

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council of Howard County, Maryland

2022 Legislative Session

Legislative Day No. 4

Bill No. 12-2022

Introduced by the Chairperson at the request of the County Executive

AN ACT to amend who may delegate duties to the Human Resources Administrator; to clarify who the Chief Administrative Officer may delegate regarding the administration of the County's risk management programs; and generally relating to functions of the Department of County Administration.

Introduced and read first time _____, 2022. Ordered posted and hearing scheduled.

By order _____
Michelle Harrod, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2022.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2022 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ___ day of _____, 2022 at ___ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive _____, 2022

Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment

1 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the Howard
2 County Code is amended as follows:

3 *By amending Subsection (d) of Section 1.102 “Office of Human Resources”*

4 *By amending Subsection (d)(7) of Section 6.401 “Department of County Administration”*

5
6 **Title 1. Human Resources.**

7 **Subtitle 1. Human Resources Administration.**

8 **Part I. Definitions; Human Resources System**

9
10 **Section 1.102. Office of Human Resources.**

11 (d) *Duties and Responsibilities of Human Resources Administrator.* The Human Resources
12 Administrator shall perform the functions as assigned by the CHIEF ADMINISTRATIVE OFFICER,
13 THE Personnel Officer or as prescribed by law.

14
15 **Title 6. County Executive and the Executive Branch.**

16 **Subtitle 4. Department of County Administration.**

17
18 **Section 6.401. Department of County Administration.**

19 (d) *Duties and Responsibilities:*

20 (7) *Risk management.* REGARDING THE COUNTY’S RISK MANAGEMENT, LOSS
21 PREVENTION, AND INSURANCE MANAGEMENT PROGRAMS, THE CHIEF
22 ADMINISTRATIVE OFFICER MAY (1) DESIGNATE AN INDIVIDUAL TO OVERSEE THE
23 ADMINISTRATION OF THE COUNTY’S PROGRAMS AND (2) DESIGNATE AN INDIVIDUAL
24 TO DIRECTLY ADMINISTER THESE PROGRAMS WHO [[The Chief Administrative
25 Officer or the officer's designee shall administer the County's risk management,
26 loss prevention, and insurance management programs, and]] shall:

- 27 (i) Develop insurance recommendations and coordinate insurance
28 procurement packages;
- 29 (ii) Coordinate, develop, and manage in-house cost containment/loss control
30 procedures;
- 31 (iii) Determine the allocation cost of self insurance and purchased insurance to

- 1 the various agencies;
- 2 (iv) Review the County's contracts to determine liability impact;
- 3 (v) Supervise the County's safety program;
- 4 (vi) Supervise the claims management function involving the receipt,
- 5 adjustment and disposal of claims filed against the County;
- 6 (vii) Authorize the denial and payment of liability claims;
- 7 (viii) Submit an annual report to the County Executive on the activities of the
- 8 risk management function and the status of the risk management fund; and
- 9 (ix) Perform any other task necessary to administer the County's risk
- 10 management program.

11

12 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland that

13 *this Act shall become effective 61 days after its enactment.*