

**RULES AND RESOLUTIONS COMMITTEE
AND ETHICS BOARD**

August 6, 2020

The Rules and Resolutions Committee and Ethics Board met on Thursday, August 6, 2020, at 1:00 p.m. in the Roadrunner Cafe, located on the Wallace Student Center, U.W. Platteville-Richland, 1200 US Highway 14 West, Richland Center, Wisconsin.

Committee members present included: Shaun Murphy-Lopez, Chad Cosgrove, Kerry Severson, Melissa Luck and Don Seep.

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

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 Seep, second by Luck for approval of the July 2nd minutes. Motion carried.

Policy Establishment – Administrator Langreck reviewed the changes to the Policy. Motion by Cosgrove, second by Severson to approve the Richland County Establishment Policy and present a resolution to the Richland County Board of Supervisors at their August 18, 2020 meeting for adoption of the Policy. Motion carried.

Procedure Establishment – Administrator Langreck reviewed the changes to the Policy. Motion by Luck, second by Cosgrove to approve the Richland County Procedure Establishment Policy and present a resolution to the Richland County Board of Supervisors at their August 18, 2020 meeting for adoption of the Policy. Motion carried.

Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions – Section 9. Roles of the Chairs of Committees, Boards or Commissions was discussed. Motion by Murphy-Lopez, second by Seep for the following amendments. Motion carried.

- The Chair of a Committee, Board or Commission may make the determination that a meeting be conducted remotely.
- Approve time, date and location of the next meeting if not designated in the previous meeting's adjournment; or if the time, date and location designated in the previous meeting's adjournment is not reasonable as determined by the County Board Chair.

Section 8. c. i. Roles of Individual Members of Committee, Boards and Commissions was discussed regarding proposing ordinances, resolutions, rules, or policy to committees, boards or commissions. Corporation Counsel Southwick noted that committee, board or commission sponsorship is required for consideration of resolutions and ordinances by the County Board. Chair Murphy—Lopez read Rule 19 of the Rules of the Board.

Motion by Severson, second by Cosgrove to approve the motion, as amended, approving the Policy of Richland County regarding the Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions and recommend a resolution to the Richland County Board of Supervisors at their August 18, 2020 meeting for adoption of the Policy. Motion carried.

Amendments to County COVID-19 Plan – Administrator Langreck reviewed the changes to the Plan. the Motion by Cosgrove, second by Luck to recommend the proposed changes of the Richland County COVID-19 Plan to the Health and Human Services Board for consideration and recommend a resolution to the Richland County Board of Supervisor for approval of the amendments to the Plan. Motion carried.

Resolution Honoring Former County Board Supervisors' Service – Motion by Cosgrove, second by Severson to present a resolution to the Richland County Board of Supervisors at its August 18, 2020 meeting expressing appreciation for the service of former County Board Supervisors. Motion carried.

Proposed Changes to Finance and Personnel Committee and Rules and Resolutions Committee Responsibilities – The recommendation is to present a resolution to the Richland County Board of Supervisors to make changes to the Committee Structure Resolution. Proposed changes to the Administrative Manual provides that the County Administrator or their designee would have the authority to handle the suspension of employees, job description changes and sexual harassment investigations. The following would be removed from the duties of the Finance and Personnel Committee:

- Paragraph M. - The Personnel Committee shall have the authority to suspend and relieve personnel of duties, providing a majority of the Personnel Committee and a majority of the respective committee responsible for the individual's department agree.
- Paragraph N. - Review of job descriptions.
- Paragraph W. - Investigate all complaints of sexual harassment and endeavor to handle such matters expeditiously in a professional manner so as to protect the offended individual.

Added to the duties of the Rules and Resolutions Committee is authority to make recommended changes to the Committee Structure document.

Discussed was procedures for amending job descriptions. Chair Murphy-Lopez noted that amending job descriptions will still come forward to the Finance and Personnel Committee until the employee handbook is changed.

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

Future Agenda Items Proposal

- Signing of resolutions and ordinances when committee members not present.
- Ordinances and resolutions in a searchable file.

Motion by Cosgrove, second by Luck to adjourn until September 3rd at 1:00 p.m. The location of the meeting will be determined. The meeting adjourned at 2:06 p.m.

Victor V. Vlasak
Richland County Clerk