

Minutes

Cuyahoga County Administrative Rules Board
Thursday, February 5, 2015
2079 E. Ninth Street, 4th Floor - Committee Room B
Cleveland, OH 44115

1. CALL TO ORDER

The meeting was called to order at 10:35 a.m.

2. ROLL CALL

Attending:

Majeed Makhoulf, Director of Law
Ruchi Asher, Assistant Law Director (Alternate for Nora Hurley)
Mike King, County Council Special Counsel
Chris Murray, Director of the Office of Budget and Management
Darlene White, Deputy Director of Law for Risk Management

3. PUBLIC COMMENT RELATED TO THE AGENDA

There was no public comment related to the agenda.

4. GENERAL DISCUSSION

Majeed Makhoulf provided a general explanation of the purpose and operations of the Administrative Rules Board.

a. Types of regulations covered by the Administrative Procedures Act

Majeed reviewed and provided examples of the types of regulations covered by the Act. In addition to the list presented, Mike King added that instruction or guidance documents created by County entities do not require review.

Jeannette Wright provided the example of the contract with a buyer on a tax lien sale, and asked if this type of item would be subject to review. Majeed responded that contracts are not subject to review by the ARB.

Kathy Geopfert asked for clarification on the department required to bring forward various types of rules.

Dale Miller asked whether the Board website and Administrative Code sites will be separate. Majeed responded that they would be separate but linked.

Rich Opre asked if rules such as those relating to debarment suspension and Technology Advisory Committee (TAC) would be subject to review. Majeed clarified that rules or regulations already contained within the Charter or County Code are not subject to review. Rules promulgated by departments that go beyond those which are already contained within the Charter or Code, and regulate other departments or the public, would be subject to review.

Jeannette Wright provided another rule example – the Treasury’s standing 10 a.m. deadline for payment, and asked if it is subject to review. Majeed noted rules of that nature that are not in the Code, and affect someone’s rights would be subject to review.

- b. County entities covered the Administrative Rules Act
Majeed review the various County entities that are covered by the Act.

5. RULES POSTED ~~2/3~~ 4/15 FOR PUBLIC COMMENT

- a. College Savings Account Program Description (Executive Office) – temporary approval, comment deadline ~~2/10~~ 11/15
- b. Board of Revision Rules of Procedure – permanent approval, comment deadline ~~2/17~~ 18/15
- c. Cuyahoga County Inventory Policy (Fiscal Office) – temporary approval, comment deadline ~~2/10~~ 11/15
- d. Cuyahoga County Capital Assets Policy (Fiscal Office) – temporary approval, comment deadline ~~2/10~~ 11/15

Majeed announced the four rules that are currently posted for public comment, as listed on the agenda. He noted that at the outset of the process, approved Rules will likely be posted on the web in the Administrative Code as PDF attachments. Eventually, all rules will be consistently formatted and contained in a single document.

Mike King and Melinda Burt reviewed the schedule of deadlines for submission of Board meetings remaining in February. Rules to be reviewed at the February 19th meeting must be submitted to the clerk by February 12th. Rules to be reviewed at the February 26th meeting must be submitted to the Clerk by February 17th. Special meetings may be scheduled to accommodate all of the rules.

It was requested that a Countywide email go out regarding the website and rules currently posted for public comment.

6. MISCELLANEOUS BUSINESS

Melinda Burt noted that minutes for the 2/2 and 2/5 meeting would be reviewed and approved at the 2/12 meeting. Majeed reviewed the Board’s meeting schedule, and the three Resolutions passed by the Board at the 2/2 meeting.

Dale Miller asked for verification of the permanent meeting location, which has been established as 4th Floor Committee Room B.

7. PUBLIC COMMENT UNRELATED TO THE AGENDA

There was no public comment unrelated to the agenda.

8. ADJOURNMENT

Majeed Makhoulf motioned to adjourn; Mike King seconded. The motion to adjourn was unanimously approved at 11:40 a.m.