

# Rules & Resolutions Committee

Recommendations for the County Board

# October 2021

## **Proposal by Administrator to:**

- Have County Board Chair appoint 3 members of 5-member Committee on Committees
- Categorize all bodies into:
  - Standing committees
  - Boards
  - Commissions
  - Sub-committees
  - Seats on partner organizations
- Have County Board Chair appoint “standing committee” chairs

**Main Justification:** *Ease the streamlining of County services through the establishment of a County Board Chair “cabinet”*

**Action:** *Forward informational proposal to the County Board to inform and invite feedback*

# November 2021

## **Committee Reviewed:**

- County Board feedback (i.e. “less democratic”)
- Justification for change:
  - Allow County Board Chair to create more cohesion to lead us through challenging finances (consolidation)
  - Allow committees to be appointed at organizational meeting (efficiency)
- Interest in having the County Board Chair/Vice Chair candidates submit resumes before their selection

**Summary:** *Committee had healthy discussion/debate over organizational structure of County Board*

**Informal Action:** *Support research on how other counties appoint committee members*

# December 2021

## **Committee began discussing:**

- Process for running for County Board Chair/Vice Chair
- Orientation for new term and committee/board/commission interest form

## **Committee took the following actions on:**

- Encouraging County Board members to attend WCA educational webinars on
  - Committee Structure and Rightsizing
  - Organizational Meeting
  - County Board Rules
- Researching how bodies pay departmental bills and monitor annual spending
- After reviewing research on how other counties appoint County Board members to recommended that:
  - The County Board Chair appoints supervisor members to bodies with County Board confirmation at the organizational meeting
  - Committees should be appointed at organizational meeting
  - The County Board Chair may remove supervisor members from bodies (i.e. committees, boards, commissions) with County Board confirmation, with the option for resignation before the removal
  - Committee chairs should be elected by committee members

County	2010 census population
Price County	13,416
Bayfield County	14,993
Burnett County	15,289
Ashland County	15,617
Sawyer County	16,399
Richland County	17,459
Green Lake County	18,755
Kewaunee County	20,387
Iowa County	23,618
Waushara County	24,193
Door County	27,472

# Peer County Research

- Similar population
- Administrator form of government

County	2010 census population	Who Appoints Committee Members
Price County	13,416	Board Chair, with County Board confirmation
Bayfield County	14,993	Board Chair, with County Board confirmation
Burnett County	15,289	Board Chair, with County Board confirmation
Ashland County	15,617	Combination of Board Chair and Administrator (see notes)
Sawyer County	16,399	Board Chair, with County Board confirmation
Richland County	17,459	
Green Lake County	18,755	Combination of Board Chair and Administrator (see notes)
Kewaunee County	20,387	Board Chair, with County Board confirmation
Iowa County	23,618	Committee on Appointments (3 members - Chair, Vice Chair, 2nd Vice Chair)
Waushara County	24,193	Board Chair, with exceptions (see notes)
Door County	27,472	Board Chair, with County Board confirmation

# Peer County Research

1. County Board Chair usually appoints member to sub-bodies

County	2010 census population	Who Appoints Committee Members	Appointments Made by What Deadline
Price County	13,416	Board Chair, with County Board confirmation	May Board meeting
Bayfield County	14,993	Board Chair, with County Board confirmation	May Board meeting
Burnett County	15,289	Board Chair, with County Board confirmation	Organizational meeting
Ashland County	15,617	Combination of Board Chair and Administrator (see notes)	Organizational meeting
Sawyer County	16,399	Board Chair, with County Board confirmation	May Board meeting
Richland County	17,459		
Green Lake County	18,755	Combination of Board Chair and Administrator (see notes)	After organizational meeting
Kewaunee County	20,387	Board Chair, with County Board confirmation	Organizational meeting
Iowa County	23,618	Committee on Appointments (3 members - Chair, Vice Chair, 2nd Vice Chair)	May Board meeting
Waushara County	24,193	Board Chair, with exceptions (see notes)	
Door County	27,472	Board Chair, with County Board confirmation	

# Peer County Research

1. County Board Chair usually appoints member to sub-bodies
2. Appointments are made at organizational meeting or May Board meeting

County	2010 census population	Who Appoints Committee Members	Appointments Made by What Deadline	Who Removes Committee Members
Price County	13,416	Board Chair, with County Board confirmation	May Board meeting	Board Chair
Bayfield County	14,993	Board Chair, with County Board confirmation	May Board meeting	Board Chair has a discussion with member and asks if they can step down
Burnett County	15,289	Board Chair, with County Board confirmation	Organizational meeting	Ethics committee, after Corp. Counsel investigation
Ashland County	15,617	Combination of Board Chair and Administrator (see notes)	Organizational meeting	
Sawyer County	16,399	Board Chair, with County Board confirmation	May Board meeting	Board Chair, with County Board confirmation
Richland County	17,459			
Green Lake County	18,755	Combination of Board Chair and Administrator (see notes)	After organizational meeting	
Kewaunee County	20,387	Board Chair, with County Board confirmation	Organizational meeting	Unofficial, discussions only
Iowa County	23,618	Committee on Appointments (3 members - Chair, Vice Chair, 2nd Vice Chair)	May Board meeting	Not defined
Waushara County	24,193	Board Chair, with exceptions (see notes)		
Door County	27,472	Board Chair, with County Board confirmation		

# Peer County Research

1. County Board Chair usually appoints member to sub-bodies
2. Appointments are made at organizational meeting or May Board meeting
3. Removal of members of sub-bodies varies



County	2010 census population	Who Appoints Committee Members	Appointments Made by What Deadline	Who Removes Committee Members	Who Determines Committee Chairs
Price County	13,416	Board Chair, with County Board confirmation	May Board meeting	Board Chair	Each committee
Bayfield County	14,993	Board Chair, with County Board confirmation	May Board meeting	Board Chair has a discussion with member and asks if they can step down	Each committee
Burnett County	15,289	Board Chair, with County Board confirmation	Organizational meeting	Ethics committee, after Corp. Counsel investigation	Each committee
Ashland County	15,617	Combination of Board Chair and Administrator (see notes)	Organizational meeting		Each committee
Sawyer County	16,399	Board Chair, with County Board confirmation	May Board meeting	Board Chair, with County Board confirmation	Each committee, by secret ballot
Richland County	17,459				
Green Lake County	18,755	Combination of Board Chair and Administrator (see notes)	After organizational meeting		Each committee
Kewaunee County	20,387	Board Chair, with County Board confirmation	Organizational meeting	Unofficial, discussions only	Board Chair, with County Board confirmation
Iowa County	23,618	Committee on Appointments (3 members - Chair, Vice Chair, 2nd Vice Chair)	May Board meeting	Not defined	Each committee
Waushara County	24,193	Board Chair, with exceptions (see notes)			
Door County	27,472	Board Chair, with County Board confirmation			

# Peer County Research

1. County Board Chair usually appoints member to sub-bodies
2. Appointments are made at organizational meeting or May Board meeting
3. Removal of members of sub-bodies varies
4. Sub-bodies usually select sub-body chairs

# January 2022

## **Committee took the following actions to recommend:**

- Developing a list of required and optional responsibilities for the Chair and Vice Chair
- Having sub-bodies monitor the actual vs. approved annual budget in funds managed by their department/s on a minimum quarterly basis.
- A 7-step process for running for County Board Chair/Vice Chair
- Drafting options for restructuring committees to improve efficiency and accountability (*October restructuring proposal was reconsidered after watching 12/13/21 WCA webinar on Committee Structure and Rightsizing*)

# Current Financial Practices of Sub-bodies

Committee/Board/Commission	Approves Monthly Bills?	Notes	Monitors Annual Budget of Reporting Department/s?	Notes
Agriculture & Extension Education	Yes		No	
Child Support	Yes		No	
Emergency Management	No		No	
Fair & Recycling	Yes		No	
Finance & Personnel	No		No	
Health & Human Services	No	Board reviews vouchers between \$2k and \$10k	Yes	
Highway	Yes	Bills referred to as vouchers	No	
Joint Ambulance	Yes	Only quarterly	No	Review expenses only
Land Conservation	Yes		No	
Law Enforcement and Judiciary	Yes	Approves Sheriff's invoices	Yes	All departments except Coroner
Parks	Yes		No	
Pine Valley	Yes	Bills referred to as vouchers	Yes	Accts receivable, cash receipts, cash balance, revenues
Property	No		No	
Symons	Yes		Yes	
UW-Platteville Richland	Yes	Maintenance, not Food Service	Yes	Maintenance + Food Service
Veterans Service	No		Yes	
Zoning and Land Information	Yes		No	

# Process for Running for County Board Chair/Vice Chair

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 County 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.

