

RESOLUTION NO. 2015- 04

A RESOLUTION PRESCRIBING THE ROLES OF THE COUNTY COMMISSION AND THE COUNTY ADMINISTRATOR IN ADMINISTRATION OF COUNTY GOVERNMENT

WHEREAS, by County Resolution 2012-39, the Board of County Commissioners identified the County Administrator as the Chief Administrative Officer of the County and empowered the person holding said office with the authority to hire, discharge from employment and to discipline County Department Directors and to coordinate and supervise the administrative operations of all County departments; and

WHEREAS, all County officers, directors and employees are administratively responsible to the County Administrator; and

WHEREAS, with the creation of the position of County Administrator and the delegation of administrative responsibility and authority to that office, this Board of County Commissioners recognizes its responsibility, both collectively and as individual County Commissioners, to refrain from any conduct which interferes with or undermines the County Administrator's authority to perform the duties and responsibilities of said office or to maintain a proper chain of command. and

WHEREAS, keeping in mind the principles outlined above, the Board of County Commissioners deems it necessary and appropriate to clarify the roles of the County Commission and the County Administrator in the administration of

County operations to ensure the orderly and efficient management of Reno County government.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that:

1. Direct oversight of the County Administrator shall be exercised by the Board of County Commissioners acting collectively as a Board and not by any individual County Commissioner. No County Commissioner, acting individually, shall have the authority to direct the County Administrator in the performance of the duties of that office nor shall any attempt be made to do so.

2. That any County Commissioner having an objection to or concerns with the job performance of the County Administrator shall report such concerns to the entire Board of County Commissioners for review and action deemed necessary and appropriate.

3. That complaints regarding County services or requests for services made directly to a County Commissioner shall be referred by the County Commissioner to the County Administrator for a response. The County Administrator or a Department Director to whom the matter has been referred by the County Administrator, shall provide a timely response directly to the complaining or requesting party.

4. If a County Commissioner is dissatisfied with the response of the County Administrator to a citizen's complaint or request for services, the matter

may be referred to the Board of County Commissioners for review and such action deemed appropriate by the Board.

5. A County Commissioner shall not direct any Department Head or other County employee to undertake any job related task or to direct the manner in which such tasks are undertaken.

6. A County Commissioner shall not ask Department Heads to grant exemptions or to change existing policies or practices. If a County Commissioner desires that an exemption be granted or that an existing policy or practice be changed, the matter shall be referred to the County Administrator or to the Board of County Commissioners.


7. A County Commissioner may contact a County Department Head directly in order to gather general information with respect to Department policies and procedures concerning an issue pending before or to be presented to the entire Board of County Commissioners. The County Administrator shall be advised of such requests in advance and preferably all such requests shall be made first through the County Administrator.

8. A request by a County Commissioner for statistical reports or the compilation of Department information not otherwise required to be disclosed under the Kansas Open Records Act shall be made to the County Administrator. All such requests shall be accompanied by disclosure of the purpose and intent for which the request is made and the identity of such persons, if any, to whom the County Commissioner intends to provide such information. Requests for


documents available to the public under the Kansas Open Records Act may be made by a County Commissioner directly to a Department Head or to the County's Information Officer.

ADOPTED in regular session this 24 day of February, 2015.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS



JAMES D. SCHLICKAU, Chairman



DAN DEMING, Member

BRAD DILLON, Member

ATTEST:



Donna Patton, Reno County Clerk