

RICHLAND COUNTY

Rules & Resolutions Committee and Ethics Board

February 1, 2022

NOTICE OF MEETING

Please be advised that the Richland County Rules and Resolutions Committee and Ethics Board will convene at 10:00 a.m., Thursday, February 3rd, 2022 in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m5d3e5bf800c278843a09e8a4d170d628>

Meeting number: 2554 375 3539, Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 2554 375 3539

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Rules & Resolutions Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes*
5. County Board meeting date change*
6. Committee restructuring*
7. Roles and responsibilities of the County Board Chair and Vice Chair*
8. Process for running for Board Chair/Vice Chair*
9. Ethics ordinance*
10. Future agenda items
11. Adjournment

*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/ethicsboardminutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Rule and Resolutions Committee and Ethics Board.

Richland County

Rules & Resolutions Committee and Ethics Board

JANUARY 6TH, 2022

The Rules and Resolutions Committee and Ethics Board met on Thursday, January 6th, 2022, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

Committee members present included: Chad Cosgrove, Shaun Murphy-Lopez, with Donald Seep, Kerry Severson and Melissa Luck logged on remotely.

Also present was: Clint Langreck, County Administrator and Cheryl Dull, Assistant to the County Administrator in attendance, with WRCO, Linda Gentes & Veterans Office logged on remotely, with Barbara Scott and Gab Schmitt from MIS running the teleconferencing

1. Call to Order - Committee Chair Murphy-Lopez called the meeting to order at 10:04 am.

2. Proof of Notification - Chair Murphy-Lopez confirmed with Assistant to the Administrator Cheryl Dull that the meeting had been properly noticed.

3. Agenda Approval - Moved by Supervisor Cosgrove to approve the agenda, seconded by Supervisor Luck. All voting aye, motion carried.

4. Previous Meeting Minutes - Moved by Supervisor Luck to approve the minutes for the December 2nd meeting of the Rules and Resolutions Committee and Ethics Board, second by Supervisor Cosgrove. All voting aye, motion carried.

5. Committee/commission/board role in monitoring annual budgets - Chair Murphy-Lopez stated he has a series of items today that is a carryover from December. 1) Are bills approved at monthly committee meetings? 12 out of 17 departments approve monthly bills. 2) Annual budgets are monitored by 6 out of 12 committees. He proposed language for the committee to review. Add *"Monitor the actual vs. approved annual budget in funds managed by the _____ Department/s on a minimum quarterly basis."*

Melissa stated they do that with the LEJC and it is not as time consuming as expected. She felt the reports that are regularly generated for the departments would provide the information being requested once they learn to read them.

Clint updated the committee on the process of monthly reports. When a month is finished, monthly reports are generated and put into an interdepartmental folder for departments. It would require some additional time to compound the data based off those reports. The format is continuing to be worked on.

Moved by Supervisor Cosgrove to add the language as presented, seconded by Supervisor Luck. All voting aye, motion carried.

6. Roles and responsibilities of the County Board Chair and Vice Chair – Chair Murphy-Lopez presented the agenda item concerning the roles and responsibilities of the Chair and Vice Chair that he prepared by doing research of policies and statutes. Discussion followed concerning the roles and responsibilities of the Chair and Vice Chair.

Moved by Supervisor Severson to recommend amending the defined roles and responsibilities of the County Board Chair and Vice Chair, 2nd by Supervisor Cosgrove. All voting aye, motion carried.

7. Process for running for Board Chair/Vice Chair - Chair Murphy-Lopez stated this was discussed in December and this is brought forward from that meeting. Recommend a process to run for chair and vice chair. He read through the list of items recommend previously and several recommended optional changes.

Melissa – she felt it was important if they had an interest in a chair or vice chair seat that they fill out the form. Including values and goals for chair and vice chair. 2. Strick "should" add "strongly encourage to".

Moved by Supervisor Cosgrove to adopt:

2. *Candidates for Chair and Vice Chair ~~should~~ strongly encouraged to indicate their interest in the positions Committee/Board/Commission and Seat Preference form.;*

5. *Candidates for County Board Chair and Vice Chair may directly contact County Board members-elect to campaign for the positions.;*

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7. At the organizational meeting, nominations shall be made and seconded, and the election of Chair and Vice Chair shall follow the verbiage already defined in County Board rules.; #2 Strick "should" add "strongly encourage to", 2nd by Supervisor Luck. Motion carried.

Moved by Supervisor Luck to accept all the optional items listed:

1. The roles of the Board Chair and Vice Chair, as defined in the policy titled "Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions" shall be distributed in the welcome letter for newly elected County Board members. 3. Candidates are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):

- o If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- o How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

4. All completed forms (i.e. Committee/Board/Commission and Seat Preference, Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board members-elect in advance of the organizational meeting. This will facilitate the process of electing the Chair and Vice Chair, and provide information to the entire board about biographies and appointment preferences.

6. ~~County Administrator, Clerk, or Corporation Counsel shall run the organizational meeting until a Chair has been elected.~~ strike in #6 County Administrator and add Clerk, 2nd by Supervisor Cosgrove. All voting aye, motion carried.

8. Committee restructuring - Chair Murphy Lopez asked the committee to watch sections of the WCA video <https://www.wicounties.org/wcastudio/> concerning committee restructuring process, benefits and details. *Video cued* at 5:10 minutes, 19:20 minutes and 25:30 minutes.

Supervisor Severson – He likes the concept although his is concerned with meeting length. He feels the county need to look into efficiencies. He agrees with Supervisor Seep concerning the Veterans Committee or Commission being under Health and Human services. It was in the past and at some point was changed.

Supervisor Cosgrove - He likes both concepts. Questions how make this efficient.

Supervisor Murphy-Lopez - He stated the County has already complete this with a couple committees. He reviewed Attachment 8a. from LaCrosse County. The Veterans Service Commission in these other counties report to an aging committee or health care committee.

Supervisor Seep - He thinks it's a good concept. He expressed his interest in combining veterans with human services to offer better service to the veterans.

Supervisor Luck - She agrees and feels it makes since. She doesn't see any reason not to do this.

Supervisor Luck stated she may have time to work on this using with what was prepared in the past.

Moved by Supervisor Seep to recommend drafting options for restructuring committees to improve efficiency and accountability, to be considered at a future Rules & Resolutions Committee meeting, 2nd by Supervisor Cosgrove. All voting aye, Motion carried

9. Future agenda items – Supervisor Severson – none; Supervisor Cosgrove - review todays discussion and the framework of committees; Supervisor Murphy-Lopez – none; Supervisor Seep – none; Supervisor Luck - none.

10. Adjournment – Next meeting will be February 3rd, 2022 at 10:00 am. Moved by Supervisor Luck to adjourn at 11:53 p.m., seconded by Supervisor Severson. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: County Board meeting date change

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 3, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 31, 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	Drafted (see below)

Recommendation and/or action language:

Motion to recommend a resolution to the County Board changing the regular meeting for the County Board from the 3rd Tuesday to the 3rd Thursday of most months.

Background: *(preferred one page or less with focus on options and decision points)*

At the Tuesday, January 18th County Board meeting an identical item was on the agenda at both the Richland County Board and Richland Center City Council. Both agencies meet on the 3rd Tuesday evening of most months. Having the main meetings of both agencies on the same evening poses problems for members of the public, media reporters, staff of the Economic Development and Symons Recreation Complex departments (who work for the City and County), and elected officials who wish to attend both meetings.

Other potential conflicts include:

- The Richland Center School Board meets on the 3rd Monday of each month
- The Riverdale School Board meets on the 2nd Monday of each month (Supervisor Couey is a member of this school board)

It is recommended that the date of the regular meeting be changed from the 3rd Tuesday of each month to the 3rd Thursday of each month. State statute 59.11 (1)(c) requires the County Board to hold an organizational meeting on the third Tuesday of each April. Both changes have been included in a draft resolution for the committee's consideration.

Resolution No. 22-xx

A Resolution Amending Rule 1 of the Rules of the Board

WHEREAS the proposed amendment to Rule 1 regarding the regular meeting of the County Board eliminates a conflict with regular meetings of the Richland Center City Council, and

WHEREAS state statute requires that the County Board meet on the third Tuesday each April.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Rule 1 of the Rules of the Board is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

“The hour of the meeting of the Board shall be 7:00 p.m. The County Clerk shall send the minutes of the previous meeting and the agenda for the next meeting and all resolutions and ordinances to be considered at the next meeting to each Supervisor digitally or, if a Supervisor elects, by U.S. Mail, by not later than Wednesday before the next County Board meeting. Resolutions or Ordinances, or subsequent

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Agenda Item Cover

drafts of Resolutions or Ordinances, which were not timely sent out may be considered by the County Board as long as they are approved by the County Board Chair, unless the County Board adopts a motion objecting to consideration of a specific Resolution and Ordinance.

