

Ad Hoc Rules Committee Meeting Minutes
March 9, 2011, 3:00 p.m., Room A160

Meeting was called to order by Chairman, Allen at 3:00 p.m.
Present were Jack Allen, Joe Stuchlak, Bill Miller, Bev Ward. Excused, West. Also present was Cindy Phillippi and Marcia Kaye.

The meeting was properly noticed.

Motioned by Stuchlak/Ward to approve the Agenda. Motion carried by unanimous voice vote. Motioned by Stuchlak/Ward to approve the minutes from January 31, 2011. Motion carried by unanimous voice vote.

John West present at 3:11 p.m.

Item # 6, review department heads comments:
Chris Murphy submitted a list of recommended changes/questions.

The following changes were recommended by the committee:

- Page 3, section 3.11 strike all
Insert: Department heads shall make every possible effort to attend department head meetings and notify the Administrative Coordinator/Director of Finance, or representative, if they will not be present.
- Page 5, section 4.08 (b), line 10/11 strike ~~Administrative Coordinator/Director of Finance~~ and insert home committee
- Page 5, section 4.08 (b), line 16 strike ~~Administrative Coordinator/Director of Finance~~ and insert corporation counsel
- Page 8, section 5.01—Strike ~~County Board, Administrative Coordinator/Director of Finance, Personnel Director and The County Board, Administrative Coordinator/Director of Finance, Personnel Director, Corporation Counsel, and Department Heads, have responsibility for enforcing the provision of this policy.~~
Insert: The Corporation Counsel has overall authority for the interpretation of this policy, in the event of a conflict of interpretation it can be appealed to the Executive Committee.
- Page 9, section 1.01, line 9 insert, based upon recommendations of after “Committee” and before “the”.
- Page 11, section 2.12, Strike ~~Executive Committee and, to change a position from full-time to part-time the Department Head is required to notify the Personnel Director, who will forward a copy to the Administrative Coordinator/Director of Finance. When a position is reduced from full-time to part-time and remains part-time for at least one(1) year, the County Board may only return the position to full-time status as if creating a new position.—~~Insert: To change an existing part-time position to a full-time position, the Home Committee, Department Head, Executive Committee and the County Board have to approve the request.
- Page 13, section 6.02, Strike: ~~Whichever method is used, the personnel director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities, of the competitive evaluation, approved, and by the executive~~

~~committee.~~ Insert: recommended in place of approved on line 51 and insert and the department head and to be approved behind "director".

- Page 30, section 5.01 (d): Strike, ~~The personnel director shall present the request to the administrative coordinator/director of finance. Upon review by the administrative coordinator/director of finance for completeness,~~
- Page 30, section 5.01 (e): Strike all of it.

The committee left the following items as is:

- Page 2, sections 3.06 and 3.07
- Page 3, section 3.10 and 4.01
- Page 6, section 4.09
- Page 10, sections 2.07 and 2.08
- Page 11, section 2.11
- Page 12, section 5.03
- Page 17, section 8.01
- Page 22, section c.
- Page 23, section 9.01
- Page 25, section 11.05 (c.)
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The committee will revisit the following items:

- Page 1, sections 3.02 and 3.03
- The in line structure, may add one arrow – otherwise committee is in full agreement with the structure.

Keep the following items on the agenda for the next meeting:

- Page 3, section 4.01 (B)
- Page 27, section 1.03;
- Page 46, section 2.01, lines 15-18;
- Highway cell phone policy language;
- Clarification of chain of command, who Department Heads report to;
- Page 62, C, a, b, c;
- Credit account and credit card policy;
- Page 81, section 5.02, line 52;
- Page 83, section 5.13 (b), line 24;
- Page 83 D;

The committee will continue forward from page 47 of Chris's recommendations.
The next meeting date: Wednesday, March 29, 2011 at 3:00 p.m. in A160.

Motioned by Ward/Stuchlak to adjourn at 5:11 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary