

Richland County

Rules & Resolutions Committee and Ethics Board

FEBRUARY 3rd, 2022

The Rules and Resolutions Committee and Ethics Board met on Thursday, February 3rd, 2022, 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 Melissa Luck logged on remotely.

Also present was: Clint Langreck, County Administrator, Attorney Mike Windle, Cheryl Dull, Assistant to the County Administrator in attendance, with WRCO, Clerk Kalish, Treasurer Even, Supervisor Gentes and Supervisor Brewer logged on remotely. John Couey from MIS was present running the teleconferencing

1. Call to Order - Committee Chair Murphy-Lopez called the meeting to order at 10:00 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 Severson to approve the agenda, seconded by Supervisor Luck. All voting aye, motion carried.

4. Previous Meeting Minutes - Moved by Supervisor Severson to approve the minutes for the January 6th meeting of the Rules and Resolutions Committee and Ethics Board, second by Supervisor Cosgrove. All voting aye, motion carried.

5. County Board meeting date change - Chair Murphy-Lopez stated there has been a conflict with the City Council meeting on the same night. He is recommending a resolution to the County Board changing the regular meeting for the County Board from the 3rd Tuesday to the 3rd Thursday of most months except for April which is required by State Statute. Supervisor Severson stated, the City Council meets twice a month with the County only meeting once a month so he is not in favor of this change. He feels the City could change one of their meetings to work around the County. Supervisor Cosgrove and Luck both agree with Supervisor Severson. Supervisor Brewer feels it should be changed.

It will remain status quo.

6. Committee restructuring – Chair Murphy-Lopez stated that this was on the previous agenda at which time Supervisor Luck agreed to tackle the restructuring process.

Supervisor Luck provided her presentation to the committee and explained her 2 flow charts and thought process. As she reviewed her slides she suggested that regardless of if the Committee Structures are changed, at a minimum there should be clean up of Committees.

Supervisor Severson likes the idea but still needs some issues worked out such as the committee that has the fairgrounds. Will members of the new oversight committee all go out to the fairgrounds at fair time to help out?

Supervisor Luck added Director Gudgeon had a lot of questions concerning the Joint Ambulance Committee.

Chair Murphy-Lopez stated he originally felt there was a lot of issues so he put it in a spreadsheet to understand. Chair Murphy-Lopez presented his idea for the committee restructuring, providing 3 options and explained his designs and thought process.

Supervisor Lucks suggestion is that the committee members narrow down their choices then they could make a plan to progress forward with the steps to the procedure.

Supervisor Severson felt we should get a background on why current committees were combined the way they are now and what that thought process was to come to where we are today. Chair Murphy-Lopez didn't feel it should not be assumed that a department couldn't report to a couple different committee. With this design, he felt it would get the committees thinking about the bigger picture rather than the silo affect we currently have.

Moved by Supervisor Severson to adopt option B of Supervisor Lucks with the 11 step process with the Executive Committee being between the other committees and the County Board, 2nd by Supervisor Cosgrove. Supervisor Severson called for discussion. He wants to go on record that this motion is to just study this option further and come back with development and discussion.

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Moved to amended the motion by Supervisor Cosgrove to develop a highbred of Lucks option B and Murphy-Lopez's option C, 2nd by Severson. All voting aye, motion carried.

Discussion followed to where the outlaying committee will fall into this structure and who they will report to.

Supervisor Severson recommended that County employees should be briefed on what we are working on as it was voted on today.

7. Roles and responsibilities of the County Board Chair and Vice Chair - Postposed to February 17.

8. Process for running for Board Chair/Vice Chair – Postposed to February 17th.

Supervisor Cosgrove left at 11:50 a.m.

9. Ethics ordinance - Chair Murphy Lopez stated this has been discussed several times in the last year. At last discussion was there was 9 points they wanted added. Attorney Windle reviewed the 9 points and with that information he rewrote the ordinance to include State Statute numbers that should be referenced, employees, officials, immediate family members who receives one half of their support from the county and anyone else that should otherwise be included. After discussion it was decided that the Statement of Economic Interest (aka SEI) should only apply to County Board members, candidates for County Board, constitutional officers and their immediate families where they get one half of their income from the County. This will go into effect with the new Board and/or committees. Supervisor Luck asked that definitions be added to define questioned items specifically. Attorney Windle will make those changes and bring back for review.

10. Future agenda items – Supervisor Severson – none; Supervisor Cosgrove - review todays discussion and the framework of committees; Supervisor Murphy-Lopez – none; Supervisor Luck - none.

& 11. Adjournment – Next meeting will be Thursday, February 17th at 3:00 pm to discuss items 7 & 8 and the highbred model of the Committee restructuring. Moved by Supervisor Luck to adjourn at 12:23 p.m., seconded by Supervisor Severson. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator

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Agenda Item Name: Roles and Responsibilities of the County Board Chair and Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 17 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 15 th , 2022	Referred by:	January meeting of Rules Committee
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to select _____ roles and responsibilities for the County Board Chair and Vice Chair, generated from state statutes, peer counties, and Richland County Board rules and committee structure, to be included in an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”, and presented to the County Board for feedback before returning to this committee for final recommendation.

Background:

At the January meeting of the Rules & Resolutions Committee, a motion was adopted to draft an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” to include required and optional roles and responsibilities of the County Board Chair and Vice Chair. To draft that amended policy, the committee may first choose preferred items. The policy currently states the following roles and responsibilities for the County Board Chair:

- May alter the seating arrangements of the county board meeting (Rule #2)
- Shall assign proposed resolutions and ordinances to the appropriate committee when in doubt (Rule #19)
- Provide determination of need for teleconferencing meetings (Rule #3)

No roles or responsibilities are listed for the County Board Vice Chair. It is recommended that the committee start from scratch, and choose from the required and optional categories below.