# February 3, 2022

Three committee restructuring options were considered and the we decided to further develop a hybrid of 2 of the options.

## **Why did we look at these options?**

- County currently has 54 bodies it runs or participates in.
- Fewer meetings would encourage a shift in focus from day-to-day management of staff to policy development
- Gives supervisors the ability to attend more meetings so they are better informed of county-wide issues
- WCA presentation from La Crosse and Ozaukee Counties attested to increased accountability from all (i.e., County Board members, the Administrator, and Department Heads)
- State law gives us a lot of freedom on how to structure, with some parameters.

# February 17, 2022

## **Recommended responsibilities for the County Board Chair:**

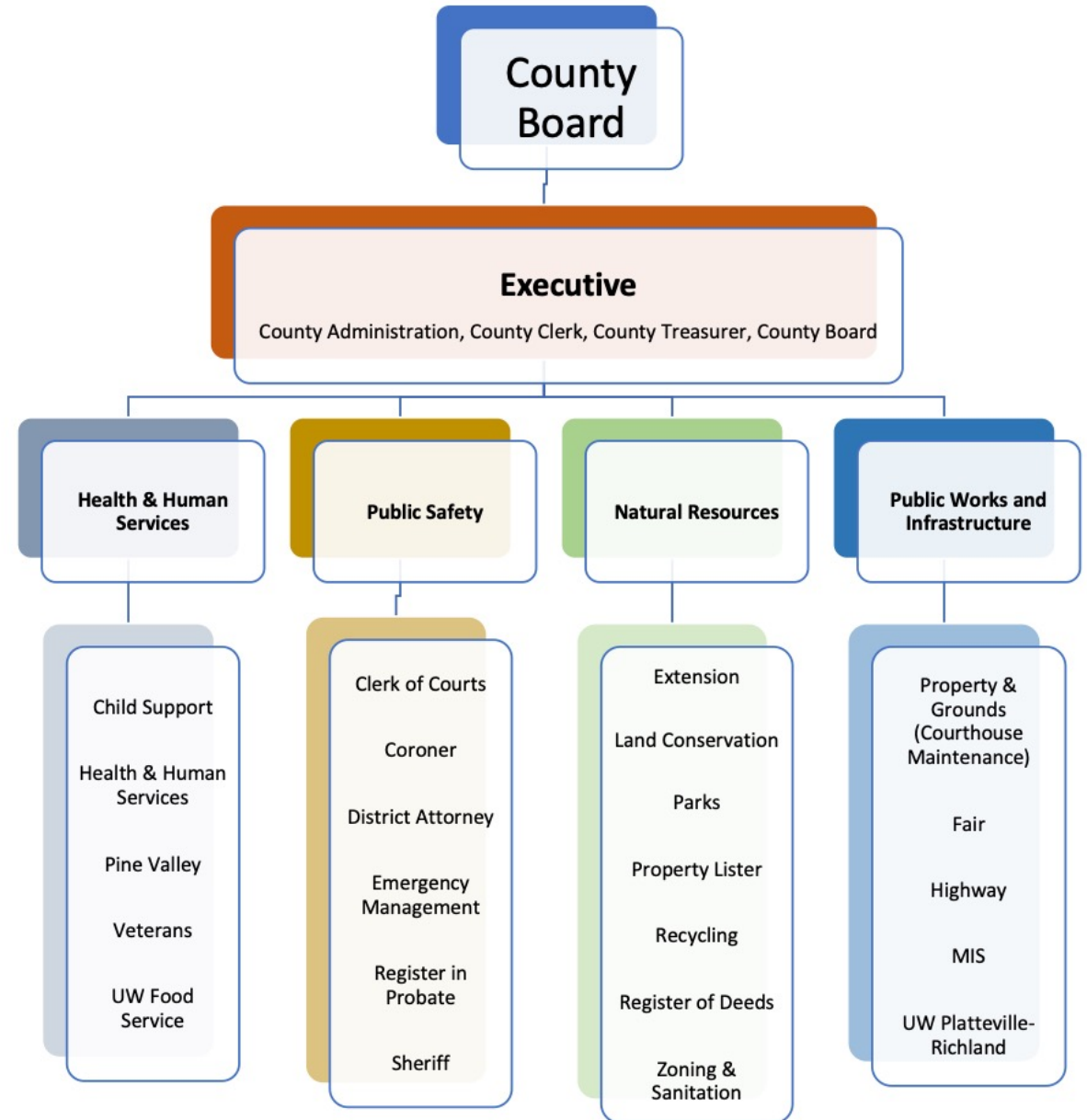
- Be responsible for the preparation of the agenda of the County Board in conjunction and with the assistance of the County Administrator and County Clerk.
- Remove ability to concur to the Administrator's appointment of department heads *(Richland County Administrator job description)*
- Acts as a voting member, if a quorum is not otherwise present for a Standing Committee.
- Take care that all federal, state and local laws, rules and regulations, and board policies pertaining to county government are enforced.
- Such other powers and duties as are set forth in County ordinances or resolutions
- Assign all matters to the appropriate committee when there is doubt.
- 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.
- Acts as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County.
- Remove appointed committee members with approval by majority of the County Board.
- Call for a vote of ayes, noes, and abstentions *(remove "excuse members from voting on a roll call vote.")*

# Process for Running for County Board Chair/Vice Chair (*revised 2/17/22*)

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 **not** directly contact County Board members-elect to campaign for the positions.
6. The County Clerk shall run the organizational meeting until a Chair has been elected.
7. At the organizational meeting, nominations shall be made and seconded. **Each candidate is allowed 10 minutes to speak and answer questions.** The election of Chair and Vice Chair shall follow the verbiage already defined in County Board rules.

# February 17, 2022

Committee adopted this framework for committee/commission/board restructuring and authorized returning to the Rules & Resolutions Committee with a revised Committee/Commission/Board Structure document incorporating the changes.



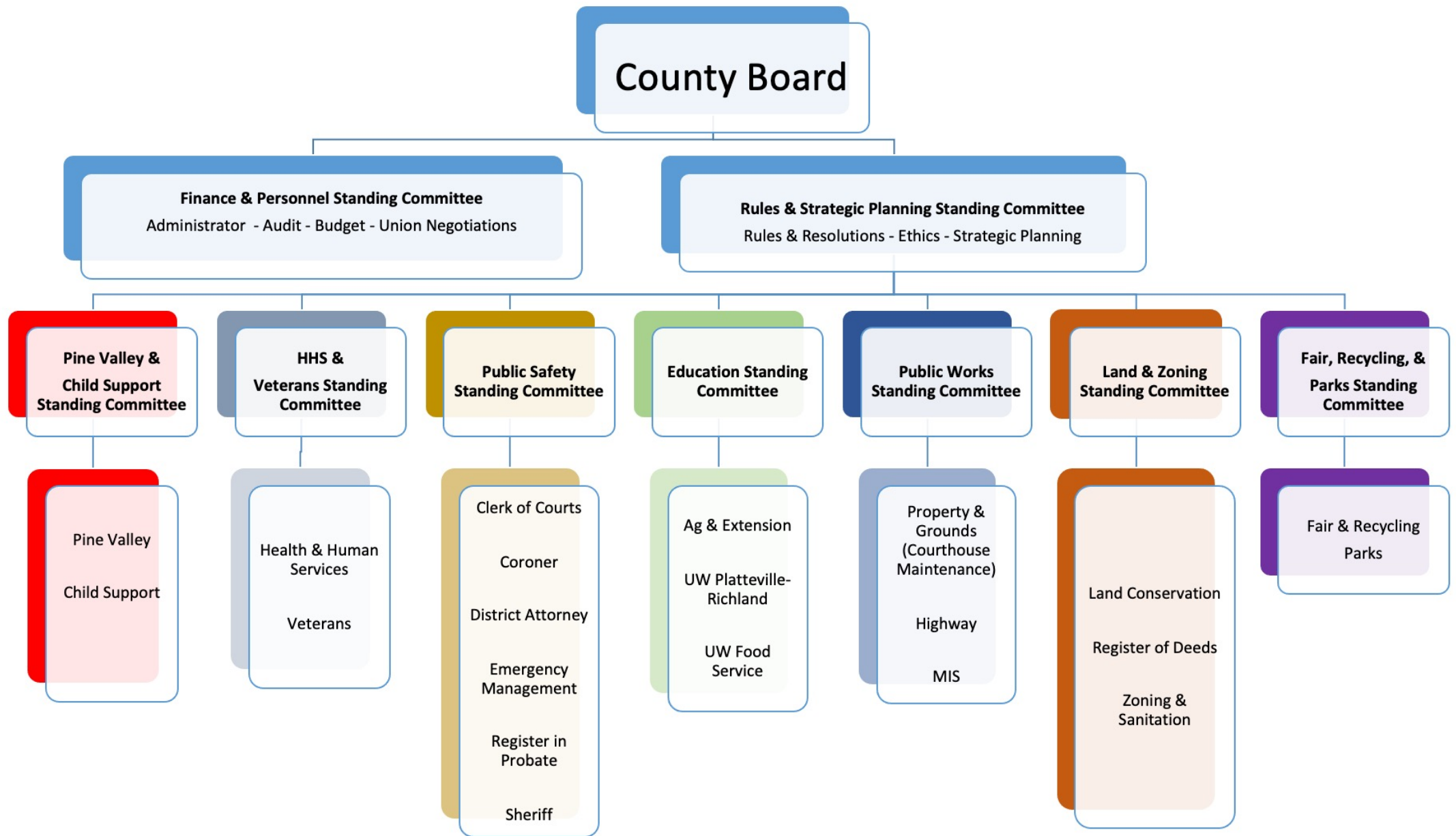


# Post 2/17/22 Feedback

- UW-Platteville Richland Committee needs more focus on education/culture (*Gentes, Brewer*)
- Fair Committee & Parks Commission are sources of labor for both departments, and keeping citizens and County Board members on the same committee is needed for now (*Severson*)
- Concern about length of meetings (*Severson*)
- Concern about not enough time for department head oversight (*Seep*)
- Executive Committee will have too much on its plate (*Luck, Severson*)

# Changes Made

- UW-Platteville Richland Committee needs more focus on education/culture (Gentes, Brewer) *Created Education Standing Committee, added language about promotion/education*
- Fair Committee & Parks Commission are sources of labor for both departments, and keeping citizens and County Board members on the same committee is needed for now (Severson) *Kept both bodies intact but combined them, added language about creating sustainable plan*
