

**RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD  
DECEMBER 2nd, 2021**

The Rules and Resolutions Committee and Ethics Board met on Thursday, December 2nd, 2021, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

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

Also present was: Clint Langreck, County Administrator and Cheryl Dull, Assistant to the County Administrator in attendance, with Clerk Derek Kalish, Karen Knock, Marty Brewer and Steve Williamson logged on remotely.

**1. Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:01 am.

**2. Proof of Notification** - Chair Murphy-Lopez confirmed with Cheryl that the meeting had been properly noticed.

**3. Agenda Approval** - Moved by Cosgrove to approve the agenda, seconded by Luck. All voting aye, motion carried.

**4. Previous Meeting Minutes** - Moved by Luck to approve the minutes for the November 4th meeting of the Rules and Resolutions Committee and Ethics Board, second by Severson. All voting aye, motion carried.

**5. Wisconsin Counties Association educational series** - Chair Murphy-Lopez stated an email was sent out from the Wisconsin County Association for upcoming training sessions by Webinar means.

Those were posted as:

- 12/6/21 - Board Rules;
- 12/13/21 - Committee Structure & Rightsizing;
- 1/10/22 - Rules of Decorum/Procedural Rules;
- 1/18/22 - conducting the County Organizational Meeting.

Moved by Cosgrove to send out the link to everyone on the County Board and recommend members to participate in these trainings if available to do so, seconded by Seep. Moved to amend the motion by Severson to include people on the ballot that are contesting seats and to encourage them to also watch the recorded version that have already been presented, 2<sup>nd</sup> by Cosgrove. All voting aye, the motion carried for both the original motion and the amendment.

**6. Report on public broadcasting of County proceedings** – Melissa presented what she learned from the DOJ concerning meeting posting.

- Virtual options and public access
- Retention period of recorded meetings
- No use of chat functions during meetings
- Closed sessions
- Contact info on agendas in case there is connectivity issues.

Clint will reach out to Mr. Phillips to discuss the possibility of meeting with the Committee. Moved by Cosgrove to invite Mr. Phillips to come to a Resolutions Committee and Ethics Board meeting to present and answer questions, 2<sup>nd</sup> by Seep. All voting aye, motion carried.

**7. Committee/commission/board role in paying departmental bills and monitoring annual expenditures** - Chair Murphy-Lopez stated this was requested to be put on the agenda by Don Seep. Chair Murphy-Lopez compiled language from several committee rules and noted it is different and inconsistent for multiple committee. Chair Murphy-Lopez recommends changes be made to the committee documents to have it be consistent across all committees. Discussion followed concerning what finances/bills are being reviewed at committee levels and if the committees should have more financial oversight of the spending in the departments. Clerk Kalish stated that more clarity in the procedures would be helpful, although all departments are given reports on revenue and expenses monthly and those reports could be shared with the committee. Lopez & Severson will work on compiling the different language from the rules of the committees and will report back in January.

Moved by Cosgrove to research current practices at the committee, commission and board levels and provide that information back to the committee, 2<sup>nd</sup> by Severson. Motion carried.

**8. Appointment and removal process for committee/commission/board members -** Chair Murphy-Lopez spoke that in October Administrator Langreck was asked to present to County Board his recommended changes. In November, more research was requested to be completed before proceeding with those changes. Since the November meeting Chair Murphy-Lopez researched information from other County's on how they assign and remove people from committee, commissions and board. He received responses from all the counties he contacted. He presented his report to the committee of how theirs are assigned and how they were removed. Discussion followed on what members of the committee would like to see in the development of the process for the appointment & removal. State Statutes dictate that Boards and commission are appointed by the County Administrator.

Moved by Melissa that the County Board Chair would have appointment committee members with the County Boards approval, 2<sup>nd</sup> by Cosgrove. All voting aye, Motion carried.

Moved by Melissa to have an organizational meeting in April for committee recommendation to be brought back to the County Board Chair for confirmation or denial, 2<sup>nd</sup> Severson. All voting aye, Motion carried.

Move by Seep to reconsider the previous (first) vote of the County Board Chair making appointments to committees, 2<sup>nd</sup> by Cosgrove. No action taking.

Moved by Chair Murphy-Lopez that the County Board Chair, with County Board confirmation, can remove someone from a committee, 2<sup>nd</sup> by Severson. Moved by Seep to amend the motion to allow a committee member to resign prior to county board removal, 2<sup>nd</sup> by Severson. All voting aye on motion to amend, Motion carried.

Moved by Severson that Committee Chairs are chosen by the Committee, 2<sup>nd</sup> by Luck. All voting aye, Motion carried.

**9. County Board Supervisor welcoming packet and orientation schedule –**

Moved by Severson to postpone this discussion until next meeting, 2<sup>nd</sup> by Chair Murphy-Lopez. All voting aye on motion, motion carried.

**10. Process for running for Board Chair/Vice Chair –** Discussion followed on application packets being sent to board members the day after election so that it is returned and can be acted on at the next organizational meeting.

Moved by Chair Murphy-Lopez to bring this back at the next meeting.

**11. Future agenda items –** None.

**12. Adjournment –** Next meeting will be January 6<sup>th</sup>, 2022 at 10:00 am. Moved by Seep to adjourn at 12:27 p.m., seconded by Cosgrove. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Assistant to the County Administrator