

Minutes

Administrative Rules Board

Thursday, June 4, 2015, 10:30 a.m.

Administrative Headquarters

2079 E. Ninth Street, 4<sup>th</sup> Floor – Committee Room B

1. CALL TO ORDER

The meeting was called to order at 10:33 a.m.

2. ROLL CALL

Attending:

Robin Wilson (Alternate for Bob Triozzi)

Chuck Cavano (Alternate for Director, Office of Budget & Management)

Mike King

Darlene White

3. REVIEW AND APPROVAL OF MEETING MINUTES – 4/30/15 meeting

Darlene White motioned to approve the minutes from the April 30, 2015 meeting, as written; Mike King seconded the motion. The minutes were unanimously approved.

4. PUBLIC COMMENT RELATED TO THE AGENDA

There was no public comment.

5. ITEMS FOR 1<sup>ST</sup> READING

Resolution No.	Requesting Entity	Rule Title	Temporary or Permanent Adoption
ARB2015-0015	Administrative Rules Board	<i>Rules of Procedure</i>	Permanent

Lindy Burt provided an overview of the process to date on the approval of the Board’s Rules of Procedure. As required by Resolution, the Rules were publicly posted during the first few weeks of May, and no public comments have been received.

6. ITEM FOR 2<sup>nd</sup> READING & APPROVAL

*There were no items under consideration for 2<sup>nd</sup> reading and approval.*

7. MISCELLANEOUS BUSINESS

- a. Rules Currently Posted for Public Comment – none
- b. Administrative Code – draft for discussion

Lindy Burt presented several options on the Administrative Code format. Discussion ensued, with the members in general agreement that the Administrative Code should generally follow and relate back to the County Code through the selected numbering system. Lindy stated that she would draft some additional alternatives reflecting Board comments for discussion at the next meeting.

Lindy reviewed a list of various County policies, generated through discussion with Mike King, which could possibly come forward to the Board for approval. She will be conducting follow up with department heads to gauge potential for submittal.

Mike King reported that he recently attended a presentation on rulemaking from the Director of Ohio's Joint Committee on Agency Rule Review (JCARR). He explained that JCARR reviews all rules according to six different standards. He suggested that some of these could serve as models for the County's rulemaking process. Of the six, three are already covered in the County's own Administrative Rules Board legislative standards. A fourth, related to adverse impact on business, is not applicable. Mike recommended that the Board consider two of the JCARR standards for possible implementation in the future. One requires preparation of a written summary and fiscal analysis of the proposed rule, while the other requires compliance with ORC sections that establish standards for rule "incorporation by reference."

#### **8. PUBLIC COMMENT UNRELATED TO THE AGENDA**

*There was no further public comment.*

#### **9. ADJOURNMENT**

Chuck Cavano motioned to adjourn; Darlene White seconded the motion. The motion to adjourn was unanimously approved at 11:05 a.m.