- Concern about length of meetings (Severson) *Increased the number of standing committees from 5 to 9*
- Concern about not enough time department head oversight (Seep) *Reduced the number of department heads reporting to standing committees*
- Executive Committee will have too much on its plate (Luck, Severson) *Created 2 “executive-like” standing committees: Finance & Personnel and Rules & Strategic Planning*



# Significant Changes

- Having the Board Chair be the Chair of the Finance & Personnel Standing Committee
- Having the Board Vice Chair be the Chair of the Rules & Strategic Planning Standing Committee
- Eliminating the Committee on Committees
- Making the Highway Committee (Public Works Standing Committee) appointed/confirmed rather than elected, per WI statute
- County Board Chair recommends appointments of County Board members to bodies, Administrator recommends appointments of citizens to bodies, both with County Board confirmation (*they collaborate*)

# Other Significant Changes

- Joint bodies (Ambulance, Economic Development, Symons) remain independent but report to 1 of 2 “executive-like” Committees
- Chair and Vice Chair to serve on Joint Ambulance Committee
- Advisory and special appointment bodies report to standing committees, when necessary or desired
- Consolidated from 18 to 9 standing committees
- Removed 10 defunct/unnecessary bodies
- Added 4 bodies that were already meeting, but not in County Board structure
- Drafted a process for making appointments at organization meeting in April (instead of waiting until May)

