LINCOLN COUNTY AD HOC RULES COMMITTEE

Wednesday, October 15, 2025 - 2:30 PM

MINUTES

1. Call Meeting to Order

a. Roll Call

Chair Cummings called the Ad Hoc Rules Committee to order at 2:30 pm with the following members present: Angela Cummings, Joe Dorava, Marguerite Lyskawa, Jim Meunier, and Ken Wickham (5).

2. Public Comment

There were no public comments.

3. Approve Minutes of Previous Meeting(s)

a. October 1, 2025

M/S Dorava/Lyskawa to approve the October 1, 2025 meeting minutes as written. The motion to approve was carried by a voice vote.

b. Updated Rules Template dated October1, 2025

Chair Cummings initiated a discussion on changes that were made to the template at the last committee meeting. She then called for a motion to approve as written. **M/S** Wickham/Dorava to approve the October 1, 2025 updated rules template. The motion to approve the updated template carried by a voice vote.

4. Review and discuss the Conversion of Lincoln County Chapter 2 to the WCA Template

- **Table of Contents and Enforcement Section** The committee assumed agreement on the table of contents and the placement of the enforcement section on the first page, acknowledging that the table of contents would be finalized at a later stage.

- **Changes to Committee Appointments** The suggestion was made to simplify the wording regarding committee appointments to "elect and appoint members to standing committees as set forth in section 2.05 of this chapter," removing the specific listing of committees from this section to avoid a two-thirds vote requirement for changes. Wickham agreed to email the proposed wording to Cummings for implementation.

- **Conflict in Committee Processes** (Section 2.05) Marguerite Lyskawa noted a conflict in section 2.05 (WCA Template) regarding committee appointments and removals, indicating it did not align with our existing procedures.

- **Election of Specific Committees** The committee discussed the statutory requirement to elect the highway committee, as per state statutes 83.15, and questioned why the social services and Administrative and Legislative (A&L) committees were also elected, as no clear statutory basis was found for them. It was suggested to consult Carrie for historical reasons.

- **Formation of the "Committee on Committees"** Wickham proposed formalizing the process of appointing members to standing committees by establishing a "committee on committees" at the organizational meeting. This committee, would comprise of the board chair, vice chair, and three at-large board members, and would nominate members for appointed standing committees, with the board confirming or rejecting nominations. The purpose of this committee is to formalize a currently unwritten process for committee appointments.

- **Debate on the Authority of the Chair and Committee Makeup** A discussion arose regarding the chair's authority in appointing committee members versus a more formalized process through the "committee on committees". The committee debated whether the chair should have sole power to determine committee makeup or if the board should confirm nominations. There was a consensus that a more formalized process for committee assignments was needed to ensure fair distribution and avoid biases.

- **Committee Member Assignment Distribution** The committee discussed the issue of uneven committee assignments, with some members having many assignments and others none. While acknowledging the need for more even distribution, they also recognized the importance of allowing members to choose not to be on committees.

- **Discussion on Naming the "Committee on Committees"** The name "committee on committees" was debated, with some members questioning its necessity and suggesting an "advisory committee". Wickham explained that the name was adopted from WCA guidance and formalized a temporary committee that is only utiled once every two years to establish committees.

- **Composition and Purpose of the Committee on Committees** The proposed "committee on committees" would consist of the board chair, vice chair, and three (changed from five) at-large board members to streamline the decision-making process. Ken and Joe would each submit their proposed wording for the purpose and general direction of this committee for discussion at the next meeting.

- **Committee Chair and Vice Chair Elections** The committee discussed that at the first meeting of each standing committee, members elect their own vice chair and other officers, which aligns with current practice. The board chair designates chairs for each standing committee, both elected and appointed, as per existing rules and the WCA template.

- **Board Member Compensation and Receipt Requirements** The discussion moved to board member compensation (section 2.07 C), specifically regarding "actual costs" for meals. The committee questioned the requirement for receipts for small meal expenses, suggesting it adds unnecessary administrative burden. The committee debated whether to rely on integrity or continue requiring receipts, noting that the finance chapter might mandate receipts.

- **Meal Reimbursement vs Per Diem** There was debate on whether receipts should be required for meals, suggesting that if it is a per diem, receipts should not be necessary. The committee considered that tracking receipts might be more costly than the reimbursement itself and suggested adopting a flat-rate per diem that does not require receipts.

- **Taxpayer Responsibility and Fair Compensation** The committee emphasized their responsibility to taxpayers and ensuring fairness to employees regarding per diem and travel expenses. They also noted that the current discussion over "nickels and dimes" regarding meal reimbursement is a small issue compared to the larger sums discussed in other committees. To make a better-informed decision, Cummings intends to gather data on the total amount spent on travel over the past year.

a. **Inclusion of a Standard Committee Agenda Template** Due to time restraints the committee did not address this item during this meeting.

5. Develop Further Work Details

- **Meeting Progress and Future Steps** The committee acknowledged that they had not progressed as far as hoped, especially with complex issues, and decided to continue discussions at the next meeting (00:52:06). They also noted that having Carrie present at the next meeting would help answer outstanding questions.

- **Organizational Structure and Future Work** The team resolved to organize their rules by ensuring the WCA template is in the correct order and then integrating relevant sections from Lincoln County Chapter 2 into appropriate chapters of the template. They also decided to move committee-related rules into an appendix, which would only require a majority vote to amend, unlike other rules needing a two-thirds vote.

- **Review of Existing Policies and Documents** The need to refer to existing financial chapters and the employee handbook for guidance on meal and travel policies was reiterated, as these documents might already contain relevant information. The committee also discussed the process of cleaning up and finalizing existing draft documents by making agreed-upon changes "black" (finalized) and removing old colors, but acknowledged a lack of consensus on which specific "red" (drafted) items had been fully approved (01:15:14).

6. Upcoming Meeting Dates

The committee discussed upcoming meeting dates, including October 29th and November 12th, and considered extending the duration of their meetings to accommodate more work. The need to revise the committee's resolution to extend their mandate for another three months, with a proposed deadline of March 1st for getting their work approved by the board.

a. **October 29, 2025, at 2:30pm in Room 247/248**

b. **November 12, 2025, Immediately following the County Board Meeting (Approximately 10:30am)**

7. Adjourn
Chair Cummings adjourned the meeting at 3:51pm.