

## RICHLAND COUNTY RULES OF THE BOARD

August 17, 2021

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### Rule 1

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 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 of each month, except as follows: 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.

### Rule 2

After each election of the County Board, 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.

Candidates for Chair and Vice Chair are strongly encouraged to indicate their interest in the positions Committee/Board/Commission and Seat Preference form.

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?

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.

Candidates for County Board Chair and Vice Chair may not directly contact County Board members-elect to campaign for the positions.

At the organization meeting in even numbered years, the County Clerk shall run the meeting until a Chair has been elected. Nominations for Chair and Vice Chair shall be made and seconded. Each candidate is allowed 10 minutes to speak and answer questions. Voting shall take place by secret and formal ballots. A majority of votes of the members present shall be necessary to elect.

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The County Board Chair shall recommend appointment of County Board supervisor members of bodies at the organizational meeting, subject to County Board confirmation. Appointments to standing, joint, advisory, and special assignment bodies shall strive for balance between all County Board members.

Members shall be seated in order by district number, except that the Chair and Vice-Chair shall sit at the head table, and the Chair may alter the seating arrangement to meet the needs of individual Supervisors. The Chair shall call for votes on ayes, noes, and abstentions.

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In the event of a temporary vacancy in the Vice Chair position, the Board shall elect a temporary Vice Chair by secret ballot. The temporary Vice Chair shall sit in the Vice Chair's seat. During the absence of the Chair and Vice-Chair, a Chair pro-temp shall be selected by motion of the Board.

The Chair and the Vice-Chair shall be automatic members of the Finance & Personnel and Rules & Strategic Planning Standing Committees. The Chair shall chair the Finance & Personnel Standing Committee, and the Vice Chair shall chair the Rules & Strategic Planning Standing Committee.

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### Rule 3

Supervisors shall attend the meetings of the County Board in-person unless, with approval of the Chair granted for cause, by remote means of attendance (meaning, by telephone conference, videoconference or by other means by which all persons participating in the meeting are able to communicate with one another). If the Chair is going to attend by remote means, the Vice Chair shall preside over the meeting. 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.

### Rule 4

The Chair shall take the chair at the appointed time and shall ask the Clerk to call the roll and, if a majority of the members be present, he or she shall call the meeting to order. The invocation and the Pledge of Allegiance will be given. The Clerk will then read the agenda, which shall be approved by the Board by motion. The Chair shall then ask if any member desires the minutes of the previous meeting to be read or if any member desires to amend the minutes of the previous meeting. Such reading or amendment shall be accomplished by passage of an appropriate motion by a majority of the members present. Hearing no such motion, or after any such motion has been voted on, the

Chair shall declare the minutes as approved. No business may be conducted until the minutes of the last meeting have been so approved by the Board. Minutes shall be approved on a meeting-by-meeting basis so that, in monthly meetings of the Board which consist of more than one meeting, minutes of that entire monthly meeting shall not be approved until the next monthly-meeting.

### Rule 5

The County Board Chair shall 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. Matters may only be on the agenda if the Clerk has been notified of them at least 24 hours before the start of the meeting, unless the Board determines by motion that for good cause such notice is impossible or impractical, but in no event shall such notice be less than 2 hours in advance of consideration of the item. The order of consideration of agenda items shall be at the discretion of the Chair. The Board may only consider resolutions or ordinances which each member has been sent a copy of in accordance with Rule 1: exceptions to this rule may be made as determined by a majority of those present.

### Rule 6

The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the Board. The Chair shall recommend appointments of County Board members to bodies subject to confirmation by the Board. The Administrator shall recommend appointments of citizen members of bodies subject to confirmation by the Board. The Pine Valley & Child Support Standing Committee shall be elected by a majority of those present by secret and formal ballot.

In the event of a prolonged, unexcused absence of a Supervisor or citizen member of a body, the chair of that body shall notify the County Board Chair of the absence. The County Board Chair shall have the authority to recommend a temporary appointment upon the prolonged, unexcused absence of any County Board member, subject to confirmation by the County Board. Such temporary appointments shall cease upon the return of the absent member. The County Board Chair may recommend the permanent removal of a County Board member from a committee, board, or commission, subject to County Board confirmation. The County Board Chair shall offer the option of resignation to a County Board member from a committee, board or commission, before a recommendation for removal is brought before the County Board.