# Membership of Standing Committees

STEP 8 Membership of Standing Committees (EXAMPLE)									
	Finance & Personnel Committee	Rules & Strategic Planning Committee	HHS & Veterans Committee	Pine Valley & Child Support Committee	Public Safety Committee	Education Committee	Land & Zoning Committee	Fair, Recycling, & Parks Committee	Public Works Committee
1	County Board Chair	County Board Vice Chair	Supervisor 1	Supervisor 5	Supervisor 10	Supervisor 17	Supervisor 6	Supervisor 11	Supervisor 13
2	County Board Vice Chair	County Board Chair	Supervisor 2	Supervisor 7	Supervisor 12	Supervisor 18	Supervisor 7	Supervisor 12	Supervisor 14
3	HHS & Veterans Chair	HHS & Veterans Chair	Supervisor 3	Supervisor 8	Supervisor 14	Supervisor 19	Supervisor 8	Citizen H (Fair)	Supervisor 15
4	Pine Valley & Child Support Chair	Pine Valley & Child Support Chair	Supervisor 4	Supervisor 9	Supervisor 15	Supervisor 2	Supervisor 9	Citizen I (Fair)	Supervisor 16
5	Public Safety Chair	Public Safety Chair	Citizen A (HHS)	Citizen E (Pine Valley)	Supervisor 16	Supervisor 3	Citizen G (FSA)	Citizen J (Parks)	Supervisor 18
6	Education Chair	Education Chair	Citizen B (HHS)	Supervisor 2	Supervisor 4	Supervisor 4	Supervisor 15	Citizen K (Parks)	Supervisor 19
7	Land & Zoning Chair	Land & Zoning Chair	Citizen C (HHS)	Supervisor 3	Supervisor 9	Supervisor 12	Supervisor 16	Supervisor 18	County Board Chair
8	Fair, Recycling, & Parks Chair	Fair, Recycling, & Parks Chair	Citizen D (Veterans)			Supervisor 14		Supervisor 19	County Board Vice Chair
9	Public Works Chair	Public Works Chair	Citizen E (Veterans)					Citizen L (Parks)	
10			Supervisor 7					Citizen M (Fair)	
11			Supervisor 8						

\*Each County Board member holds seats on 3 standing committees

\*The County Board Chair and Vice Chair are automatically the Chair and Vice Chair of the Finance & Personnel Committee, and vice versa with the Rules & Strategic Planning Committee

\*The Chair of each Standing Committee is an automatic member of the Finance & Personnel and Rules & Strategic Planning Standing Committees

\* Appointments to joint, advisory, and special assignment bodies should strive for balance between all County Board members

	Standing Committee A	Standing Committee B	Standing Committee C
Supervisor 1	HHS & Veterans	Finance & Personnel	Rules & Strategic Planning
Supervisor 2	HHS & Veterans	PV & Child Support	Education
Supervisor 3	HHS & Veterans	PV & Child Support	Education
Supervisor 4	HHS & Veterans	Public Safety	Education
Supervisor 5	PV & Child Support	Finance & Personnel	Rules & Strategic Planning
Supervisor 6	Land & Zoning	Finance & Personnel	Rules & Strategic Planning
Supervisor 7	HHS & Veterans	PV & Child Support	Land & Zoning
Supervisor 8	HHS & Veterans	PV & Child Support	Land & Zoning
Supervisor 9	Public Safety	PV & Child Support	Land & Zoning
Supervisor 10	Public Safety	Finance & Personnel	Rules & Strategic Planning
Supervisor 11	Fair, Recycling, & Parks	Finance & Personnel	Rules & Strategic Planning
Supervisor 12	Public Safety	Education	Fair, Recycling, & Parks
Supervisor 13	Public Works	Finance & Personnel	Rules & Strategic Planning
Supervisor 14	Public Safety	Education	Public Works
Supervisor 15	Public Safety	Land & Zoning	Public Works
Supervisor 16	Public Safety	Land & Zoning	Public Works
Supervisor 17	Education	Finance & Personnel	Rules & Strategic Planning
Supervisor 18	Education	Fair, Recycling, & Parks	Public Works
Supervisor 19	Education	Fair, Recycling, & Parks	Public Works
County Board Chair	Finance & Personnel	Rules & Strategic Planning	Public Works
County Board Vice Chair	Finance & Personnel	Rules & Strategic Planning	Public Works

# Questions? Feedback?

## Rules & Resolutions Committee Membership

- Chad Cosgrove
- Melissa Luck
- Shaun Murphy-Lopez
- Don Seep
- Kerry Severson