



Richland County Administrator's Office

Clinton Langreck, Administrator
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1-Dec-21

To:

District:

Subject: Welcome to the Richland County Board — Session 2022-2024

On behalf of the Elected Officials, Staff, and Partners of Richland County, I would like to congratulate you on your election to the 2022-2024 session of the Richland County Board. This session, like the many before it, will be filled with an abundance of challenges and opportunities our community. I commend you on your willingness to take on this endeavor and I hope this session affords you the ability to take pride and satisfaction in serving the greater good.

The enclosed checklist, reference materials and survey are intended to familiarize you with our organization, our operations and your roll as county board supervisor. Whether this is your first or fifteenth session with the Richland County Board, it is our intensions to ensure you have the knowledge and resources available to support the many decisions you will face on behalf of your constituency and the county as a whole.

The organizational meeting for the 2022-2024 session will be held on April 19th, 2022, 7:00pm at the Banquet Room of the Phoenix Center, located at 100 South Orange Street, Richland Center, Wisconsin. This meeting is intended to establish, the County Board Chair, Vice and seating of the various committees, commissions and boards of the Richland County Board through necessary elections and appointments. The Richland County Board agenda is posted on the Richland County website: <https://www.co.richland.wi.us/boardminutes.shtml>

ACTION NEEDED - In preparation for the organizational meeting and your future success as part of the County Board please reference the attached action item checklist and resources-list included with this packet. If you have any questions, please reach out to the Richland County Clerk/Administrator Office at: 608-647-2197.

Sincerely,

Clinton Langreck
County Administrator

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Action Item Checklist

Organizational Meeting — In preparation for the meeting, please complete:

1. Please complete and return the following necessary paperwork for payroll enrollment forms (First-time and returning supervisors): W-4; State Withholdings; Electronic Deposit
2. Please complete and return the 1) biography and 2) committee interest survey, indicating your interest in the various committee, boards, commissions, seats and willingness to chair. (Attached)
3. If you are interested in seeking election as the Richland County Board Chair or Vice Chair position during the organizational meeting, the process/schedule is as follows:

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Please have these forms and delivered to the Clerk/ Administrator's Office at 181 W Seminary St, Richland Center, WI 53581 by no later than noon on April 18th, 2021.

County Board Training — The following training items are required by county board rules (code of ordinance) for all members to participate. County Board Training Day: April 22nd 2022 beginning at 9:00am to 1pm., luncheon provided. Please reference matrix below:

<u>Training:</u>	<u>Duration:</u>	<u>Presenter:</u>
*Computer Policy + Ipad Orientation (in-person required) / Virtual Meeting Etiquette/Badge	60min	MIS Director
County Website - County Materials	20min	MIS Director
Break	10min	
County Ethics Ordinance - Training	10min	Corp. Counsel
Open Records / Open Meetings	10min	Corp. Counsel
Sexual Harassment / Community Sensitivity	10min	Corp. Counsel
Meetings/Per Diems/Mileages/Agendas/Minutes	10min	Clerk
Committee Structure	10min	Clerk
County, Board and Commission Meeting Schedule	10min	Clerk
Overview Structure/Services/Footprint	10min	Administrator
County Strategic Plan	10min	Administrator
Sponsor Program - New Supervisor	10min	Vice-Chair
Break – Luncheon Served	10min	
County Budget / Accounting Structure and Reports	10min	Fin. Officer
Accounting Structure and Financial Reports	10min	Fin. Officer
County Capital Plan	10min	Administrator
Board Rules/ Role of Chairs, Members and MGMT	10min	Administrator
Closing Remarks	10min	Vice-Chair

Videos of the training will be made available to you if unavailable to attend. The Computer Policy and Ipad Orientation training must be conducted in person and must be completed by no later than the May 17th 2022, or notification of delinquency will be delivered to the County Board Chair as official correspondence. Please contact MIS Director, Barb Scott @ (608) 649-5922

Additional Resources:

Wisconsin Counties Association (WCA) — The Wisconsin Counties Association is an association of county governments assembled for the purpose of serving and representing counties. They lobby to the state and National Counties Association on behalf of Wisconsin Counties and provide resources to Wisconsin Counties. <https://www.wicounties.org/>

1. WCA Publications — <https://www.wicounties.org/wca-publications/>
2. Wisconsin County Official's Handbook - <https://indd.adobe.com/view/3edfaedf-c56a-43c8-98c8-9adaa0da75dd>
3. Supervisor Training — [TBD]
4. 2022 WCA Annual Conference; September 18th 2022
<https://www.wicounties.org/event/2022-wca-annual-conference/>

If interested, please request attendance through the County Clerk's Office.

Other Helpful Resources — There are many other helpful resources available to local government officials. Below is a nonexclusive list of a few helpful places to research:

1. UWEX Local Government Education — <https://localgovernment.extension.wisc.edu/>
2. Engaging Local Government Leaders — <https://elgl.org/>
3. National Counties Association — <https://www.naco.org/>
4. Southwest Regional Planning Commission — <https://www.swwrpc.org/>
5. Wisconsin City/County Management Assoc. — <https://www.wcma-wi.org/>

Other Counties — There is much to be learned from our fellow counties. Establishing a network of colleagues facing the same challenges, or perhaps serving on comparable committees, is a great way to learn more about services and best practices.

The Counties Directory — <https://www.wicounties.org/the-counties/>

County Staff — Talk with the experts. County Board Supervisors are encouraged to reach out to staff through department leadership, to learn more about our services and understand the challenges, limitations and opportunities facing the county.

Richland County Contacts: <https://www.co.richland.wi.us/contactinfo.shtml>

Stay engaged and if you come across new resources, please let us know.

Supervisor Biography:

The following biography is to help share your story with other board members and the Richland County Community.

Name: _____

District: _____

Years spent as a Richland County Resident: _____ **Years**

Professional Background:

Experiences in Public Service:

Your Personal Goals for this Session:

Items and issues you feel should be organizational priorities this session:

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Your Name: _____		District # _____	
RICHLAND COUNTY BOARD OF SUPERVISORS			
Committee, Board, Commission and Seat Preferences			
Please indicate your preferences by placing an "X" to mark: your top 5 and your least 5 of preferred assignments. Please also indicate if you are willing to chair the committee, board of commission with an "X." Please also indicate the number of meetings you are willing to attend monthly. Please also indicate if you are interested in the Board Chair or Vice Position.		How many meetings are you willing to attend monthly?	
		# _____	/month
	YES	NO	
Interested in County Board Chair			
Interested in County Board Vice-Chair			
Committee, Board, Commission or Seats	Preferences:		Willing to Chair
	Top 5	Least 5	
Elected Bodies:			
Highway and Transportation Committee			
Pine Valley Board of Trustees			
Standing Committees:			
Administrative Transition			
Agriculture and Extension Education			
Americans with Disability Act Compliance			
Audit			
Child Support			
Citizen Participation Planning Committee			
Committee on Committees			
Emergency Management			
Fair and Recycling			
Finance and Personnel			
Joint Ambulance			
Land Conservation			
Law Enforcement and Judiciary			
Property, Building and Grounds			
Housing Authority and Community Block Grant			
Rules and Resolutions			
Strategic Planning			
UW Platteville-Richland			
Veterans Service Committee			
Zoning and Land Information			
Boards and Commissions:			
County Parks Commission			
Health and Human Services Board			
Symons Natatorium Board			
Tri-County Airport Commission			
Subcommittees:			
Transportation Coordination (Must be on PV or HHS)			
Seats:			
City Library Board			
City Park Board (From Parks Commission)			
Neighborhood Housing Services of Southwest Wisconsin			
Southwest Wisconsin Community Action Program			
Southwest Wisconsin Library System Board Of Trustees			
Southwestern Wisconsin Regional Planning Commission			
Viola Library Board			
Please comments on work schedule and best availability throughout the week/month and willingness to travel out of county:			
~Please return completed survey to the Clerk's / Administrator's Office			