




Administrative Rules Board Meeting
AGENDA
Thursday, January 14, 2016, 10:30 a.m.
Administrative Headquarters
2079 E. Ninth Street, 4th Floor – Committee Room B

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REVIEW AND APPROVAL OF MEETING MINUTES – 12/17/15 meeting**
4. **PUBLIC COMMENT RELATED TO THE AGENDA**
5. **ITEMS FOR 1ST READING - none**
6. **ITEM FOR 2nd READING & APPROVAL**

Resolution No.	Requesting Entity	Rule Title	Action
ARB2015-0018	Debarment Review Board	Rules of Procedure  Debarment_Rules_amended_vAgenda.pdf	Amend permanent rule

7. **MISCELLANEOUS BUSINESS**

- a. 2016 meeting schedule and Board membership - reminder
- b. Proposed changes: Administrative Rules Board Rules of Procedure, Section VI (A) – “Public Comment Period - Minimum Time Period for Publication” (attached here)



ARB-Rules-of-Procedure_amend-011416_.pdf

8. **PUBLIC COMMENT UNRELATED TO THE AGENDA**
9. **ADJOURNMENT**

Administrative Rules Board

MINUTES

Thursday, December 17, 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 10:30 a.m.

2. ROLL CALL

Attending:

Robin Wilson (Alternate for Bob Triozzi), Chairperson

Darlene White, Deputy Director for Risk Management, Law Department

Chuck Cavano, Office of Budget and Management (Alternate for Maggie Keenan)

Absent:

Nora Hurley

Mike King

3. REVIEW AND APPROVAL OF MEETING MINUTES – 12/10/15 meeting

Darlene White motioned to approve the minutes from the December 10, 2015 meeting, as written; Chuck Cavano seconded. The minutes were unanimously approved.

4. PUBLIC COMMENT RELATED TO THE AGENDA

Reverend Pamela M. Pinkney Butts provided public comment related to the Minimum Demolition and Maintenance Standards rules.

Mark Griffin, Inspector General, provided comment related to the amendments proposed to the Debarment Review Board's Rules of Procedure, item ARB2015-0018. He stated he has submitted comments to the Debarment Board, asking it to reconsider implementing a provision that prohibits the Inspector General from filing a Motion for Reconsideration during a debarment appeal process. Email communications between the Inspector General and members of the Board indicate that the Debarment Board intends to accommodate this request. There were no questions or comments on this matter from the ARB members.

Ken Surratt provided explanation on the amendments proposed to the Department of Development's Minimum Demolition and Maintenance Standards rules. He explained that a provision has been added stipulating that if the project coordinator fails to give advance notice to the Department of Development of a change in the scheduled demolition start date, the County will deduct \$250 from a project's funding award, in order to compensate for staff time lost during an attempt to visit the worksite to conduct an inspection. Chuck Cavano asked how the Department had determined the dollar amount. Ken explained that the \$250 reflects the estimated amount of time it takes for a staff member to travel to the site, conduct the inspection, and return to the office.

Lindy Burt informed Board members that the Demo Rule was posted on the web for 2 days to solicit comment on the proposed change. No comments were received.

5. ITEMS FOR 1ST READING - *none*

6. ITEM FOR 2nd READING & APPROVAL

Resolution No.	Requesting Entity	Rule Title	Action
ARB2015-0018	Debarment Review Board	<i>Rules of Procedure</i>	Amend permanent rule
ARB2015-0019	Development	<i>Minimum Demolition and Maintenance Standards</i>	Amend permanent rule

Item ARB2015-0018 was held at the request of the Debarment Review Board. Lindy Burt stated that Resolution 0018 would likely be brought back for second reading at the Board's next meeting in January.

Darlene White motioned to approve Resolution ARB2015-0019; Chuck Cavano seconded. The motion was unanimously approved.

7. MISCELLANEOUS BUSINESS

- a. Rules Currently Posted for Public Comment – Demolition Program Minimum Standards – final version
- b. Lindy informed the Board that she would be proposing some additions to the Administrative Rules Board's own rules of procedure related to posting times.

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 to adjourn was unanimously approved at 10:46 a.m.