

Minutes

Administrative Rules Board

Thursday, November 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 10:32 a.m.

2. ROLL CALL

Attending:

Robin Wilson (Alternate for Bob Triozzi)

Ruchi Asher (Alternate for Nora Hurley)

Maggie Keenan, Director, Office of Budget and Management

Mike King, Special Counsel, County Council

Darlene White, Deputy Directory, Risk Management

3. REVIEW AND APPROVAL OF MEETING MINUTES – 8/06/15 meeting

Darlene White motioned to approve the minutes from the August 6, 2015 meeting, as written; Mike King seconded. The minutes were unanimously approved.

4. PUBLIC COMMENT RELATED TO THE AGENDA

There was no public comment from the members of the audience. Lindy Burt deferred comments on items scheduled for first reading to Section 5 of the agenda.

5. ITEMS FOR 1ST READING

Resolution No.	Requesting Entity	Rule Title	Temporary or Permanent Adoption
ARB2015-0015	Fiscal Office	<i>Capital Assets Policy</i>	Permanent
ARB2015-0016	Fiscal Office	<i>Inventory Policy</i>	Permanent
ARB2015-0017	Office of Procurement & Diversity	<i>Various policies</i>	Temporary

Lindy Burt requested that the Board change the order of discussion on items to be heard for first reading, since Lenora Lockett - in attendance - needed to attend a meeting at 11:00 a.m. Lindy referred the Board to comments she submitted via email on the various policies promulgated by the Office of Procurement & Diversity, under consideration for temporary approval. Discussion ensued between Board members and Lenora Lockett on the procurement rules and comments submitted. Discussion largely focused on the need for the Board to provide clarity to the Department on which content of the current policies are rules, versus guidance and instruction. Lenora stated that the current policies would be updated to replace references

to the “Contracts and Purchasing Board” with “Board of Control,” and that references to procurement systems and Executive titles would be updated as new systems and titles are implemented. She requested temporary approval of the policies through August 31, 2016. The Board agreed that the policies could come forward for second reading.

Discussion then turned to the Fiscal Office’s Capital Assets Policy and Inventory Policy. Lindy Burt reviewed comments she submitted on these policies, and shared responses received through email from Amy Himmelein, who was unable to attend.

Board members agreed that the

6. ITEM FOR 2nd READING & APPROVAL - *none*
7. MISCELLANEOUS BUSINESS
 - a. Rules Currently Posted for Public Comment – none
8. PUBLIC COMMENT UNRELATED TO THE AGENDA

There was no public comment unrelated to the agenda.

9. ADJOURNMENT

Mike King motioned to adjourn; Darlene White seconded. The motion to adjourn was unanimously approved at 11:09 a.m.