Required roles and responsibilities of the County Board Chair:

The following are statutory duties of the County Board Chair, and are recommended to be included in the amended policy:

- Perform all duties required of the chairperson until the board elects a successor (*State Statute 59.12*)
- Preside at [County Board] meetings when present (*State Statute 59.12*)
- Countersign all ordinances of the County board (*State Statute 59.12*)

Optional roles and responsibilities of the County Board Chair:

The following are optional roles and responsibilities of the County Board Chair. This list was generated from state statutes, peer county board rules/ordinances, and Richland County Board rules and Committee Structure document, and the source of each are noted in parentheses and *italics*. There are 15 categories:

1. Agendas

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2. Appointments
3. Committee memberships
4. Committee voting powers
5. County Board meeting procedures
6. Laws
7. Miscellaneous
8. Oaths
9. Recruitment for vacancies
10. Referrals
11. Relationships (internal and external)
12. Removals
13. Seating arrangements
14. Signatures
15. Voting at County Board meetings

1. Agendas

- a. Sets the agenda. (*St Croix County*)
- b. Be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Administrator and County Clerk. (*Price County*)
- c. Working with the County Administrator, be responsible for the preparation of the written agenda. (*Sawyer County*)
- d. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency. Directs the County Clerk on what items are to appear on the County Board agenda. Changes County Board meeting dates and times, if necessary. (*St Croix County*)
- e. Whether or not the board chair sets the county board agenda. (*WI Counties Association Handbook*)
- f. Approve consideration of resolutions and ordinances, or their subsequent drafts, if not sent out by Wednesday before the County Board meeting. (*Richland County Board Rule 1*)
- g. Approve the order of agenda items. (*Richland County Board Rule 5*)

2. Appointments

- a. Appoint committees from the members of the board. (*Bayfield County, State Statute 59.13*)
- b. Appoint County Board members as members of the 5 Standing Committees and make appointments to all other committees within the Chairperson's province, subject to approval of the County Board. (*Ozaukee County*)
- c. Appoint all members of the standing committees with the exception of elected committees. (*Price County, Sawyer County*)
- d. Whether the board chair makes committee appointments. (*WI Counties Association Handbook*)
- e. Receive notifications of prolonged, unexcused absences of members of committees/boards/commissions. (*Richland County Board Rule 6*)
- f. Appoint residents/County Board members to library boards. (*Richland County Committee Structure, State Statute 43.60*) ****State Statute 59.18 (2)(c) supersedes State Statute 43.60****

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- g. Appoint resident veterans to Veterans Service Commission and require that each member and the veterans service officer to execute an individual surety bond. (*Richland County Committee Structure, State Statute 45.81*) ****State Statute 59.18 (2)(c) likely supersedes State Statute 45.81****
- h. Designate the chair of the Emergency Management Committee per WI Statute 166.03 (4)(c). (*Richland County Committee Structure, State Statute 323.14*)
- i. Appoint 7 members of the County Park Commission, any number of which may be members of the County Board. (*State Statute 27.02*)
- j. Make appointment of one Supervisor member to the Richland Center Park Board, subject to County Board confirmation. (*Richland County Committee Structure*)
- k. May appoint members of the County Highway Commission if the County Board confers this authority. (*State Statute 83.015 (1)(c)*)
- l. Concur (or object) to the Administrator's appointment of department heads of the County. (*Richland County Administrator job description*)

3. Committee Membership

- a. Be a member of the Executive Committee and serve as its chairperson. (*Ozaukee County*)
- b. Act as ex officio member of all committees of the County Board. (*Price County*)
- c. Can be a member of standing committees and will be an ex officio member of all other committees of the County Board. (*Sawyer County*)
- d. Chair/member of Committee of the Whole; member of one, but not more than two, standing committees. Shall not act as a chair of a Standing Committee. (*St Croix County*)
- e. May act as an ex-officio member of any committee of the County Board. (*Waushara County*)
- f. Could specify whether the board chair is an automatic member of a committee or committees, whether the board chair is able to fill in for absent committee members at committee meetings. (*WI Counties Association Handbook*)
- g. Whether the board chair serves as chair of other committees. (*WI Counties Association Handbook*)
- h. Automatic member of the Committee on Committees and Finance & Personnel Committee (*Richland County Board Rule 2, Richland County Committee Structure*)
- i. Member of ADA Compliance Committee, Symons Natatorium Board (or designee), Economic Development Board, Emergency Management Committee (*Richland County Committee Structure*) ****Member of City-County Ad Hoc Committee, Southwest WI Regional Planning Commission??****

4. Committee Voting Powers

- a. As ex officio member, have the power to vote in such committee when requested by the committee chairperson to fill a position caused by the absence of a member of said committee. (*Price County*)
- b. Have the power to vote at committee meetings when requested by the committee chair to fill a position caused by the absence of a member of that committee. (*Sawyer County*)
- c. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee. (*St Croix County*)
- d. Shall have the power to vote on matters before such committees only in the absence of one or more committee members. (*Waushara County*)

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5. County Board Meeting Procedures

- a. Preside at Board meetings in an efficient and effective manner and set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all members wishing to speak given a chance to do so. (*Sawyer County*)
- b. Exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert's Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office. (*St Croix County*)
- c. May excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. (*Waushara County*)
- d. Approve remote attendance of County Board members at County Board meetings. (*Richland County Board Rule 3*)
- e. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or the County Administrator, meetings of the County Board and its committees 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. (*Richland County Board Rule 3*)
- f. Take the chair at the appointed time of County Board meetings, ask the Clerk to call the roll, and call the meeting to order. (*Richland County Board Rule 4*)
- g. Ask if any member wants the minutes read or amended, and if not, declare them approved. (*Richland County Board Rule 4*)
- h. Preserve order and decorum, decide all questions of order. (*Richland County Board Rule 6*)
- i. Give permission to use cell phones during meetings. (*Richland County Board Rule 7*)
- j. Recognize members who wish to speak, including their order. (*Richland County Board Rule 11*)
- k. Limit the time of any speaker. (*Richland County Board Rule 11*)
- l. Excuses the absence of the Administrator. (*Richland County Administrator job description*)

