

Richland County

Rules & Strategic Planning Standing Committee

December 1st, 2022

The Rules and Strategic Planning Standing Committee met on Thursday, December 1st, 2022, at 10:00 a.m. in the County Board Room at 181 W. Seminary Street via videoconference and teleconference.

Committee members present included: Committee Chair Shaun Murphy-Lopez, Ingrid Glasbrenner, Linda Gentes, Julie Fleming, Bob Frank with Marty Brewer and Don Seep by WebEx.

Absent: Chad Cosgrove and Danielle Rudersdorf.

Department heads, staff and public present were: County Administrator Clint Langreck, Administrative Assistant Cheryl Dull, with John Couey from MIS running the teleconferencing.

1. **Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:00 a.m.
2. **Proof of Notification** - Chair Murphy-Lopez confirmed that the meeting had been properly noticed.
3. **Agenda Approval** - Moved by Supervisor Frank to approve the agenda as presented, seconded by Supervisor Fleming. All voting aye, motion carried.
4. **Public comments** - Chair Murphy-Lopez invited any public to make comments. None.
5. **Approval of minutes** – Moved by Supervisor Glasbrenner to approve as presented, 2nd by Supervisor Gentes. All voting aye, motion carried.
6. **Ethics review** – Chair Murphy-Lopez reviewed what updates had been made at the previous meeting. Previously the committee skipped Social Media Policy and Computer Use Policy which includes Email policy. There is a very large section concerning Email in the Computer Use Policy.

Email Policy – Supervisor Gentes stated typing long emails is cumbersome on the Ipad, therefore she types it on her personnel computer and emails it to herself to send out further. Chair Murphy-Lopez stated Ms. Scott assisted him in getting his county email set up on his personnel computer and suggested Supervisor Gentes contact MIS to do that for her as well. Supervisor Glasbrenner stated she also has her County email set up on her personnel computer. Discussion followed concerning using County email on personnel computer and possibly updating the Computer Policy to meet the needs of the County Board Members. The Ethics Ordinance will say refer to Computer Policy. Director Scott stated they have a draft of an updated Computer Policy which will be coming out shortly for review that should encapsulate this issue. No action taken.

Social Media Policy – Attachment 06d. This policy was adopted in 2014. Director Scott stated this Policy will be updated as well. Moved by Glasbrenner to add “Refer to Social Media Policy”, 2nd by Fleming. All voting aye, motion carried.

Advisory Opinions – Chair Murphy-Lopez reviewed what the Counties current Policy states and read the wording in Crawford and Sauk Policy. Discussion followed on wording, benefits and options. Moved by Chair Murphy-Lopez to adopt Crawford/Sauk County with some changes wording “*Shall issue advisory opinions with the assistance of the Corporation Counsel. Any person governed by this Code of Ethics may apply in writing to the County Ethics Board for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the County Ethic’s Board opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Ch. 19, Wis. Stats. However, such records may be made public with the consent of the applicant.*”, 2nd by Glasbrenner. All voting aye, motion carried.

Complaint Procedure & Investigation Procedure – Attachment 06a. Chair Murphy-Lopez reviewed a summary of the current Ordinance, Section 8 (a) - (f), and also the wording in Crawford, Sauk and Iowa County Ordinance. Discussion followed on who the complaints should be filed with and time frame of dismissal. Moved by Murphy-Lopez to adopt;

1. “*COMPLAINTS. The County Clerk or Corporation Counsel shall accept from any person a verified written complaint which states;*
 - i. *The name of the alleged offender;*

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- ii. *The approximate date of the alleged offense, if applicable;*
- iii. *The nature of the alleged offense;*
- iv. *Any supporting facts known to the complaining party;*
- v. *The date on which the complaint is being submitted;*
- vi. *The name of the person filing the complaint.*

The County Clerk or Corporation Counsel shall forward a copy of the complaint to the accused officer or employee and the Ethics Inquiry Board within 10 days. If no action on the verified complaint is taken by the Ethics Inquiry Board within 60 days, the complaint shall be dismissed.”

2. **PRELIMINARY INVESTIGATIONS.** *Following the receipt of a verified complaint, the Ethics Inquiry Board may make preliminary investigations with respect to alleged violation of this code. A preliminary investigation shall not be initiated unless the accused officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights. If the Ethics Inquiry Board finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing pursuant to subsections (5)(a) and (5)(c) below before the Ethics Inquiry Board.*
3. **TIME LIMITATIONS.** *The Ethics Inquiry Board may investigate any complaint properly filed with it. However, no action may be taken on any complaint which is filed more than one year after a violation of the Ethics Code is alleged to have occurred.*
4. **ETHICS INQUIRY BOARD.** *There is hereby created an Ethics Inquiry Board to consist of 3 members and one alternate, one of whom shall be an attorney licensed to practice law in the State of Wisconsin, appointed by the County Board Chairperson with the approval of the County Board. The members of the Ethics Inquiry Board shall be residents of Crawford County and shall not be County public officials or employees during the time of appointment, and shall serve staggered 3-year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this code. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Board. The Board shall be entitled to mileage and per diem payments for meetings and hearings of the Board on the same basis as provided other Crawford County boards, committees or commissions.*
 - (a) **Powers and Duties:** *The Ethics Inquiry Board shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph (5)(c) below, in any case where the Ethics Inquiry Board has found that probable cause exists for believing the allegations of a complaint referred to the Board after preliminary review pursuant to subparagraphs (2) through (4) above.*
 - (b) **Hearing:** *The Ethics Inquiry Board may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Board may request, a hearing before the Board. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under §885.01, Wis. Stats.*
 1. *Within 10 work days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public official. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.*
 2. *No recommendation of the Board becomes effective until 20 work days after it is issued, or while an application for rehearing or rehearing before the Board is pending, or the Board has announced its final determination on rehearing.”*

2nd by Frank. All voting aye, motion carried.

7. **Comprehensive plan** – Attachment 07A RFP. Chair Murphy-Lopez presented the Request for Proposal (RFP) and reviewed the changes and concerns discussed at the last meeting.

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Moved by Supervisor Frank to forward a Resolution to the County Board to move forward with issuing a RFP for services to update Richland County's Comprehensive Plan, 2nd by Supervisor Glasbrenner. All voting aye, motion carried.

8. **Housing Authority responsibilities** – Administrator Langreck reviewed the proposal to dissolve the existing CDBG Committee along with the proposal of what the money's will be used for, why and how the partnership with Housing Authority will be wrapped up. Supervisor Gentes voiced her concerns of not using the money for lower income and blighted housing as was originally intended because the Richland Economic Development Board is more concerned with funding upscale housing.

Moved by Supervisor Frank to dissolve of the existing CDBG Committee with reduction of Paragraph C. of the Housing Authority functions, 2nd by Supervisor Seep. All voting aye, motion carried.

9. **Future agenda items** – none.

10. **Adjournment** – Next meeting will be held Thursday, January 5th @ 10:00 a.m. in the County Board room.

Moved by Supervisor Fleming to adjourn at 11:40 a.m., seconded by Supervisor Glasbrenner. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator