

LINCOLN COUNTY AD HOC RULES COMMITTEE

Wednesday, August 20, 2025 - 2:30 PM

MINUTES

1. Call Meeting to Order

a. Roll Call

Vice Chair Lyskawa called the meeting to order at 2:30pm with the following members in attendance: Cummings (V), Dorava, Lyskawa, Meunier, and Wickham. Others in attendance: Administrative Coordinator Renee Krueger, and County Clerk Chris Marlowe.

2. Public Comment

3. Approve Minutes of Previous Meeting(s)

a. July 30, 2025 Meeting Minutes

M/S Wickham/Dorava to approve the July 30, 2025 Meeting Minutes. Motion carried by a voice vote.

b. August 6, 2025 Meeting Minutes

M/S Wickham/Meunier to approve the August 6, 2025 Meeting Minutes. Motion carried by a voice vote.

c. Updated Rules Template - August 6, 2025

M/S Wickham/Meunier to accept the updated template as written. Motion carried by a voice vote.

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

- **Joint Agendas for Committee Meetings** Renee Krueger suggested having one joint agenda for meetings involving multiple committees, which can be posted in two different places. Angela Cummings confirmed that they heard and understood this suggestion.
- **Review of Document Sections** Chris Marlowe indicated that section 207 was updated with current language, but Angela Cummings preferred to skip reviewing it at the moment as they had not had time to do so, and suggested focusing on sections with fewer required changes first. Lyskawa agreed to skip 207 for later discussion and proceeded to 209.
- **Committee Preference and Biography Forms** Lyskawa raised a question regarding the terminology "board member biography form," suggesting "interest survey for committee board and commission appointments" or "committee appointment preferences sheet" might be more appropriate. Cummings recalled that the biography form was previously discussed and decided against, advocating for an interest survey that asks about the reason for interest. Marlowe proposed removing "member biography form" and retaining "committee preference sheet".
- **Submission Deadline for Committee Preference Forms** Cummings inquired about the deadline for returning committee preference forms, noting that late submissions caused issues in the past and suggesting an earlier submission. Marlowe agreed on the need for an earlier deadline, perhaps by the Thursday or Friday before the organizational meeting, to allow time for follow-up on uncollected forms.
- **Board Relationship with Administrative Coordinator and Department Heads** Lyskawa initiated a discussion on the relationship between board supervisors, the administrative coordinator, and department heads, seeking input from Krueger. Krueger provided insights on the pros and cons of direct communication between supervisors and staff, emphasizing the supervisor's role as a liaison for constituents rather than an operational expert. Renee highlighted the importance of clear communication processes to avoid liabilities and workload issues, especially concerning complaints and confidential matters.
- **Complaint Process and Supervisor Communication** Krueger stated that formal complaint processes should be followed by each department, and supervisors should direct individuals to these processes rather than investigating complaints themselves, particularly for ADA or civil rights issues. Marlowe suggested that information on communication hierarchy and complaint processes should be part of supervisor orientation. Krueger suggested that department heads should be the primary point of contact for questions, possibly directing supervisors to committee chairs.

- **Concerns about Communication Flow and Committee Chair Burden** Marlowe expressed concern that requiring supervisors to go through committee chairs for information might cause delays, especially with urgent agenda items for county board meetings. Marlowe also suggested considering additional compensation for committee chairs due to the increased responsibilities.
- **Clarifying Communication Protocol for Supervisors** Krueger suggested adding language to the policy to clarify that county board members can directly ask department heads simple questions for clarification, but more detailed requests or reports should be coordinated through the administrative coordinator. She also suggested keeping the ordinance wording as is but providing a separate handout with a suggested hierarchy during orientation to allow flexibility for supervisors in obtaining information.
- **Review of Administrative Coordinator's Role and Vacancies** Angela Cummings questioned the statement that department heads report to the administrative coordinator, seeking clarification on the administrative coordinator's oversight. Chris Marlowe noted that some duties, like signing time sheets, are authorized through the administrative coordinator's job description, not ordinance. The discussion then shifted to vacancies in the office of a county board member, with Krueger explaining the statutory process for appointments. Krueger also suggested that the process for filling vacancies should be clearly laid out, ensuring transparency and appropriate confirmation by the board.

5. Develop Further Work Details

Official Statements by Board Members and Future Agenda Lyskawa confirmed that section 213, regarding official statements by board members, was acceptable as written. The meeting concluded with plans for Krueger to work on the wording for section 211 and for Marlowe to revise section 212. They also concluded that committee members would focus on sections 206, 214, 215, before the next meeting and Chapter 3 and 4 topics in future meetings.

6. Upcoming Meeting Dates (September)

- September 3, 2025, at 2:30pm in Room 247/248**
- September 17, 2025, at 2:30pm in Room 247/248**

7. Adjourn

Lyskawa adjourned the meeting at 3:40pm