6. Laws

- a. Take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. (*Bayfield County, State Statute 59.12*)
- b. Expedite all such laws as may be resolved upon by the County Board. (*Ozaukee County*)
- c. Expedite all measures resolved upon by the Board. (*Bayfield County, State Statute 59.12*)

7. Miscellaneous

- a. Such other powers and duties as are set forth in County ordinances or resolutions. (*Bayfield County*)
- b. Direct Supervisors to attend meetings of a committee/board/commission where they are not a member. (*Richland County Board Rule 15*)

8. Oaths

- a. Administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. (*Bayfield County, Ozaukee County, State Statute 59.12*)

9. Recruitment for Vacancies

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- a. Seeks candidates and makes recommendations for candidates in vacant districts. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists. *(St Croix County)*

10. Referrals

- a. Receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official. *(Price County)*
- b. Assign proposed resolutions and ordinances to the appropriate committee when there is doubt. *(Richland County Board Rule 19)*

11. Relationships (Internal and External)

- a. Transact all necessary Board business with local and County officers *(Bayfield County, Ozaukee County, Price County, State Statute 59.12)*
- b. Represent the County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board members such roles and responsibilities. *(Sawyer County)*
- c. Delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other meetings or events pertaining to County business. *(Price County)*
- d. Shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request or groups or organizations to present County positions or programs. *(St Croix County)*
- e. Acts as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County. *(Richland County Administrator job description)*

12. Removals

- a. Remove appointed committee members with approval by majority of those Board members voting. *(Sawyer County)*
- b. County officers appointed by the chairperson of the County Board may be removed at pleasure by the chairperson. *(State Statute 17.10 (3))*

13. Seating Arrangements

- a. Sit at the head table at County Board meetings *(Richland County Board Rule 2)*
- b. Alter seating arrangements at County Board meetings *(Richland County Board Rule 2)*

14. Signatures

- a. Countersign all County orders. *(Ozaukee County, State Statute 59.12)*
- b. Sign or countersign contracts negotiated by various Committees. *(Ozaukee County)*
- c. Sign all resolutions of the County Board and countersign County orders and contracts when directed. *(Price County)*
- d. Sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders. *(Sawyer County)*

15. Voting at County Board Meetings

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- a. Be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue. *(Price County)*
- b. Be entitled to vote on all questions coming before the Board. *(Sawyer County)*
- c. Should specify that the board chair maintains the right to vote (not just on tie votes). *(WI Counties Association Handbook)*
- d. Vote on a call of ayes and noes. *(Richland County Board Rule 2)*
- e. Excuse members from voting on a roll call vote. *(Richland County Board Rule 9)*

Required and optional roles of the County Board Vice Chair:

16. State statute (required)

- a. Shall perform the chairperson’s duties in case of the absence or disability of the chairperson. *(State Statute 59.12 (2))*

17. County Board rules (optional)

- a. Sit at the head table at County Board meetings *(Richland County Board Rule 2)*
- b. Automatic member of the Committee on Committees and Finance & Personnel Committee *(Richland County Board Rule 2)*
- c. Preside over County Board meetings if the Chair is attending remotely *(Richland County Board Rule 3)*

18. Committee structure document (optional)

- a. Automatic member of Committee on Committees *(Richland County Committee Structure)*
- b. Automatic member Emergency Management Committee *(Richland County Committee Structure)*
- c. Automatic member of Finance & Personnel Committee *(Richland County Committee Structure)*

Summary

It is recommended that the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”, be amended to include defined roles and responsibilities of the County Board Chair and Vice Chair, and presented to the County Board for feedback before returning to the Rules Committee for final consideration.

Attachments and References:

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Financial Review:

(please check one)

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

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Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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Agenda Item Name: Process for Running for Board Chair/Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 17 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 15 th , 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to recommend amending the proposed process for running for Board Chair/Vice Chair:

- Eliminate step #5
- Amend step #7

Both changes should be drafted into County Board rules for consideration at a future Rules & Resolutions Committee meeting, similar to the motion passed at the January meeting.

Background:

At the January Rules & Resolutions Committee meeting, members adopted a motion to have the following process for running for Board Chair and Vice Chair drafted into County Board rules:

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.
2. Candidates for Chair and Vice Chair are strongly encouraged to indicate their interest in the positions Committee/Board/Commission and Seat Preference form.
3. Candidates are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):
 - If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
 - 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.
5. Candidates for County Board Chair and Vice Chair may directly contact County Board members-elect to campaign for the positions.
6. The Clerk shall run the organizational meeting until a Chair has been elected.
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.

At the WCA’s webinar on [January 18th titled “The Organization Meeting.”](#) a question was raised about open meeting issues related to candidates for County Board Chair and Vice Chair campaigning for those positions. Attorney Andy Phillips said the election of the Board Chair is an item of business for the

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Board. If that item is discussed outside of the confines of County Board meetings, the County Board is inviting potential violations of the open meetings law. He recommended limiting conversations outside the County Board meeting to make the campaigning process as clean as possible. As a result, it is recommended to eliminate step #5 above.

To allow candidates to campaign, Attorney Phillips recommended specifying in County Board rules if they are allowed to make a speech, distribute literature, give a PowerPoint presentation, etc. at the organizational meeting. As a result, it is recommended that the Rules Committee brainstorm and adopt campaigning rules for the organizational meeting under step #7 above.

Currently County Board rules says, *“At the organization meeting in even numbered years, the Board shall elect a Chair and Vice- Chair by secret ballot. All ballots shall be formal ballots. A majority of votes of the members present shall be necessary to elect.”*

Attachments and References:

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Financial Review:

(please check one)

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

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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Agenda Item Name: Committee/Commission/Board Restructuring

Department	County Board	Presented By:	Melissa Luck/Shawn Murphy-Lopez
Date of Meeting:	February 17, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 16, 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to adopt a framework for committee/commission/board restructuring and return to the Rules & Resolutions Committee with a revised Committee/Commission/Board Structure document incorporating the changes.

