exceed \$4,880,000 for the six-year agreement.
2. Authorize the Chairman of the Board of Supervisors to sign all documents related to this action.

REASONS FOR RECOMMENDATION

Background:

On June 7, 2011, the San Joaquin County Board of Supervisors (BOS) approved (B-11-406) the recommendation of the Workforce Investment Board (WIB) to enter into three-year agreements with the California Human Development (CHD) and the San Joaquin County Office of Education (SJCOE) to provide youth educational services for a total of 900 students (300 students annually), funded under the Workforce Investment Act (WIA) for the period of July 1, 2011 through June 30, 2014, for \$600,000 (\$200,000 annually) and \$2.4 million (\$800,000 annually) respectively, for a total amount of \$3 million for the two three-year agreements.

On June 24, 2014, the BOS approved (B-14-352) a one-year extension of the CHD and the SJCOE agreements, from July 1, 2014 through June 30, 2015, with the same terms and conditions of the original agreements (referenced above), for \$1 million - \$200,000 and \$800,000 respectively, for a total amount of \$4 million for the two four-year agreements.

On June 23, 2015, the BOS approved (B-15-414) a second one-year extension of the CHD and the SJCOE agreements, from July 1, 2015 through June 30, 2016, with the same terms and conditions of the original agreements, for \$1 million - \$200,000 and \$800,000 respectively, for a total amount of \$5 million for two five-year agreements.

This recommendation is for a third one-year extension of the CHD and the SJCOE agreements, from July 1, 2016 through June 30, 2017, with the same terms and conditions as the original agreements, and a \$100,000 increase in cost (\$20,000 CHD and \$80,000 SJCOE), for \$1.1 million for a total amount of \$6.1 million for two six-year agreements. The additional \$100,000 cost for the 2016-17 services is due to an increase of CHD's and SJCOE's cost of doing business under the WIOA.

The following chart represents the fifth-year contract performance goals and total funding levels for the CHD and SJCOE contracts from July 1, 2011 through June 30, 2016:

	CHD	SJCOE
TOTAL ENROLLMENTS	300	1,200
Skill Attainment Rate	89%	89%
Attain Degree or Certificate	67%	67%
Literacy/Numeracy Rate	58%	58%
Employed/Post-Secondary Education	70%	70%
WIA/WIOA Funding	\$1,000,000	\$4,000,000

Performance under the current contracts with the CHD and the SJCOE from July 1, 2011 to March 31, 2016 is as follows:

Performance Measure	Contract Goal	Actual	% of Goal	Numerator/Denominator
CHD				
Skill Attainment Rate	89%	94.99%	106.73%	417/439
Attain Degree or Certificate	67%	80.00%	119.40%	84/105
Literacy/Numeracy	58%	81.94%	141.28%	59/72
Employed/Post-Secondary Ed	70%	78.44%	112.06%	131/167
Enrollments	300	347	115.67%	
SJCOE				
Skill Attainment Rate	89%	88.48%	99.42%	991/1,120
Attain Degree or Certificate	67%	82.81%	123.59%	289/349
Literacy/Numeracy	58%	54.55%	94.04%	144/264
Employed/Post-Secondary Ed	70%	70.69%	100.99%	369/522
Enrollments	1,200	1,123	93.58%	

*Note: The State Standards and Contract Goals identified in the chart above are for the Program Year 2015-16. The Standards and Contract Goals fluctuate each year due to changes made by the State.

Proposed Youth Program Contract Modification:

The current contracts with CHD and SJCOE were awarded for a three year period, from July 1, 2011 through June 30, 2014 after a Request for Proposal (RFP) process. CHD and SJCOE were the only agencies submitting proposals for this RFP. Service providers have done an outstanding job exceeding performance standards.

The contracts with CHD and SJCOE are scheduled to expire on June 30, 2016. On July 22, 2014 the Workforce Innovation and Opportunity Act (WIOA) was signed into law and took effect July 1, 2015. Final regulations that were due in January 2016 have not been released and are now scheduled for publication in June or July 2016. Once the final regulations are released a new RFP process will be initiated in Fall 2016, in order to procure service providers for the WIOA comprehensive year-round youth program beginning July 1, 2017. The proposed extension will ensure the provision of youth educational services through June 30, 2017.

