

## Richland County Rules and Resolutions Committee and Ethics Board

### Agenda Item Cover

**Agenda Item Name:** Videorecording of meetings and availability of meeting materials

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	August 5 <sup>th</sup> , 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	August 4 <sup>th</sup> , 2021	<b>Referred by:</b>	Previous committee meeting
<b>Action needed by no later than (date)</b>	n/a	<b>Resolution</b>	Not yet drafted

**Recommendation and/or action language:**

Recommend a motion to amend Rule #3 and Rule #18 of the County Board rules to include requirements for videorecording of meetings and availability of meeting materials.

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**Background:** *(preferred one page or less with focus on options and decision points)*

At the last meeting of the Rules & Resolutions Committee, the committee passed a motion to develop a County Board rule regarding videorecording at a future meeting, in tandem with Administrative and MIS staff. Several committees, commissions, and boards have video recordings of meetings available on their websites, including:

- Administrator Transition Committee
- Finance & Personnel Committee
- Health & Human Services Board
- Law Enforcement & Judiciary Committee
- Rules and Resolutions Committee & Ethics Board
- Veterans Service Commission

Recording meetings has several advantages including:

- 1) improved transparency for the public,
- 2) a reference point for staff and County Board members to review discussions and decisions,
- 3) greater accountability for committee/commission/board members and staff, and
- 4) better consistency between committees/commissions/boards.

Recording meetings is becoming easier with technological advances. In most cases MIS staff conducts the recording, but in some cases other departmental staff are able to conduct video recording. Due to these advances, MIS Director Barb Scott estimates staffing will not need to increase to accommodate video recording.

Depending upon the criteria used, the Richland County Board of Supervisors currently operates or assigns members to between 20 and 35 committees, commissions, or boards. See Attachment A for an analysis of video recording compared to various criteria, such as leadership, majority membership, and frequency of meetings. Budget size has also been included as a reference.

Because no rule has been adopted by the Richland County Board, no procedures have been developed by staff regarding videorecording of meetings. If the County Board adopts a policy through County Board rules, it is assumed staff will develop procedures for videorecording. A proposed change to Rule #3 has been drafted to provide a starting point for the committee's discussion:

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#### *Rule 3*

*Supervisors shall attend the meetings of the County Board in-person unless, with approval of the Chair granted for cause, by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another). If the Chair is going to attend by remote means, the Vice Chair shall preside over the meeting. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or County Administrator, meetings of the County Board and its committees, commissions, and boards may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law. County-led committees, commissions, and boards whose members are composed of a majority of County Board supervisors shall be video recorded and posted on the County website.*

County Board rules also do not address the website availability of meeting materials. Currently, meeting materials for the following committees, commissions, and boards are available on the County's website:

- Administrator Transition Committee
- County Board
- Finance & Personnel Committee
- Rules and Resolutions Committee & Ethics Board

Resolutions and ordinances are required to be available digitally to County Board members through Rule #1, but meeting materials are not required to be digitally available for committees, commissions, and other boards. No meeting materials are required to be available on the County's website. Currently the following committees, commissions, and boards make meeting materials digitally available on County Board member iPads:

- Administrator Transition Committee
- Child Support Committee
- Finance & Personnel Committee
- Health & Human Services Board
- Law Enforcement & Judiciary Committee
- Property, Building and Grounds Committee
- Rules and Resolutions Committee & Ethics Board

See Attachment B regarding the availability of meeting materials compared to committee/commission/board criteria. Similar to video recording, because no rule has been adopted by the Richland County Board regarding meeting material availability, no procedures have been developed by staff regarding the posting of meeting materials. If the County Board adopts a policy through County Board rules, it is assumed staff will develop procedures for posting meeting materials. A proposed change to Rule #18 (regarding the County Board's committees, commissions, and boards) has also been drafted for the committee's consideration:

#### *Rule 18*

*Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards,*

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*commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.*

*Meeting materials presented to any board, commission, or committee whose members are made up of a majority of Supervisors shall be made available on the County's website, unless materials are presented during a closed session. Materials shall be posted 24 hours in advance of a meeting, but in instances where additional materials are presented during the meeting, additional materials shall be posted within 24 hours after the meeting has adjourned.*

#### Attachments and References:

Attachment A – Video Recording	Attachment B – Meeting Material Availability
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#### Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	MIS Department
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*MIS Department Director Scott should provide a financial review of the committee's recommendation before County Board consideration.*

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#### Approval:

#### Review:

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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