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

At the January meeting the committee adopted a motion to draft options for restructuring committees to improve efficiency and accountability. At the February meeting the committee adopted a motion to further develop a hybrid of Options B and C.

The hybrid developed between Options B and C is shown in Attachment A, with the Executive Committee shown above the standing committees. A revised framework for restructuring committees/commissions/boards is included as Attachment B.

The committee may choose to make amendments to the framework, as well as the specifics under individual steps in the process. Should the committee decide to move forward with committee/commission/board restructuring, it is also recommended that the Committee/Commission/Board Structure document be revised and considered at the March meeting, for referral to the County Board.

Attachments and References:

Attachment A: Hybrid option
Attachment B: Committee restructuring framework

Financial Review:

(please check one)

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

Approval:

Review:

Clinton Langreck

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Department Head

Administrator, or Elected Office (if applicable)

County Board

Executive

County Administration, County Clerk, County Treasurer, County Board

Health & Human Services

Child Support
Health & Human Services
Pine Valley
Veterans
UW Food Service

Public Safety

Clerk of Courts
Coroner
District Attorney
Emergency Management
Register in Probate
Sheriff

Natural Resources

Extension
Land Conservation
Parks
Property Lister
Recycling
Register of Deeds
Zoning & Sanitation

Public Works and Infrastructure

Property & Grounds (Courthouse Maintenance)
Fair
Highway
MIS
UW Platteville-Richland

Committee Members*

Executive Committee

County Board Chair

County Board Vice-Chair

HHS Standing Committee Chair

Public Safety Standing Committee Chair

Natural Resources Standing Committee Chair

Public Works Standing Committee Chair

Health & Human Services Standing Committee

7 Supervisors

4 Citizen Members

Public Safety Standing Committee

9 Supervisors

Natural Resources Standing Committee

9 Supervisors (plus 1 FSA member??)

Public Works Standing Committee

9 Supervisors

*County Board Chair and Vice-Chair only on Executive Committee. All other supervisors on 2 standing committees each.

STEP 1 - All Bodies

Number	County Board Bodies with Departmental Oversight	Other Bodies
1	Ambulance	ADA Compliance
2	Audit	Administrator Transition
3	Child Support	Aging & Disability
4	Committee on Committees	Branding
5	Economic Development	CDBG Housing Regional Board
6	Emergency Management	CDBG Revolving Loan
7	Fair & Recycling	Citizen Participation Planning
8	Finance & Personnel	City County
9	HHS	City Library Board
10	Highway	City Park Board
11	Land Conservation	Continuus
12	LEJC	Coordinated Service Team Coordinating
13	Parks	Courthouse Security
14	Pine Valley	Criminal Justice Coordinating
15	Property	Hidden Valleys
16	Rules & Resolutions & Ethics	Housing Authority
17	Strategic Planning	Land Information
18	Symons	Local Emergency Planning
19	UW Extension	Lone Rock Library Board
20	UW Richland	Mississippi Valley Health Services
21	Veterans	Neighborhood Housing Services
22	Zoning	Nutrition Advisory
23		Southwest Badger Resource Conservation & Development Council
24		Southwest WI CAP
25		SW WI Library System
26		SW WI Regional Planning
27		Transportation Coordinating
28		Tri-County Airport
29		Tri-County Airport Board of Appeals
30		Viola Library Board
31		Zoning Board of Adjustment

STEP 2.1 - Joint Bodies

Number	County Board Bodies with Departmental Oversight	Other Bodies
1	Ambulance	ADA Compliance
2	Audit	Administrator Transition
3	Child Support	Aging & Disability
4	Committee on Committees	Branding
5	Economic Development	CDBG Housing Regional Board
6	Emergency Management	CDBG Revolving Loan
7	Fair & Recycling	Citizen Participation Planning
8	Finance & Personnel	City County
9	HHS	City Library Board
10	Highway	City Park Board
11	Land Conservation	Continuus
12	LEJC	Coordinated Service Team Coordinating
13	Parks	Courthouse Security
14	Pine Valley	Criminal Justice Coordinating
15	Property	Hidden Valleys
16	Rules & Resolutions & Ethics	Housing Authority
17	Strategic Planning	Land Information
18	Symons	Local Emergency Planning
19	UW Extension	Lone Rock Library Board
20	UW Richland	Mississippi Valley Health Services
21	Veterans	Neighborhood Housing Services
22	Zoning	Nutrition Advisory
23		Southwest Badger Resource Conservation & Development Council
24		Southwest WI CAP
25		SW WI Library System
26		SW WI Regional Planning
27		Transportation Coordinating
28		Tri-County Airport
29		Tri-County Airport Board of Appeals
30		Viola Library Board
31		Zoning Board of Adjustment

STEP 2.2 - Joint Bodies

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies
1	Audit	Ambulance	ADA Compliance
2	Child Support	Economic Development	Administrator Transition
3	Committee on Committees	Symons	Aging & Disability
4	Emergency Management		Branding
5	Fair & Recycling		CDBG Housing Regional Board
6	Finance & Personnel		CDBG Revolving Loan
7	HHS		Citizen Participation Planning
8	Highway		City County
9	Land Conservation		City Library Board
10	LEJC		City Park Board
11	Parks		Continuus
12	Pine Valley		Coordinated Service Team Coordinating
13	Property		Courthouse Security
14	Rules & Resolutions & Ethics		Criminal Justice Coordinating
15	Strategic Planning		Hidden Valleys
16	UW Extension		Housing Authority
17	UW Richland		Land Information
18	Veterans		Local Emergency Planning
19	Zoning		Lone Rock Library Board
20			Mississippi Valley Health Services
21			Neighborhood Housing Services
22			Nutrition Advisory
23			Southwest Badger Resource Conservation & Development Council
24			Southwest WI CAP
25			SW WI Library System
26			SW WI Regional Planning
27			Transportation Coordinating
28			Tri-County Airport
29			Tri-County Airport Board of Appeals
30			Viola Library Board

