



LE SUEUR COUNTY
BOARD AGENDA
REQUEST FORM

Request 1 of
 2

Date of Request: 2/27/23

Requested Meeting Date: 3/7/23

Person Making Request: Megan Kirby

Presenter Name/Title: Megan Kirby, Director

Department/Organization: Public Health

Phone Number: 507-357-8246

Email Address: mkirby@co.le-sueur.mn.us

Length of Time Needed: 5 Minutes

Time Preference: close to public health update

Type of Action Agenda Item: (all agenda items require supporting documentation)

Action:

If resolution, is a draft included?

Yes No

Agreement: Must provide at least 3 copies

(Includes contracts & memorandums of understanding)

Approved by County Attorney? Yes No

Action Requested:

Public Health Petty Cash Box

Non-Action Agenda Item (all agenda items require supporting documentation)

TYPE: Discussion Informational Report Other (be specific):

Agenda Item Narrative (please describe and provide supporting documentation)

Many of the clients we serve prefer to make cash payments for the services we provide (license fees, vaccination fees, pregnancy testing fees). Often times we are going to auditor/treasurer to make change for those payments. Being we are no longer in the government center, it would be better customer service for us to have a petty cash box to make change. We feel \$200 would be a sufficient amount to meet our need. Please refer to the attached Public Health Petty Cash Policy for specifics.

Financial Implications:

Cost \$ Actual Estimated Not Applicable

Grant Funded Property Tax Funded Other (be specific)

Is cost budgeted in current year? Yes No

Important Notice: Last minute agenda requests will not be added unless there are extenuating circumstances and the *County Administrator* has reviewed and approved the item to be added.

***Board Agenda Request Forms are due to County Administrator Assistant by
Thursday at noon the week prior to the Board meeting.***