

ADMINISTRATIVE CODE

Effective: January 22, 2020

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County of Morris Administrative Code

Article 1
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Article General Provisions	Effective Date 5/23/90	Approval  Board of Chosen Freeholders
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1.1 **Title**

This Code shall be known and may be cited as The Morris County Administrative Code.

1.2 **Purpose**

This Code shall provide, pursuant to PL 1987, Chapter 236 (N.J.S.A. 40:20-1 et seq.), for the relationships among the Board of Chosen Freeholders, the Administrator, and the administrative agencies, and for the organization and functions of the administrative departments.

1.3 **Application**

This Code shall replace and supersede all prior Administrative Codes.

1.3 **Severability**

Should any part of this Code be declared invalid by a court of competent jurisdiction, none of the remainder shall be impaired or invalidated thereby, but shall remain in full force and effect.



County of Morris Administrative Code

Article 2

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Subject: Board of Chosen Freeholders / Clerk of the Board	Effective Date: 5/23/90 Rev. 12/13/17 Effective 1/1/18 Rev. 3/13/19 Effective 3/13/19 Rev. 1/08/20 Effective 1/22/20	Approval:  Board of Chosen Freeholders
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2.1 Election, Term

Board members shall be elected annually for overlapping three-year terms, pursuant to N.J.S.A. 40:20-23 and shall organize annually.

2.2 Powers, Duties, Delegation

The Board, possessing all the powers and duties vested in Boards of Chosen Freeholders pursuant to PL 1987, Chapter 236 (N.J.S.A. 40:20-1 et seq.), hereby delegates to the County Administrator such executive and administrative powers, duties, functions, and responsibilities as are specified in Article 3 below.

2.3 Acting As a Body

The Board shall act in all matters as a body, and shall interact with the day-to-day business of the County through the Administrator. Neither the Board nor its members shall provide directives to any employee who are subject to the direction of the Administrator.

The Freeholder Director, with the advice and consent of the Board, shall annually appoint, from among the members of the Board, Liaisons to the various County Departments / Divisions, and Independent Autonomous Entities.

The role of a Liaison shall be limited to ensuring that the Board remains currently advised of the activities, accomplishments, and challenges within each of those County Departments / Divisions, and Independent Autonomous Entities to which they have been assigned as the Liaison.

No member shall seek individually to influence the official acts of the Administrator.



Administrative Code

Article 2

Subject: Board of Chosen Freeholders / Clerk of the Board		Page 2 of 2
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2.4 Clerk of the Board

a. Appointment, Term, Compensation

The Board shall appoint a Clerk of the Board to serve a term of three years and until a successor is appointed and qualified, and to be paid according to the management compensation plan; provided that a Clerk of the Board who has held the office continuously for twenty years from the date of original appointment shall continue therein indefinitely during good behavior, as provided in N.J.S.A. 40A:9-26.

b. Supervision

The Clerk of the Board and staff shall be co-managed and supervised by the Board of Chosen Freeholders and County Counsel, acting together.

c. Duties and Powers

The Clerk of the Board shall record and retain minutes of Board meetings, shall be custodian of the County seal and all documents and records pertaining to County business, and shall perform related work as required.

d. Personnel

The Clerk shall appoint personnel, subject to the approval of the Board, to perform the duties of the office, within the allocations of the County budget as approved and adopted.



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Article County Administrator	Effective Date 5/23/90 Rev. 11/25/03 Effective 01/1/04 Rev. 12/20/10 Effective 02/12/11 Rev. 12/01/11 Effective 12/28/11 Rev. 7/11/12 Effective 08/01/12 Rev. 1/13/16 Effective 01/27/16 Rev. 7/26/17 Effective 8/1/17	Approval:  Board of Chosen Freeholders
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3.1 Appointment and Term

The Board shall appoint a County Administrator by a majority vote of all of its members to serve a term of three, four, or five years and until a successor is appointed and qualified, as provided in NJSA 40A:9-42. Nothing herein shall be construed to prevent successive reappointments, at the pleasure of the Board.

3.2 Duties and Powers

The Administrator shall be the chief administrative officer of the County, responsible to the Board for carrying out its policies and for the proper administration of all County affairs within the Board's jurisdiction. In furtherance thereof, the Administrator, shall or may, as the situation requires:

a. Submit to the Board for its approval any plans which would consolidate or reorganize departments and agencies pursuant to Section 5.7; supervise and direct all department directors/heads and other employees, and when necessary recommend that the Board authorize investigation into the conduct of any department, agency, or employee.

b. Make recommendations to the Board regarding the appointment and removal of department directors and periodically provide the Board with an evaluation of their performance using the performance criteria set by the Board of Freeholders; make salary recommendations to the Board within the limits of the Board's approved management compensation plan; make recommendations to the Board regarding the selection and removal of employees when no other provision is made in this Code for their selection and approval. Selection and removal of employees shall not be made without the approval of the Board except that the Board may authorize Department Directors to appoint or remove their subordinates subject to civil service law and regulations. Discipline, evaluation, etc. shall be the responsibility of the Administrator and the Department Directors; employees have the right of appeal to the Board.

c. Keep the Board apprised of the financial condition of the County; coordinate the preparation of the operating and capital budgets and administer them after Board approval; furnish a monthly report of the Administrator's activities as well as special reports the Board may request, recommend for adoption such measures as the Administrator deems pertinent; and furnish information as may be requested by any Board member to aid Board decisions.



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Article County Administrator	Effective Date 5/23/90 Rev. 11/25/03 Effective 01/1/04 Rev. 12/20/10 Effective 02/12/11 Rev. 12/01/11 Effective 12/28/11 Rev. 7/11/12 Effective 08/01/12 Rev. 1/13/16 Effective 01/27/16 Rev. 7/26/17 Effective 8/1/17	
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d. Negotiate, with the advice of County Counsel, contracts and agreements for the Board’s approval; enforce the terms thereof on behalf of the County, and regularly submit to the Board, progress reports as well as any reports of irregularities and/or violations.

e. Attend all meetings of the Board with the right to participate but not to vote.

f. Perform related work as required.

3.3 Assistant County Administrator

Subject to the approval of the Board and within the allocations of the County budget as approved and adopted, the Administrator shall be authorized to appoint an Assistant County Administrator. The Assistant County Administrator shall assist the Administrator in carrying out the policies of the Freeholder Board, in the proper administration of the County and with all other duties as necessary and as listed below.

- a. Directly supervise the functions of the Office of Communications and Digital Media.
- b. Directly supervise the functions of the County Library.
- c. Directly supervise the functions of the Office of Planning and Preservation.

The Assistant County Administrator shall be authorized to act as the Administrator in his/her absence.

3.4 Assistants

Subject to the approval of the Board and within the allocations of the County Budget as approved and adopted, the Administrator shall be authorized to appoint assistants, and other staff to perform the duties of the office.



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Article County Administrator	Effective Date 5/23/90 Rev. 11/25/03 Effective 1/1/04 Rev. 12/20/10 Effective 2/12/11 Rev. 12/01/11 Effective 12/28/11 Rev. 7/11/12 Effective 8/1/12 Rev. 7/26/17 Effective 8/1/17	
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3.5 Acting Administrator

The Administrator may be authorized to appoint, subject to the Board's approval, one of the Department Directors or an assistant to act as Administrator in his/her absence, and the absence of the Assistant Administrator.

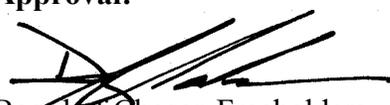


County of Morris

ADMINISTRATIVE CODE

Article 4

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Article County Council	Effective Date: 5/23/90 Rev. 12/13/17 Effective: 1/1/18 Rev. 3/13/19 Effective: 3/13/19	Approval:  Board of Chosen Freeholders
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4.1 Appointment and Term

The Board shall appoint a County Counsel to serve for a term of three years. (N.J.S.A. 40A:9-43).

4.2 Duties and Powers

County Counsel’s duties are coincident with representing the County and advising in all legal matters which can only be handled by an attorney licensed to practice law in the State of New Jersey.

County Counsel shall be the chief legal officer of the County, with the power, duty, and responsibility of managing all of the legal matters of the County.

County Counsel, along with the Board of Chosen Freeholders, shall co-manage and supervise the functions of the Clerk of the Board and its personnel.

County Counsel exists for the protection of all of the citizens of the County and is the legal counsel to the Board of Chosen Freeholders, the Administrator and to all of the departments, divisions, agencies and Constitutional Officers of the County.

County Counsel shall directly supervise the functions of the Adjuster’s Office and its personnel.

4.3 Assistants

County Counsel may appoint, subject to the approval of the Board, such assistants or special counsel, as are necessary and within the allocation of the County budget as approved and adopted.

4.4 Support Staff

The County Counsel may appoint secretaries and paralegals, subject to the approval of the Board, within the allocation of the County budget as approved and adopted.



County of Morris

Administrative Code

Article 5

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<p>Article Administrative Organization</p>	<p>Effective Date: 5/23/90 Rev. 5/10/00 Rev. 11/25/03 Effective 1/1/04 Rev. 8/9/06 Effective 9/8/06 Rev. 8/8/07 Effective 9/12/07 Rev. 11/25/08 Effective 1/1/09 Rev. 12/20/10 Effective 2/12/11 Rev. 7/11/12 Effective 8/1/12 Rev. 8/28/13 Effective 9/1/13 Rev. 10/23/13 Effective 12/01/13 Rev. 10/23/13 Effective 01/01/14 Rev. 7/26/17 Effective 8/1/17 Rev. 10/7/19 Effective 10/7/19</p>	<p>Approval  Board of Chosen Freeholders</p>
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5.1 Organization Generally

The County government consists of all departments and agencies that are subject to the jurisdiction of the Board and of the Administrator; the Constitutional Officers, the educational institutions and agencies, and independent boards, commissions, and authorities, and advisory committees.

5.2 Administrative Departments

The following six departments are hereby authorized or continued, with directors responsible to the Administrator and the Board and established by the Board: Finance; Human Services; Law and Public Safety; Employee Resources; Public Works; and Information Technology. All remaining agencies however designated that are subject to Board and Administrator jurisdiction shall be assigned among the six, pursuant to Section 5.7 below.

5.3 Constitutional Officers

The Constitutional Officers are the County Clerk, the Prosecutor, the Sheriff, and the Surrogate, as specified in the Constitution of the State of New Jersey, Article VII, Section 2.

5.4 Educational Institutions

The educational institutions are the County College of Morris and the Vocational Schools in the County of Morris, all as provided in NJSA 18A.

5.5 Independent Agencies

The independent agencies are the Housing Authority, Municipal Utilities Authority, Heritage Commission, Park Commission, Board of Elections, Superintendent of Elections, Board of Taxation, Superintendent of Schools, Improvement Authority, Insurance Commission, and Rutgers Cooperative Extension Service, all as variously designated in relevant statutes.

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Article Administrative Organization	Effective Date	
	5/23/90 Rev. 5/10/00 Rev. 11/25/03 Effective 1/1/04 Rev. 8/9/06 Effective 9/8/06 Rev. 8/8/07 Effective 9/12/07 Rev. 11/25/08 Effective 1/1/09 Rev. 12/20/10 Effective 2/12/11 Rev. 7/11/12 Effective 8/1/12 Rev. 8/28/13 Effective 9/1/13 Rev. 10/23/13 Effective 12/1/13 Rev. 10/23/13 Effective 01/01/14 Rev. 7/26/17 Effective 8/1/17 Rev. 10/7/19 Effective 10/7/19	

5.6 Appointed Boards, Commissions, Committees, Authorities, Advisory Bodies

Presently, the above consist of but may not be limited to the following:

- Advisory Council on Aging, Disabilities and Veterans
- Advisory Committee on Women
- Alcohol and Drug Abuse Advisory Committee
- Agriculture Development Board
- Airport Advisory Committee
- Community Development Revenue Sharing Committee
- Construction Board of Appeals
- County Alliance Steering Subcommittee
- County College Board of Trustees
- Flood Mitigation Committee
- Freight Railroad Advisory Committee
- Heritage Commission
- Historic Preservation Trust Fund Review Board
- Housing Authority
- Human Services Advisory Council
- Improvement Authority
- Insurance Fund Commission
- IT Governance Committee
- MAPS Citizen Advisory Committee
- Mental Health Advisory Board
- Municipal Utilities Authority
- Open Space and Farmland Preservation Trust Fund Committee
- Park Commission
- Planning Board
- Public Safety Training Academy Advisory Board
- Solid Waste Advisory Council
- Trail Program Advisory Committee
- Board of Transportation
- Vocational School Board
- Workforce Investment Board
- Youth Services Advisory Committee

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Article Administrative Organization	Effective Date 5/23/90 Rev. 5/10/00 Rev. 11/25/03 Effective 1/1/04 Rev. 8/9/06 Effective 9/8/06 Rev. 8/8/07 Effective 9/12/07 Rev. 11/25/08 Effective 1/1/09 Rev. 12/20/10 Effective 2/12/11 Rev. 7/11/12 Effective 8/1/12 Rev. 8/28/13 Effective 9/1/13 Rev. 10/23/13 Effective 12/01/13 Rev. 10/23/13 Effective 01/01/14 Rev. 7/26/17 Effective 8/1/17 Rev. 10/7/19 Effective 10/7/19	
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5.7 Organization and Reorganization of Administrative Departments

a. This Code consolidates all but the Constitutional Officers, Educational Institutions, Independent Agencies and Advisory Committees as defined in Section 5.3, 5.4, 5.5 and 5.6 into the administrative departments enumerated in Section 5.2 above. The County Administrator's plan for reorganization dated May 4, 1990, and as amended effective January 1, 2004, is approved and made a part hereof by reference; provided, that this approval shall permit further reorganization without limitation, pursuant to plan as provided in subsection b below.

b. The departments designated herein by Section 5.2 and Articles 7-13 and by special order of the Board, may be reorganized at any time pursuant to departmental plans approved by the Board. Should the Board fail to act by the second meeting following the submission of plans by the Administrator, the plans shall be considered disapproved without further action. Plans calling for changes in personnel strength or in budget appropriations which are submitted to the Board by the Administrator shall not be approved unless they are accompanied by a needs assessment and a fiscal note describing any direct and/or indirect effect on County revenues and/or costs.

5.8 Directors

a. Appointment and Duration

The Board shall have the power to appoint and remove Department Directors. The Administrator may make recommendations which must be approved by a majority of the Board no later than the second meeting following the recommendation, or they shall be considered denied. Directors shall not have a specified duration of appointment unless a statutory provision requires otherwise.

b. Duties and Powers

1. Provide for the internal organization of their departments and for equitable and efficient work distribution.

2. Jointly with the Administrator, prepare an annual personal performance plan and be subject to periodic performance evaluation in connection with compensation review or prospective disciplinary action.

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Article Administrative Organization	Effective Date 5/23/90 Rev. 5/10/00 Rev. 11/25/03 Effective 1/1/04 Rev. 8/9/06 Effective 9/8/06 Rev. 8/8/07 Effective 9/12/07 Rev. 11/25/08 Effective 1/1/09 Rev. 12/20/10 Effective 2/12/11 Rev. 7/11/12 Effective 8/1/12 Rev. 8/28/13 Effective 9/1/13 Rev. 10/23/13 Effective 12/01/13 Rev. 10/23/13 Effective 01/01/14 Rev. 7/26/17 Effective 8/1/17 Rev 10/7/19 Effective 10/7/19	
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3. Supervise and direct their subordinates, appraise their performance, recommend their compensation, and discipline as necessary, pursuant to the law.

4. Appoint and remove subordinates, when authorized by the Board, (Section 3.2b above).

5. Prepare annual budget requests and administer approved budgets within appropriate limits; submit periodic and special reports of department performance to the Board, as requested, and make recommendations to the Board and the Administrator regarding department operations and functions.

6. Perform related work as required.

5.9 Employees

Each department shall have such employee strength as the Board or other appointing authority shall approve, subject to the available appropriations

5.10 Appointment of "Acting" County Officers

In the event a county officer or Department/Division Head whom the Board has appointed, is absent for an extended period on sick leave, vacation leave or for any other reason, the Board, where the good of the service requires, may appoint, on a temporary basis, a qualified person to act for such an absent official/employee in an "acting" capacity for the duration of such absence. Nothing contained in this section shall adversely affect the legal, contractual or statutory rights or status of the absent official/employee. This provision shall not apply to constitutional officers or other officials who are not appointed by the Board.



County of Morris

Administrative Code

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Article Administrative Procedures	Effective Date 5/23/90	Approval  Board of Chosen Freeholders
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The Constitutional Officers, Educational Institutions, Independent Agencies, Board of Elections, Superintendent of Elections, and Board of Taxation shall be subject to the requirements adopted by the Board of Chosen Freeholders as to annual budgeting procedures and requirements, periodic budget reporting requirements, accounting controls, central purchasing practices, personnel procedures, including salary administration, and central data processing services as are specified in the County Policy and Procedures Manual or in administrative orders adopted pursuant thereto; provided, however, that nothing herein shall restrict or limit the authority of any of the above as the appointing authority of their respective offices.



County of Morris

Administrative Code

Article 7

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Article Department of Law and Public Safety	Effective Date 1/1/04 Rev. 11/25/03 Rev. 1/28/04 Rev. 11/25/08 Effective 1/1/09 Rev. 12/20/10 Effective 2/12/11	Approval  Board of Chosen Freeholders
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7.1 **Director**

The department shall be headed by a director.

7.2 **Divisions**

The department shall be organized pursuant to Section 5.2 of this Code to perform the following functions and such others as may be assigned from time to time:

Divisions

Medical Examiner

Emergency Management

Weights and Measures

Public Safety Training Academy

Health Management

Communications Center



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Article 8

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Article Department of Finance	Effective Date: 5/23/90 Rev. 11/25/03 Effective 1/1/04 Rev. 11/25/08 Effective 1/1/09 Rev. 7/11/12 Effective 8/1/12 Rev. 3/13/19 Effective 3/13/19	Approval  Board of Chosen Freeholders
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8.1 **Director**

The Department shall be headed by a director.

8.2 **Divisions**

The Department shall be organized pursuant to Section 5.2 of this Code to perform the following functions and such others as may be assigned from time to time:

Divisions

Treasury

Central Purchasing

Office Services



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<p>Article Department of Employee Resources</p>	<p>Effective Date 5/23/90 Rev. 11/25/08 Effective 01/01/09 Rev. 12/20/10 Effective 02/12/11 Rev. 12/14/11 Effective 01/01/12 Rev. 7/11/12 Effective 08/01/12 Rev. 1/13/16 Effective 01/27/16</p>	<p>Approval  Board of Chosen Freeholders</p>
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9.1 Director

The department shall be headed by a Director.

9.2 Divisions

The department shall be organized pursuant to Section 5.2 of this Code to perform the following functions and such others as may be assigned from time to time:

Divisions

Labor Relations

Medical Services

Personnel

Risk Management



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Article 10

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Article Department of Human Services	Effective Date 5/23/90 Rev. 05/10/00 Rev. 11/25/03 Effective 01/01/04 Rev. 09/14/05 Effective 10/14/05 Rev. 08/09/06 Effective 09/08/06 Rev. 11/25/08 Effective 01/01/09 Rev. 12/20/10 Effective 02/12/11 Rev. 08/28/13 Effective 09/01/13 Rev. 02/24/15 Effective 03/11/15 Rev. 07/08/15 Effective 07/22/15	Approval  Board of Chosen Freeholders
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10.1 Director

The department shall be headed by a director.

10.2 Divisions

The department shall be organized pursuant to Section 5.2 of this Code to perform the following functions and such others as may be assigned from time to time:

Divisions

Employment and Training Services

Community and Behavioral Health Services

Division of Community Assistance and Resources

Juvenile Detention Center

Youth Shelter

Workforce Investment Board

Morris View Healthcare Center

Fiscal Operations Unit



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<p>Article Public Works</p>	<p>Effective Date 5/23/90 Rev. 9/14/05 Effective 10/14/05 Rev. 11/25/08 Effective 1/1/09 Rev. 10/23/13 Effective 12/01/13 Rev. 10/23/13 Effective 1/01/14 Rev. 7/26/17 Effective 8/1/17</p>	<p>Approval</p>  <p>Board of Chosen Freeholders</p>
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11.1 Director

The department shall be headed by a director.

11.2 Divisions

The department shall be organized pursuant to Section 5.2 of this Code to perform the following functions and such others as may be assigned from time to time:

Divisions

Roads, Bridges and Shade Tree

Buildings and Grounds

Engineering and Transportation

Motor Service Center

Mosquito Control (effective 1/1/14)



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Article 12

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Article Department of Information Technology	Effective Date 8/1/17	Approval  Board of Chosen Freeholders
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12.1 **Director**

The department shall be headed by a director.

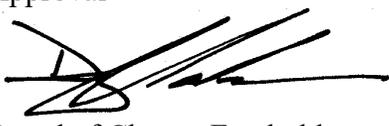


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Article 13

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Article Compensation and Qualifications	Effective Date 5/23/90 Rev. 11/25/03 Effective 1/1/04 Rev. 9/14/05 Effective 10/14/05 Rev. 8/9/06 Effective 9/8/06 Rev. 11/25/08 Effective 1/1/09 Rev. 7/11/12 Effective 8/1/12 Rev. 7/26/17 Effective 8/1/17	Approval  Board of Chosen Freeholders
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The following shall be paid according to the management compensation plan approved by the Board and shall be selected with specific reference to qualification standards specified as follows:

13.1 Administrator

The Administrator shall have a master's degree in public or business administration from an accredited institution and ten or more years of progressively responsible administrative experience in state, county or municipal government. A bachelor's degree in a related discipline with extensive work related experience beyond the above requirements will be given due consideration.

13.2 Assistant County Administrator

The Assistant County Administrator shall have a master's degree in public or business administration or a related field and five years of progressively responsible administrative experience in the public or private sector demonstrating planning, management and technical skills. A bachelor's degree in a related discipline with extensive related work experience beyond the above requirements will be given due consideration.

13.3 Director, Department of Law and Public Safety

The Director of the Department of Law and Public Safety shall have a master's degree in public or business administration, law and public safety or a related field and seven (7) years of progressively responsible administrative experience in the public or private sector demonstrating planning, management and technical skills. A bachelor's degree in a related discipline with extensive related work experience beyond the above requirements will be given due consideration.

13.4 Director, Department of Finance

The Director of the Department of Finance shall have a master's degree in public or business administration, public finance, or accounting, including courses in business and governmental accounting and seven (7) years of progressively responsible and successful experience in administration in the public sector, including two or more of the following areas: accounting, auditing, and centralized purchasing. A bachelor's degree in a related work experience beyond the above requirements will be given due consideration.



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<p>Article Compensation and Qualifications</p>	<p>Effective Date 5/23/90 Rev. 11/25/03 Effective 1/1/04 Rev. 9/14/05 Effective 10/14/05 Rev. 8/9/06 Effective 9/8/06 Rev. 11/25/08 Effective 1/1/09 Rev. 7/11/12 Effective 8/1/12 Rev. 7/26/17 Effective 8/1/17</p>	
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13.5 Director, Department of Employee Resources

The Director of the Department of Employee Resources shall have a master's degree in social work, public or business administration or a related field and seven (7) years of progressively responsible administrative experience in the public or private sector demonstrating planning, management and technical skills. A bachelor's degree in a related discipline with extensive work experience beyond the above requirements will be given due consideration.

13.6 Director, Department of Human Services

The Director of the Department of Human Services shall have a master's degree in social work, public administration or a related field and seven (7) years or more of progressively responsible administrative experience in planning, managing, monitoring and coordinating social service programs in the public sector, or upon approval of the Board of Chosen Freeholders of the County of Morris, in its place a bachelor's degree with work related experience.

13.7 Director, Department of Public Works

The Director of the Department of Public Works shall have a master's degree in public or business administration or a related field and seven (7) years of progressively responsible administrative experience in the public or private sector demonstrating planning, management and technical skills. A bachelor's degree in a related discipline with extensive related work experience beyond the above requirements will be given due consideration.

13.8 Director, Department of Information Technology

The Director of the Department of Planning and Development shall have a master's degree in planning, public or business administration or a related field and seven (7) or more years of progressive experience in administration and planning in the public or private sector. A bachelor's degree in a related discipline with extensive related work experience beyond the above requirements will be given due consideration.



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Article Miscellaneous	Effective Date 5/23/90 Rev 11/25/03 Effective 1/1/04 Rev. 7/26/17 Effective 8/1/17	Approval  Board of Chosen Freeholders
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14.1 Department of Library Services

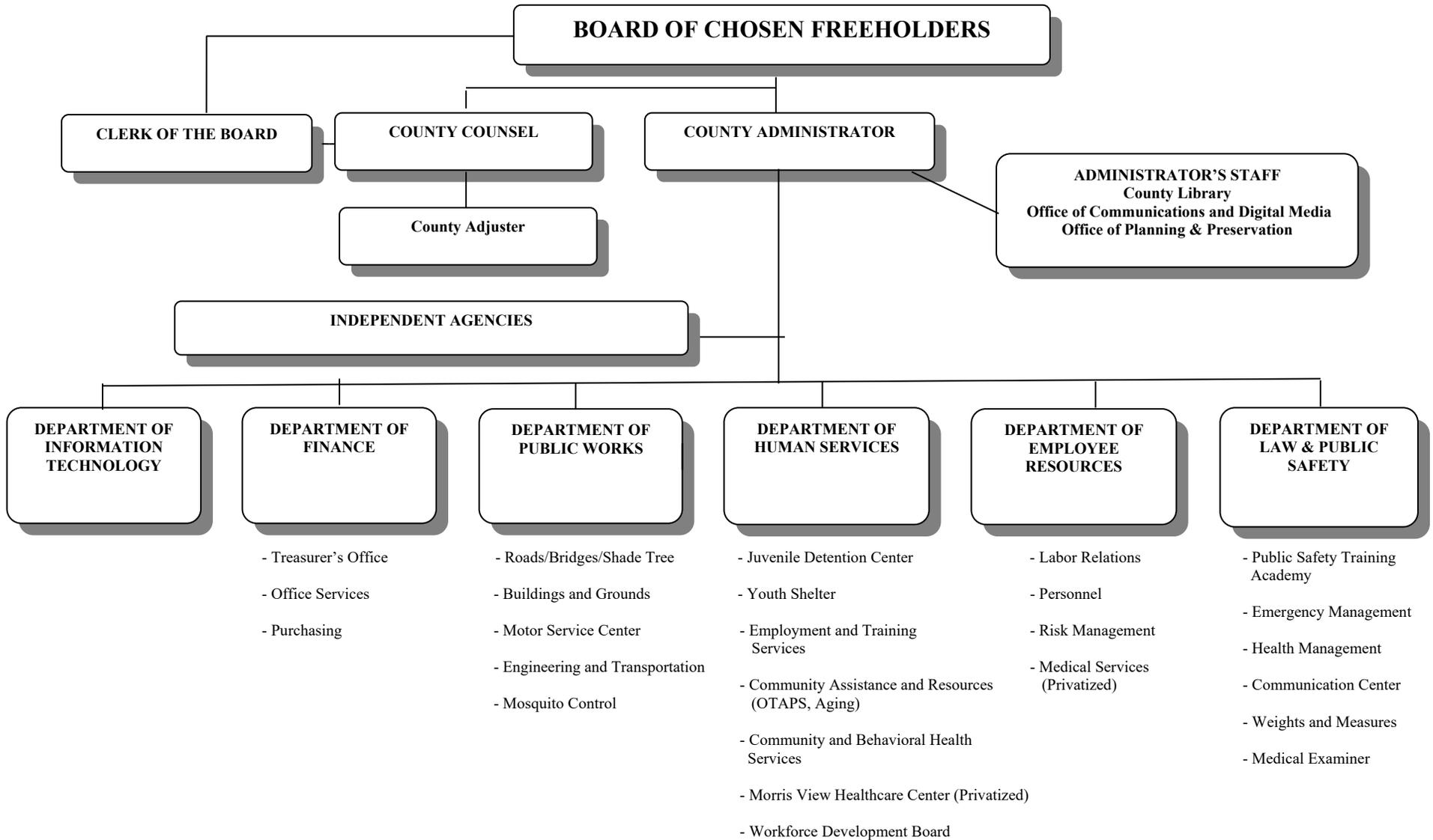
The Morris County Free Public Library shall continue to exist under the direction and supervision of the Department of Library Services as heretofore established through resolution adopted on December 9, 1987, and is hereby reaffirmed in its establishment pursuant to and in accordance with all of the terms of said resolution, excepting however, the reference to the prior Administrative Code which the within Code supersedes.

14.2 Mental Health Advisory Board

The Mental Health Advisory Board shall continue to exist in accordance with a resolution adopted by the Board on December 9, 1987, and all of the terms of said resolution are reaffirmed, excepting however, the reference to the prior Administrative Code which the within Code supersedes. Said Board shall continue to follow the Human Services Planning and Funding Recommendation Policy as required for all Freeholder-appointed advisory boards.

Appendix A

COUNTY OF MORRIS ORGANIZATIONAL STRUCTURE



APPENDIX B
BOARD OF CHOSEN FREEHOLDERS
MORRIS COUNTY, NEW JERSEY

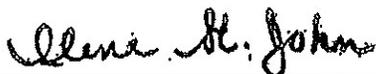
Resolution No. 45

Adopted: November 25, 2008

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

1. The Morris County Administrative Code, its amendments and supplements, as previously adopted is hereby made null and void, and the provisions thereof shall not be effective as of January 1, 2009.
2. The Morris County Administrative Code, date November 25, 2008 with an effective date of January 1, 2009, a copy of which is on file in the Office of the County Administrator and is made a part hereof by reference, is hereby adopted, authorized and approved.
3. This resolution shall take effect immediately.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on November 25, 2008.



**Ilene St. John, Clerk of the Board of
Chosen Freeholders**

APPENDIX C

BOARD OF CHOSEN FREEHOLDERS

MORRIS COUNTY, NEW JERSEY

Resolution No. 33

Adopted: January 12, 2011

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after February 12, 2011, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

A. Article 3.2, County Administrator, to reflect the deletion of the Offices of Personnel and Public Information.

B. Article 5.6, Administrative Organization, Advisory Boards and Bodies to be amended to read Freeholder Appointed Boards, Commissions, Committees, Authorities and Advisory Bodies and to reflect the deletion of:

Advisory Committee on Aging
Advisory Committee on Disabilities
Emergency Planning Council
Transportation Assistance Program
Veteran Service Committee

And, to reflect the inclusion of:

Advisory Council on Aging, Disabilities and Veterans
Board of Elections
Freight Railroad Advisory Committee
Heritage Commission
Housing Authority
Mosquito Extermination Commission
Municipal Utilities Authority
Park Commission
Board of Taxation
Youth Services Advisory Committee

C. Article 7.2 Department of Law and Public Safety, to incorporate Communications Center;

D. Article 9.2, Department of Information Services, to incorporate Offices of

Personnel and Public Information;

- E. Article 10.2, Department of Human Services to incorporate Morris View Healthcare Center;
- F. Appendix A, County of Morris Organizational Chart, attached hereto,, shall be amended to reflect these revisions.
- G. None of the services heretofore rendered to the residents of Morris County shall be diminished.
- H. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- I. A certified copy of this resolution shall be furnished to the Office of Personnel.
- J. A copy of the Administration Code, effective February 12, 2011, is attached hereto and is on file in the Office of the County Administrator.
- K. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on January 12, 2011.



Diane M. Ketchum
Clerk of the Board of Chosen Freeholders

APPENDIX D

BOARD OF CHOSEN FREEHOLDERS

MORRIS COUNTY, NEW JERSEY

Resolution No. 76

Adopted: December 14, 2011

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after January 1, 2012, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 3.2, County Administrator to incorporate the functions of the Office of Public Information and Social Media.
- B. Article 9.2, Department of Information Services, to reflect the deletion of the Office of Public Information.
- C. Appendix A, county of Morris Organizational Chart, attached hereto, shall be amended to reflect these revisions.
- D. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- E. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- F. A certified copy of this resolution shall be furnished to the Office of Personnel.
- J. A copy of the Administrative Code, effective January 1, 2012, is attached hereto and is on file in the Office of the County Administrator.
- K. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on December 14, 2011.



Diane M. Ketchum
Clerk of the Board of Chosen Freeholders

APPENDIX E
BOARD OF CHOSEN FREEHOLDERS
MORRIS COUNTY, NEW JERSEY

Resolution No. 37

Adopted: July 11, 2012

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

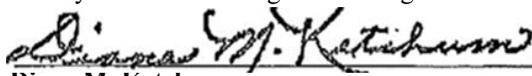
On or after August 1, 2012 the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 3.3, County Administrator, to incorporate the functions of Public Information and Social Media, the County Library and the Office of Information Technology.
- B. Article 5.2, Administrative Organization, to reflect the deletion of the functions of Information Systems; and to incorporate the functions of Employee Resources.
- C. Article 8, Department of Finance to reflect the deletion of the Division of Risk Management and Employee Medical Services.
- D. Article 9.2, Department of Employee Resources to reflect the deletion of the Department of Information Services and the Division of Information Technology, Records Management and Archives, Library Services and Library Information Services; and to incorporate the Department of Employee Resources and the functions of Risk Management and Medical Services.
- E. Article 13.5, Compensations and Qualifications to reflect the deletion of the Department of Information Services; and to incorporate the Department of Employee Resources.
- F. Appendix A, County of Morris Organizational Chart, attached hereto, shall be amended to reflect these revisions.
- G. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- H. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- I. A certified copy of this resolution shall be furnished in the Office of Personnel.

J. A copy of the Administrative Code effective August 1, 2012, is attached hereto and is on file in the Office of the County Administrator.

K. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on January 12, 2011.

