

**RULES AND RESOLUTIONS COMMITTEE
AND ETHICS BOARD**

July 2, 2020

The Rules and Resolutions Committee and Ethics Board met on Thursday, July 2, 2020, at 10:00 a.m. in Conference Room # 2, located on the first floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Shaun Murphy-Lopez, Chad Cosgrove, Kerry Severson (remotely), Melissa Luck and Donald Seep.

Others present included: Victor Vlasak, County Clerk; Clinton Langreck, County Administrator; Ben Southwick, Corporation Counsel; Marty Brewer, County Board Chair; and Karen Knock, Veteran Service Officer.

Committee Chair Murphy-Lopez called the meeting to order.

The Clerk verified that the meeting was properly noticed. Copies of the agenda were emailed to all Rules and Resolutions Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to Fruit Broadcasting, LLC.

Motion by Cosgrove, second by Luck for approval of the agenda. Motion carried.

Motion by Luck, second by Seep for approval of the printed copies of the minutes for the June 4th Rules and Resolutions Committee and Ethics Board meeting. Motion carried.

Establishment Policy – Policy Defining the Development of Policy – Langreck presented information regarding an establishment policy to set the blueprint and format for future Richland County policy development. It is intended to promote consistency and helps define roles in policy maintenance and revisions. Motion by Cosgrove, second by Luck for approval of the policy and a recommendation for approval of the policy by the County Board at their July meeting. Motion carried.

Establishment Procedure – Policy Defining the Development of Procedure – Langreck presented information regarding the establishment of a procedure to set the blueprint and format for future Richland County procedure development. It is intended to promote consistency and helps define roles in procedure maintenance and revisions. Motion by Seep, second by Luck for approval of the procedure and a recommendation for approval of the procedure by the County Board at their July meeting. Motion carried.

Authority of Management, Roles of Members of Committees, Board and Commissions, and Roles of Chairs – Policy Discussion – Langreck presented, for discussion, defining the authorities of management, roles of individual members and the role of presiding body members. The document will be released to departments for feedback from their committees and to be

brought back to the August meeting of the Rules and Resolutions Committee and Ethics Board with a final recommendation

Proposed Changes to Committee Structure regarding Supervision – Langreck presented proposed changes to the Committee Structure regarding the supervision of departments. The changes would remove the word “appoint” under the Agriculture and Extension Education Committee and the word “supervise” under the following committees and replace them with the phrase “provide oversight and advice regarding”. Motion by Cosgrove, second by Luck to present a resolution to present a resolution for approval of the proposed changes. Motion carried. The committees affected are as follows:

- Agriculture and Extension Education Committee
- Child Support Committee
- Fair and Recycling Committee
- Joint Ambulance Committee
- Land Conservation Committee
- Park Commission/County
- Property, Building and Grounds Committee
- U.W. Platteville-Richland Committee
- Veterans Service Commission
- Zoning and Land Information Committee

Motion by Luck, second by Cosgrove to adjourn to Thursday, August 6th at 1:00 p.m. Motion carried. The meeting adjourned at 2:22 p.m.

Victor V. Vlasak
Richland County Clerk