



# 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>  
Monday, July 31, 2023  
11:00 a.m.

Chair Rigby opened the meeting at 11:10 a.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; Lynne Blume Rosen, Legislative Analyst; Craig Glendenning, County Auditor; Owen Clark, Deputy County Auditor; Gary Kuc, County Solicitor; and Amanda Mihill, Assistant County Solicitor.

#### **Agenda**

#### **1. Howard County Council Administrative Policies and Procedures**

The Council Members discussed the following sections of the draft Administrative Policies and Procedures.

##### **a. Policy Review**

- i. 202 Legislation, Budget
  - 1 Should there be a date by which the Council Members should receive the analysis of the budget, or should there be a requirement that the deadline for receipt of the analysis be provided before budget begins?
  - 2 The Council Members agreed that the Council Administrator should add tentative dates to receive the analysis of the budget on the calendar for consideration of the budget and that this comment should be added to the procedure.

ii. 204 Civility

- 1 What are the guidelines for civil discussion to be observed by Council members, staff, or others addressing the Council?
- 2 The Council Members agreed to strike the procedures part of this section.
- 3 The Council Members agreed to adopt a rule that if a quorum is lost, any type of Council meeting must end.

301.1 Personnel

- 4 Should the Job Description for the Administrative Aides contain duties for them, or is there a need to have a detailed listing in the Policies and Procedures?
- 5 The Council Members agreed that the Administrative Aides should have the duties as described in the position descriptions in the Howard County Classification Plan.
- 6 The Council Members also requested a list of what duties every administrative aide can do, the duties that each administrative aide does for the entire Council, and what duties their district staff can do.

iv. 303 Evaluations of Personnel

- 1 Is there guidance available from the Office of Human Resources regarding the evaluation of the Administrator and the Auditor?
- 2 The Council Members discussed that Ms. Bennett should be invited to attend the next Council meeting to discuss options for the evaluation of an Executive Exempt employee.

The Council Members discussed that the remainder of the Agenda items would be discussed at a future Council meeting.

v. 402.2 Financial Management, Council Office

**b. New Policy Proposals**

- i. Financial Management, Audits
- ii. Censure
- iii. Other

**c. Outstanding Policy Decisions**

- i. 103.1 Public Relations, External Events
- ii. 103.2 Public Relations, Honorary Resolutions, Certificates

- iii. 103.4 Public Relations, Council Letterhead
- iv. 201.1 Legislation, Drafting
- v. 201.4 Legislation, Monthly Meetings and Work Sessions

Chair Rigby adjourned the meeting at 12:20 p.m.