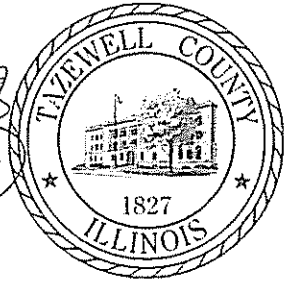


MINUTES - DRAFT COPY – SUBJECT TO APPROVAL

approved
5/13/2008
EMD



Rules Subcommittee

County Board Office Conference Room
Wednesday, April 16, 2008 – 8:00 a.m.

Committee Members Present: Jim Unsicker, David Zimmerman, Terry Von Boeckman and Chairman Mel Stanford

Others: County Administrator David Jones

**APPROVE
MINUTES**

MOTION BY UNSICKER, SECOND BY ZIMMERMAN to approve the minutes of the June 7, 2007 meeting.

On voice vote, MOTION CARRIED.

**NEW
BUSINESS**

Chairman Stanford said that he has had discussions with County Administrator Jones regarding the Board Rules and proposed changes.

Administrator Jones said that he had discussed the proposed changes with the State’s Attorney Office and he had said that in order to be compliant with the rules, the Committee could discuss the proposed changes and get a consensus of what needs to be changed and then send those changes to him for review. Jones said that the Rules Subcommittee would then need to recommend the changes to the Executive Committee and give the full Board at least 30 days to review them.

Administrator Jones said that there had been some items discovered in the Rules that would definitely need to be reviewed.

1 TCC 4-3 Board Staff -

Administrator Jones said that instead of defining positions revise to “brought into other positions as approved by the County Board”.

1 TCC 4-4(a) – County Board Meetings

Revise to “meetings held the last Wednesday of each month”

1 TCC 4-6 (c) – Roll Call Vote

Jones said that according to the Board Rules a “roll call vote” is to be taken for the consent agenda. Jones said that if the law requires it, it needs to be done.

1 TCC 4-6 (i) – Request of Legal Opinions

Jones said that he would like to revise it to “or the County Administrator and Department Heads” of who can request a legal opinion from the State’s Attorney.

1 TCC 4-6 (k) – Consent Agenda

Is the County legally required to roll call vote on the consent agenda?

1 TCC 4-7 (1) – Standing Committees are:

“All Standing Committees of the County Board may have up to 11 members exclusive of the Board Chairman.”

1 TCC 4-7 (1) (ii) – Add “Executive Committee”

1 TCC 4-8 (a) – Committees General Functions and Responsibilities

Add “County Administrator”

1 TCC 4-10 (a) – Executive Committee “(the Wednesday preceding the County Board meeting each month and immediately following the Risk Management Committee meeting)”

1 TCC 4-10 (a) Add (14) “To evaluate the performance of the County Administrator and to recommend salary and other terms of his/her employment agreement.”

1 TCC 4-10 (g) – Finance Committee “(one week preceding the County Board meeting each month on a Tuesday at 3:30 p.m.)”

1 TCC 4-10 (g) (10) -

1 TCC 4-10 (h) – Human Resources “(one week preceding the County Board meeting each month on a Tuesday immediately following the Finance Committee meeting)”

1 TCC 4-10 (h) (4) – Delete “in coordination with the Collective Bargaining Subcommittee”.

1 TCC 4-10 (h) (5) – Delete “Worker’s Compensation and all non-liability insurance matters, including property claims and property insurance matters”.

1 TCC 4-10 (h) (6) – Delete “and to be responsible for the performance evaluation of the County Administrator in consultation with the County Board Chairman”.

1 TCC 4-10 (j) (2) – Reword with “To act as the oversight committee for the Animal Control program”

1 TCC 4-10 (k) - Property Committee “(one week preceding the County Board meeting each month on a Tuesday at 5:00 p.m.)”

1 TCC 4-10 (k) (4) – “To direct the County Administrator or designee to prepare”

1 TCC 4-10 (m) – Risk Management Policy Committee “(the Wednesday preceding the County Board meeting each month at 4:00 p.m.)”

1 TCC 4-10 (m) Add “(1)” “Together with the Treasurer, Auditor and State’s Attorney to act as the governing Committee for the Self-Funded Risk Management and Liability Insurance Plan originally effective on December 1, 1998, as amended , 1 TCC 5.”

Page 39 – County Board Office (VI) (A) Preparation “and presentation” of the Annual budget

Page 39 – County Board Office (VI) (B) Review of County Expenditures “and revenues”

Administrator Jones said that it should be mentioned in the rules that it is the duty of the County Administrator to prepare and present the proper budgets, etc., with recommendations. Jones said that the tax levy ordinance shall be presented to the board through Finance with Executive Committee recommendations and currently there are no recommendations from the Executive Committee and there is a need for clarification on state statutes in this area.

Administrator Jones said that all requests for staffing changes which require additional staff or changes to classification should be taken before the Human Resources Committee. Jones said that the county could do away with approval of the bills that are already included in the budget. Jones said that in a financial crisis, the Board could implement a freeze if there is a legitimate reason for doing so in regards to replacement hires.

Chairman Stanford said that it does make the Committees more aware of attrition and hiring practices and more aware of staff turnovers.

Administrator Jones said that training issues are difficult to budget at the beginning of the year and it would be good to advocate additional training.

Administrator Jones said that some board members had mentioned to him that they were not sure just what the exact responsibilities of the Rules Committee are. Jones said that an amendment of the rules does require an endorsement of the Rules Committee and any change to the rules must be presented to the Committee in writing one month prior to the proposed changes and that they should have a meeting after each election and then once a year after that.

Administrator Jones said that the Executive Committee and the County Board should review the County Administration ordinance and be responsible for the presentation of the annual budget for reviewing the expenditures and revenues of the County.

Administrator Jones said that items that were discussed today should be prepared as an ordinance and given to the State's Attorney for his review. Jones said that there could be a meeting held prior to presentation to the State's Attorney so all members have an opportunity to review the changes.

Chairman Stanford said that there is a need to review the interview procedure for County Administrator and that the Personnel Policy Procedure manual needs some updates.

Administrator Jones suggested that the County be recognized by ICMA and that this could increase the pool of applicants for this position. Jones asked if there was anything that could be communicated to the Board to make the order of business more workable and retain the flexibility of the Board Chairman. Jones said that there is no organizational chart for the County and this should be in the budget along with FTE's.

ADJOURNMENT

Chairman Stanford adjourned the meeting at 9:17 a.m.

Shannon Daggerhart, Chief Clerk County Board