

Minutes

Administrative Rules Board

February 12, 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 10:32 a.m.

2. ROLL CALL

Attending:

Majeed Makhoulf, Director of Law

Nora Hurley, Deputy Chief Law Director

Mike King, County Council Special Counsel

Chris Murray, Director, Office of Budget and Management

Darlene White, Deputy Director for Risk Management

3. REVIEW AND APPROVAL OF MEETING MINUTES

a. 2/2/15 meeting

Majeed Makhoulf motioned to approve the minutes from the February 2, 2015 meeting as written; Mike King seconded. The minutes from the February 2nd meeting were unanimously approved.

b. 2/5/15 meeting

Majeed Makhoulf motioned to approve the minutes from the February 5, 2015 meeting as written; Mike King seconded. The minutes from the February 5th meeting were unanimously approved.

4. PUBLIC COMMENT RELATED TO THE AGENDA

There was no public comment related to the agenda.

5. GENERAL DISCUSSION

a. Q & A regarding Board purpose and operations

Majeed Makhoulf briefly reviewed the Board's purpose and functions.

6. RULES FOR 1st READING (Tentative)

a. College Savings Account Program Description (Executive Office) – temporary approval (comment deadline 2/11/15)

Ken Surratt, Executive Office, presented the College Savings Account Program Description for first reading. He also reviewed and responded to two public comments submitted by Amy Himmelein, Controller from the Fiscal Office, and responded to questions from the Board.

b. Cuyahoga County Inventory Policy (Fiscal Office) – temporary approval (comment deadline 2/11/15)

c. Cuyahoga County Capital Assets Policy (Fiscal Office) – temporary approval (comment deadline 2/11/15)

Amy Himmelein, Controller in the Cuyahoga County Fiscal Office, reviewed the Inventory Policy and Capital Assets Policy. She responded to public comments submitted by Jeff Mowry, the County's Chief Information Officer, and to questions raised by the Board. Discussion ensued around the policy requirement for the County Department of Information Technology (IT) to inventory all County entities' computer equipment. IT would prefer that in those County entities that have their own IT staff, that the inventory be conducted by the "in-house" staff. Amy agreed she would research this further.

7. MISCELLANEOUS BUSINESS

Majeed reviewed the ARB website, currently in development but close to completion. He also announced that two special meetings would be scheduled in order to accommodate department rule review by 2/28/15. Majeed motioned to hold special meetings on Friday, February 27th at 9:30 a.m. and on Monday, March 2nd at 9:30 a.m. Nora Hurley seconded both motions. The motions were both unanimously approved.

8. PUBLIC COMMENT UNRELATED TO THE AGENDA

There was no further public comment.

9. ADJOURNMENT

Majeed Makhoulf motioned to adjourn; Nora Hurley seconded the motion. The motion to adjourn was unanimously approved at 11:09 a.m.