

RULES AND RESOLUTIONS COMMITTEE

May 6, 2021

The Rules and Resolutions Committee and Ethics Board met on Thursday, May 6, 2021, at 1:00 p.m. virtually.

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

Also present was: Derek S. Kalish, County Clerk and Clinton Langreck, County Administrator.

Committee Chair Murphy-Lopez called the meeting to order at 1pm.

Administrator Langreck confirmed Proof of Notification.

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

Motion by Seep, second by Severson for approval of the minutes for the March 4th meeting of the Rules and Resolutions Committee and Ethics Board. Discussion continued. Murphy-Lopez makes motion to amend the minutes of the March 4th meeting by striking the number 40 and replacing it with 20 on page two under the municipal elected officials service recognition section, Cosgrove seconds, motion to amend carried. Motion to approve the minutes as amended carried.

Changes to County Committee Structure Document – Langreck reviewed proposed changes to the Finance and Personnel, LEJC, and Revolving Loan Fund Committee sections of the County Committee Structure document.

Under the Finance and Personnel Committee, Langreck proposed the following changes:

D. ~~Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting.~~ Work with the County Administrator in the preparation of the annual county budget.

L. The County Administrator shall recommend to the Committee all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.

M. ~~The committee~~ The County Administrator shall from time to time conduct or cause to be conducted Job Analysis and Evaluations and a study of the table of operations, and report to the Committee. ~~if~~ and then said recommendation shall be submitted to the County Board for action.

R. ~~Administer County's Federal and State Family and Medical Leave Act policies and forms.~~

- ~~S. The Committee will administer the County's deferred compensation program.~~
- ~~W. Study and make recommendations to the County Board regarding future telephone needs of all County departments.~~

Under the Law Enforcement and Judiciary Committee, Langreck proposed the following changes:

- ~~C. To confer with and supervise~~Provide oversight and advice for the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- ~~E. To Provide oversight and advice on service and maintain~~maintenance of all equipment relative to the department.
- ~~G. Have charge~~ Provide oversight and advice of all matters pertaining to the operation of the Police Radio System.
- ~~K. Supervise~~ Provide oversight and advice for the operations of the Coroner's Office.
- ~~L. Supervise~~ Provide oversight and advice for the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- ~~M. Supervise~~ Provide oversight and advice for the operation of the County's 911 emergency telephone response system

Under the Revolving Loan Fund Committee, Langreck proposed the following changes:

- ~~A. Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.~~
- ~~A. Members shall be appointed by the Finance Committee.~~
- ~~B. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval. The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.~~
- ~~C. Three members shall constitute a quorum of the Committee.~~
- ~~D. Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.~~
- ~~E. This Committee is not subject to the 6 years of continuous service rule.~~

Cosgrove makes motion to recommend a resolution to County Board regarding the changes to the Richland County committee structure as recommended by the Administrator Transition Committee, Luck seconds, motion carried. Discussion continued. Luck noted that the changes made fell in line with the changes made to other departments, nothing that elected officials cannot be directly supervised, and it's clear that communication needs to occur. Luck also noted that changes to the Finance and Personnel structure still allow the County Administrator to bring items forward to that committee. Seep noted he was comfortable with the proposed changes and asked if a review of the statutory guidelines has been conducted and Luck replied by stating a

review of statutory authority had not been completed or viewed by corporation counsel at this point. Langreck noted the proposed changes lessen the possibility to conflict with statutory rights. Murphy-Lopez inquired about section C under Finance and Personnel and asked if the word “supervise” was missed in the review process. Murphy-Lopez makes motion to amend Section C of the Finance and Personnel section of the committee structure document striking the word “supervise” and replace with “to provide oversight and advice to the County Administrator regarding all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board”, Luck seconds, discussion continued. Seep questions the difference between the word advice and guidance and noted one sounds stronger than the other. Luck states the less of a strong word is desired. Motion to amend section C of the Finance and Personnel committee section carried. Murphy-Lopez discusses Section E of Finance and Personnel section. Luck noted the transition committee did not discuss that section. Seep asked if this section was about the role of the Finance & Personnel Committee and the working relationship in terms of supervision or oversight. Murphy-Lopez replied by stating it has to do with the way various department and committees work together and noted that it’s unclear as to what Finance and Personnel and Rules and Resolutions should do. Cosgrove makes motion to amend committee structure document to strike section E from the Rules and Resolutions section, Luck seconds, motion carried. Discussion regarding responsibility of the radio tower and its care occurred. Motion to approve recommended changes to the Richland County committee structure document and forward to the County Board carried. Luck requested that the document be reviewed by Interim Corporation Counsel Dadoun.

Retirement Recognition – Langreck reviews proposed resolutions. Luck makes motion to recommend resolutions to the County Board recognizing the retirements of Kathy Sutton, Victor Vlasak, and Benjamin Southwick, Severson seconds, motion carried and discussion followed. Murphy-Lopez makes motion to amend proposed resolution for Vlasak to include all information listed on the agenda item cover sheet and to include the date when Vlasak was first elected as County Clerk, Cosgrove seconds, motion carried. Severson makes motion to amend the resolution for Southwick to strike the word “hire” and replace with “appointed”, Murphy-Lopez seconds, motion carried. Motion to forward resolutions with proposed amendments to County Board carried.

Review of Ethics Ordinance – Murphy-Lopez reviews the state statutes for code of ethics for general public officials. Murphy-Lopez questioned whether or not the county’s ordinance should be updated to include issues related to ethics and the handling of abstentions. Luck noted the necessity for clarity and further education would be beneficial. Murphy-Lopez noted that a statement of economic interest may also be something to consider. Seep noted that a training session on ethics for the County Board would be a great idea. Murphy-Lopez makes motion to direct Dadoun to research peer county ethics ordinances and training opportunities and return that information back to Rules & Resolutions Committee, Severson seconds, motion carried.

Future Agenda Items – Severson noted that a review of non-zoning ordinances is needed. Seep noted that the reviewing the committee structure document should be a standing agenda item. Murphy-Lopez noted that items he’s looking into are redistricting, Rule #18, Rule #6, and recognizing long time local officials.

Motion by Seep, second by Cosgrove to adjourn to Thursday, June 3rd at 10 am in County Board room with Webex being available. Motion carried. The meeting adjourned at 2:20 p.m.

Derek S. Kalish
Richland County Clerk