STEP 3.1 - Removals

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies
1	Audit	Ambulance	ADA Compliance
2	Child Support	Economic Development	Administrator Transition
3	Committee on Committees	Symons	Aging & Disability
4	Emergency Management		Branding
5	Fair & Recycling		CDBG Housing Regional Board
6	Finance & Personnel		CDBG Revolving Loan
7	HHS		Citizen Participation Planning
8	Highway		City County
9	Land Conservation		City Library Board
10	LEJC		City Park Board
11	Parks		Continuous
12	Pine Valley		Coordinated Service Team Coordinating
13	Property		Courthouse Security
14	Rules & Resolutions & Ethics		Criminal Justice Coordinating
15	Strategic Planning		Hidden Valleys
16	UW Extension		Housing Authority
17	UW Richland		Land Information
18	Veterans		Local Emergency Planning
19	Zoning		Lone Rock Library Board
20			Mississippi Valley Health Services
21			Neighborhood Housing Services
22			Nutrition Advisory
23			Southwest Badger Resource Conservation & Development Council
24			Southwest WI CAP
25			SW WI Library System
26			SW WI Regional Planning
27			Transportation Coordinating
28			Tri-County Airport
29			Tri-County Airport Board of Appeals
30			Viola Library Board

STEP 3.2 - Removals Supporting Information

Committee/Commission/Board	Keep or Remove	Action Recommended	Notes
Administrator Transition	Remove	Remove from appointments document	No longer meeting
CDBG Housing Regional Board	Remove	Remove from appointments document	Asked Sandy Cook, new Housing Authority Director
CDBG Revolving Loan	Remove	Remove from appointments document	Asked Sandy Cook, new Housing Authority Director
Citizen Participation Planning	Remove	Remove from appointments document	
City County	?	Add to committee structure document (if keeping)	What is the purpose? Who are the members (currently listed as Brewer, Turk, Cosgrove)? How are appointments made?
City Park Board	?		Difference of opinion on continued involvement - Dave Fry and Gary Manning lean no, Pat Elliot (president of Park Board) says yes
Continuus	Remove	Remove from committee structure document	Organization dissolved 5 years ago
Courthouse Security	Remove	Add to Public Safety Committee (LEJC) responsibilities, remove from	No information in committee structure document, Melissa Luck recommends adding to Public Safety
Hidden Valleys	Remove	Remove from committee structure and appointments documents	Ended our financial commitment in 2022
Southwest Badger Resource Conservation & Development Council	Remove	Remove from committee structure document	Entity no longer exists
Tri-County Airport Board of Appeals	Remove	Remove from appointments document	No County involvement needed

STEP 3.3 - Removed Bodies

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies	Removed Bodies
1	Audit	Ambulance	ADA Compliance	Committee on Committees
2	Child Support	Economic Development	Aging & Disability	Administrator Transition
3	Emergency Management	Symons	Branding	Citizen Participation Planning
4	Fair & Recycling		City County	CDBG Housing Regional Board
5	Finance & Personnel		City Library Board	CDBG Revolving Loan
6	HHS		City Park Board	Continuus
7	Highway		Coordinated Service Team Coordinating	Courthouse Security
8	Land Conservation		Criminal Justice Coordinating	Hidden Valleys
9	LEIC		Housing Authority	Southwest Badger Resource Conservation & Development Council
10	Parks		Land Information	Tri-County Board of Appeals
11	Pine Valley		Local Emergency Planning	
12	Property		Lone Rock Library Board	
13	Rules & Resolutions & Ethics		Mississippi Valley Health Services	
14	Strategic Planning		Neighborhood Housing Services	
15	UW Extension		Nutrition Advisory	
16	UW Richland		Southwest WI CAP	
17	Veterans		SW WI Library System	
18	Zoning		SW WI Regional Planning	
19			Transportation Coordinating	
20			Tri-County Airport	
21			Viola Library Board	
22			Zoning Board of Adjustment	

STEP 4.1 - Consolidation

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies
1	Audit	Ambulance	ADA Compliance
2	Child Support	Economic Development	Aging & Disability
3	Emergency Management	Symons	Branding
4	Fair & Recycling		City County
5	Finance & Personnel		City Library Board
6	HHS		City Park Board
7	Highway		Coordinated Service Team Coordinating
8	Land Conservation		Criminal Justice Coordinating
9	LEJC		Housing Authority
10	Parks		Land Information
11	Pine Valley		Local Emergency Planning
12	Property		Lone Rock Library Board
13	Rules & Resolutions & Ethics		Mississippi Valley Health Services
14	Strategic Planning		Neighborhood Housing Services
15	UW Extension		Nutrition Advisory
16	UW Richland		Southwest WI CAP
17	Veterans		SW WI Library System
18	Zoning		SW WI Regional Planning
19			Transportation Coordinating
20			Tri-County Airport
21			Viola Library Board
22			Zoning Board of Adjustment

STEP 4.2 - Consolidation: Department Identification

Number	County Board Bodies with Departmental Oversight	Which Department/s?
1	Audit	Administrator Clerk
2	Child Support	Child Support
3	Emergency Management	Emergency Management
4	Fair & Recycling	Fair & Recycling
5	Finance & Personnel	Administrator Clerk MIS Property Lister Register of Deeds Treasurer
6	HHS	Health & Human Services
7	Highway	Highway
8	Land Conservation	Land Conservation
9	LEJC	Clerk of Court Coroner District Attorney Register in Probate Sheriff
10	Parks	Parks
11	Pine Valley	Pine Valley
12	Property	Courthouse Maintenance
13	Rules & Resolutions & Ethics	County Board
14	Strategic Planning	County Board
15	UW Extension	UW Extension
16	UW Richland	UW Food Services UW Richland Maintenance
17	Veterans	Veterans
18	Zoning	Zoning