Regular meetings of the Richland County Board of Supervisors shall be held the third ~~Tuesday~~ Thursday of each month, except as follows: the organizational meeting shall be held the third Tuesday of April, the annual meeting shall be held the last Tuesday of October, and the December meeting shall be held on the second Tuesday of the month. Any regularly scheduled meeting of the Board, and any special meeting that may be called, may be adjourned to a specific date and time other than the date and time for the next regularly scheduled meeting in accordance with this Rule, by a motion approved by a majority of the Board before the end of the meeting being adjourned. The County Clerk shall provide all members with written notice of any adjourned meeting in the same manner as is done with regular Board meetings.”

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Committee Restructuring

Department	County Board	Presented By:	Melissa Luck/Shawn Murphy-Lopez
Date of Meeting:	February 3, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 1, 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

1. Motion to recommend adopt 11 steps for restructuring committees, as well as a motion to adopt Option ____ in the 8th step, and then return to the Rules & Resolutions Committee with a revised Committee Structure document for consideration at the March meeting.
2. Motion to present to the County Board the committee’s recommendations to keep them informed and give the opportunity to provide comments before a final recommendation.

Background: *(preferred one page or less with focus on options and decision points)*

At the January meeting the committee adopted a motion to draft options for restructuring committees to improve efficiency and accountability. Supervisor Luck researched and will first present issues, questions, options, and possibilities in Attachment A. Supervisor Murphy-Lopez used that research to draft an 11-step process for restructuring committees in Attachment B.

Restructuring committees is recommended to take the following 11 steps:

1. Sort committees by their relative importance to the functioning of the County. The first column generally shows committees with departmental oversight. The second column shows all other committees.
2. Highlight departmental oversight committees where County Board members don’t make up a majority of members: Ambulance, Economic Development, and Symons. These are committees where the County partners with the City of Richland Center or other local government agencies.
3. Move and label these 3 committees as “partnership committees.”
4. Highlight committees that are currently or anticipated to be obsolete: Committee on Committees, Administrator Transition, City County, Hidden Valleys, and Southwest Badger Resource Conservations & Development Council.
5. Move and label these 4 committees as “obsolete committees.”
6. Highlight the 18 remaining committees with departmental oversight. These are the ones that may be considered for consolidation.
7. Delineate which departments report to which committees.
8. Sort departments into fewer committees. This includes Option A, B, and C.
9. Pull the standing committees back into the entire list of committees and give reporting duties to the 3 partnership committees with departmental oversight. Also add 2 other committees: Fair Volunteer and Veterans Service Commission (each made up of only citizens), as well as one other committee that has already been meeting: Traffic Safety Commission.
10. Highlight other committees to sort into easier-to-understand categories.
11. Sort other committees into “advisory committees,” those that would not exist except for the County’s existence, as well as “special appointment committees,” where County Board members

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Agenda Item Cover

are appointed to represent the County with an organization that exists independently of the County. Then give reporting duties to each of the standing committees.

The committee may choose to make amendments to the step process outlined, as well as the specifics under individual steps in the process. Should the committee decide to move forward with committee restructuring, it is also recommended that the Committee Structure document be revised and considered at the March meeting. It is also recommended that an update be provided at the February County Board meeting to keep everyone in the loop and invite feedback.

Attachments and References:

Attachment A: Luck presentation
Attachment B: Murphy-Lopez presentation

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Current Committee Structure

The County leads or is involved with 54 committees, commissions, and boards. Our goal is to consolidate several of the committees we lead into fewer standing committees, per the direction of the Rules Committee in January

- Of the 54 committees, boards and commissions
 - 21 meet monthly or more often
 - 9 meet 1-4 times per year
 - 24 have no published meeting schedule

La Crosse County Example

STANDING COMMITTEES, BOARDS AND COMMISSIONS:

1. Executive Committee 2. Health & Human Services Board 3. Public Works and Infrastructure Committee 4. Judiciary & Law Committee 5. Veterans, Aging and Long Term Care Committee 6. Planning, Resources and Development Committee

SPECIAL COMMITTEES, BOARDS AND COMMISSIONS

1. Aging and Disability Resource Center Advisory Committee 2. Public-Safety Communications Committee 3. Family Policy Board Executive Committee 4. Integrated Support and Recovery Services Advisory Council 5. Criminal Justice Management Council 6. Library Board 7. Board of Adjustment 8. Board of Harbor Commissioners 9. Solid Waste Policy Board 10. Condemnation Commission 11. Farmland Preservation Committee 12. Ethics Board 13. Highway Safety Commission 14. Historic Sites Preservation Commission 15. La Crosse County Housing Authority 16. Local Emergency Planning Committee (LEPC) 17. La Crosse County Economic Development Fund, Inc. 18. Veterans' Service Commission 19. Wildlife Abatement/Damage Committee 20. Commission on Equal Opportunities in Housing 21. Joint City/County Emergency Medical Services Commission 22. Sustainable La Crosse Commission 23. Land Information Council

OTHER ORGANIZATIONAL APPOINTMENTS

1. Aviation Board 2. La Crosse Area Development Corp. (LADCO) 3. La Crosse County Agricultural Society 4. Lake Neshonoc Protection and Rehabilitation District 5. Lake Onalaska Protection and Rehabilitation District 6. Mississippi River Regional Planning Commission (MRRPC) 7. Southwest Badger Resource Conservation and Development (SWRCD) 8. Winding Rivers Library System 9. Couleecap, Inc 10. Wisconsin Counties Utility Tax Association

39 total committees, boards or commissions

The following slides show what
committees are mandatory
by state statute

Mandatory Committees

Board of Health Wis. Stat. §§ 251.03, 251.04

Commission on Aging Wis. Stat. § 46.82(4) - if a county aging program is established under Chapter 46.

Chapters 46 & 51

- Community Programs Board Wis. Stat. § 51.42(4)

- Developmental Disabilities Services Board Wis. Stat. § 51.437(7)

- Social Services Board Wis. Stat. § 46.22(1m)

- Human Services Board Wis. Stat. § 46.23(4) – may be combined with Board of Health under Wis. Stat. § 251.03 and may replace other boards, see statutes for qualification requirements

Emergency Management Committee Wis. Stat. § 323.14(1)(a)

Highway Committee Wis. Stat. § 83.015

Land Conservation Committee Wis. Stat. § 59.70(19)

Local Emergency Planning Committee Wis. Stat. § 59.54(8)

County Park Commission Wis. Stat. § 27.02

Sheriff's Grievance Committee Wis. Stat. § 59.26(8)(b)1

Mandatory Committees Not Clearly Apparent in our Current Structure

Rural Planning Committee Wis. Stat. § 27.019(4) : 27.019(4) (4) County committee. In each county there shall be a county rural planning committee. The committee shall consist of the chairperson of the county board and the chairperson of the county highway committee, and 2 others, to be appointed by the chairpersons every 4 years for a term of 4 years and until a successor is elected and qualified. Terms of appointed members expire on July 1. The chairperson of the county board shall be chairperson of the committee. *NOTE- have not been able to find this committee in any county.

Traffic Safety Commission Wis. Stat. § 83.013(1) : For each county, the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation shall comprise a traffic safety commission that shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters. The county board chairperson, or the county executive or county administrator in a county having such offices, may appoint additional persons to serve as a member of the county traffic safety commission. The commissions shall designate a person to prepare and maintain a spot map showing the locations of traffic accidents on county and town roads and on city and village streets if the population of the city or village is less than 5,000 and to maintain traffic accident data received from cities, villages and towns with a population of 5,000 or more under s. 66.0141. Upon each review, the commission shall make written recommendations for any corrective actions it deems appropriate to the department, the county board, the county highway committee or any other appropriate branch of local government.

