

Administrative Rules Board

MINUTES

Thursday, February 19, 2015, 10:30 a.m.

Administrative Headquarters

2079 E. Ninth Street, 4th Floor – Committee Room B

1. CALL TO ORDER

The meeting was called to order at 10:30 a.m.

2. ROLL CALL

Attending:

Majeed Makhoulf, Law Director

Chuck Cavano, Office of Management and Budget (Alternate for Chris Murray)

Michael King, Special Counsel, County Council

Darlene White, Deputy Law Director, Risk Management

3. REVIEW AND APPROVAL OF MEETING MINUTES – 2/12/15 meeting

Darlene White motioned to approve the minutes, as written; Mike King seconded. The minutes from the February 12, 2015 ARB meeting were unanimously approved.

4. PUBLIC COMMENT RELATED TO THE AGENDA

There was no public comment related to the agenda.

5. RULES FOR 1st READING

- a. Rules of Procedure (Board of Revision) – permanent approval
(comment deadline 2/18/15)

Dan Harbaugh, Board of Revision, presented the “Evidence” and “Continuances” sections of the Board of Revision *Rules of Procedure*. Majeed Makhoulf noted a correction in the Continuances section – the question mark at the end of the first sentence should be replaced with a period. Majeed also asked if the Board accepts evidence submitted electronically if the document exceeds 50 pages in length. Dan responded that the Board will accept electronic submittals of any length. The Board recommended clarifying the language of the Evidence section to indicate that electronic submittals are permissible. The Board determined that no further postings are necessary for this rule, given that the revisions amount to a correction and a clarification.

6. RULES FOR 2ND READING & APPROVAL

- a. College Savings Account Program Description (Executive Office) – temporary approval

Mike King motioned for temporary approval of the *College Savings Account Program Description*; Chuck Cavano seconded the motion. The motion was unanimously approved.

- b. Capital Assets Policy (Fiscal Office) – temporary approval

Mike King motioned for temporary approval of the Fiscal Office's *Capital Assets Policy*; Majeed Makhoulouf seconded the motion. The motion was unanimously approved.

c. Inventory Policy (Fiscal Office) – temporary approval

Lindy Burt, Clerk, noted the revisions made to the policy since first reading. The Controller clarified that IT equipment inventories would be managed by the Department of Information Technology for all departments and County entities, with the exception of those departments or entities that have their own, internal IT staff.

Mike King motioned for temporary approval of the Fiscal Office's *Inventory Policy*; Majeed Makhoulouf seconded the motion. The motion was unanimously approved.

7. RULES POSTED FOR PUBLIC COMMENT

a. Various procurement policies - Office of Procurement & Diversity (comment deadline 2/24/15)

Lindy Burt noted that policies for the Office of Procurement and Diversity were posted online on 2/17/15, and will receive first reading at the 2/26/15 Board meeting. In addition, policies of the Department of Development were posted on 2/18/15 and will be reviewed at the 2/27/15 Special Meeting.

8. MISCELLANEOUS BUSINESS

a. Reminder – Special meetings to be scheduled for 2/27/15, 9:30 a.m. & 3/2/15, 9:30 a.m.

Lindy Burt reminded the Board that two special ARB meetings have been scheduled in order to accommodate additional rule review, given the 2/28/15 rule expiration date.

Majeed led a discussion of the formatting of the County Administrative Code. He noted that initially, the Code would likely contain links to PDFs of approved rules. However, the goal is to incorporate all rules approved by the Board into a single Code document with consistent formatting. Majeed also recommended that future meeting agendas be formatted in a manner similar to that for the Board of Control, assigning a unique number to each rule under consideration.

Dan Harbaugh, Board of Revision, asked for recommendations around rules pertaining to deadlines that happen to fall on a weekend. Majeed suggested that the Board of Revision create and apply a general rule that defers deadlines that occur during a weekend to the next business day.

9. PUBLIC COMMENT UNRELATED TO THE AGENDA

During the Public Comment section, Mike Chambers, Department of Public Works, referred to the rules currently posted by the Office of Procurement and Diversity, and asked if the department order dollar threshold could be increased. Majeed explained that this threshold is established by County Code, and that the legislation would have to be amended by County Council. Mike King noted that this section of the Code is currently under review.

There was no further public comment unrelated to the agenda.

10. ADJOURNMENT

Majeed Makhoulf motioned to adjourn; Chuck Cavano seconded. The motion to adjourn was unanimously approved at 10:54 a.m.