

Department of Administration

**MINUTES OF THE
COMMITTEE ON THE RULES OF ORDER
OF THE CALUMET COUNTY BOARD OF SUPERVISORS**

Wednesday, December 14, 2022

10:30 a.m.

1. Meeting Announcement and Posting

The Committee on the Rules of Order Meeting was called to order on at 10:30 a.m. The meeting was properly announced and posted.

2. Roll Call

Members in attendance: Supervisors Andy Cleveland, Chad Doran, Tom Stoffel, Ty Stuckmann, and Emily Voight.

Also in attendance: Alice Connors, Calumet County Board Chair; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; and Patricia Winkler, Assistant to the County Administrator.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Election of Chair and Vice Chair

Supervisor Stuckmann nominated Supervisor Doran as Chair. Supervisor Doran declined the nomination. **Moved** by Supervisor Doran and seconded by Supervisor Stuckmann to close nominations for Chair and to cast a unanimous ballot for Supervisor Stoffel. Motion carried unanimously.

Supervisor Voight nominated herself as Vice Chair. Chair Stoffel asked for nominations 3 times, but there were no other nominations. **Moved** by Supervisor Cleveland and seconded by Supervisor Stuckmann to close nominations and to cast a unanimous ballot for Supervisor Voight. Motion carried unanimously.

5. Approval of Agenda

Moved by Supervisor Voight and seconded by Supervisor Cleveland to approve the agenda. Motion carried unanimously.

6. Public Participation

None.

7. Report of Committee Members

None.

8. Communications

None.



9. Items for Action or Discussion:

A. Rule XXI Miscellaneous Bereavement Recognition - update amount from \$50 to \$75

Staff recommended increasing the amount allowed for bereavement recognition from \$50 to \$75 to be consistent with the Employee and General Administrative Policy Manual.

Moved by Supervisor Cleveland and seconded by Supervisor Doran to bring a Resolution to the January 17, 2023, County Board Meeting recommending the change from \$50 to \$75. Motion carried unanimously.

B. Update to Admin Services Committee – Emergency Management now reports to Admin Services, no longer reports to Public Safety Committee

Staff recommended updating the Rules of Order to reflect an organizational change which moved Emergency Management from reporting to the Sheriff's Office to reporting to the Department of Administration. The proposed Rule change simply moves "Emergency Management" from the list of offices for which Public Safety Committee has policy making responsibilities to the Administrative Services Committee. Discussion followed.

Moved by Supervisor Voight and seconded by Chair Stoffel to bring a Resolution to the January 17, 2023, County Board Meeting recommending the change as presented. Motion carried unanimously.

C. Revisions Regarding Virtual Meetings

The committee discussed the advantages and disadvantages of the rule requiring that all committee/board/commission meetings be made available via Webex, or some similar virtual platform. Challenges occurring with virtual meetings include: difficulty in participation for those attending virtually; communication issues (hard to hear/poor connections); technical difficulties; and consistency on what constitutes as extenuating circumstances that prevent members from attending in person.

Moved by Supervisor Voight and seconded by Supervisor Cleveland to leave the Rules of Order unchanged regarding any reference to virtual meetings. Discussion followed. Vote on the motion: 4 ayes, 1 nay (Supervisor Doran). Motion passed.

It was noted that County Board Supervisors and county staff be reminded of the following highlighted areas of the Rules of Order of the Calumet County Board of Supervisors concerning virtual meetings:

Rule V: Meetings

3. At the discretion of the chairperson of the Board or Committee **with consultation from the County Administrator**, a scheduled or emergency meeting may be held remotely and any responsibilities, authority, or duties exercised remotely subject to available technology and all other applicable laws and rules.
4. When an **in-person meeting** is held, the meeting **must be chaired by a member attending in-person**, not a member attending remotely.

D. Revisions to Webex Requirements for Public Participation

The committee discussed the following excerpt from **Rule V: Meetings**:

- c. Committee Agendas shall follow this format:

Any member of the public wishing to attend this meeting **may attend in-person or remotely**, and can do so by calling XXX-XXX-XXXX. Once you dial the number, you will be asked to enter an access code followed by #. That number is XXX-XXX-XXXX. Once you have entered the access code correctly, you will be prompted to enter your attendee ID. Call in users simply press the # key.

Committee discussed possibly revising this to include “subject to availability of technology”, citing that, on occasion, technical difficulties may prevent making virtual attendance possible.

Committee requested that staff review/research and bring a recommendation regarding this issue back to the next committee meeting.

E. Revisions to Rule III: Election of Officers

Discussion was held concerning the process of electing Chair, Vice Chair, and Second Vice Chair defined in the Rules of Order. Discussion followed regarding whether there was a requirement that secret ballots be used and whether the vote numbers for election of officers should be announced.

Moved by Supervisor Doran to revise Rule III: Election of Officers to make nominating ballots public and use the electronic voting system to record the votes for election of officers. Motion died for lack of a second.

Committee requested that staff review/research and bring a recommendation regarding this issue back to the next committee meeting.

F. Discuss Children’s Community Options Program vs Aging and Disability Resource Center (ADRC)/Long Term Support (LTS) Advisory Committee

Discussion was held concerning the establishment of a Children’s Community Options Program which resulted in a decision that there was no need to include it in the Rules of Order. Instead, it was determined that minor revisions are needed to the ADRC/LTS Advisory Committee.

Staff will draft proposed revisions to the ADRC/LTS Advisory Committee and present them at the next committee meeting.

G. Health and Human Services Board – discuss membership requirement to appoint a physician

Due to a statutory update to WI State Statute 251.03, the membership of the Health and Human Services Board listed in the Rules of Order needs to be updated as follows. Discussion followed.

1. Membership. The Health and Human Services Board shall be comprised of nine (9) members, of which at least three (3) shall be persons who are not elected officials or employees of the county, as referenced in WI State Statute 251.03 and who have demonstrated interest or competence in the field of public or community health. A good faith effort shall be made to appoint a physician and a registered nurse. if unable to locate a willing physician, nurse or both, a good faith effort shall be made to appoint a physician assistant, advanced practice registered nurse, or both. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.

Moved by Supervisor Voight and seconded by Supervisor Cleveland to bring a Resolution to the January 17, 2023, County Board Meeting recommending the change as presented. Motion carried unanimously.

H. Possible review and revision of other Rules of Order not identified above

Items discussed:

- Importance of providing attachments to committee agendas, when possible
- Training for new County Board Members, Chairs/Vice Chairs of committees
 - It was noted that County Board Members will have an opportunity during the Jan. 17, 2023, Strategic Planning Workshop to discuss training as part of the county strategic plan.
- Number of committees, statutory requirements of committees, committee merger possibilities
 - Committee requested that staff review/research and bring information regarding this issue back to the next committee meeting.

I. Discuss Items for Next Meeting

- Revisions to Webex Requirements for Public Participation (as noted in minutes under item D)
- Revisions to Rule III: Election of Officers (as noted in minutes under item E)
- Revisions to the ADRC/LTS Advisory Committee (as noted in minutes under item F)
- Number of committees, statutory requirements of committees, committee merger possibilities (as noted in minutes under item H)

10. Set Next Meeting Date, If Necessary

Committee members will be surveyed in order to establish the next meeting date after staff has had the opportunity to research and compile the information requested for the next meeting.

11. Adjournment

The meeting was adjourned at 12:25 p.m.

Patricia Winkler, Recording Secretary