Richland County Committees, Commissions & Boards

Those highlighted in green fulfill mandatory
state statute committee requirements

Name	Supervisors	Other members	Frequency of Meetings	notes
Agriculture and Extention Education	5		0 monthly	statute 59.87
Americans with Disability Act Compliance	3		4?	hear appeals ADA
Audit	3		0 monthly	
Branding			?	temp committee?
Citizen Participation Planning	3		2 infrequently	temp committee
Child Support	3		0 quarterly?	
City/County Ad Hoc	3		0 once per year	
City Library Board	2		0?	statute 43.6(3)
City Park Board	1		0?	must be a member of County Parks Commission
Commission on Aging and Disability	2		9 monthly	
Committee on Committees	7		0 as needed	
Community Development Block Grant Housing Regional Board	0		1?	not in committee structure document
Community Developmnt Block Grant Revolving Loan	0		1?	not in committee structure document
Comprehensive Community Services Coordination	0		9 monthly	
Continuus	1?		0?	Not in committee assignment spreadsheet

Name	Supervisors	Other members	Frequency of Meetings	notes
County Parks Commission	4	3	monthly	statutes 27.02-27.06
Courthouse Security	2	0	infrequently	not in committee structure document
Criminal Justice Coordination Committee	1	12?	?	has this committee ever met?
Economic Development (RED) Board	1	2	roughly every other month	Not in committee assignment spreadsheet, also includes a "Rotating Advisory Board"
Emergency Management	3	0	twice per year	statute 166.03(4) c
Fair and Recycling	4	3	mostly monthly, except September during fair	1989 WI Act 335 (recycling)
Finance and Personnel	7	0	twice per month	only mandatory because of Sheriff grievance body
Health and Human Services Board	4	3	monthly	statutes 51.42, 51.437, chapter 251, 46.22 (2),
Hidden Valleys Board	1	0	?	
Highway and Transportation	5	0	monthly	statutes 83.015
Housing Authority	2?	3?		HUD grants, CDBG- not in committee assignment spreadsheet

Name	Supervisors	Other members	Frequency of Meetings	notes
Joint Ambulance	2	14	quarterly	
Joint Ambulance Subcommittee	1?	4?		not in committee structure document
Land Conservation	5	1*	monthly	*must be FSA member, 2 supervisor members must be on Ag and Ext.
Land Information Council	1	7?		
Law Enforcement and Judiciary	5	0	monthly	
Local Emergency Planning	3	21	twice per year	Federal law, Superfund Amendments and Reauthorization Act (SARA)
Lone Rock Library Board	?	?	?	statute 43.6 (3), not in committee assignment spreadsheet
Mississippi Valley Health Services Commission	1	0	?	supervisor must also be on HHS board- current wording says that the rep will be a supervisor member of HHS board, we have a non supervisor as primary rep right now
Neighborhood Housing Services of SW WI	1	0	?	
Nutrition Advisory Council	1	6	?	
Pine Valley Healthcare & Rehabilitation Board of Trustees	4	1	monthly	statute 46.18

Name	Supervisors	Other members	Frequency of Meetings	notes
Property, Building and Grounds	5	0	monthly	
Richland County Housing Authority and CBGC	2	3	?	not in committee structure document
Rules and Resolutions Committee & Ethics Board	5	0	monthly	Ord. 99-11, Ord. 06-28
Southwest Badger Resource Conservation and Dev. Council Inc	2	0	n/a	No longer exists, should be removed from committee structure document
Southwest Wisconsin Community Action Program (SWCAP)	2	0	?	only have one supervisor assigned to this committee but structure document says 2 supervisors
Southwest Wisconsin Library System Board	1	1	?	
Southwest Wisconsin Regional Planning Commission	2		16 times/year	
Strategic Planning Committee	5	0	twice per month now, quarterly in future?	not in committee structure document
Symons Natatorium Board	3	1	monthly	

Name	Supervisors	Other members	Frequency of Meetings	notes
Transportation Coordinating Committee	3		8 monthly	statutes 85.12, 85.22, ADA 1990 42 USC 12101 et seq.
Tri-County Airport Commission	2		5?	statues 114.11-114.141, Ord. 83-3
Tri-County Airport Board of Appeals	0		3?	not in committee structure document
UW Platteville-Richland	5		0 monthly	
Veterans Service Commission	3		2 monthly	statutes 45.81(1), 45.81 (3)
Viola Library Board	1		0?	statute 43.6 (3)
Zoning Board of Adjustment	0		3?	not in committee structure document
Zoning and Land Information	5		0 monthly	statutes chapter 91

NOTES: *minutes are not present on website for all posted meetings with agendas
? No agendas or minutes available for these meetings- should that be happening? Open meetings requirements?

Questions for consolidation of committees:

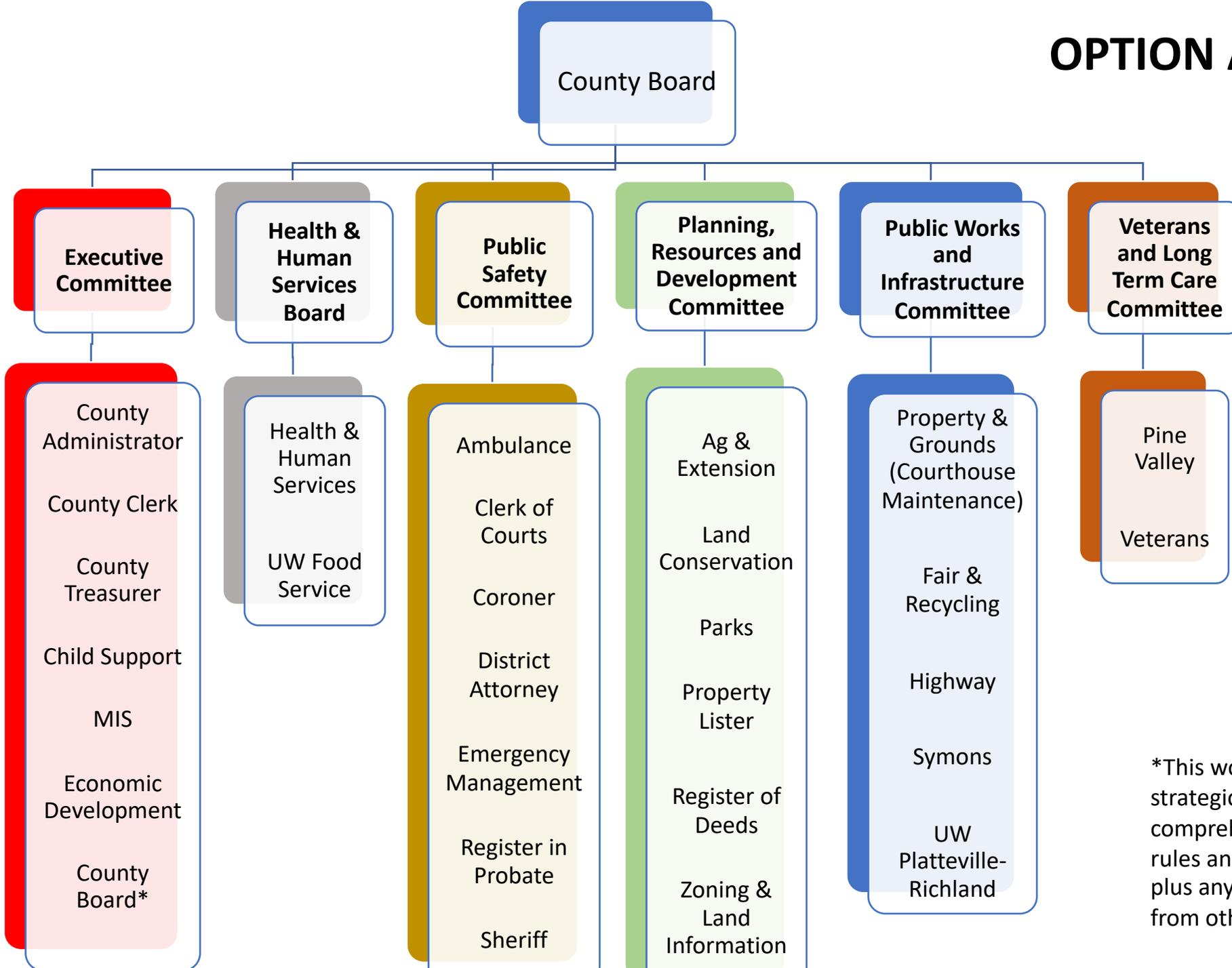
1. How long will committee meetings take? La Crosse and Ozaukee said 60-90 min
 - if department doesn't have anything important to discuss, they don't come to meeting
 - focus on policy development, if department is only reporting they don't come
 - could choose 2-3 departments to focus on each meeting for reporting of how department is doing, rest of meeting spent on issues/policy
2. La Crosse County has full board policy planning meeting every month where they take no action but are presented with current issues from all committees with chance to discuss and ask questions so when comes to voting they know the issue. Should we consider this option?
3. Bills oversight- checks and balances? If someone is defrauding the county how would that get discovered? Accounting supervisor? Accounts payable specialist? How do we think it gets discovered now—audit committee? during the official audit?

Potential pros for consolidation of committees:

1. Gives supervisors the ability to attend all committee meetings so are better informed of issues across the county
2. Requires the committee to focus on policy, rather than day to day operations
3. La Crosse and Ozaukee put “Future Agenda Items” on all committee agendas so every supervisor has the ability to get issues on agendas.

