

## RULES AND RESOLUTIONS COMMITTEE

August 5, 2021

The Rules and Resolutions Committee and Ethics Board met on Thursday, August 5, 2021, in person and virtually at 10:02 a.m. in the County Board Room at the Richland County Courthouse. Committee members present included: Shaun Murphy-Lopez, Kerry Severson, Donald Seep, Chad Cosgrove and Melissa Luck. Also present was: Derek S. Kalish, County Clerk, and Clinton Langreck, County Administrator.

Committee Chair Murphy-Lopez called the meeting to order at 10:02 am.

County Clerk Kalish confirmed the meeting had been properly noticed.

Motion by Cosgrove, second by Severson for approval of the Agenda. Motion carried and the agenda was approved.

Motion by Seep, second by Severson for approval of the minutes for the July 1<sup>st</sup> meeting of the Rules and Resolutions Committee and Ethics Board. Minutes from the July 1<sup>st</sup> meeting were declared approved.

**Amending Rule #17 – mileage and per diems** – County Clerk Kalish reviewed proposed changes to Rule #17 of the Rules of the Board and noted that an electronic claims reimbursement form would be provided as a part of the proposed changes. The proposed changes were as follows:

(B): The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the ~~forms~~ claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.

(D): Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors Supervisors are urged to have all per diem and mileage claims for any calendar year submitted to the County Clerk's Office ~~by not later than the last business day of December of the following year.~~ no later than the end of the third week of December to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

~~(E): The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, copies of this list shall be distributed by the County Clerk to each Supervisor by the February meeting of~~

~~the County Board and a summary of this list shall be published as part of the minutes of each February's County Board meeting.~~

Cosgrove makes motion to forward Rule #17 changes proposed by County Clerk Kalish to County Board for approval, seconded by Severson and the motion carried.

**Bids for online ordinances and resolutions** – County Clerk Kalish reviewed the information received from the three vendors consulted to complete a codification and digitization of the county's ordinances. Cosgrove makes motion to move forward with Municode as a possible service provider for codification/digitization of all County ordinances and for the County Clerk to present the information to Finance & Personnel for approval after further consultation with Municode to confirm proposed costs, seconded by Severson and the motion carried.

**Amended redistricting timetable, creation of redistricting committee** – Murphy-Lopez reviewed proposed amended redistricting timeline and noted that an amended redistricting timeline was needed as the final numbers from the 2020 census have not yet been released. Murphy-Lopez also reviewed the proposed composition of the Redistricting Committee and size of the County Board. Murphy-Lopez proposed the size of the County Board remain the same with 21 Supervisors and that the Redistricting Committee be composed of one citizen of the county, three County Board supervisors (one to serve as chair), and three municipal clerks (one each from a city, village, and township). Luck makes motion to present a resolution to the County Board to amend Resolution No. 21-17 adjusting the redistricting timetable and to create a Redistricting Committee with direction to retain the County Board's current size of 21 supervisory districts, seconded by Seep, and a roll call vote was taken. With 5 Ayes (Murphy-Lopez, Luck, Seep, Cosgrove, Severson) and 0 Nays the motion carried.

**Video recording of meetings and availability of meeting materials** – Murphy-Lopez reviewed the list of meetings that are being recorded and provided various meeting statistics relevant to the topic of discussion. Seep noted it may be beneficial to consider the number of constituents served as a factor for which meetings are recorded or not. Luck stated she felt more should be online and is in favor of the proposed resolution. Severson stated that until a firm understanding of the financial impact of video recordings is known, no changes should be made. MIS Director Scott noted that she and her staff do not have the capacity to handle an increase in the video recording duties at this time. Discussion on where recordings are stored and how long they are available for viewing followed. Murphy-Lopez noted that the managing of video recordings is hard to do without a policy in place to reference and guide. Scott noted that MIS has budgeted for additional staff in 2022 to handle the increase in demand for video recordings and MIS Administrator Jason Marshall noted that some groups are recording on their own and that equipment can be purchased to make video recording easier and more accessible. Brewer noted that video and audio recordings are a step beyond what is required and a decision on this should be delayed. Cosgrove makes motion to postpone amendments to Rule #3 regarding the video recording of meetings until December 2021, seconded by Seep and the motion carried. Cosgrove makes motion to amend Rule #18 to include the requirements of the availability of meeting materials, Severson seconds and the discussion continued. Cosgrove makes motion to amend Rule #18 to strike the words "the County's website" and replace with "County Board

Supervisor iPads”, Severson seconds, and the motion carried. Luck makes motion to amend Rule #18 to strike the words “24 hours” and replace with “one business day”, Seep seconds, and the motion carried. Motion to accept twice amended Rule #18 and forward to County Board carried.

**Future Agenda Items** – Severson requested a review of Richland County’s Code of Ethics (Resolution 06-28).

**Adjournment** – Motion by Seep, second by Cosgrove to adjourn to September 2<sup>nd</sup>, 2021 at 10 a.m. in County Board Room in person and with videoconferencing capabilities available. Motion carried and the meeting adjourned at 11:36 p.m.

Derek S. Kalish  
Richland County Clerk