The total of \$1,100,000 in 2016-17 WIOA youth educational services funding to CHD and SJCOE will be used to serve a total of 300 additional youth from July 1, 2016 through June 30, 2017. The additional funding maintains the current service and funding level distribution

between the two contracts (20% CHD and 80% SJCOE). The contract modifications will result in the following total contract performance goals and funding levels through June 30, 2017:

	CHD	SJCOE
Total Enrollments	360	1,440
Skill Attainment Rate	89%	89%
Attain Degree or Certificate	67%	67%
Literacy/Numeracy Rate	58%	58%
Employed/Post-Secondary Education	70%	70%
WIA/WIOA Funding	\$1,220,000	\$4,880,000

WDB Action

On May 25, 2016, the WDB approved the recommendation to modify and extend the current CHD and SJCOE youth program contracts as identified herein.

FISCAL IMPACT

This action will extend the existing agreements for WIOA funded comprehensive year-round youth educational services through June 30, 2017, and will provide \$220,000 to CHD and \$880,000 to SJCOE for a total of \$1,100,000 in 2016-17. There is no impact to the County General Fund associated with the approval of this recommendation.

ACTION TO BE TAKEN FOLLOWING APPROVAL

Upon approval by the BOS, the EEDD will modify and extend the CHD and SJCOE agreements from July 1, 2016 through June 30, 2017. A RFP will be initiated in Fall 2016 for services beginning July 1, 2017.

Sincerely,



John M. Solis
Executive Director

JMS/tm

- c: County Administrator
- County Counsel
- Auditor-Controller
- Board Clerk for the 6/28/2016 Meeting

COUNTY OF SAN JOAQUIN

REQUEST FOR ADJUSTMENT, ADDITIONAL APPROPRIATIONS / EST. REV. OR TRANSFER OF FUNDS

FISCAL YEAR: (YYYYYY)

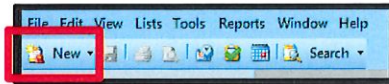
BD. ORDER NO.
CONTROL NO.

APPROPRIATIONS:					AMOUNT		
Fund No.	Dept No.	Account No.	Prog. No.	Proj./Grant No.	INCREASE	DECREASE	
ANCHOR ROW - DO NOT ENTER DATA ON THIS ROW // COPY LINES ABOVE THIS ROW							
TOTAL					-	-	
ESTIMATED REVENUE:					AMOUNT		
Fund No.	Dept No.	Account No.	Prog. No.	Proj./Grant No.	INCREASE	DECREASE	
ANCHOR ROW - DO NOT ENTER DATA ON THIS ROW // COPY LINES ABOVE THIS ROW							
TOTAL					-	-	
FUNDS (CASH):					AMOUNT		
Fund No.	Dept No.	Account No.			Transfers Out	Transfers In	
ANCHOR ROW - DO NOT ENTER DATA ON THIS ROW // COPY LINES ABOVE THIS ROW							
TOTAL					-	-	
REQUEST TOTAL					-	-	
REASON FOR REQUEST:				REQUESTED BY:			
						ADMINISTRATIVE ASSISTANT	
						APPROVED:	
						COUNTY ADMINISTRATOR	
BOARD OF SUPERVISORS							
I HEREBY CERTIFY that the above order was passed and adopted on _____ by the following vote of the Board of Superv							
to wit:							
MOTION:							
AYES:							
NOES:							
ABSENT:							
					BY <input type="text"/>		
					DEPUTY CLERK		

CREATING AGENDA ITEMS IN MINUTE TRAQ

NEW AGENDA ITEM

To get started, select **New** in the upper left corner in Minute Traq.



Type the **Short Name**, **Target Meeting Date**, and **Category**. Disregard the **Sponsors** option, this is not used in the County.

The **Short Name** is a brief description of the item with a 50-character limit. It should include the department's initials in all caps and enough description that someone reading it will know what the item is regarding. It does not need to include the requested action of the board, such as "approve" or "accept" nor does it need a period. *NOTE: The Short Name is visible to the public and should have proper spelling.*

The **Department** and **Department Head** will be automatically generated based on each user account settings and may be changed if the user is assigned to multiple departments.