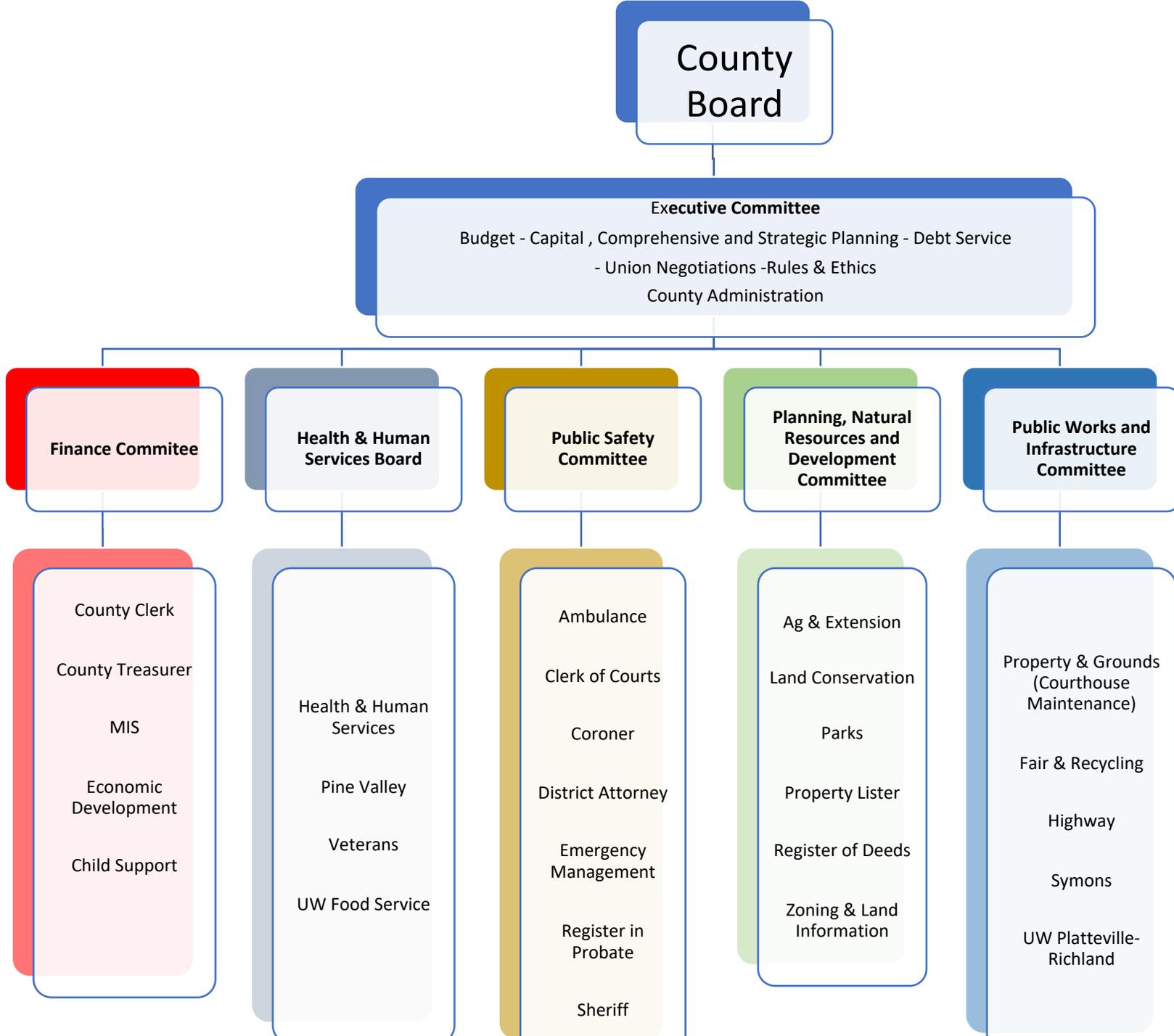
Departments:
 Administrator v
 Parks v
 Ambulance v
 Pine Valley v
 Child Support v
 Fair & Recycling
 Circuit Court v
 Register of Deeds v
 County Clerk v
 Sheriff v
 HHS v
 Symons
 Highway v
 Treasurer v
 Economic Devel v
 Veterans v
 Emergency Mng v
 Zoning v
 Extension v
 Food Service v
 Land Conservation v
 MIS v
 Property Lister v

OPTION A



*This would include capital, strategic, and comprehensive planning; rules and ethics; budget plus any issues brought from other committees

OPTION B



- Departments:
- Administrator ✓
 - Ambulance ✓
 - Child Support ✓
 - Circuit Court ✓
 - County Clerk ✓
 - HHS ✓
 - Highway ✓
 - Economic Devel. ✓
 - Emergency Mng ✓
 - Extension ✓
 - Land Conservation ✓
 - MIS ✓
 - Parks ✓
 - Property Lister ✓
 - Pine Valley
 - Fair & Recycling ✓
 - Register of Deeds ✓
 - Sheriff ✓
 - Symons ✓
 - Treasurer ✓
 - UW Richland Maint. ✓
 - UW Food Service ✓
 - Veterans Services ✓
 - Zoning ✓

Standing Committees *	Special Appointment Bodies (reports to) *	Advisory Bodies (reports to) *
Executive	City Library Board (Executive)	ADA Compliance (Public Works)
Finance	City Park Board (Natural Resources)	Aging & Disability (Health & Human Services)
Health & Human Services	Mississippi Valley Health Services (Health & Human Services)	Coordinated Service Team Coordinating (Health & Human Services)
Natural Resources	Neighborhood Housing Services (Health & Human Services)	Criminal Justice Coordinating (Public Safety)
Public Safety	County Housing Authority (Health & Human Services)	Joint Ambulance (Public Safety)
Public Works	Southwest WI CAP (Health & Human Services)	Land Information (Natural Resources)
	SW WI Library System (Executive)	Nutrition Advisory (Health & Human Services)
	SW WI Regional Planning (Executive)	Transportation Coordinating (Health & Human Services)
	Symons Natatorium (Public Works)	Veterans Service Commission (Health & Human Services)
	Tri-County Airport (Public Works)	Zoning Board of Adjustment (Natural Resources)
	Viola Library Board (Executive)	
	Economic Development (Finance)	

* County Board Chair makes all supervisor appointments (with County Board confirmation), Administrator makes all citizen appointments (with County Board confirmation)

Possible Committee Assignments

Board Chair only on Executive Committee

Board Vice-chair on Executive and Finance Committees

Each remaining supervisor assigned to 2 standing committees

EXECUTIVE		Finance	HHS	Public Safety	Natural Resources	Public Works
Board Chair		Board Vice Chair	Supervisor 3	Supervisor 3	Supervisor 4	Supervisor 4
Board Vice Chair		Supervisor 5	Supervisor 5	Supervisor 6	Supervisor 6	Supervisor 7
Chair Finance		Supervisor 7	Supervisor 8	Supervisor 8	Supervisor 9	Supervisor 9
Chair HHS		Supervisor 10	Supervisor 10	Supervisor 11	Supervisor 11	Supervisor 12
Chair Public Safety		Supervisor 12	Supervisor 13	Supervisor 13	Supervisor 14	Supervisor 14
Chair Planning		Supervisor 15	Supervisor 15	Supervisor 16	Supervisor 16	Supervisor 17
Chair Public Works		Supervisor 17	Supervisor 18	Supervisor 18	Supervisor 19	Supervisor 19
		Supervisor 20	Supervisor 20	Supervisor 21	FSA member	Supervisor 21

Potential Committee Makeup & Responsibility

Executive Committee Members

County Board Chair

County Board Vice-Chair

Chair Finance Committee

Chair HHS Committee

Chair Public Safety Committee

Chair Public Works Committee

Chair Natural Resources Committee

Duties: annual budget; capital, comprehensive & strategic planning; rules & ethics; union negotiations; corp. counsel; debt service; county administrator; issues brought forth by all standing committees

Finance Committee

8 supervisors (one is board vice-chair)

Departments Reporting to Committee:

County Clerk

County Treasurer

Finance Staff

MIS

Economic Development

Child Support

Policy Issues: elections, investments, fiscal policy, personnel, IT, child support

Health & Human Services Board

8 supervisors

Departments Reporting to Committee:

Human Services

Public Health

ADRC

Pine Valley

Veterans

Policy Issues: mental health, senior services, long-term care, veteran services, communicable diseases, alcohol and drugs

Public Safety Committee

8 supervisors

Departments Reporting to Committee:

Ambulance

Clerk of Courts

Coroner

District Attorney

Emergency Management

Register in Probate

Sheriff

Policy Issues: court system, jail and patrol, emergency response and mitigation strategy

Planning, Natural Resources & Development Committee

8 supervisors

Departments Reporting to Committee:

Extension

Land Conservation

Property Lister

Parks

Register of Deeds

Zoning and Land Information

Policy Issues: sanitation and land use, GIS, 4-H, resource management, planning, farmland preservation

Pubic Works Committee

8 supervisors

Departments Reporting to Committee:

Property & Grounds Staff

Fair & Recycling

Highway

Symons

UW Platteville-Richland

Policy Issues: road maintenance and construction, fairgrounds, county building maintenance and upkeep

STEP 1

Number	County Board Committees with Departmental Oversight	Other Committees
1	Ambulance	ADA Compliance
2	Audit	Administrator Transition
3	Child Support	Aging & Disability
4	Committee on Committees	Branding
5	Economic Development	CDBG Housing Regional Board
6	Emergency Management	CDBG Revolving Loan
7	Fair & Recycling	Citizen Participation Planning
8	Finance & Personnel	City County
9	HHS	City Library Board
10	Highway	City Park Board
11	Land Conservation	Continuus
12	LEJC	Coordinated Service Team Coordinating
13	Parks	Courthouse Security
14	Pine Valley	Criminal Justice Coordinating
15	Property	Hidden Valleys
16	Rules & Resolutions & Ethics	Housing Authority
17	Strategic Planning	Land Information
18	Symons	Local Emergency Planning
19	UW Extension	Lone Rock Library Board
20	UW Richland	Mississippi Valley Health Services
21	Veterans	Neighborhood Housing Services
22	Zoning	Nutrition Advisory
23		Southwest Badger Resource Conservation & Development Council
24		Southwest WI CAP
25		SW WI Library System
26		SW WI Regional Planning
27		Transportation Coordinating
28		Tri-County Airport
29		Viola Library Board
30		Zoning Board of Adjustment

STEP 2

Number	County Board Committees with Departmental Oversight	Other Committees
1	Ambulance	ADA Compliance
2	Audit	Administrator Transition
3	Child Support	Aging & Disability
4	Committee on Committees	Branding
5	Economic Development	CDBG Housing Regional Board
6	Emergency Management	CDBG Revolving Loan
7	Fair & Recycling	Citizen Participation Planning
8	Finance & Personnel	City County
9	HHS	City Library Board
10	Highway	City Park Board
11	Land Conservation	Continuus
12	LEJC	Coordinated Service Team Coordinating
13	Parks	Courthouse Security
14	Pine Valley	Criminal Justice Coordinating
15	Property	Hidden Valleys
16	Rules & Resolutions & Ethics	Housing Authority
17	Strategic Planning	Land Information
18	Symons	Local Emergency Planning
19	UW Extension	Lone Rock Library Board
20	UW Richland	Mississippi Valley Health Services
21	Veterans	Neighborhood Housing Services
22	Zoning	Nutrition Advisory
23		Southwest Badger Resource Conservation & Development Council
24		Southwest WI CAP
25		SW WI Library System
26		SW WI Regional Planning
27		Transportation Coordinating
28		Tri-County Airport
29		Viola Library Board
30		Zoning Board of Adjustment

STEP 3

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight	Other Committees
1	Audit	Ambulance	ADA Compliance
2	Child Support	Economic Development	Administrator Transition
3	Committee on Committees	Symons	Aging & Disability
4	Emergency Management		Branding
5	Fair & Recycling		CDBG Housing Regional Board
6	Finance & Personnel		CDBG Revolving Loan
7	HHS		Citizen Participation Planning
8	Highway		City County
9	Land Conservation		City Library Board
10	LEJC		City Park Board
11	Parks		Continuus
12	Pine Valley		Coordinated Service Team Coordinating
13	Property		Courthouse Security
14	Rules & Resolutions & Ethics		Criminal Justice Coordinating
15	Strategic Planning		Hidden Valleys
16	UW Extension		Housing Authority
17	UW Richland		Land Information
18	Veterans		Local Emergency Planning
19	Zoning		Lone Rock Library Board
20			Mississippi Valley Health Services
21			Neighborhood Housing Services
22			Nutrition Advisory
23			Southwest Badger Resource Conservation & Development Council
24			Southwest WI CAP
25			SW WI Library System
26			SW WI Regional Planning
27			Transportation Coordinating
28			Tri-County Airport
29			Viola Library Board
30			Zoning Board of Adjustment

STEP 4

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight	Other Committees
1	Audit	Ambulance	ADA Compliance
2	Child Support	Economic Development	Administrator Transition
3	Committee on Committees	Symons	Aging & Disability
4	Emergency Management		Branding
5	Fair & Recycling		CDBG Housing Regional Board
6	Finance & Personnel		CDBG Revolving Loan
7	HHS		Citizen Participation Planning
8	Highway		City County
9	Land Conservation		City Library Board
10	LEJC		City Park Board
11	Parks		Continuus
12	Pine Valley		Coordinated Service Team Coordinating
13	Property		Courthouse Security
14	Rules & Resolutions & Ethics		Criminal Justice Coordinating
15	Strategic Planning		Hidden Valleys
16	UW Extension		Housing Authority
17	UW Richland		Land Information
18	Veterans		Local Emergency Planning
19	Zoning		Lone Rock Library Board
20			Mississippi Valley Health Services
21			Neighborhood Housing Services
22			Nutrition Advisory
23			Southwest Badger Resource Conservation & Development Council
24			Southwest WI CAP
25			SW WI Library System
26			SW WI Regional Planning
27			Transportation Coordinating
28			Tri-County Airport
29			Viola Library Board
30			Zoning Board of Adjustment

STEP 5

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight	Other Committees	Obsolete Committees
1	Audit	Ambulance	ADA Compliance	Committee on Committees
2	Child Support	Economic Development	Aging & Disability	Administrator Transition
3	Emergency Management	Symons	Branding	City County
4	Fair & Recycling		CDBG Housing Regional Board	Hidden Valleys
5	Finance & Personnel		CDBG Revolving Loan	Southwest Badger Resource Conservation & Development Council
6	HHS		Citizen Participation Planning	
7	Highway		City Library Board	
8	Land Conservation		City Park Board	
9	LEIC		Continuus	
10	Parks		Coordinated Service Team Coordinating	
11	Pine Valley		Courthouse Security	
12	Property		Criminal Justice Coordinating	
13	Rules & Resolutions & Ethics		Housing Authority	
14	Strategic Planning		Land Information	
15	UW Extension		Local Emergency Planning	
16	UW Richland		Lone Rock Library Board	
17	Veterans		Mississippi Valley Health Services	
18	Zoning		Neighborhood Housing Services	
19			Nutrition Advisory	
20			Southwest WI CAP	
21			SW WI Library System	
22			SW WI Regional Planning	
23			Transportation Coordinating	
24			Tri-County Airport	
25			Viola Library Board	
26			Zoning Board of Adjustment	

STEP 6

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight	Other Committees
1	Audit	Ambulance	ADA Compliance
2	Child Support	Economic Development	Aging & Disability
3	Emergency Management	Symons	Branding
4	Fair & Recycling		CDBG Housing Regional Board
5	Finance & Personnel		CDBG Revolving Loan
6	HHS		Citizen Participation Planning
7	Highway		City Library Board
8	Land Conservation		City Park Board
9	LEJC		Continuus
10	Parks		Coordinated Service Team Coordinating
11	Pine Valley		Courthouse Security
12	Property		Criminal Justice Coordinating
13	Rules & Resolutions & Ethics		Housing Authority
14	Strategic Planning		Land Information
15	UW Extension		Local Emergency Planning
16	UW Richland		Lone Rock Library Board
17	Veterans		Mississippi Valley Health Services
18	Zoning		Neighborhood Housing Services
19			Nutrition Advisory
20			Southwest WI CAP
21			SW WI Library System
22			SW WI Regional Planning
23			Transportation Coordinating
24			Tri-County Airport
25			Viola Library Board
26			Zoning Board of Adjustment

STEP 7

Number	County Board Committees with Departmental Oversight	Which Department/s?
1	Audit	Administrator
		Clerk
2	Child Support	Child Support
3	Emergency Management	Emergency Management
4	Fair & Recycling	Fair & Recycling
5	Finance & Personnel	Administrator
		Clerk
		MIS
		Property Lister
		Register of Deeds
	Treasurer	
6	HHS	Health & Human Services
7	Highway	Highway
8	Land Conservation	Land Conservation
9	LEJC	Clerk of Court
		Coroner
		District Attorney
		Register in Probate
	Sheriff	
10	Parks	Parks
11	Pine Valley	Pine Valley
12	Property	Courthouse Maintenance
13	Rules & Resolutions & Ethics	County Board
14	Strategic Planning	County Board
15	UW Extension	UW Extension
16	UW Richland	UW Food Services
		UW Richland Maintenance
17	Veterans	Veterans
18	Zoning	Zoning

STEP 8 - OPTION A

Number	1	2	3	4	5	6
Committees	Executive	Health & Human Services	Public Safety	Planning, Resources, Development	Public Works & Infrastructure	Veterans, Aging, Long Term Care
Departments	Administrator	Health & Human Services	Clerk of Court	Land Conservation	Courthouse Maintenance	Pine Valley
	Child Support	UW Food Service	Coroner	Parks	Fair & Recycling	Veterans
	Clerk		District Attorney	Property Lister	Highway	
	County Board		Emergency Management	Register of Deeds	UW Richland Maintenance	
	MIS		Register in Probate	UW Extension		
	Treasurer		Sheriff	Zoning		