A handwritten signature in cursive script, reading "Diane M. Ketchum", is written over a horizontal line.

Diane M. Ketchum

Clerk of the Board of Chosen Freeholders

APPENDIX F

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 36

Adopted August 28, 2013

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after September 1, 2013, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

A. Article 5.6, Administrative Organization, to incorporate the functions of the IT Governance Committee and the Morris View Advisory Committee.

B. Article 10.2, Department of Human Services, to reflect the deletion of the functions of Behavioral Health and Youth Services; and to incorporate the functions of Community and Behavioral Health Services.

C. Article 12.2, Department of Planning and Development, to reflect the deletion of the Division of Community Development.

F. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.

G. None of these services heretofore rendered to the residents of Morris County shall be diminished.

H. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.

I. A certified copy of this resolution shall be furnished to the Office of Personnel.

J. A copy of the Administrative Code, effective September 1, 2013, is attached hereto and is on file in the Office of the County Administrator.

K. This resolution shall take effect in accordance with the law.

I hereby certify this to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on August 28, 2013.

Diane M. Ketchum, Clerk of the Board
of Chosen Freeholders

APPENDIX G

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 35

Adopted October 23, 2013

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after December 1, 2013, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 5.2, Administrative Organization, to reflect the deletion of the Planning and Development Department and the Public Works Department; and to combine the Divisions of both Departments into a new Department of Planning and Public Works.
- B. Article 11, Planning and Public Works, to incorporate the functions of the Division of Transportation Management into the Division of Engineering and Transportation.
- C. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.
- D. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- E. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- F. A certified copy of this resolution shall be furnished to the Office of Personnel.
- G. A copy of the Administrative Code, effective December 1, 2013, is attached hereto and is on file in the Office of the County Administrator.
- H. This resolution shall take effect in accordance with the law.

I hereby certify this to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on October 23, 2013.

Diane M. Ketchum, Clerk of the Board
of Chosen Freeholders

APPENDIX H

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 310

Adopted October 23, 2013

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after January 1, 2014, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 5.5, Administrative Organization, to reflect the deletion of the Mosquito Extermination Commission.
- B. Article 5.6, Administrative Organization, to reflect the deletion of the Mosquito Extermination Commission; and to incorporate the functions of the Mosquito Control Advisory Board.
- C. Article 11, The Department of Planning and Public Works, to incorporate the functions of the Division of Mosquito Control.
- D. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.
- E. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- F. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- G. A certified copy of this resolution shall be furnished to the Office of Personnel.
- H. A copy of the Administrative Code, effective January 1, 2014, is attached hereto and is on file in the Office of the County Administrator.
- I. This resolution shall take effect in accordance with the law.

I hereby certify this to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting held on October 23, 2013.

Diane M. Ketchum, Clerk of the Board
of Chosen Freeholders

Appendix I

**BOARD OF CHOSEN FREEHOLDERS
MORRIS COUNTY, NEW JERSEY**

Resolution No. 58

Adopted: July 22, 2015

WHEREAS, the Board of Chosen Freeholders of the County of Morris adopted the Administrative Code on December 1, 2013; and

WHEREAS, the County of Morris has introduced an amendment to the Administrative Code, Article 10, at the July 8, 2015, Board of Chosen Freeholders Meeting; and

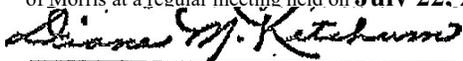
WHEREAS, the Board of Chosen Freeholders now wishes to adopt the amendment that was introduced at the July 8, 2015 Board of Chosen Freeholders Meeting;

WHEREAS, the amendment indicates that the County of Morris Department of Human Services shall combine the divisions of Aging, Disabilities, and Veterans Services, MAPS and Temporary Assistance Services Division to create the Division of Community Assistance and Resources (inclusive of a Fiscal Operations Unit);

WHEREAS, by merging the these divisions into one entity, this change will improve the services to the public and better serve the residents by providing a true one door approach and provide a comprehensive continuum of care to better access temporary and long term services;

NOW THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Morris has adopted an amendment to the County of Morris Administrative Code, Article 10.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris, at a regular meeting held on **July 22, 2015**.



Diane M. Ketchum, Clerk of the Board

Appendix J
**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 51

Adopted: January 13, 2016

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after February 1, 2016, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 3.3, County Administrator, to rename the function of Public Information and Social Media to the Office of Communications and Digital Media.
- B. Article 9.2, Department of Employee Resources, to incorporate the Office of Labor Relations.
- C. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.
- D. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- E. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- F. A certified copy of this resolution shall be furnished to the Office of Personnel.
- G. A copy of the Administrative Code, effective February 1, 2016, is attached hereto and is on file in the Office of the County Administrator.
- H. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on January 13, 2016.



Diane M. Ketchum, Clerk of the Board

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 38**Adopted: July 26, 2017**

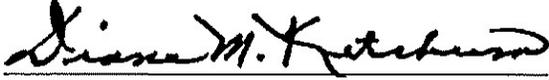
BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after July 26, 2017, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 3.3, Assistant County Administrator:
 - a. Delete "Directly supervise the function of the Office of Information Technology".
 - b. Add Supervise the functions of the Office of Planning & Preservation".
- B. Article 5, Administration Organization, Section 5.6 Appointed Boards, Commissions, Committees, Authorities, Advisory Bodies:
 - a. Delete "Economic Development Advisory Committee".
 - b. Delete "Mosquito Control Advisory Board".
 - c. Add "Flood Mitigation Committee".
 - d. Add "Trail Program Advisory Committee".
- C. Article 5.2, Administrative Organization, to reflect the deletion of the Planning and Public Works Department; and creating a new Department of Public Works.
- D. Article 5.2, Administrative Organization, to reflect the creation of a new Department of Information Technology.
- E. Article 11, Department of Planning and Public Works, rename Department of Public Works.
- F. Article 11.2, delete "Planning and Preservation".
- G. Article 12.8 delete "Director, Department of Planning & Development".
- H. Article 12.8, add the Department of Information Technology.
- I. Former Article 12, Compensation and Qualifications, will now be Article 13.
- J. Former Article 13, Miscellaneous, will now be Article 14.
- K. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.
- L. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- M. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- N. A certified copy of this resolution shall be furnished to the Office of Personnel.

