

DATE: November 27, 2019  
TO: LJESS Committee  
FROM: Jill Lodewegen  
RE: Chapter 2 Special LJESS December 5 meeting

Please review below and attached for discussion at the December 5 meeting.

At the November 4 special LJESS committee meeting, staff was tasked with the following:

1. Update section 2.13 to add webinar, to keep the wording regarding authorization but to update the paragraph to make it clearer
2. Research how other counties add or remove member from committees outside of the committees on committees meeting and allowing the chair to appoint himself/herself to any committee.
3. Look into wording for breach of closed session rules. Possibly adding to the ethics code.
4. Look into section 2.16 "Creating a Subgroup" to make sure that prior subgroups that were created would remain if needed.
5. I also requested to be able to look into having per diem Chair/Vice Chair salary and payment for attendance to seminar etc being changed by resolution instead of by ordinance.

Items 1 and 4: The attached draft of Chapter 2 has these updates as noted on pages 18, 19, and 25.

Items 2 and 5: The attached survey shows the responses of the 20 clerks that got back to me. In summary:

- Most do not have a process for removal and if the couple that do either don't have a rule written or if it is written, refers to unexcused absences or being removed by unsatisfactory.
- For adding to the committee if a vacancy accrues, majority say that is a recommendation by the chair.
- For appointing himself/herself to committee, no one had a rule that said they could not. Many stated that they are ex-officio members. Others stated that the committee makeup determined if chair could/would be on it.

Item 3: No documentation for the packet but will be discussed on the 5<sup>th</sup>.

Item 5: Most do by resolution.