

**Minutes**

Administrative Rules Board  
Thursday, March 12, 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 10:33 a.m.

2. ROLL CALL

Attending:  
Bob Triozzi, Law Director  
Ruchi Asher, Assistant Law Director (alternate for Nora Hurley)  
Mike King, Special Counsel, County Council  
Chris Murray, Director of Office of Budget and Management  
Darlene White, Deputy Law Director for Risk Management

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

The minutes of the March 2, 2015 Administrative Rules Board Meeting were unanimously approved, as written.

4. PUBLIC COMMENT RELATED TO THE AGENDA

There was no public comment related to the agenda.

5. RULES CURRENTLY POSTED FOR PUBLIC COMMENT

<b>Requesting Entity</b>	<b>Rule Title</b>	<b>Temporary or Permanent Adoption</b>	<b>Deadline for Public Comment</b>	<b>Meeting Date for 1<sup>st</sup> Reading</b>
Fiscal Office	<i>Fiscal Officer Designee</i>	Temporary	3/17/15	3/19/15

6. MISCELLANEOUS BUSINESS

a. Discussion – Rules of Procedure

Lindy Burt lead members through a discussion of a draft of the Board’s Rules of Procedure. Board members provided clarification and suggestion on various sections of the document. Bob Triozzi stated that if there are less than three rule matters tentatively scheduled for a meeting agenda - unless departments indicate a sense of urgency - he would defer and consolidate those items with additional items at an upcoming meeting. This approach will minimize demands on staff time, while ensuring that proposed rules and other issues of business can still be addressed in a timely fashion.

Lindy stated that she would revise the Rules, as discussed, and email a second draft to Board members for review. Members agreed that the revised draft could be brought forward for discussion at upcoming regular meeting. The next step would be to vote on acceptance of the rules, and submit through the ARB process for incorporation into the Administrative Code.

b. Discussion – Administrative Code format

Lindy Burt informed the Board that a draft outline of the Administrative Code format would be submitted to Board members for review and discussion shortly. Mike King suggested that organization of the Code according to “subject areas” would work well. It was also noted that adoption of a numbering system that is distinct from that utilized by the County Code would help to prevent confusion across the two sets of legislation.

7. PUBLIC COMMENT UNRELATED TO THE AGENDA

There was no additional public comment unrelated to the agenda.

8. ADJOURNMENT

A motion to adjourn was unanimously approved at 11:03 a.m.