STEP 8 - OPTION B

Number	1	2	3	4	5	6
Committees	Executive	Finance	Health & Human Services	Public Safety	Planning, Resources, Development	Public Works & Infrastructure
Departments	Administrator	Administrator	Health & Human Services	Clerk of Court	Land Conservation	Courthouse Maintenance
	County Board	Child Support	Pine Valley	Coroner	Parks	Fair & Recycling
		Clerk*	UW Food Services	District Attorney	Property Lister	Highway
		MIS	Veterans	Emergency Management	Register of Deeds	UW Richland Maintenance
		Treasurer		Register in Probate	UW Extension	
				Sheriff	Zoning	

*Assume the audit function goes to Finance under this option

STEP 8 - OPTION C

Number	1	2	3	4	5	6
Committees	Executive	Health & Human Services	Public Safety	Natural Resources	Public Works & Infrastructure	Veterans & Seniors
Departments	Administrator	Health & Human Services	Clerk of Court	Land Conservation	Courthouse Maintenance	Pine Valley
	Clerk	Child Support	Coroner	Parks	Fair	Veterans
	County Board	Food Services	District Attorney	Property Lister	Highway	
	Treasurer		Emergency Management	Register of Deeds	MIS	
			Register in Probate	Recycling	UW Richland Maintenance	
			Sheriff	UW Extension		
				Zoning		

STEP 9

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight (<i>reports to</i>)	Other Committees
1	Standing Committee 1	Ambulance (<i>standing committee x</i>)	ADA Compliance
2	Standing Committee 2	Economic Development (<i>standing committee x</i>)	Aging & Disability
3	Standing Committee 3	Symons (<i>standing committee x</i>)	Branding
4	Standing Committee 4		CDBG Housing Regional Board
5	Standing Committee 5		CDBG Revolving Loan
6	Standing Committee 6		Citizen Participation Planning
7			City Library Board
8			City Park Board
9			Continuus
10			Coordinated Service Team Coordinating
11			Courthouse Security
12			Criminal Justice Coordinating
13			Fair Volunteer
14			Housing Authority
15			Land Information
16			Local Emergency Planning
17			Lone Rock Library Board
18			Mississippi Valley Health Services
19			Neighborhood Housing Services
20			Nutrition Advisory
21			Southwest Badger Resource Conservation & Development Council
22			Southwest WI CAP
23			SW WI Library System
24			SW WI Regional Planning
25			Traffic Safety Commission
26			Transportation Coordinating
27			Tri-County Airport
28			Veterans Service Commission
29			Viola Library Board
30			Zoning Board of Adjustment

STEP 10

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight (<i>reports to</i>)	Other Committees
1	Standing Committee 1	Ambulance (<i>standing committee x</i>)	ADA Compliance
2	Standing Committee 2	Economic Development (<i>standing committee x</i>)	Aging & Disability
3	Standing Committee 3	Symons (<i>standing committee x</i>)	Branding
4	Standing Committee 4		CDBG Housing Regional Board
5	Standing Committee 5		CDBG Revolving Loan
6	Standing Committee 6		Citizen Participation Planning
7			City Library Board
8			City Park Board
9			Continuus
10			Coordinated Service Team Coordinating
11			Courthouse Security
12			Criminal Justice Coordinating
13			Fair Volunteer
14			Housing Authority
15			Land Information
16			Local Emergency Planning
17			Lone Rock Library Board
18			Mississippi Valley Health Services
19			Neighborhood Housing Services
20			Nutrition Advisory
21			Southwest Badger Resource Conservation & Development Council
22			Southwest WI CAP
23			SW WI Library System
24			SW WI Regional Planning
25			Traffic Safety Commission
26			Transportation Coordinating
27			Tri-County Airport
28			Veterans Service Commission
29			Viola Library Board
30			Zoning Board of Adjustment

STEP 11

Number	County Board Committees with Departmental Oversight	Partnership Committees with Departmental Oversight (reports to)	Advisory Committees (reports to standing committee x)	Special Appointment Committees (reports to standing committee x)
1	Standing Committee 1	Ambulance (standing committee x)	ADA Compliance	CDBG Housing Regional Board
2	Standing Committee 2	Economic Development (standing committee x)	Aging & Disability	CDBG Revolving Loan
3	Standing Committee 3	Symons (standing committee x)	Branding	Citizen Participation Planning
4	Standing Committee 4		Courthouse Security	City Library Board
5	Standing Committee 5		Criminal Justice Coordinating	City Park Board
6	Standing Committee 6		Fair Volunteer	Continuus
7			Land Information	Coordinated Service Team Coordinating
8			Local Emergency Planning	Housing Authority
9			Nutrition Advisory	Lone Rock Library Board
10			Traffic Safety Commission	Mississippi Valley Health Services
11			Transportation Coordinating	Neighborhood Housing Services
12			Veterans Service Commission	Southwest Badger Resource Conservation & Development Council
13			Zoning Board of Adjustment	Southwest WI CAP
14				SW WI Library System
15				SW WI Regional Planning
16				Tri-County Airport
17				Viola Library Board

DRAFT Overall Rules

Each County Board member holds seats on 2 standing committees

The County Board Chair and Vice Chair are automatically the Chair and Vice Chair of the Executive Committee

The Chair of each Standing Committee is a member of the Executive Committee

All initial appointments are made and confirmed at the organizational meeting after the Chair and Vice Chair are elected

DRAFT Appointment Process

The Board Chair first appoints 7 County Board members to 3 of the 5 non-Executive Committees, with County Board confirmation

Those 3 committees then meet to elect Committee Chairs. A constitutional officer (i.e. Clerk, Treasurer, Sheriff, etc.) conducts each election.

Those 3 Committee Chairs automatically become members of the Executive Committee

The Board Chair then appoints members of the 2 remaining non-Executive Committees, with County Board confirmation

Those 2 committees then meet to elect Committee Chairs. A constitutional officer (i.e. Clerk, Treasurer, Sheriff, etc.) conducts each election.

Those 2 Committee Chairs automatically become members of the Executive Committee.

The 1st appointments of the last 2 Committee Chairs are replaced by the 2 County Board members who did not receive a 2nd appointment (or designated vacant if vacancies exist at the organizational meeting)

The final 2 replacement appointments are made by the County Board Chair, with County Board confirmation

** County Board Chair makes all supervisor appointments (with County Board confirmation), Administrator makes all citizen appointments (with County Board confirmation)*

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Roles and Responsibilities of the County Board Chair and Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 3 rd , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 1 st , 2022	Referred by:	January meeting of Rules Committee
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to select _____ roles and responsibilities for the County Board Chair and Vice Chair, generated from state statutes, peer counties, and Richland County Board rules and committee structure, to be included in an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”, and presented to the County Board for feedback before returning to this committee for final recommendation.

Background:

At the January meeting of the Rules & Resolutions Committee, a motion was adopted to draft an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” to include required and optional roles and responsibilities of the County Board Chair and Vice Chair. To draft that amended policy, the committee may first choose preferred items. The policy currently states the following roles and responsibilities for the County Board Chair:

- May alter the seating arrangements of the county board meeting (Rule #2)
- Shall assign proposed resolutions and ordinances to the appropriate committee when in doubt (Rule #19)
- Provide determination of need for teleconferencing meetings (Rule #3)

No roles or responsibilities are listed for the County Board Vice Chair. It is recommended that the committee start from scratch, and choose from the required and optional categories below.

Required roles and responsibilities of the County Board Chair:

The following are statutory duties of the County Board Chair, and are recommended to be included in the amended policy:

- Perform all duties required of the chairperson until the board elects a successor (*State Statute 59.12*)
- Preside at [County Board] meetings when present (*State Statute 59.12*)
- Countersign all ordinances of the County board (*State Statute 59.12*)

Optional roles and responsibilities of the County Board Chair:

The following are optional roles and responsibilities of the County Board Chair. This list was generated from state statutes, peer county board rules/ordinances, and Richland County Board rules and Committee Structure document, and the source of each are noted in parentheses and *italics*. There are 15 categories:

1. Agendas

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

2. Appointments
3. Committee memberships
4. Committee voting powers
5. County Board meeting procedures
6. Laws
7. Miscellaneous
8. Oaths
9. Recruitment for vacancies
10. Referrals
11. Relationships (internal and external)
12. Removals
13. Seating arrangements
14. Signatures
15. Voting at County Board meetings

1. Agendas

- a. Sets the agenda. (*St Croix County*)
- b. Be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Administrator and County Clerk. (*Price County*)
- c. Working with the County Administrator, be responsible for the preparation of the written agenda. (*Sawyer County*)
- d. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency. Directs the County Clerk on what items are to appear on the County Board agenda. Changes County Board meeting dates and times, if necessary. (*St Croix County*)
- e. Whether or not the board chair sets the county board agenda. (*WI Counties Association Handbook*)
- f. Approve consideration of resolutions and ordinances, or their subsequent drafts, if not sent out by Wednesday before the County Board meeting. (*Richland County Board Rule 1*)
- g. Approve the order of agenda items. (*Richland County Board Rule 5*)