STEP 4.3 Consolidation: OPTION A

Number	1	2	3	4	5	6
Committees	Executive	Health & Human Services	Public Safety	Planning, Resources, Development	Public Works & Infrastructure	Veterans, Aging, Long Term Care
Departments	Administrator	Health & Human Services	Clerk of Court	Land Conservation	Courthouse Maintenance	Pine Valley
	Child Support	UW Food Service	Coroner	Parks	Fair & Recycling	Veterans
	Clerk		District Attorney	Property Lister	Highway	
	County Board		Emergency Management	Register of Deeds	UW Richland Maintenance	
	MIS		Register in Probate	UW Extension		
	Treasurer		Sheriff	Zoning		

STEP 4.3 Consolidation: OPTION B

Number	1	2	3	4	5	6
Committees	Executive	Finance	Health & Human Services	Public Safety	Planning, Resources, Development	Public Works & Infrastructure
Departments	Administrator	Administrator	Health & Human Services	Clerk of Court	Land Conservation	Courthouse Maintenance
	County Board	Child Support	Pine Valley	Coroner	Parks	Fair & Recycling
		Clerk*	UW Food Services	District Attorney	Property Lister	Highway
		MIS	Veterans	Emergency Management	Register of Deeds	UW Richland Maintenance
		Treasurer		Register in Probate	UW Extension	
				Sheriff	Zoning	

*Assume the audit function goes to Finance under this option

STEP 4.3 Consolidation: OPTION C

Number	1	2	3	4	5	6
Committees	Executive	Health & Human Services	Public Safety	Natural Resources	Public Works & Infrastructure	Veterans & Seniors
Departments	Administrator	Health & Human Services	Clerk of Court	Land Conservation	Courthouse Maintenance	Pine Valley
	Clerk	Child Support	Coroner	Parks	Fair	Veterans
	County Board	Food Services	District Attorney	Property Lister	Highway	
	Treasurer		Emergency Management	Register of Deeds	MIS	
			Register in Probate	Recycling	UW Richland Maintenance	
			Sheriff	UW Extension		
				Zoning		

STEP 4.3: Consolidation OPTION D

	County Board			
	Executive Committee (Administrator, Clerk, County Board, Treasurer)			
Standing Committees	Health & Human Services	Public Safety	Natural Resources	Public Works
Departments	Child Support	Clerk of Courts	Extension	Courthouse Maintenance (Property & Grounds)
	Health & Human Services	Coroner	Land Conservation	Fair
	Pine Valley	District Attorney	Parks	Highway
	UW Food Service	Emergency Management	Property Lister	MIS
	Veterans	Register in Probate	Recycling	UW Platteville-Richland Maintenance
		Sheriff	Register of Deeds	
			Zoning & Sanitation	

STEP 5.1 Additions

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies
1	Executive Committee	Ambulance	ADA Compliance
2	Health & Human Services Committee	Economic Development	ADRC of Eagle Country
3	Public Safety Committee	Symons	Aging & Disability
4	Natural Resources Committee		Branding
5	Public Works Committee		Chapter 980
6			City County
7			City Library Board
8			City Park Board
9			Coordinated Service Team Coordinating
10			Criminal Justice Coordinating
11			Fair Advisory
12			Housing Authority
13			Land Information
14			Local Emergency Planning
15			Lone Rock Library Board
16			Mississippi Valley Health Services
17			Neighborhood Housing Services
18			Nutrition Advisory
19			Park Advisory
20			Southwest WI CAP
21			SW WI Library System
22			SW WI Regional Planning
23			Traffic Safety Commission
24			Transportation Coordinating
25			Tri-County Airport
26			Veterans Service Commission
27			Viola Library Board
28			Zoning Board of Adjustment

STEP 5.2 Additions: Supporting Information

Committee/Commission/Board	Changes Needed	Notes
ADRC of Eagle Country Regional Board	Add to committee structure document	Kerry Severson is current representative
Chapter 980	Add to committee structure document	This is a statutorily required staff ad hoc committee that meets to find housing for people released from sex offender facilities
Fair Advisory	Add to committee structure document	Determine responsibilities of Fair Advisory Committee vs. Public Works Committee
Park Advisory	Add to committee structure document	Determine responsibilities of Park Advisory Committee vs. Natural Resources Committee
Traffic Safety	Add to committee structure document	Already meets and statutorily required https://wisconsin.gov/Documents/safety/education/frms-pubs/tsc-booklet.pdf
Veterans Service	Add to committee structure document	All citizen members to fulfill state statute

STEP 6.1 Categorizing Other Bodies

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies
1	Executive Committee	Ambulance	ADA Compliance
2	Health & Human Services Committee	Economic Development	ADRC of Eagle Country
3	Public Safety Committee	Symons	Aging & Disability
4	Natural Resources Committee		Branding
5	Public Works Committee		Chapter 980
6			City County
7			City Library Board
8			City Park Board
9			Coordinated Service Team Coordinating
10			Criminal Justice Coordinating
11			Fair Advisory
12			Housing Authority
13			Land Information
14			Local Emergency Planning
15			Lone Rock Library Board
16			Mississippi Valley Health Services
17			Neighborhood Housing Services
18			Nutrition Advisory
19			Park Advisory
20			Southwest WI CAP
21			SW WI Library System
22			SW WI Regional Planning
23			Traffic Safety Commission
24			Transportation Coordinating
25			Tri-County Airport
26			Veterans Service Commission
27			Viola Library Board
28			Zoning Board of Adjustment

