



1 message

**Lonzo Lester** <lonzo.lester@russellcountyva.us> Sat, Jun 1, 2024 at 8:12 PM

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## BOS Members,

During the last board meeting, a host agreement (NOVA's draft) was accidentally given to the public. After reviewing all security cameras/videos, emails searches, and discussions with staff, this is what occurred.

[REDACTED] that replaced [REDACTED] ([REDACTED]) made a master copy of the original board agenda for archival purposes. All board agendas are made for record keeping and archived with the board minutes.

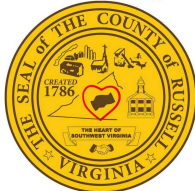
She bound the master record of the board agenda and left it on the administration table to be filed with the approved board minutes after the board meeting. On Saturday morning, when [REDACTED] picked up the public agendas, sign-in sheets, and the public board packet, she accidentally picked up the master record that was lying beside the public board materials.

Since the public and the master agenda are bound in the same covers, unless you open and review, there is no difference. To correct this, we have changed the color covers on master agendas and label them as master agendas that makes them easy to identify.

We do apologize for this oversight and have made procedural changes to ensure this does not happen again.

Sincerely,

**Lonzo Lester, MBA, VCO, CPC**  
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