



# Howard County Council

George Howard Building  
3430 Court House Drive  
Ellicott City, Maryland 21043-4392

## COUNCILMEMBERS

Christiana Rigby, Chair  
District 3

Deb Jung, Vice Chair  
District 4

Liz Walsh  
District 1

Opel Jones  
District 2

David Yungmann  
District 5

## Monthly Meeting June 12, 2023 – Approved Minutes

Hybrid Meeting (Virtual and In-Person Meeting)  
Video Streamed on <https://cc.howardcountymd.gov/watch-us>  
Monday, June 12, 2023  
9:30 a.m.

Chair Rigby opened the meeting at 9:35 a.m.

**Members Present:** Christiana Rigby, Chairperson; Deb Jung, Vice Chairperson; Opel Jones; Liz Walsh; and David Yungmann.

**Staff Present:** Theo Wimberly, Administrative Manager; Lynne Blume Rosen, Legislative Analyst, Owen Kahn, Legislative Analyst, Jeff Meyers, Legislative Analyst, Roz Hightower, Administrative Support; Gary Kuc, County Solicitor; Amanda Mihill, Assistant County Solicitor; Craig Glendenning, County Auditor; Lori Buchman, County Auditor's office.

### Agenda:

#### **Review of the Draft Administrative Policies and Procedures Redline Document**

Chair Rigby discussed the establishment of an internal committee to update the Administrative Policies and Procedures. Chair Rigby reviewed the process today for the Council Members to discuss for 15 minutes each section that needs additional discussion to resolve outstanding questions and hopefully vote on the policy changes. She also discussed the need to think about the next steps if Council Members are unable to reach consensus on a policy, for example, to allow the Administrator to develop a policy or to not make any changes to the current policy.

Mr. Wimberly provided an overview of the process used by the internal Administrative Policies and Procedures Committee.

#### **Section 103.1 Public Relations; External Events**

*If the Chair is unable to attend an external event, what is the process to select a Council Member to represent the Council Body?*

The Council Members agreed to:

- further discuss an event matrix that defines various types of events (action item); and

- revise the language to make it more objective than subjective with the language below as a possible model:

When the Council is to be represented at county wide external events or when the Council is to be represented as body, the following protocol shall establish the Council's representation: the Chair, if not available to attend the event, shall use best efforts to defer to the Vice Chair. If the Vice Chair is not available, the Chair shall use best efforts to defer to the District Council Member. If the District Council Member is not available, the Chair shall use best efforts to defer to another Council Member.

### **103.2. Public Relations, Honorary Resolutions, Certificates**

*Should the presentation of Honorary Resolutions be consistent with Section 103.1 Policy?*

The Council Members agreed to:

- review and approve an annual draft honorary resolution list each January (action item);
- further discuss which events should be limited to certificates (action item); and
- further discuss criteria for distinguishing between recognitions that warrant certificates versus honorary resolutions (action item).

### **103.4 Public Relations, Council Letterhead**

*How much time is needed prior to the release of a communication on Council letterhead to review the communication? What is the process for release of a time sensitive Council communication?*

The Council Members agreed to the following revisions:

If three or more Council Members want to issue a communication on Council letterhead, the Council Administrator shall circulate the draft communication to the Council Body for review and approval no less than FOUR working days prior to the use of Council letterhead TO ALLOW THE ADMINISTRATOR TWO WORKING DAYS TO DRAFT THE COMMUNICATION AND TWO WORKING DAYS TO CIRCULATE AND REVISE THE COMMUNICATION. For the release of a time sensitive communication, the Council Administrator ~~shall~~ MAY EXPEDITE THE TIMELINE TO circulate the draft communication to the Council Body for review and approval ~~no less than ?? days~~ prior to the release of the communication. A COUNCIL MEMBER MAY REQUEST TO REMOVE THE COUNCIL MEMBER'S NAME FROM THE SIGNATURE LINE. If two or less Council Members want to issue a communication, individual letterhead will be used.

### **201.1 Legislation, Drafting**

*Should the Policy provide for the employment of a contractual legal advisor for drafting legislation?*

The Council Members agreed that a contractual legal advisor may be retained for the receipt of a second opinion regarding the legal sufficiency of legislation:

AFTER RECEIPT OF AN OPINION FROM THE OFFICE OF LAW THAT LEGISLATION IS LEGALLY INSUFFICIENT, THE Council may at its discretion, and subject to the provisions in its budget or supplementary appropriation, by Resolution employ on a contractual basis a legal advisor the Council may consider

necessary for the ~~drafting of legislation~~ RECEIPT OF A SECOND OPINION REGARDING THE LEGAL SUFFICIENCY OF THE LEGISLATION, in accordance with Section 216 of the County Charter.

*What is the process for handling requests for similar or identical legislation or amendments?*

The Council Members agreed to not change the current language.

*Should the drafter include a short title on each bill that provides a general description of the bill?*

The Council Members agreed to receive guidance on this issue from the Legislative Analysts (action item).

*Should the Administrator be allowed to deny untimely requests due to workload (legislation, research (Section 201.7, and honorary resolutions (Section 103.2)?*

The Council Members agreed that the Administrator can deny an untimely request.

#### **201.4 Legislation, Monthly Meetings and Work Sessions**

*What are the procedures to determine the agenda for a Monthly Meeting and a Work Session (timeline/deadline for input, setting time allocation, sending participant invites, and process to send topics of discussion/questions to the Administration subject matter experts?*

The Council Members agreed to further discuss this section, including what is the purpose of a Monthly Meeting and that Work Sessions are for discussion of legislative items (action item).

Chair Rigby adjourned the meeting at 12:03 p.m.