

# Action Item	Priority	Who's Responsible / Deadline
1 Purchase a new laptop computer using funds transferred from the Data Processing Reserve Account.	High – essential for county clerk operations.	County Clerk's Office – complete purchase within 10 business days.
2 Correct the meeting minutes to add Commissioner McCroskey to the Special Committee on Indigent Care.	High – ensures accurate official record.	County Clerk – issue corrected minutes before the next commission meeting (by Aug 19).
3 Implement the \$10 wheel-tax increase to offset the state education-fund cut.	High – provides needed revenue for schools.	Finance Department – adjust tax tables and begin collection starting with the next tax cycle (by Sept 30).
4 Prepare and present solid-waste funding recommendations at the Budget Committee meeting (Tue Jul 16, 12 p.m.).	Medium – influences upcoming budget decisions.	Budget Committee members – submit briefing materials by Jul 12; attend meeting on Jul 16.
5 Schedule and publicize the County Chili Supper (Aug 16, 6:30 p.m.) at County Elementary School.	Low – community-engagement event.	Community Outreach Coordinator – finalize venue setup and send reminders by Aug 10.
6 Confirm the next County Commission meeting date (Mon Aug 19, 7 p.m.) and circulate agenda to all members.	Medium – ensures full attendance and preparedness.	Chairman (Wormsley) & Clerk – distribute agenda by Aug 12.
7 Document the failed amendment to the litigation-tax increase (25 % allocation to Sheriff's Department) for future reference.	Low – maintains a record of legislative attempts.	County Attorney's Office – file a brief summary in the legislative docket within 5 business days.