

CLERK'S COPY



# Clay County Clerk

Sasha Kelton

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Commissioners Court:

Since your approval of the implementation of Integrated Data Solutions' Minute Manager, we need to take a look at how you approve minutes.

In the past, hard copies of the minutes were copied (by copy machine) onto paper which was then placed in a record binder. The entire stack (minutes and supporting documents) was copied and placed in the Commissioners' office for approval before the next meeting.

Now, the minutes are published from my computer to the county website (never printed). The supporting documents are scanned and attached to the corresponding court order. The agenda and audio file are also published for each meeting. This is accessible 24 hours a day from any computer or smart phone.

Please advise me on HOW or IF you would like to continue approving the minutes for each meeting. Would you like for me to provide a copy of the typed minutes? There is NO LONGER any statutory requirement for Commissioners' to approve minutes, or for the County Judge to sign them. LGC 81.003 only requires the Clerk to attest to the accuracy of the minutes (see attached). Please let me know how you all would like to proceed.

Thank you,

A handwritten signature in cursive script that reads "Sasha Kelton". The signature is written in black ink and is positioned below the "Thank you," text.

See HB2931 from the 78<sup>th</sup> session. It deleted the part of the law that requires that it be signed by the County Judge. The Clerk attests to the accuracy of the minutes. See Local Gov Code 81.003.

SECTION 4. Sections 81.003(b) and (c), Local Government Code, are amended to read as follows:

(b) The court shall require the clerk to record [~~in suitable books~~] the proceedings of each term of the court. This record may be in a paper or electronic format. After each term [~~the county judge or the presiding member of the court shall read and sign and~~] the clerk shall attest to the accuracy of this record.

(c) The clerk shall record the court's authorized proceedings between terms. This record may be in a paper or electronic format. The clerk shall attest to the accuracy of the [~~On the first day of the first term after these proceedings, the county judge or the presiding member of the court shall read and sign this~~] record