STEP 6.2 Categorizing Other Bodies

Number	County Board Bodies with Departmental Oversight	Joint Bodies Departmental Oversight	Advisory Bodies	Special Appointment Bodies
1	Executive Committee	Ambulance	ADA Compliance	ADRC of Eagle Country
2	Health & Human Services Committee	Economic Development	Aging & Disability	Chapter 980
3	Public Safety Committee	Symons	Branding	City Library Board
4	Natural Resources Committee		City County	City Park Board
5	Public Works Committee		Criminal Justice Coordinating	Coordinated Service Team Coordinating
6			Fair Advisory	Housing Authority
7			Land Information	Lone Rock Library Board
8			Local Emergency Planning	Mississippi Valley Health Services
9			Nutrition Advisory	Neighborhood Housing Services
10			Park Advisory	Southwest WI CAP
11			Traffic Safety Commission	SW WI Library System
12			Transportation Coordinating	SW WI Regional Planning
13			Veterans Service Commission	Tri-County Airport
14			Zoning Board of Adjustment	Viola Library Board

STEP 7.1 Reporting

Number	County Board Bodies with Departmental Oversight	Joint Bodies Departmental Oversight (reports to)	Advisory Bodies (reports to)	Special Appointment Bodies (reports to)
1	Executive Committee	Ambulance <i>(Executive)</i>	ADA Compliance <i>(Public Works)</i>	ADRC of Eagle Country <i>(Health & Human Services)</i>
2	Health & Human Services Committee	Economic Development <i>(Executive)</i>	Aging & Disability <i>(Health & Human Services)</i>	Chapter 980 <i>(State of Wisconsin)</i>
3	Public Safety Committee	Symons <i>(Executive)</i>	Branding <i>(Executive)</i>	City Library Board <i>(Executive)</i>
4	Natural Resources Committee		City County <i>(Executive)</i>	City Park Board <i>(Natural Resources)</i>
5	Public Works Committee		Criminal Justice Coordinating <i>(Public Safety)</i>	Coordinated Service Team Coordinating <i>(Health & Human Services)</i>
6			Fair Advisory <i>(Public Works)</i>	Housing Authority <i>(Health & Human Services)</i>
7			Land Information <i>(Natural Resources)</i>	Lone Rock Library Board <i>(Executive)</i>
8			Local Emergency Planning <i>(Public Safety)</i>	Mississippi Valley Health Services <i>(Health & Human Services)</i>
9			Nutrition Advisory <i>(ADRC)</i>	Neighborhood Housing Services <i>(Health & Human Services)</i>
10			Park Advisory <i>(Natural Resources)</i>	Southwest WI CAP <i>(Health & Human Services)</i>
11			Traffic Safety Commission <i>(Public Works)</i>	SW WI Library System <i>(Executive)</i>
12			Transportation Coordinating <i>(Health & Human Services)</i>	SW WI Regional Planning <i>(Executive)</i>
13			Veterans Service Commission <i>(Health & Human Services)</i>	Tri-County Airport <i>(Public Works)</i>
14			Zoning Board of Adjustment <i>(Natural Resources)</i>	Viola Library Board <i>(Executive)</i>

STEP 7.2 Reporting

Standing Committee	Executive Committee	Health & Human Services Committee	Public Safety Committee	Natural Resources Committee	Public Works Committee	State of Wisconsin
1	Ambulance	Aging & Disability	Criminal Justice Coordinating	City Park Board	ADA Compliance	Chapter 980
2	Branding	ADRC of Eagle Country	Local Emergency Planning	Land Information	Fair Advisory	
3	City Library Board	Coordinated Service Team Coordinating		Park Advisory	Traffic Safety Commission	
4	City County	Housing Authority		Zoning Board of Adjustment	Tri-County Airport	
5	Economic Development	Mississippi Valley Health Services				
6	Lone Rock Library Board	Neighborhood Housing Services				
7	SW WI Library System	Southwest WI CAP				
8	SW WI Regional Planning	Transportation Coordinating				
9	Symons	Veterans Service Commission				
10	Viola Library Board					

STEP 8 Membership of Standing Committees

	Executive Committee	Health & Human Services Committee	Public Safety Committee	Natural Resources Committee	Public Works Committee
1	County Board Chair	Supervisor 1	Supervisor 8	Supervisor 17	Supervisor 7
2	County Board Vice Chair	Supervisor 2	Supervisor 9	Supervisor 18	Supervisor 8
3	HHS Chair	Supervisor 3	Supervisor 10	Supervisor 19	Supervisor 9
4	Public Safety Chair	Supervisor 4	Supervisor 11	Supervisor 1	Supervisor 10
5	Natural Resources Chair	Supervisor 5	Supervisor 12	Supervisor 2	Supervisor 11
6	Public Works Chair	Supervisor 6	Supervisor 13	Supervisor 3	Supervisor 12
7		Supervisor 7	Supervisor 14	Supervisor 4	Supervisor 13
8		Citizen A	Supervisor 15	Supervisor 5	Supervisor 14
9		Citizen B	Supervisor 16	Supervisor 6	Supervisor 15
10		Citizen C		FSA 1	
11		Citizen D			

*Each County Board member holds seats on 2 standing committees, with the exception of the Chair and Vice Chair who are only on the Executive Committee

*The County Board Chair and Vice Chair are automatically the Chair and Vice Chair of the Executive Committee