The **Target Meeting Date** is the date of the Board of Supervisors meeting. You cannot submit your item until it has been selected but you can change the **Target Meeting Date** later if needed.

The **Category** provides additional information that is useful in generating Reports and Searching for items.

TIP: Tab to navigate to the next box when inputting information.

 A screenshot of the 'Board Letter' form in the Minute Traq application. The form has a blue header with the text 'Board Letter' and 'Board of Supervisors'. Below the header, there are several input fields:

- Short Name:** A text input field, highlighted with a red box.
- Status:** A dropdown menu currently set to 'Draft', highlighted with a red box.
- Department:** A dropdown menu currently set to 'Clerk of the Board', highlighted with a red box.
- Department Head:** A dropdown menu currently set to 'Mimi Duzenski', highlighted with a red box.
- Target Meeting:** A date selection field, highlighted with a red box.
- Sponsors (Optional):** A dropdown menu, not highlighted.
- Category:** A dropdown menu, highlighted with a red box.

WORKFLOW

The **Workflow** will automatically populate based on the users Department settings. Users can modify the **Workflow** by adding or deleting Stages as needed for specific items. The **Workflow** does not begin until the agenda item is **Submitted**.

Stage	Reviewer	Description	Due Date	Status
1	Mimi Duzenski	Department Head Signature		Pending
2	Clerk of the Board	COB Review		Pending
3	Board of Supervisors	Meeting	04/12/16 09:00 AM	Pending

This is all the information necessary to input a draft agenda item into Minute Traq. You can now save the item to generate an ID # and come back to it later, or continue on to complete the item.

ERROR SAVING

If any required field is not completed, you will hear a two-tone beep and a red circle with an exclamation point will appear. Hover your mouse over the exclamation point to see an explaining of what is missing. Make the necessary corrections, and **Save**.

Board Letter
Board of Supervisors

Short Name: COB - Minute Traq Status: Draft

Department: Clerk of the Board Department Head: Mimi Duzenski Target Meeting: 4/12/2016 9:00 AM (Tue) - Regular Meeting

Sponsors (Optional): Category:

Required Field

PLACEMENT

Click **Edit View** to the right of **Workflow**. Next to Board of Supervisors, click the down arrow in the Placement Column to select the placement of the item on the Agenda such as Consent Calendar – General Government; Discussion – Health and Human Services, Scheduled Afternoon Item; etc.

Stage	Reviewer	Placement	Due Date
1	Mimi Duzenski		
2	Clerk of the Board		
3	Board of Supervisors	<ul style="list-style-type: none"> Adjourn to Tuesday, Appointments to Boards and Commissions Board of Supervisors Comments and Committee Reports Closed Session Commencement of Meeting Communications Consent - Flood Control Consent - General Government 	04/12/16 09:00 AM

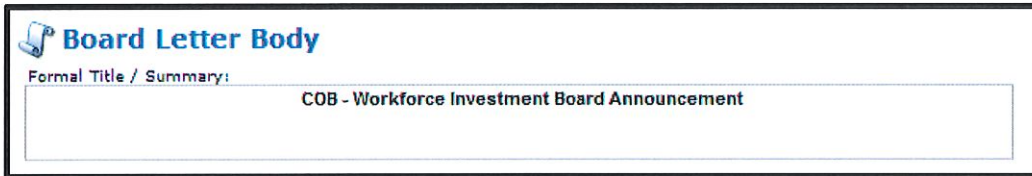
DETAILS

Enter the date to appear on your Board Letter header/footer.



FORMAL TITLE/SUMMARY:

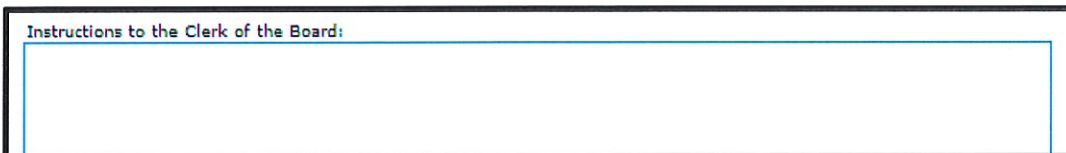
The **Formal Title** is automatically populated with the **Short Name** previously input. Copy and paste the title from your Board letter over the existing text in the **Formal Title**. This will be the title that appears on the Agenda. Refer to Agenda Title Format instructions ([Agenda Resources/INSTRUCTIONS/AGENDA TITLE FORMAT](#)) regarding the format and wording requirements of the **Formal Title**. DO NOT ADD DEPARTMENT INITIALS.



