

LINCOLN COUNTY AD HOC RULES COMMITTEE

Wednesday, August 6, 2025 - 2:30 PM

MINUTES

1. Call Meeting to Order

Chair Cummings called the meeting to order at 2:32pm with the following members in attendance: Cummings, Lyskawa, Dorava, Meunier, and Wickham (5).

2. Approve Minutes of Previous Meeting(s)

a. July 30, 2025 - Regular Meeting

Without objection, Chair Cummings postponed the approval of the July 30, 2025, minutes to the next meeting. (August 20, 2025).

3. Overview of Google Workspace

- **Google Workspace Tutorial** Clerk Marlowe provided a tutorial on Google Workspace, explaining how to access shared drives and noting that while documents are currently in Word and PDF formats, they aim for a master document that cannot be easily altered. Lyskawa noted that shared documents appear in the "shared with me" section rather than "shared drives".
- **Document Accessibility and Editing** Marlowe addressed challenges with document accessibility, noting that shared files did not appear in all members' drives despite being given content manager rights. They explained that Word documents must be downloaded and opened with Microsoft Office to make changes, a process intended to control document revisions and maintain a master document.
- **Administrative Rule for Final Documents** The committee agreed that Marlowe would serve as the administrator for final documents to prevent accidental changes, suggesting that members could prepare their own drafts and share paragraphs for inclusion in the official version.

4. Review and Discuss Conversion of Lincoln County Chapter 2 into the WCA Suggested Template

- **Committee Discussions** Using the document provided by Chair Cummings on July 30 as a starting point, focusing on the highlighted sections in the document. Sections not mentioned in minutes were deemed acceptable but will need to be converted to read Lincoln County.
- **Email Addresses and County Phones (2.03)** the committee discussed section 2.03 regarding county email addresses, agreeing that using county email is beneficial for Foyer request purposes and for board members to be able to communicate effectively. The possibility of providing county phone numbers to board members was also raised to limit Foyer requests on personal phones, with Marlowe suggesting this as an option to discuss with Travis in a future meeting.
- **Conflict of Interest and Nepotism** the discussion touched upon conflicts of interest, particularly concerning board members with relatives in county staff positions. Renee Krueger noted existing rules or state statutes that prevent board members from having oversight responsibilities over family members.
- **Committee and Other Boards (2.06)** the committee agreed to adopt the language for section 2.06 regarding committees and other boards, with the understanding that specific tweaks might be made later.
- **Seating Arrangements (2.09)** the committee discussed seating arrangements for county board meetings. Initially, Marlowe explained that seating is generally informal, with people often sitting by district or based on preferences like hearing accessibility. After extensive discussion, they decided to remove specific district-based seating rules, opting for a general rule that the clerk shall determine seating arrangements and special accommodations can be requested through the clerk or board chair.

- **Designated Areas for Public and Employees** the committee decided to include language in the rules to specify designated areas for members of the public, the press, and county employees or guest presenters at county board meetings. Marlowe confirmed that designated areas are already provided, with a table reserved for the press, though their physical presence is less needed due to electronic operations.
- **Committee Preference and Biography Forms (2.10)** the committee reviewed section 2.10 concerning interest forms, agreeing to keep the provision for board members to complete committee preference forms. They decided to remove the requirement for a separate board member biography form as relevant qualifications are already included on the preference form.
- **Chair and Vice Chair Nomination Process** The committee decided against including a section in the preference form for indicating interest in being chair or vice chair, as nominations still require direct communication among board members rather than being determined by a form.
- **Board Relationship with Administrative Coordinator and Department Heads (2.11)** the committee began discussing section 2.11 regarding the board's relationship with the administrative coordinator and department heads. Marlowe noted that the current wording does not align with Lincoln County's practice, where department heads report to committees rather than the administrative coordinator, and suggested Renee's input would be valuable. Marlowe shared that earlier in his tenure, the administrative coordinator was leaned on to manage department heads, which increases accountability without undermining committee oversight.
- **Information Requests from Department Heads** the committee discussed the process for county board members to request information from department heads. There was a debate on whether requests should go directly to department heads or through committee chairs or the administrative coordinator, with some members advocating for direct communication to avoid bureaucracy. The committee ultimately decided that for now, such requests should be coordinated with the committee chair or administrative coordinator to avoid overwhelming department heads.
- **Communication Protocol with Department Heads** Cummings discussed concerns about a proposed rule that might restrict direct communication with department heads, potentially forcing individuals to go through committees or an administrative coordinator. They emphasized that the current fantastic attitude of department heads in providing great service should not be unintentionally shifted, and suggested changing "shall request" to "should request" to make the rule less restrictive. Cummings also clarified that the intent of the rule, particularly concerning large reports or information that requires significant time to produce, is not to prevent quick questions to department heads, noting that there haven't been significant issues in obtaining information.
- **Clarification on Information Requests and Role of Administrative Coordinator** Cummings proposed removing the last sentence of the rule and consulting Renee Krueger for her input, as she would have a better understanding of the types of requests being received and their implications. They highlighted that Krueger often identifies issues because she can see incoming requests, some of which may go to multiple departments or involve information provided by someone other than the initial contact. Cummings concluded that the aim is to ensure the rule addresses the need for substantial information or extended reports, rather than hindering routine inquiries.

5. Develop Assignments

Clerk Marlowe will begin the draft of the final document with the committee's proposed changes to Sections 1.01 through 2.11. The committee will then approve as written or make the necessary changes before approving these sections. The committee will begin their personal reviews of sections 2.12 and forward to prepare for the next meeting's discussions to begin with 2.12.

6. Next Meeting Date: 2:30 pm on August 20, 2025

7. Adjourn

Chair Cummings adjourned the meeting at 3:40pm.