2. Appointments

- a. Appoint committees from the members of the board. (*Bayfield County, State Statute 59.13*)
- b. Appoint County Board members as members of the 5 Standing Committees and make appointments to all other committees within the Chairperson's province, subject to approval of the County Board. (*Ozaukee County*)
- c. Appoint all members of the standing committees with the exception of elected committees. (*Price County, Sawyer County*)
- d. Whether the board chair makes committee appointments. (*WI Counties Association Handbook*)
- e. Receive notifications of prolonged, unexcused absences of members of committees/boards/commissions. (*Richland County Board Rule 6*)
- f. Appoint residents/County Board members to library boards. (*Richland County Committee Structure, State Statute 43.60*) ****State Statute 59.18 (2)(c) supersedes State Statute 43.60****

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

- g. Appoint resident veterans to Veterans Service Commission and require that each member and the veterans service officer to execute an individual surety bond. (*Richland County Committee Structure, State Statute 45.81*) ****State Statute 59.18 (2)(c) likely supersedes State Statute 45.81****
- h. Designate the chair of the Emergency Management Committee per WI Statute 166.03 (4)(c). (*Richland County Committee Structure, State Statute 323.14*)
- i. Appoint 7 members of the County Park Commission, any number of which may be members of the County Board. (*State Statute 27.02*)
- j. Make appointment of one Supervisor member to the Richland Center Park Board, subject to County Board confirmation. (*Richland County Committee Structure*)
- k. May appoint members of the County Highway Commission if the County Board confers this authority. (*State Statute 83.015 (1)(c)*)

3. Committee Membership

- a. Be a member of the Executive Committee and serve as its chairperson. (*Ozaukee County*)
- b. Act as ex officio member of all committees of the County Board. (*Price County*)
- c. Can be a member of standing committees and will be an ex officio member of all other committees of the County Board. (*Sawyer County*)
- d. Chair/member of Committee of the Whole; member of one, but not more than two, standing committees. Shall not act as a chair of a Standing Committee. (*St Croix County*)
- e. May act as an ex-officio member of any committee of the County Board. (*Waushara County*)
- f. Could specify whether the board chair is an automatic member of a committee or committees, whether the board chair is able to fill in for absent committee members at committee meetings. (*WI Counties Association Handbook*)
- g. Whether the board chair serves as chair of other committees. (*WI Counties Association Handbook*)
- h. Automatic member of the Committee on Committees and Finance & Personnel Committee (*Richland County Board Rule 2, Richland County Committee Structure*)
- i. Member of ADA Compliance Committee, Symons Natatorium Board (or designee), Economic Development Board, Emergency Management Committee (*Richland County Committee Structure*) ****Member of City-County Ad Hoc Committee, Southwest WI Regional Planning Commission??****

4. Committee Voting Powers

- a. As ex officio member, have the power to vote in such committee when requested by the committee chairperson to fill a position caused by the absence of a member of said committee. (*Price County*)
- b. Have the power to vote at committee meetings when requested by the committee chair to fill a position caused by the absence of a member of that committee. (*Sawyer County*)
- c. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee. (*St Croix County*)
- d. Shall have the power to vote on matters before such committees only in the absence of one or more committee members. (*Waushara County*)

5. County Board Meeting Procedures

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

- a. Preside at Board meetings in an efficient and effective manner and set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all members wishing to speak given a chance to do so. *(Sawyer County)*
- b. Exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert's Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office. *(St Croix County)*
- c. May excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. *(Waushara County)*
- d. Approve remote attendance of County Board members at County Board meetings. *(Richland County Board Rule 3)*
- e. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or the County Administrator, meetings of the County Board and its committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law. *(Richland County Board Rule 3)*
- f. Take the chair at the appointed time of County Board meetings, ask the Clerk to call the roll, and call the meeting to order. *(Richland County Board Rule 4)*
- g. Ask if any member wants the minutes read or amended, and if not, declare them approved. *(Richland County Board Rule 4)*
- h. Preserve order and decorum, decide all questions of order. *(Richland County Board Rule 6)*
- i. Give permission to use cell phones during meetings. *(Richland County Board Rule 7)*
- j. Recognize members who wish to speak, including their order. *(Richland County Board Rule 11)*
- k. Limit the time of any speaker. *(Richland County Board Rule 11)*

6. Laws

- a. Take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. *(Bayfield County, State Statute 59.12)*
- b. Expedite all such laws as may be resolved upon by the County Board. *(Ozaukee County)*
- c. Expedite all measures resolved upon by the Board. *(Bayfield County, State Statute 59.12)*

7. Miscellaneous

- a. Such other powers and duties as are set forth in County ordinances or resolutions. *(Bayfield County)*
- b. Direct Supervisors to attend meetings of a committee/board/commission where they are not a member. *(Richland County Board Rule 15)*

8. Oaths

- a. Administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. *(Bayfield County, Ozaukee County, State Statute 59.12)*

9. Recruitment for Vacancies

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

- a. Seeks candidates and makes recommendations for candidates in vacant districts. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists. *(St Croix County)*

10. Referrals

- a. Receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official. *(Price County)*
- b. Assign proposed resolutions and ordinances to the appropriate committee when there is doubt. *(Richland County Board Rule 19)*

11. Relationships (Internal and External)

- a. Transact all necessary Board business with local and County officers *(Bayfield County, Ozaukee County, Price County, State Statute 59.12)*
- b. Represent the County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board members such roles and responsibilities. *(Sawyer County)*
- c. Delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other meetings or events pertaining to County business. *(Price County)*
- d. Shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request or groups or organizations to present County positions or programs. *(St Croix County)*

12. Removals

- a. Remove appointed committee members with approval by majority of those Board members voting. *(Sawyer County)*
- b. County officers appointed by the chairperson of the County Board may be removed at pleasure by the chairperson. *(State Statute 17.10 (3))*

13. Seating Arrangements

- a. Sit at the head table at County Board meetings *(Richland County Board Rule 2)*
- b. Alter seating arrangements at County Board meetings *(Richland County Board Rule 2)*

14. Signatures

- a. Countersign all County orders. *(Ozaukee County, State Statute 59.12)*
- b. Sign or countersign contracts negotiated by various Committees. *(Ozaukee County)*
- c. Sign all resolutions of the County Board and countersign County orders and contracts when directed. *(Price County)*
- d. Sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders. *(Sawyer County)*

15. Voting at County Board Meetings

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

- a. Be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue. *(Price County)*
- b. Be entitled to vote on all questions coming before the Board. *(Sawyer County)*
- c. Should specify that the board chair maintains the right to vote (not just on tie votes). *(WI Counties Association Handbook)*
- d. Vote on a call of ayes and noes. *(Richland County Board Rule 2)*
- e. Excuse members from voting on a roll call vote. *(Richland County Board Rule 9)*

Required and optional roles of the County Board Vice Chair:

16. State statute (required)

- a. Shall perform the chairperson’s duties in case of the absence or disability of the chairperson. *(State Statute 59.12 (2))*

17. County Board rules (optional)

- a. Sit at the head table at County Board meetings *(Richland County Board Rule 2)*
- b. Automatic member of the Committee on Committees and Finance & Personnel Committee *(Richland County Board Rule 2)*
- c. Preside over County Board meetings if the Chair is attending remotely *(Richland County Board Rule 3)*

18. Committee structure document (optional)

- a. Automatic member of Committee on Committees *(Richland County Committee Structure)*
- b. Automatic member Emergency Management Committee *(Richland County Committee Structure)*
- c. Automatic member of Finance & Personnel Committee *(Richland County Committee Structure)*

Summary

It is recommended that the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”, be amended to include defined roles and responsibilities of the County Board Chair and Vice Chair, and presented to the County Board for feedback before returning to the Rules Committee for final consideration.

Attachments and References:

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

Richland County Rules and Resolutions Committee and Ethics Board

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Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Rules and Resolutions Committee and Ethics Board

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Agenda Item Name: Process for Running for Board Chair/Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 3 rd , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 1 st , 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to recommend amending the proposed process for running for Board Chair/Vice Chair:

- Eliminate step #5
- Amend step #7

Both changes should be drafted into County Board rules for consideration at a future Rules & Resolutions Committee meeting, similar to the motion passed at the January meeting.

