



# 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  
Opel Jones  
District 2  
Liz Walsh  
District 1  
David Yungmann  
District 5

### **Council Meeting on Administrative Policies and Procedures** **Minutes – Approved**

Hybrid Meeting (Virtual and In-Person Meeting)  
Video Streamed on <https://cc.howardcountymd.gov/watch-us>  
Tuesday, November 15, 2023  
2:00 p.m.

Chair Rigby opened the meeting at 2:06 p.m.

**Councilmembers present:** Chair Christiana Rigby, Vice-Chair Deb Jung; Liz Walsh; Opel Jones; and David Yungmann

#### **Staff Present:**

Michelle Harrod, Council Administrator; Isaiah Anderson, Executive Assistant to the Council Administrator; Theo Wimberly, Administrative Manager; Lynne Blume Rosen, Legislative Analyst; Owen Kahn, Legislative Analyst; Craig Glendenning, County Auditor; Owen Clark, Deputy County Auditor; Lori Buchman, Deputy County Auditor, and Amanda Mihill, Assistant County Solicitor.

Ms. Rigby reviewed the purpose of the meeting is to review and provide final comment on nine outstanding policies and procedures.

The Council Members agreed to vote on the Administrative Policies and Procedures today consistent with any edits that are made today.

The Minutes of the July 31, 2023 Council Meeting on the Administrative Policies and Procedures were previously approved on September 5, 2023.

#### **Agenda**

Review Proposed Language for Certain Policies and Procedures

##### **1. 103.1 Public Relations, External Events**

The Council Members voted 5-0 in favor of the following changes to the Policy:

- In the fourth bullet, strike “the Council or”;
- In the sixth paragraph, strike “district specific event” and substitute “District Event”;

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- Strike the seventh paragraph;
- In the first sentence of the eighth paragraph, strike “special invitation” and substitute “Special Invitation Event”; and
- In the eighth paragraph, begin a new paragraph with the fourth sentence of that paragraph.

## 2. 103.2 Public Relations, Honorary Resolutions, Certificates

The Council Members discussed:

- the types of events that are appropriate for the presentation of honorary resolutions and certificates, for example, what constitutes a milestone event and distinctions between prestigious and important;
- various perspectives regarding the importance of an event;
- recognition of the various heritage months; and
- the use of certificates of appreciation and certificates of recognition; and
- a preference for the presentation of honorary resolutions and certificates at events in the community.

Ms. Harrod reviewed the current process of how honorary resolutions are generated and distributed for review by the Council Members.

The Council Members voted in favor of the following changes to the Policy:

- In number 1, strike “an important” and substitute “a milestone”; before “landmark”, insert “or dedication of a”; and strike “or other important occasion”. The roll call vote called by the Administrator was: Yea: Council Members Jung, Walsh, and Yungmann. Nay: Council Members Rigby and Jones;
- Strike number 3. The roll call vote called by the Administrator was: Yea: Council Members Rigby, Jung, Walsh, and Yungmann. Nay: Council Member Jones;
- Strike “important” and substitute “County”; strike “or traditions”. The roll call vote called by the Administrator was: Yea: Council Members Rigby, Jones, Jung, Walsh and Yungmann.
- Strike number five. The roll call vote called by the Administrator was: Yea: Council Members Rigby, Jones, Jung, and Yungmann. Nay: Council Member Walsh.
- Add a preference that Honorary Resolutions be presented at an event in the community, if possible, rather than during a legislative session. The roll call vote called by the Administrator was: Yea: Council Members, Jung, Walsh, and Yungmann. Nay: Council Members Rigby and Jones.
- Council indicated it should be a Certificate of Recognition or a Certificate of Appreciation.

## 3. 103.4 Public Relations, Council Letterhead

The Council Members agreed that there are no changes to Section 103.4

#### 4. 201.1 Legislation, Drafting

The Council Members voted in favor of the following changes to the Policy:

- Strike the fourth paragraph of the Policy and substitute: “After receipt of an opinion from the Office of Law regarding the legal sufficiency or insufficiency of legislation, if two Council Members believe the opinion is in conflict with other legal precedents, the Council Members may at their discretion, and subject to the provisions in the Council’s budget or supplementary appropriation, employ on a contractual basis, at a cost of no more than \$5,000, a legal advisor the Council Members may consider necessary for the receipt of a second opinion regarding the legal sufficiency or insufficiency of the legislation, in accordance with Section 216 of the County Charter. If more than two Council Members believe the opinion conflicts with other legal precedents, the Council Members may at their discretion, and subject to the provisions in the Council’s budget or supplementary appropriation, employ on a contractual basis a legal advisor the Council Members may consider necessary for the receipt of a second opinion regarding the legal sufficiency or insufficiency of the legislation, in accordance with Section 216 of the County Charter.” The roll call vote called by the Administrator was: Yea: Council Members Jung, Walsh, and Yungmann. Nay: Council Members Rigby and Jones.

#### 5. 201.4 Legislation, Monthly Meeting

The Council Members discussed:

- the impact of numbers 1, 2, and 5 of the Procedures because they allow actions by less than three members of the Council acting as a Council body; and
- the impact of the current process on groups, including MACo, Blossoms of Hope, and the Economic Development Authority, that would like to present information to the Council body.

The Council Members voted on the following changes to the Procedures:

- In the second paragraph, after “30 days”, insert “, if possible”. The roll call vote called by the Administrator was: Yea: Council Member Jung. Nay: Council Members Rigby Jones, Walsh, and Yungmann.
- Delete number 5. The roll call vote called by the Administrator was: Yea: Council Members Rigby and Jones. Nay: Council Members Jung, Walsh, and Yungmann; and
- Add the following language “If there are requests from outside organizations, the Administrator will add the requests to the list of suggested topics and distribute the requests to the Council Members to see if the Council Members want the outside organizations to participate in the Monthly Meeting.” The roll call vote called by the Administrator was: Yea: Council Members Rigby, Jones, Jung, Walsh, and Yungmann.

## 6. 201.5 Legislation, Work Session

The Council Members voted on the following change to the Procedures:

- Delete number 5. The roll call vote called by the Administrator was: Yea: Council Members Rigby and Jones. Nay: Council Members Jung, Walsh, and Yungmann.

## 7. 202.1 Financial and Management Audits

The Council Members and Mr. Glendenning discussed the absence of procedures in Section 202.1. The Council Members discussed that they would like to see more details in the future about the procedures relating to the annual audit plan and the report to be prepared every two years reviewing the annual audits.

## 8. 402.2 Financial Management, Council Office

The Council Members discussed that the Procedures comply with County procedures and adopted Section 402.2 as drafted.

## 9. 504 Office Security

The Council Members discussed that there are no changes to Section 504.

The Council Members voted to approve the policies and procedures as amended by the discussion during the meeting today. The roll call vote called by the Administrator was: Yea: Council Members Rigby, Jung, Walsh, and Yungmann. Nay: Council Member Jones.

Chair Rigby adjourned the meeting at 4:08 p.m.