LINCOLN COUNTY AD HOC RULES COMMITTEE

Wednesday, July 9, 2025 - 2:00 PM

MINUTES

1. Call Meeting to Order

Meeting Called to Order by Chair Cummings at 2:01 pm.

Committee Members Present: Angela Cummings, Joe Dorava, Marguerite Lyskawa, Jim Meunier, and Ken Wickham.(5) Additional Supervisors Present: Christine Vorpagel (1) Department Heads Present: County Clerk Chris Marlowe (1) Members of the public: (0)

2. Approve Minutes of Previous Meeting(s)

a. June 25, 2025 Ad Hoc Rules Committee Minutes

M/S Dorava/Meunier to approve the June 25, 2025 minutes as written. Motion carried by a voice vote.

3. Discussion & Action

a. Review and discuss WCA model board rules, including webinars viewed.
(Webinar links can be found at the end of the board rules template document included in the packet)

- The committee reviewed and discussed the WCA model board rules, including viewed webinars. Cummings noted that the webinars were well-done and helped explain the "why" behind many rules.

b. Review and discuss revision to Lincoln County Ordinance 2.05, General Rules of the Board

- **Revisions to Lincoln County Ordinance 2.05** The committee discussed revisions to Lincoln County Ordinance 2.05, focusing on general rules of the board. Cummings observed that 2.05 is the only place general rules are discussed and that the WCA template includes all of chapter 2.
- **Amendment to Rules Requires Two-Thirds Vote** Wickham raised a point about 2.05(1)(b), stating that the two-thirds vote requirement to amend rules should apply only to 2.05 as it reads, not the entire chapter, as other sections also pertain to the governing body rather than specific board rules. He raised the question of clarity. Does a two-thirds vote only pertain to 2.5 or the entire second chapter?
- **Need for Better Organization of Rules** Dorava suggested that our rules need better organization, expressing a preference for converting all our current rules to the WCA template due to its clarity and explanation of the "why" behind the rules. Both Dorava and Wickham believe the board's intent was to organize all rules, not just 2.05.
- **Public Comment Portion and Conduct** Wickham suggested including language from 4.07 of the draft rules for the public comment portion, particularly regarding conduct and visual obstructions like signs, noting that the WCA format uses bullets for easier readability.
- **Decision-Making on Closed Session Exclusions** The committee determined a need to define the rule of excluding individuals from closed meetings. It was determined that only under stringent circumstances would this be a need. Lyskawa emphasized the need for discretion in these situations and the importance of having the flexibility to exclude individuals when necessary. Wickham suggested a majority or unanimous vote of a committee for exclusion as well as defining, without names, the purpose of the closed session before excluding anyone and why. Dorava suggested a separate ethics committee for exclusion considerations. This idea was further

discussed, and it was determined that there were too many factors that would complicate adding another committee. Cummings noted that it is currently the chair's call.

- **Robert's Rules vs. State Statute on Closed Sessions** The committee highlighted a discrepancy between Robert's Rules of Order, which states that only committee members and those invited can attend a closed session, and state statute, which implies all supervisors are included unless explicitly excluded. They proposed clarifying this in our home rules. Meunier stated that board members should be aware that closed session findings are not public. Keeping closed sessions open to elected county board members promotes transparency, even if discussions remain confidential, fostering trust within the board and community. Meunier also expressed a responsibility to his own constituents and the need to be in attendance to know the details of what we govern and how we vote. The committee cited a recent occurrence that has infringed on that trust.

- **Agreement on Circumstances for Exclusion** The committee debated further on the topic and ultimately agreed that there are circumstances where excluding a board member from a closed session may be necessary. They decided to table further discussion on specific wording for exclusion rules before consulting with administration for the purpose of having a clear understanding of the Health Insurance Portability and Accountability Act (HIPAA).

4. Develop Assignments or Further Work Items

a. Chair Cummings to confirm intent by Lincoln County Board Chair Jesse Boyd on direction of committee

- **Expanding Scope of Ordinance Review** Cummings stated that Jesse confirmed the resolution's intent was to update ordinance 2.05, but expanding the scope to update other portions of chapter 2 would be within their parameters upon board approval. The committee agreed to undertake the "heavy lifting" of reviewing and rewriting all of Chapter 2 to align with the WCA template.

- **Amendment to Resolution for Expanded Scope** The committee discussed amending Resolution 2025-04-17 to expand the committee's authority to review and update all of Chapter 2 of the Lincoln County Code of Ordinances. Wickham and Dorava were assigned to draft this amendment for direct submission to the county board chair.

- **Update to County Board and Deadline Extension** The committee plans to update the county board on their discussions, emphasizing the intent to follow the WCA template for the comprehensive update of Chapter 2. They also agreed to extend the deadline for this work to the end of December due to the expanded scope.

- **Meeting Preparation and Document Review** Cummings suggested organizing the review of the WCA template by starting from the top and working downwards, specifically proposing to focus on sections one and two. She offered to take the lead in preparing these sections by inputting current county rules without changes to the WCA template. This would be contingent upon the amended resolution's approval at the July 15th county board meeting. The committee agreed with this approach, recognizing that the discussions on wording and potential changes would likely take longer.

- **Document Sharing and Editing Process** Cummings outlined a process for sharing and editing the document, suggesting that they would prepare the initial draft of the first two sections, and then the committee would review and suggest changes. The committee appreciated this initiative, noting that this method would provide a solid starting point for discussions. Cummings also confirmed that they could electronically share the document for review but noted that collaborative online editing might not be immediately feasible.

- **Meeting Schedule and Key Attendees** The discussion shifted to the scheduling of future meetings, with an emphasis on coordinating with Karry Johnson and Renee Krueger. Cummings expressed the importance of Karry's presence due to her knowledge of statutes and rules and Renee's and/or Charlotte Krause's presence as a resource for HIPAA compliance.

5. Next Meeting

a. Set the next meeting date and time

- Next meeting will be determined once the full board votes on the amendments to resolution 2025-04-17. The next meeting will be call of the chair.

b. Establish meeting frequency

- Frequency will depend on the outcome of the board vote on the amended resolution to encompass the entire chapter 2. Twice a month will be considered if the amendment is approved.

6. Adjourn

- Chair Cummings adjourned the meeting at 3:07pm.