*The Chair of each Standing Committee is a member of the Executive Committee

STEP 9 Research on Other Bodies

Committee/Commission/Board	Keep or Remove	Report to	Type	Changes Needed	Notes
ADA Compliance	Keep	Public Works	Advisory		Complies with ADA non-discrimination notice: https://www.co.richland.wi.us/pdfs/AmericansWithDisabilitiesAct.PDF
Administrator Transition	Remove				
ADRC of Eagle Country Regional Board	Add	HHS	Special Appointment	Add to committee structure document	Kerry Severson is current representative
Aging & Disability	Keep	HHS	Advisory	Update language in committee structure document	Add statutory reference
Branding	Keep	Executive	Advisory		Temporary committee expected to disband later in 2022
Chapter 980	Add	n/a	Special Appointment	Add to committee structure document	This is a statutorily required staff ad hoc committee that meets to find housing for people released from sex offender facilities
CDBG Housing Regional Board	Remove				Asked Sandy Cook
CDBG Revolving Loan	Remove				Asked Sandy Cook
Citizen Participation Planning	Remove				
City County	?	Executive	Advisory	Add to committee structure document (if keeping)	What is the purpose? Who are the members (currently listed as Brewer, Turk, Cosgrove)? How are appointments made?
City Library Board	Keep	Executive	Special Appointment	Resident may be appointed by Administrator	
City Park Board	?	Natural Resources	Special Appointment	?	Difference of opinion on continued involvement - Dave Fry and Gary Manning lean no, Pat Elliot (president of Park Board) says yes
Continuous	Remove				Organization dissolved 5 years ago
Coordinated Service Team Coordinating	Keep	HHS	Advisory	Add to committee structure document	Listed in appointments document
Courthouse Security	Remove			Add to Public Safety Committee (LEIC) responsibility	No information in committee structure document, Melissa Luck recommends adding to Public Safety
Criminal Justice Coordinating	Keep	Public Safety	Special Appointment	?	Has not met since 2011, Amy Forehand recommends removing County Board member involvement
Fair Advisory	Add	Public Works	Advisory	Add to committee structure document	Determine responsibilities of Fair Advisory Committee vs. Public Works Committee
Hidden Valleys	Remove				Ended our financial commitment in 2022
Housing Authority	Keep	Executive	Advisory	Update language in committee structure document	Sandy Cook is new Housing Authority Director, she will recommend language changes
Land Information	Keep	Natural Resources	Special Appointment	Update language in committee structure document	Add state statute language, clear up who makes appointments for which seats
Local Emergency Planning	Keep	Public Safety	Advisory	Update language in committee structure document	Remove language about size of committee, determine committee membership in appointments document
Lone Rock Library Board	Keep	Executive	Special Appointment	Resident may be appointed by Administrator	Position is currently vacant
Mississippi Valley Health Services	Keep	HHS	Special Appointment	Update language in committee structure document	Committee structure document requires a County Board supervisor, but a non-supervisor is listed as the current representative
Neighborhood Housing Services	Keep	Executive	Special Appointment		
Nutrition Advisory	Keep	ADRC Board	Advisory		
Park Advisory	Add	Natural Resources	Advisory	Add to committee structure document	Determine responsibilities of Park Advisory Committee vs. Natural Resources Committee
Southwest Badger Resource Conservation & Development Council	Remove				Entity no longer exists
Southwest WI CAP	Keep	HHS	Special Appointment	Update language in committee structure document	One County Board member serves, although committee structure document says two
SW WI Library System	Keep	Executive	Special Appointment	Update language in committee structure document	Citizen should be appointed by Administrator
SW WI Regional Planning	Keep	Executive	Special Appointment		
Traffic Safety	Add	Public Works	Special Appointment	Add to committee structure document	https://wisconsin.gov/Documents/safety/education/frms-pubs/tsc-booklet.pdf
Transportation Coordinating	Keep	HHS	Advisory	Update language in committee structure document	Two County Board members serve, although committee structure document says three
Tri-County Airport	Keep	Executive	Advisory	Update language in committee structure document	Look for updated bylaws since Iowa County has left the partnership
Tri-County Airport Board of Appeals	Remove				No County involvement needed
Veterans Service	Add	HHS	Advisory	Add to committee structure document	All citizen members
Viola Library Board	Keep	Executive	Special Appointment	Resident may be appointed by Administrator	
Zoning Board of Adjustment	Keep	Natural Resources	Advisory	Add to committee structure document	All citizen members

DRAFT Overall Rules

Each County Board member holds seats on 2 standing committees, with the exception of the Chair and Vice Chair who are only on the Executive Committee

The County Board Chair and Vice Chair are automatically the Chair and Vice Chair of the Executive Committee

The Chair of each Standing Committee is a member of the Executive Committee

All initial appointments are made and confirmed at the organizational meeting after the Chair and Vice Chair are elected

DRAFT Appointment Process

The Board Chair first appoints 9 County Board members to 2 of the 4 non-Executive Committees, with County Board confirmation

Those 2 committees then meet to elect Committee Chairs. A constitutional officer (i.e. Clerk, Treasurer, Sheriff, etc.) conducts each election.

Those 2 Committee Chairs automatically become members of the Executive Committee

The Board Chair then appoints members of the 2 remaining non-Executive Committees, with County Board confirmation

Those 2 committees then meet to elect Committee Chairs. A constitutional officer (i.e. Clerk, Treasurer, Sheriff, etc.) conducts each election.

Those 2 Committee Chairs automatically become members of the Executive Committee.

The 1st appointments of the last 2 Committee Chairs are replaced by the 2 County Board members who did not receive a 2nd appointment (or designated vacant if vacancies exist at the organizational meeting)

The final 2 replacement appointments are made by the County Board Chair, with County Board confirmation

** County Board Chair makes all supervisor appointments (with County Board confirmation), Administrator makes all citizen appointments (with County Board confirmation)*

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Bid process complaint

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 17, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C and F
Date submitted:	February 16, 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

This item is intended to allow an opportunity for discussion regarding a complaint regarding the bidding process for a recent purchase authorized by the County Board.

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

At the February 16th Board meeting, concerns were raised about the Fair & Recycling Committee’s recommendation to award a bid. The intent of this agenda item is to ascertain:

- Relevance of the County’s ethics ordinance
- Interest in amending Rule 14 of the County Board
- Potential referral to another committee
- Process concerns for how the recommendation arrived through the Fair & Recycling and Finance & Personnel Committees to the County Board meeting

Attachments and References:

Attachment A: Hybrid option
Attachment B: Committee restructuring framework

Financial Review:

(please check one)

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

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)