Background:

At the January Rules & Resolutions Committee meeting, members adopted a motion to have the following process for running for Board Chair and Vice Chair drafted into County Board rules:

1. The roles of the Board Chair and Vice Chair, as defined in the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” shall be distributed in the welcome letter for newly elected County Board members.
2. Candidates for Chair and Vice Chair are strongly encouraged to indicate their interest in the positions Committee/Board/Commission and Seat Preference form.
3. Candidates are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):
 - If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
 - How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?
4. All completed forms (i.e. Committee/Board/Commission and Seat Preference, Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board members-elect in advance of the organizational meeting. This will facilitate the process of electing the Chair and Vice Chair, and provide information to the entire board about biographies and appointment preferences.
5. Candidates for County Board Chair and Vice Chair may directly contact County Board members-elect to campaign for the positions.
6. The Clerk shall run the organizational meeting until a Chair has been elected.
7. At the organizational meeting, nominations shall be made and seconded, and the election of Chair and Vice Chair shall follow the verbiage already defined in County Board rules.

At the WCA’s webinar on [January 18th titled “The Organization Meeting.”](#) a question was raised about open meeting issues related to candidates for County Board Chair and Vice Chair campaigning for those positions. Attorney Andy Phillips said the election of the Board Chair is an item of business for the

Richland County Rules and Resolutions Committee and Ethics Board

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Board. If that item is discussed outside of the confines of County Board meetings, the County Board is inviting potential violations of the open meetings law. He recommended limiting conversations outside the County Board meeting to make the campaigning process as clean as possible. As a result, it is recommended to eliminate step #5 above.

To allow candidates to campaign, Attorney Phillips recommended specifying in County Board rules if they are allowed to make a speech, distribute literature, give a PowerPoint presentation, etc. at the organizational meeting. As a result, it is recommended that the Rules Committee brainstorm and adopt campaigning rules for the organizational meeting under step #7 above.

Currently County Board rules says, *“At the organization meeting in even numbered years, the Board shall elect a Chair and Vice- Chair by secret ballot. All ballots shall be formal ballots. A majority of votes of the members present shall be necessary to elect.”*

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Ethics Ordinance

Department	Corporation Counsel	Presented By:	Corporation Counsel
Date of Meeting:	03 February 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure F
Date submitted:	01 February 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	N/A, <u>needed</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... recommend ordinance adoption by the Richland County Board, with amendments, (Pending discussion with corporation counsel).

Background: *(preferred one page or less with focus on options and decision points)*

Richland County Corporation Counsel has drafted a revised ethics ordinance for the committee to review, discuss and provide guidance. The drafted ordinance is composed with an effort to incorporate the repeal into the new ordinance so it can all be passed at once.

Questions remain on several of the highlighted sections of the draft, examples:

- Preferences on a new definition of "substantial value"? Current proposal; "...is defined as anything of such financial, sentimental or other value that it would be unreasonable to believe that it would not affect the impartiality of the recipient.
- What should the deadline for filing the Statement of Economic Interest be?
- Should a complainant be required to identify themselves when filing a complaint? Originally anonymous complaints were accepted, but it was later amended to requiring the name of the complainant on the complaint.

These are a few of the issues that counsel will be addressing with the committee in efforts to finalize the document.

Attachments and References:

Ethics Ordinance - DARFT	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
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Richland County Committee

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	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

(summary of current and future impacts)

No foreseeable financial impacts

Approval:

Michael Windle

Review:

Clinton Langreck

Department Head
(if applicable)

Administrator, or Elected Office (if applicable)

ORDINANCE 22-_____

An Ordinance Establishing a Code of Ethics for County Officials and Creating an Ethics Board.

WHEREAS the Richland County Board of Supervisors believes public servants, including elected officials, should be held to the highest standards of ethical behavior; and

WHEREAS the Richland County Board believes that transparency is vital to ensuring that ethical behavior; and

WHEREAS the Richland County Board has found that Ordinance No. 06-28 is insufficient to achieve the goals of transparency and ethical behavior;

NOW THEREFORE BE IT RESOLVED the Richland County Board of Supervisors does hereby ordain as follows:

1. **Authority.** The authority for this Ordinance is 2019-2020 Wisconsin Statutes § 19.59. This Ordinance shall use the definitions found in Wis. Stat. § 19.42, with any instance of “local” referring at all times to Richland County.
2. **Repeals.**
 - A. Ordinance No. 06-28 and all of its amendments are repealed in their entirety, excepting those provisions repealing previous Resolutions and/or Ordinances.
 - B. The section of the Committee Structure Resolution headed “ETHICS COMMITTEE” and all amendments to it are repealed in their entirety, excepting those provisions repealing previous Resolutions and/or Ordinances.
3. **Effect on Current Committee Members.** Any member of the Rules and Resolutions Committee and Ethics Board established in Ordinance No. 06-28 serving at the time of its repeal shall finish the term of their appointment under that Ordinance on the Rules and Resolutions Committee and Ethics Board (“Committee”) established herein. At the end of their term they shall be subject to the Board’s appointment process as described below.
4. **Applicability.** The provisions of this Ordinance shall apply to the following:
 - A. All local public officials, candidates for public office, and County employees, unionized or non-unionized who work either full- or half-time for the County or are eligible for the State of Wisconsin’s retirement program and who are also eligible to participate in the County’s group health insurance program (“County Officials”).
 - B. To the extent allowed under Wis. Stat. § 19.59 the provisions of this Ordinance shall apply to the immediate family of all County Officials or candidates for County office.
5. **Code of Ethics.** County Officials shall adhere to the terms of the Code of Ethics for County Officials (“Code”), which shall consist of the following provisions:

- A. All provisions of Wis. Stat. § 19.59(1), incorporated herein by reference.
 - i. “Substantial value” as used in Wis. Stat. § 19.59(1)(a) shall be defined as _____.
 - B. County Officials shall file a Statement of Economic Interests (“SEI”) as described in Wis. Stat. § 19.44. For County employees, the SEI shall be filed the ___ day of _____ of each year. For elected County Officials, the SEI shall be filed with their candidacy paperwork..
 - i. The County Clerk is directed to omit from any ballot any County Official who fails to file their SEI.
 - ii. The Treasurer is directed to withhold payment of salary or expenses from any County Official who fails to file their SEI.
- 6. Committee.** There shall be a committee of the Board known as the Rules and Resolutions Committee and Ethics Board (“Committee”). The Committee shall operate in the following manner:
- A. The Committee shall consist of five members.
 - B. Members shall be appointed and confirmed via the normal procedure of the County Board.
 - C. The Committee shall have the following powers and duties:
 - i. The Committee shall review and recommend any changes regarding the Rules of the County Board and Committee Structure Resolution.
 - ii. The Committee shall review any Resolutions or Proposed Ordinances not sponsored by a committee for action by the County Board.
 - iii. The Committee shall ensure that the disposal or destruction of County records is done in accordance with the relevant Ordinance and Wis. Stat. § 19.21.
 - iv. The Committee shall administer and enforce the Code, which includes receiving, reviewing and investigating alleged violations and holding hearings on the same.
 - v. The Committee, with the assistance of Corporation Counsel, shall issue advisory opinions. Neither the identity of the opinion’s requestor nor the opinion shall be made public without the requestor’s consent. However, a summary of the opinion which does not disclose the identity of the requestor may be made public.
- 7. Enforcement.** Enforcement of the Code shall proceed as follows:
- A. All alleged violations of the Code shall be prosecuted by the Corporation Counsel at the direction of the Committee.
 - B. The County shall create and make available through the Clerk’s office a complaint form. The form will be made available to all County Officials upon request. The form is only suggested and any complaint which complies with the conditions below shall be considered by the Committee.
 - C. A complainant shall file a written complaint containing the following information:
 - i. The name of the alleged offender.
 - ii. The approximate date of the alleged offense.

iii. A description of the alleged offense and any supporting facts or evidence.

iv. (the name?)

v. The date the complaint is being submitted.

D. Complaints may be mailed to or filed with the Clerk's office.

E. Within 5 days of receipt the Clerk shall send copies of the complaint to the Committee.

F. After a complaint has been received by the Committee, the following procedure shall be followed:

i. Hold a closed session meeting on the complaint within 30 days of receiving it, wherein the Committee and Corporation Counsel shall decide whether to investigate the complaint further or dismiss the matter.

ii. If the Committee decides to investigate the matter further, it shall hear from the alleged violator; this matter shall be held in accordance with the Open Meetings Law, Wis. Stat. § 19.81-19.98.

iii. After investigating the matter and hearing from the alleged offender, the Committee shall decide if there has been a violation of the Code and the appropriate penalty to assess against the violator(s). The matter shall then be referred to the Corporation Counsel or the District Attorney for prosecution, as appropriate.

G. Nothing in the above procedures shall prevent the Committee from investigating an alleged violation of the Code pursuant to a motion made by a member of the County Board and adopted by the Committee.

8. Penalties. Penalties for violation of the Code include:

A. Withholding payment of salary or expenses from the violator, and/or

B. A forfeiture of not less than \$100 and no more than \$1,000 for each violation of the Code, plus Court costs.

9. Effective Date. This Ordinance shall be effective immediately upon its passage and publication.