The County Administrator shall have the authority to recommend an appointment of a vacant citizen member seat on a body, subject to confirmation by the County Board. The Administrator may solicit nominations for the vacancy by a notice in The Richland Observer, which notice shall also be posted on the County's website. The Administrator may also solicit nominations from a body of the County Board.

No Supervisor or citizen member shall serve without interruption for the equivalent of more than 3 consecutive, 2-year terms on any committee, board or commission. An individual who has served as a citizen member of a committee, board or commission who becomes a Supervisor is eligible to serve as a Supervisor member of the same committee, board or commission for not to exceed 6 years. A supervisor who has served on a committee, board or commission and who ceases being a

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→ Committee on Committees; the Chair and Vice-Chair shall be automatic members;¶

¶ Highway and Transportation Committee;¶

¶ Pine Valley Board of Trustees.¶

The first ballot for any committee seat shall be an informal ballot. Each succeeding ballot shall be a formal ballot and supervisors may only vote in formal ballots for all persons who have received the top three numbers of votes on the informal ballot for that seat.¶

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Supervisor is eligible to be appointed as a citizen member of the same committee, board or commission for not to exceed 6 years.

The first section of this paragraph does not apply to:

- (a) committees elected by ballot and members serving on a related State board of committee;
- (b) citizen members of the Fair and Recycling Committee;
- (c) statutory 3-year terms of members of the Zoning Board of Adjustment;
- (d) service on committees, boards or commissions for a term of less than 3 years in length;
- (e) service by a Supervisor for a partial Supervisory term.

Except for committees elected by ballot and members serving on a related State board or committee, no Supervisor or citizen member shall serve without interruption for the equivalent of more than three consecutive, two-year terms on any committee or board, commencing in April, 1976. This limitation shall not apply to the statutory 3-year terms of members of the Zoning Board of Adjustment. Service on all committees, boards and commissions for term of less than 3 years in length shall not be counted for the purposes of this Rule, nor shall service by a Supervisor for a partial Supervisory term be counted.

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The County Board Chair may act as a voting member if a quorum is not otherwise present for a Standing Committee.

#### **Rule 7**

Supervisors shall turn off their cell phones and all other personal electronic devices during a meeting of the County Board or of any committee or board on which Supervisors serve. Such devices may not be used during any such meeting except with permission of the chair of the meeting. This Rule does not preclude the recording of a meeting by any person.

#### **Rule 8**

The County shall make a county e-mail address available to each Supervisor, which each Supervisor may elect to utilize. Those Supervisors electing to use the County-provided e-mail address shall use that address for all County business and for no other purpose.

#### **Rule 9**

All questions shall be put in this form: All those in favor say "aye", and those opposed "no". Any member may call for a roll call vote on any question.

Every member present when a question or election is put shall vote on the same, unless an abstention is declared.

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All roll call votes of the Richland County Board of Supervisors shall be taken into rotation numerically, and each succeeding roll call shall be started with the next succeeding name that completed the last preceding roll call.

**Rule 10**

When a motion is under discussion, no motion shall be in order except a motion to table until later in the meeting or to table to a definite date or to table indefinitely, which shall not be debatable, or a motion to amend. A motion to adjourn shall be in order and be decided without debate.

**Rule 11**

When any member wants to speak in debate or lay any matter before the Board, he or she shall raise their hand and, upon being recognized by the Chair, respectfully address himself or herself to "Mr. or Madam Chair," and confine themselves to the question under debate, avoiding personalities.

When two members arise to speak at once, the Chair shall name the member who is first to speak.

Any member may make a motion to limit the floor time of any speaker and such motion shall not be debatable. Also, the floor time of any speaker may be limited by the Chair. The Chair's decision may be overruled by a majority of those Board members present.

**Rule 12**

When the Board is equally divided on any question before it, the same shall be lost, but in that case any member may move for reconsideration or bring the question anew.

When a vote has been taken on a question or motion, it shall be in order for any member of the majority on that vote to move for reconsideration on the same or succeeding meeting, but not for a member of the minority.

**Rule 13**

No amendments to a Rule of the Board shall be effective in the meeting in which that Rule is amended.

**Rule 14**

This Rule applies to all committees and boards which consist of a majority of County Board Supervisors, subject to the exceptions stated below.

This Rule does not apply to the extent that it may conflict with authority granted to any committee or board by the Wisconsin Statutes.

This rule does not take precedence over the following:

- (a) The only matters which the Highway Committee has to come back to the County Board for are:
1. to purchase highway equipment which costs \$50,000.00 or more (Resolution No. 41 Amended) adopted on October 28, 1975);
  2. to purchase real estate other than highway right-of-way (Resolution No. 87-47);
  3. to construct any building.
- (b) The Health and Human Services Board shall have the authority to enter into contracts which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (c) Resolution No. 88-32 (Committee Structure Resolution) and Resolution No. 89-100, which authorizes the Land Conservation Committee to undertake new projects costing up to \$50,000.00. The Land Conservation Committee can enter into cost-sharing contracts with private landowners under the Soil and Water Resource Management Program and pay those contracts involving the expenditure of up to \$50,000.00 per contract a year without County Board approval.
- (d) Resolution No. 89-80 Authorizing the Law Enforcement and Judiciary Committee to appropriate funds from the Jail Assessment Fund without County Board approval.
- (e) The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$50,000.00 either at one time or within the course of one year.
- (f) No supervisor should promise a present or prospective County employee a wage increase, salary, job, or job security without telling him or her that the promise has to have final approval of the full County Board before it can be carried out.
- (g) No Supervisor should make a financial commitment or promise to any individual, company or organization concerning County property without telling him or her that the commitment has to have final approval of the full County Board before it can be carried out.
- (h) The Fair Committee shall have authority to enter into contracts, make expenditures and undertake public works projects which involve the expenditure of not more than \$7,000.00 either at one time or within the course of one year.
- (i) Retirement Resolutions. The County Board will only consider Resolutions commemorating the retirement of County employees if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

Any matters covered by this Rule are not deemed to have been approved by the County Board by virtue of the Board having approved an annual County budget which may contain money for those

items. Items covered by this Rule must be approved by the County Board by separate Resolution despite the fact of prior approval as part of the budget process.

The following items must be approved by the County Board:

- (j) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of 10,000 or more a year must be approved by the County Board, except that a one year's extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than 10,000 a year must be approved by the County Administrator. Department heads may enter into contracts on behalf of Richland County subject to County Administrator approval. Department heads will report all contracts to the appropriate committee. Copies of all contracts shall be filed with the County Clerk.
- (k) Expenditures. If the purchase price of the needed property including computers is 2,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers exceeds \$2,000 and does not exceed \$10,000, the purchase must be made by the County Administrator after having obtained a minimum of 3 quotations from vendors, if reasonably possible. The County Administrator may not commit Richland County to an expenditure of \$10,000.00 or more for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$10,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the appropriate committee and County Board.
- (l) Public works projects. All matters dealing with the "construction, repair, remodeling or improvement" of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following requirements;
  - 1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.
  - 2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board must advertise for bids for at least one week before the contract for the project is awarded.
  - 3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.
  - 4. Regardless of the estimated cost of the project, the County Board may, by a 3/4<sup>th</sup> vote, allow the work to be done by the County itself.
  - 5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.

- (m) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.
- (n) Emergencies. An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:
1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.
  2. That a Resolution on the matter be presented to the County Board for approval at its next meeting.
- (o) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the department with approval of the County Administrator by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.
- (p) Budget Matters. All budget issues and fund transfers must go through the County Administrator who will report to the Finance and Personnel Committee and, if necessary, to the County Board.

#### **Rule 15**

Members of the County committees shall be compensated for their attendance at meetings of the County Board and meetings of committees or boards in accordance with the following rules:

- (a) Per diems and mileage for Supervisors shall be paid at the following rate:
1. \$40.00 for each day's attendance at a meeting of the County Board (effective January 1, 2005).
  2. \$30.00 for attendance at meetings of boards or committees (effective January 1, 2005); payment of per diems for attendance at more than one meeting in a single day is allowed. A per diem shall be paid to a Supervisor to attend a meeting of a board, committee or commission of which he or she is not a member only when such attendance has been

directed by either the County Board Chair or by a committee, board or commission of which the Supervisor is a member.

