

## Jefferson County Board Orientation

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

Tuesday, April 10, 2018  
6:15 p.m. to 9:00 p.m.

### AGENDA

- 6:15 – 7:00      **Welcome, Introduction, Meet and Greet**  
(Dinner will be provided during this time for County Board Members and County Staff attending orientation)
- 7:00 – 7:30      **Wisconsin County Government: County Administrator *Benjamin Wehmeier***
- Framework of Your WI Government/Context on County Government
  - Limits of County Board Administrative Authority Fact Sheet
  - Review of Recommended County Board Rules of Order
- 7:30 – 7:45      **Review of Organization Meeting Agenda**
- Intergovernmental Agreement with City of Jefferson
  - Purchasing Ordinance Recommendations
- 7:45 – 8:15      **Legal and Ethical Considerations: Corporation Counsel *J. Blair Ward***
- Open Meetings/Public Records
  - Ethics
  - Parliamentary Procedure
- 8:15 – 8:45      **Practical Tips: County Clerk *Barb Frank***
- Supervisory District Information
  - Per Diems/Benefits/Reimbursements
  - Using the Attendance/Roll Call/Voting Machine
  - Agenda Packets (Web Site Information 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**
- Building Security Considerations
  - Other General Information
  - Department Head Contacts and County Facilities
  - Additional Resources and Training - *Further UW-Extension Training: "County Officials Workshop."* For dates and locations, please see brochure (May 16, 2018 in Deforest, WI)
- 8:45 – 9:00      **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 this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