INSTRUCTIONS TO THE CLERK OF THE BOARD

Electronically signed copies of Board Orders, Resolutions, Ordinances, and Budget Appropriations as well as signed copies of Agreements will be available in Minute Traq following the meeting. Instructions should be included to request that the Clerk:

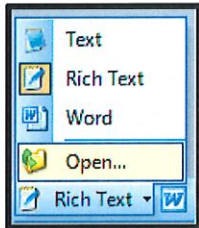
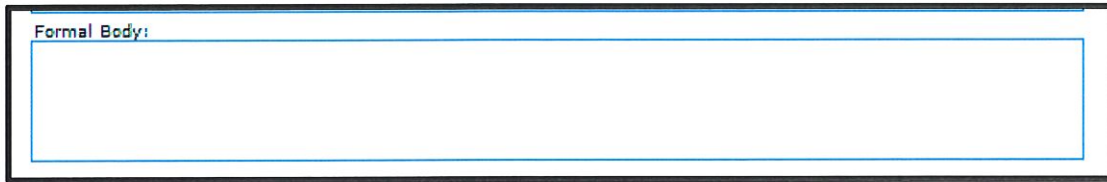
- Route original documents
- Return Certified Copies
- Rush items, must include a deadline
- Publish documents in the newspaper, must include dates to be published
- Any other tasks you need the Clerk to complete



IMPORT BOARD LETTER

NOTE: Refer to the Board Letter Format instructions ([Agenda Resources/INSTRUCTIONS/CAO GUIDELINES FOR PREPARATION OF BOARD LETTERS](#)) for creating and editing Board Letters.

Click anywhere within the **Formal Body**. Click the arrow next to **Rich Text** in the bottom left corner and change the type from **Rich Text** to **Word**. Click the arrow next to **Rich Text** in the bottom left corner and Select **WORD** and then **OPEN**.



Navigate to your Board Letter and double click or click **Open**. Your Board letter should now be imported into Minute Traq. Save the Agenda Item so that you can preview the letter as it will look with the preset letterhead in Minute Traq.

Preview and edit your Board Letter following the Board Letter Format Instructions.

ADDING AND REPLACING ATTACHMENTS

Adding Attachments

NOTE: The Agenda Item must be saved before attachments can be added.

See instructions for creating Board Orders, Resolutions, and Ordinances using the Word templates instructions in [Agenda Resources](#). These three documents must be attached as Word documents. Budget Appropriations must be attached as Excel documents. All other file types, except ZIP files, are acceptable. PDF is preferable. Be sure your attachment does not have any security settings set as this will prevent Minute Traq from creating the Agenda packet for this item.

1. Save your item.
2. Click the **Paper Clip** icon and select File.
3. Navigate to your attachment and double click or click Open.
4. Title your attachment starting with what type of document it is. Example: Agreement, Board Order, Ordinance, Resolution, Exhibit.
5. Click OK.
6. Add additional attachments as needed in the same order as they are listed in the Board Letter.



When adding agreements, attach all exhibits to that agreement and enter it into MinuteTraq as one document.

Replacing attachments

Open the attachment (double click on it), you want to replace, click Browse, and navigate to the new attachment on your computer. You will be prompted to “Open” the item which will replace the attachment. Click OK when finished and, if prompted, save it as a minor change.

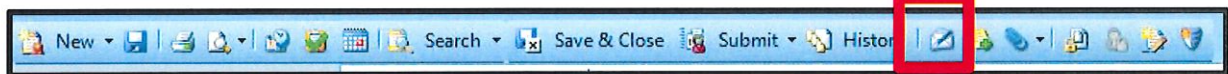
ROUTE DRAFT ITEM - *OPTIONAL*

An item can be routed before it is submitted if a Department Head, staff member, CAO Analyst or County Counsel would like to review the item prior to its submittal while still in the **Draft status**.

