

# Richland County

Rules & Resolutions Committee and Ethics Board

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**JANUARY 6<sup>TH</sup>, 2022**

The Rules and Resolutions Committee and Ethics Board met on Thursday, January 6<sup>th</sup>, 2022, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

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

Also present was: Clint Langreck, County Administrator and Cheryl Dull, Assistant to the County Administrator in attendance, with WRCO, Linda Gentes & Veterans Office logged on remotely, with Barbara Scott and Gab Schmitt from MIS running the teleconferencing

**1. Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:04 am.

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

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

**4. Previous Meeting Minutes** - Moved by Supervisor Luck to approve the minutes for the December 2nd meeting of the Rules and Resolutions Committee and Ethics Board, second by Supervisor Cosgrove. All voting aye, motion carried.

**5. Committee/commission/board role in monitoring annual budgets** - Chair Murphy-Lopez stated he has a series of items today that is a carryover from December. 1) Are bills approved at monthly committee meetings? 12 out of 17 departments approve monthly bills. 2) Annual budgets are monitored by 6 out of 12 committees. He proposed language for the committee to review. Add *"Monitor the actual vs. approved annual budget in funds managed by the \_\_\_\_\_ Department/s on a minimum quarterly basis."*

Melissa stated they do that with the LEJC and it is not as time consuming as expected. She felt the reports that are regularly generated for the departments would provide the information being requested once they learn to read them.

Clint updated the committee on the process of monthly reports. When a month is finished, monthly reports are generated and put into an interdepartmental folder for departments. It would require some additional time to compound the data based off those reports. The format is continuing to be worked on.

Moved by Supervisor Cosgrove to add the language as presented, seconded by Supervisor Luck. All voting aye, motion carried.

**6. Roles and responsibilities of the County Board Chair and Vice Chair** – Chair Murphy-Lopez presented the agenda item concerning the roles and responsibilities of the Chair and Vice Chair that he prepared by doing research of policies and statutes. Discussion followed concerning the roles and responsibilities of the Chair and Vice Chair.

Moved by Supervisor Severson to recommend amending the defined roles and responsibilities of the County Board Chair and Vice Chair, 2<sup>nd</sup> by Supervisor Cosgrove. All voting aye, motion carried.

**7. Process for running for Board Chair/Vice Chair** - Chair Murphy-Lopez stated this was discussed in December and this is brought forward from that meeting. Recommend a process to run for chair and vice chair. He read through the list of items recommend previously and several recommended optional changes.

Melissa – she felt it was important if they had an interest in a chair or vice chair seat that they fill out the form. Including values and goals for chair and vice chair. 2. Strick "should" add "strongly encourage to".

Moved by Supervisor Cosgrove to adopt:

2. Candidates for Chair and Vice Chair ~~should~~ *strongly encouraged to* indicate their interest in the positions Committee/Board/Commission and Seat Preference form.;

5. Candidates for County Board Chair and Vice Chair may directly contact County Board members-elect to campaign for the positions.;

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7. At the organizational meeting, nominations shall be made and seconded, and the election of Chair and Vice Chair shall follow the verbiage already defined in County Board rules.; #2 Strick "should" add "strongly encourage to", 2<sup>nd</sup> by Supervisor Luck. Motion carried.

Moved by Supervisor Luck to accept all the optional items listed:

1. The roles of the Board Chair and Vice Chair, as defined in the policy titled "Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions" shall be distributed in the welcome letter for newly elected County Board members. 3. Candidates are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):

- o If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- o How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

4. All completed forms (i.e. Committee/Board/Commission and Seat Preference, Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board members-elect in advance of the organizational meeting. This will facilitate the process of electing the Chair and Vice Chair, and provide information to the entire board about biographies and appointment preferences.

6. ~~County Administrator~~, Clerk, or Corporation Counsel shall run the organizational meeting until a Chair has been elected. strike in #6 County Administrator and add Clerk, 2<sup>nd</sup> by Supervisor Cosgrove. All voting aye, motion carried.

**8. Committee restructuring** - Chair Murphy Lopez asked the committee to watch sections of the WCA video <https://www.wicounties.org/wcastudio/> concerning committee restructuring process, benefits and details. \*Video cued\* at 5:10 minutes, 19:20 minutes and 25:30 minutes.

Supervisor Severson – He likes the concept although his is concerned with meeting length. He feels the county need to look into efficiencies. He agrees with Supervisor Seep concerning the Veterans Committee or Commission being under Health and Human services. It was in the past and at some point was changed.

Supervisor Cosgrove - He likes both concepts. Questions how make this efficient.

Supervisor Murphy-Lopez - He stated the County has already complete this with a couple committees. He reviewed Attachment 8a. from LaCrosse County. The Veterans Service Commission in these other counties report to an aging committee or health care committee.

Supervisor Seep - He thinks it's a good concept. He expressed his interest in combining veterans with human services to offer better service to the veterans.

Supervisor Luck - She agrees and feels it makes since. She doesn't see any reason not to do this.

Supervisor Luck stated she may have time to work on this using with what was prepared in the past.

Moved by Supervisor Seep to recommend drafting options for restructuring committees to improve efficiency and accountability, to be considered at a future Rules & Resolutions Committee meeting, 2<sup>nd</sup> by Supervisor Cosgrove. All voting aye, Motion carried

**9. Future agenda items** – Supervisor Severson – none; Supervisor Cosgrove - review today's discussion and the framework of committees; Supervisor Murphy-Lopez – none; Supervisor Seep – none; Supervisor Luck - none.

**10. Adjournment** – Next meeting will be February 3rd, 2022 at 10:00 am. Moved by Supervisor Luck to adjourn at 11:53 p.m., seconded by Supervisor Severson. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Assistant to the County Administrator