

AGENDA

JEFFERSON COUNTY BOARD ORIENTATION

TUESDAY April 12, 2022

Pre-Meeting - 5:00 p.m.

Orientation – 6:00 p.m.

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

Webinar OR [YouTube Livestream](#)

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_CkuUEZRRQRikGd0IBVeT_g

After registering, you will receive a confirmation email containing information about joining the webinar.

	Pre-Meeting
5:00 p.m.	<ul style="list-style-type: none"> • New board members on-board with Human Resources (IDs, paperwork)
6:00 p.m.	Welcome, Introductions, Meet and Greet (dinner provided)
7:00 p.m.	<ul style="list-style-type: none"> • Review of Organization Meeting Agenda – April 19th (County Clerk and Administrator)
	<ul style="list-style-type: none"> • Review voting process for election of board leadership
	<ul style="list-style-type: none"> • Overview of Board Rules/decorum
	<ul style="list-style-type: none"> • Review any action items for Organization Meeting <ul style="list-style-type: none"> ○ Zoning Case ○ Capital Project Bid Review <ul style="list-style-type: none"> ▪ Stanley Contract ○ Human Resources – Health Department Position
	<ul style="list-style-type: none"> • Look at ZOOM/Remote Attendance
	<ul style="list-style-type: none"> • Annual Reports
	Legal and Ethical Considerations: Corporation Counsel J. Blair Ward
	<ul style="list-style-type: none"> • Open Meetings/Public Records
	<ul style="list-style-type: none"> • Ethics
	<ul style="list-style-type: none"> • Parliamentary Procedure
	Practical Information (County Clerk – Administrator – MIS)
	<ul style="list-style-type: none"> • Supervisory District Information
	<ul style="list-style-type: none"> • Use of County E-mail / Multifactor Authentication Training
	<ul style="list-style-type: none"> • Per Diems/Benefits/Reimbursements (Training on Software)
	<ul style="list-style-type: none"> • Using the Attendance/Roll Call/Voting Machine
	<ul style="list-style-type: none"> • Agenda Packets (Website Information Resource) <ul style="list-style-type: none"> ○ Annotated Agenda

	<ul style="list-style-type: none"> ○ Resolution Mock-Up
	<ul style="list-style-type: none"> ○ Voting Procedure Mock-Up
	<ul style="list-style-type: none"> ● Interest Survey (Committee/Board Assignments)
	<ul style="list-style-type: none"> ● Supervisor Assignments
	<ul style="list-style-type: none"> ● Business Cards
	<p>General Information</p>
	<ul style="list-style-type: none"> ● Building Security Consideration
	<ul style="list-style-type: none"> ● Other General Information
	<ul style="list-style-type: none"> ● Department Head Contacts and County Facilities
	<ul style="list-style-type: none"> ● Additional Resources and Training (Wisconsin Counties Association (WCA) and Extension
	<p>Question and Answers</p>