This allows users to incorporate changes that are not tracked and will not require users to input Reasons for Change. **This does not replace the Workflow process**. The workflow process must still be completed by the deadline for an item to be placed on the Agenda.

Click on the **email icon** to generate an email with a link to the item. The email is automatically populated based on the Workflow for each item and should be customized to be sent only to specific people who need to review the **Draft** item.

Remove Clerk of the Board staff if routing a draft item for review.

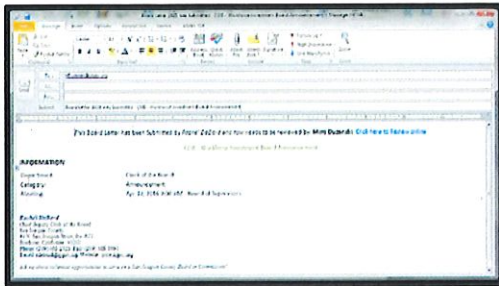


SUBMIT ITEM FOR REVIEW - *REQUIRED*

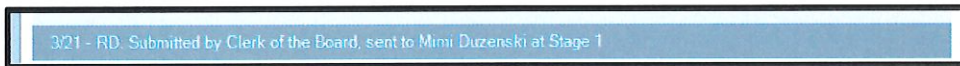
After all of the steps above are complete and the Board Letter is final and formatted properly, **Submit** the item to begin the **Workflow process**.

- The first stage is the Department Head approval, which will apply the Department Head electronic signature to the Board Letter.
- The second stage is approval by CAO Analyst and County Counsel.
- The third stage is review by Clerk of the Board staff.
- The fourth and final stage is the Board of Supervisors meeting.

Clicking the **Submit** button will generate an email, prepopulated based on the department's **Workflow**. You can add or delete additional staff members to receive the email.



Submitting the item also initiates the tracking feature of the program. Any changes to the item will now be tracked with the date and user initials who make any changes to the item.



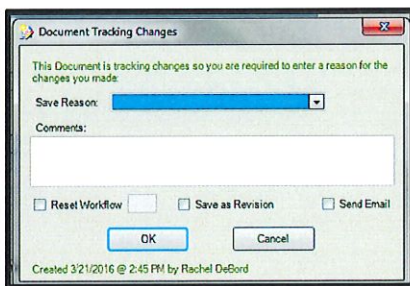
EDITING SUBMITTED AGENDA ITEMS

Before submitting:

Edits to agenda items that are in **Draft status** can be made and saved without tracking revisions.

After submitting:

Edits to agenda items that are in **Submitted status** are tracked and require **Reason for Changes**. You will be prompted to select a reason and enter **Comments**.



Select the **Save Reason** from the drop down menu. The reason you select will automatically populate check boxes below the comments based on the type of reason. You can manually override these settings by checking or unchecking the boxes. **NOTE:** Resetting the Workflow should be avoided unless absolutely necessary.

Comments:

Type a brief explanation of the changes made.

Reasons for Change:

- **After Action Completed:** Save as Revision/Send Email boxes are checked. This is used only by Clerk of the Board staff when making changes to items after adopted by the Board of Supervisors.
- **Agenda Review Changes:** Save as Revision/Send Email boxes are checked. Select this reason for changes requested following Agenda Review Committee.
- **Major Change Not Commonly Used:** Reset Workflow/Save as Revision/Send Email boxes are checked.
 - Select this reason if making major changes to the board letter and have been instructed to reset the workflow.
- **Minor Change:** Save as Revision box checked.
 - Select this reason if making minor administrative changes/corrections to the item such as adding or changing attachments, corrections to the Formal Title, etc.

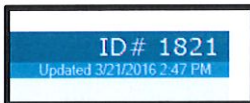
Changes will appear with the date and initials of employee making the changes. Double click the grey box to view detailed tracking information of the Board Letter History.



