

**Jefferson County  
New County Board Member Orientation – Session 1**

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

**Tuesday, April 8, 2014**

**AGENDA**

- 6:00 – 6:30 p.m. **Assemble, Meet and Greet (County Board Room)\*\*\***
- 6:30 – 6:35 p.m. **Welcome: *Ben Wehmeier, County Administrator***
- 6:35 – 6:40 p.m. **Introductions of Members: *Steve Grabow, Facilitator***
- 6:40 – 6:55 p.m. **Basics of County Structure and Governance: *Steve Grabow***
- 6:55 – 7:10 p.m. **Wisconsin County Government**
- 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: *Phil Ristow***
- Context on County Government
  - Open Meetings/Open Records/Email
  - Ethics Orientation
  - Parliamentary Procedure/Motions
  - County Board Rules
  - Organizational Meeting Considerations
- 7:45 – 7:55 p.m. **Practical Tips: *Barb Frank***
- Supervisory District Information
  - Per Diems/Benefits/Reimbursements
  - Using the Attendance/Roll Call/Voting Machine
  - Agenda Packets:
    - Annotated Agenda
    - Resolution Mock-Up
    - Voting Procedure Mock-Up
  - Interest Survey (for Committee Assignments)/IT Questionnaire
  - Supervisor Assignments
  - County Board Email
- 7:55 – 8:15 p.m. **General Information – *Ben Wehmeier***
- Building Security Considerations
  - Other General Information
  - Department Head Contacts and County Facilities
  - Update on Highway Facility
  - County Website
- 8:15 – 8:20 p.m. **Further UW-Extension Training: “County Officials Workshop”**  
For dates and locations, please see brochure
- 8:20 - **Questions and Answers**

\*Note: New Supervisors will have Photo I.D. picture taken. (See Human Resources Director Terri Palm-Kostroski)