- O. A copy of the Administrative Code, effective August 1, 2017 is attached hereto and is on file in the Office of the County Administrator.
- P. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on July 26, 2017.



Diane M. Ketchum, Clerk of the Board

Appendix L

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 15

Adopted: December 13, 2017

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after January 1, 2018, the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 2.4, Clerk of the Board, shall be amended to reflect that the office will be under the direction of the County Counsel.
- B. Article 4, County Counsel; Article 4.2, Duties and Powers, shall be amended to reflect that the County Counsel shall directly supervise the functions of the Clerk of the Board of Chosen Freeholders.
- C. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.
- D. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- E. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- F. A certified copy of this resolution shall be furnished to the Office of Personnel.
- G. A copy of the Administrative Code, effective January 1, 2018 is attached hereto and is on file in the Office of the County Administrator.
- H. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on December 13, 2017.



Diane M. Ketchum, Clerk of the Board

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 14

Adopted: March 13, 2019

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after March 13, 2019 the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 2, Board of Chosen Freeholders/Clerk of the Board; Article 2.4, Clerk of the Board, shall be amended to reflect that the office will be under the direction of the Board of Chosen Freeholders and the County Counsel, acting together.
- B. Article 4, County Counsel; Article 4.2, Duties and Powers, shall be amended to reflect that the County Counsel and Board of Chosen Freeholders shall co-manage and supervise the functions of the Clerk of the Board and its personnel.
- C. Article 4, County Counsel; Article 4.2, Duties and Powers, shall be amended to reflect that the County Counsel shall manage and supervise the Adjuster's Office and its personnel.
- D. Article 8, Department of Finance, Article 8.2, Divisions, shall be amended to delete the Adjuster's Office.
- E. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to reflect these revisions.
- F. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- G. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- H. A certified copy of this resolution shall be furnished to the Office of Personnel.
- I. A copy of the Administrative Code, effective March 13, 2019 is attached hereto and is on file in the Office of the County Administrator.
- J. This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on March 13, 2019.



Debra L. Lynch, Clerk of the Board

**Board of Chosen Freeholders
Morris County, New Jersey**

Resolution No. 37

Adopted: October 7, 2019

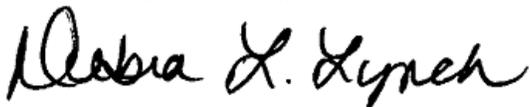
BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after October 7, 2019 the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 5, Administrative Organization; Article 5.6, Appointed Boards, Commissions, Committees, Authorities, Advisory Bodies, shall be amended to delete the Morris View Advisory Committee.
- B. Appendix A, County of Morris Organization Chart, attached hereto, shall be amended to include the word "privatized" after "Morris View Healthcare Center" under the Department of Human Services.
- C. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- D. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- E. A certified copy of this resolution shall be furnished to the Office of Personnel.
- F. A copy of the Administrative Code, effective October 7, 2019 is on file in the Office of the County Administrator.
- G. This resolution shall take effect in accordance with the law.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn A. DeFillippo, Freeholder
SECONDER:	Deborah Smith, Freeholder
AYES:	Cabana, Darling, DeFillippo, Krickus, Shaw, Smith
ABSENT:	Mastrangelo

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on October 7, 2019.



Debra L. Lynch, Clerk of the Board

Appendix O

**Board of Chosen Freeholders
Morris County, New Jersey**

RES-2020-70

Adopted: January 22, 2020

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

On or after January 22, 2020 the Morris County Administrative Code, its amendments and supplements previously adopted shall be amended in the following manner:

- A. Article 2, Board of Chosen Freeholders/Clerk of the Board; Article 2.3, Acting As a Body, shall be amended in its entirety to read as follows:

The Board shall act in all matters as a body, and shall interact with the day-to-day business of the County through the Administrator. Neither the Board nor its members shall provide directives to any employee who are subject to the direction of the Administrator.

The Freeholder Director, with the advice and consent of the Board, shall annually appoint, from among the members of the Board, Liaisons to the various County Departments / Divisions, and Independent Autonomous Entities.

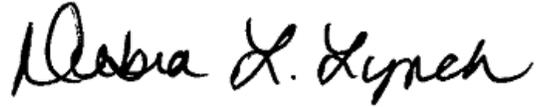
The role of a Liaison shall be limited to ensuring that the Board remains currently advised of the activities, accomplishments, and challenges within each of those County Departments / Divisions, and Independent Autonomous Entities to which they have been assigned as the Liaison.

No member shall seek individually to influence the official acts of the Administrator.

- B. None of these services heretofore rendered to the residents of Morris County shall be diminished.
- C. Any prior resolution inconsistent with or contrary to this resolution is amended to conform to this resolution and all other provisions of the Morris County Administrative Code, its amendments and supplements previously adopted and not inconsistent herewith, shall remain in full force and effect.
- D. A certified copy of this resolution shall be furnished to the Office of Personnel.
- E. A copy of the Administrative Code, effective January 22, 2020 is on file in the Office of the County Administrator.
- F. This resolution shall take effect in accordance with the law.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas R. Cabana, Freeholder
SECONDER:	John Krickus, Freeholder
AYES:	Smith, Shaw, Cabana, DeFillippo, Krickus
ABSENT:	Mastrangelo

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on January 22, 2020.



Debra L. Lynch, Clerk of the Board