

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Kristen Clark

TODAY'S DATE: 9/29/16

DEPARTMENT: Extension / 665

COUNTY JUDGE

SIGNATURE OF DEPARTMENT HEAD:

X *Kristen Clark*

REQUESTED AGENDA DATE: 11/28/16

SPECIFIC AGENDA WORDING: Presentation of new Extension agent (Family & Consumer Sciences), Lebeth Carter.

PERSON(S) TO PRESENT ITEM: Donald Kelm, District 8 Administrator

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 2 minutes

ACTION ITEM: X

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____