

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 101-05**

**Eff. 2/21/12**

**COMMUNICATION WITH  
COUNTY COMMISSIONERS**

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At least semiannually, all Department Managers are expected to report to the Grand Forks County Commission during a regularly scheduled County Commission meeting regarding the operation of their department. The frequency of this report is at the discretion of the Department Manager, except that the County Commission may require such a report more frequently.

It is the sole responsibility of Department Managers to communicate issues of departmental importance to the County Commission. These issues include, but are not limited to, changes in employment status of employees within their department, all monetary matters not accounted for in the department's annual budget, and all matters in which the Department Manager is entering into a contractual obligation with any entity (excluding ministerial contracts entered into in the ordinary course of business).