Board Letter History 1821

Doc Title	EOP - Use Alone Investment Board Announcement				
Resolution ID	1821	Date	Submitted		
Prepared	Tuesday, March 1, 2016 @ 9:58 AM by Rachel Dufresne				
Submitted	Monday, March 21, 2016 @ 2:14 PM				
Adopted	Monday, March 21, 2016 @ 2:47 PM by Rachel Dufresne				
Next Update					
Workflow					
Step	Responsible	Status	Items Updated	Ignored By	
1	Staff of Supervisors	Pending			
2	Clerk of the Board	Pending			
3	Mimi Duzinski	Pending			
Comment & Audit Log					
Created	User	Item Change	Save Reason	Timestamp	
Updated Formal Title Summary	Rachel Dufresne				
Updated Formal Title Summary	Rachel Dufresne				
Submitted by Clerk of the Board sent to Mimi Duzinski at Stage 1					
Access Log					
Formal Letter	User	Times Opened	First Access	Last Access	
		3	03/21/16 03:47:08M	03/21/16 02:34:58M	

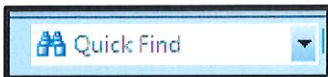
The date and time of any changes is recorded under the ID #.



NAVIGATING MINUTE TRAQ

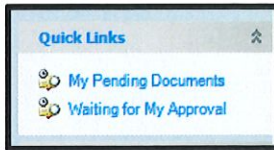
QUICK FIND

Open documents by entering the Doc ID #.



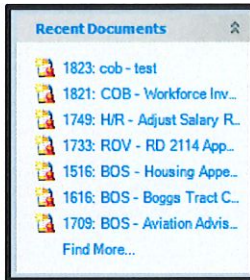
QUICK LINKS

View pending documents or items waiting for approval.



RECENT DOCUMENTS

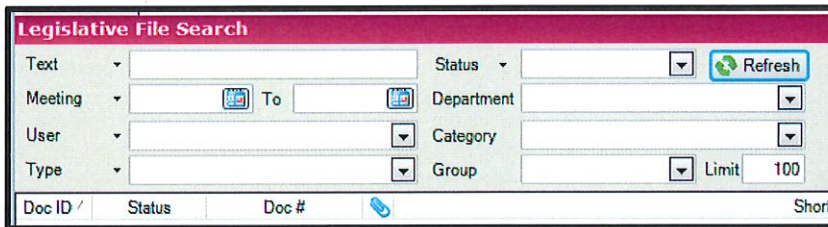
A list of the most recent document the user has accessed.



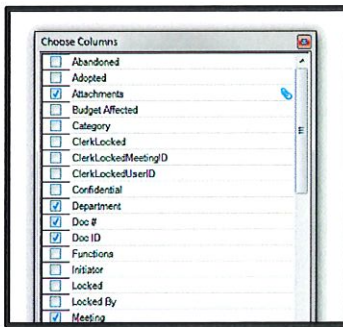
SEARCH

Enter as many or as few search options.

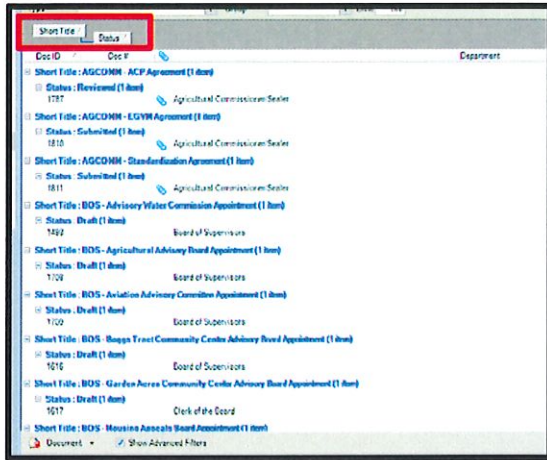
Click **Refresh**



Right click to **Choose Columns**



Right click anywhere in the Search field to **Group** items. A grey box will appear above the column headers. Drag and Drop column headers into grey box to group together those items. In the example below, Search items are grouped by **Short Title** then by **Status**.



REPORTS

Save routine searches as Reports. After creating the search criteria, choosing the columns, and adding any grouping if desired, click on **Reports**; Save as **New**. Enter the Name, select visibility and click **OK**.

Visibility can be set to:

User: Just the user creating the report

Group: All users within a Department

Global: All users

