

**Jefferson County
County Board Orientation and Refresher**

**Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson WI 53549**

Tuesday, April 12, 2016

AGENDA

5:45 – 6:30 p.m. **Welcome, Introduction, Meet and Greet (County Board and Dept. Heads)**
(Food will be provided during this time to members of the County Board and County Department Heads)

6:30 – 7:10 p.m. **Wisconsin County Government: *Steve Grabow***

- Framework of Your WI Government
- Elements of Meeting Effectiveness
- Facilitation Resources
- Board Briefings
- Limits of County Board Administrative Authority Fact Sheet

7:10 – 7:45 p.m. **Legal and Ethical Considerations: *J. Blair Ward***

- Context on County Government
- Open Meetings/Open Records/Email
- Ethics Orientation
- Parliamentary Procedure/Motions
- County Board Rules
- Organizational Meeting Considerations

7:45 – 8:15 p.m. **Practical Tips: *Barb Frank***

- Supervisory District Information
- Per Diems/Benefits/Reimbursements
- Using the Attendance/Roll Call/Voting Machine
- Agenda Packets (Web Site Info Resource):
 - Annotated Agenda
 - Resolution Mock-Up
 - Voting Procedure Mock-Up
- Interest Survey (for Committee Assignments)/IT Questionnaire
- Supervisor Assignments
- County Board Email and Business Cards

General Information – *Barb Frank*

- Building Security Considerations
- Other General Information
- Department Head Contacts and County Facilities

8:15 – 8:20 p.m. **Further UW-Extension Training: “County Officials Workshop”**
For dates and locations, please see brochure (May 27, 2016 in Deforest, WI)

8:20 - **Questions and Answers**

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