3. Mileage shall be reimbursed at the same rate set by the State as mileage reimbursement to its employees. In the case of multiple meetings in one day, payment is allowed only for miles actually traveled by the Supervisor to and from his or her residence and the meeting.
  4. In addition to the above, the Chair of the County Board shall be paid additional compensation of \$3,000 per year, to be paid in 12 monthly installments of \$250 (effective May 1, 2020).
  5. Reimbursement is not allowed for alcoholic beverages.
- (b) Supervisors shall be paid mileage and per diem for their attendance at all meetings of the County Board and all meetings of committees or boards, except as otherwise provided in this Rule. All payments to Supervisors shall be done by electronic deposit, effective January 1, 2008.
- (c) No compensation or per diem shall be allowed for committee meetings held one hour before or one hour after a meeting of the County Board, except that compensation and per diems may be paid for regularly scheduled committee meetings held on the day on which the County Board has met or is to meet.
- (d) Reimbursement to Supervisors for registration fees, mileage, per diems, meals and lodging for attendance at multi-day conferences or conventions held outside of the County shall be limited to 2 per calendar year, unless specific approval is granted by the Finance and Personnel Committee. Approval by the Finance and Personnel Committee is also required for any out-of-State event.

#### **Rule 16**

Supervisors shall follow the following expense reimbursement policy for supervisors while engaged in County business:

- (a) Policy as to reimbursement for overnight lodging:
1. Supervisors shall obtain a governmental rate for the hotel or motel, if available. Actual expenses for the prearranged conference rates shall be reimbursed.
  2. Receipts must be submitted in all cases.
  3. When a supervisor is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual supervisor.
- (b) Policy as to reimbursement for meals:

1. The actual expenses for meals shall be reimbursed in an amount not to exceed \$25.00 in any one day (effective January 1, 2022).
  2. Alcoholic beverage is not a reimbursable expense.
  3. The above limitation shall not include applicable sales taxes which shall be reimbursed, and gratuities shall be reimbursed up to a maximum of 15 percent of the amount of the bill.
  4. Detailed, itemized receipts shall be required in all cases. Lodging invoices indicating room "service charges" charges will not suffice for reimbursement.
  5. Reimbursement of meals is only warranted when traveling out of the county on county business. All supervisors' meal reimbursements must be approved by the County Clerk.
- (c) Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the supervisor's appropriate County Board Committee.
- (d) When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement for these items shall be allowed.
- (e) When State or Federal agencies are responsible for the payment of more than 50 percent or all of the supervisor's expenses otherwise reimbursable under these Rules, then State or Federal provisions relating to the reimbursement of such expenses shall prevail to the extent that these Rules are inconsistent with such provisions.

#### **Rule 17**

Supervisor's mileage and per diem shall be paid on a monthly basis in the following manner:

- (a) The County Clerk's Office will keep a record of each supervisor's attendance at meetings of the County Board and at meetings of committees and board.
- (b) The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.
- (c) Upon receipt of attendance information by the County Clerk, the Audit Committee shall review and approve the charges which shall then be paid to the Supervisor each month.
- (d) Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors to the County Clerk's Office no later than the end of the third week of December

to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

#### Rule 18

Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards, commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

Meeting materials presented to any board, commission, or committee whose members are made up of a majority of Supervisors shall be made available on County Board Supervisor iPads, unless materials are presented during a closed session. Materials shall be posted 24 hours in advance of a meeting, but in instances where additional materials are presented during the meeting, additional materials shall be posted within one business day after the meeting has adjourned.

#### Rule 19

Except as otherwise provided in these Rules or in the Wisconsin Statutes, all agenda items requiring action by the Board except appointments shall initially be brought to the consideration of the Board by written resolution or ordinance, except that a majority of the Board may, upon motion, permit an agenda item to be brought to the consideration of the Board by oral motion. Any Supervisor may direct the Corporation Counsel to prepare a proposed resolution or ordinance, but the identity of that Supervisor shall be public information. No resolution or ordinance shall be brought to the consideration of the Board unless it has been signed by a majority of the members of the appropriate committee. Upon signing a proposed resolution or ordinance, members may indicate on the resolution or ordinance their position for or against that proposed resolution or ordinance. In doubtful cases, the Chair shall assign all matters to the appropriate committee.

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#### Rule 20

Vacancies on the County Board are created in the following ways:

- (a) removal for cause by a two thirds vote of all Supervisors;
- (b) removal for cause per Wisconsin Statutes, section 17.14 (2) relating to valuation or
  - i. equalization of real estate for tax assessment purposes;
- (c) by death;
- (d) by moving out of the County; Supervisors who move out of their District
  - i. but remain a resident of the County, may serve the remainder of their

term.

- (e) by submitting a letter of resignation to the Sheriff per Wisconsin Statutes,
  - i. section 17.01 (7). The Sheriff shall then file the resignation with the County Clerk. The effective date of the resignation shall be stated in the resignation document. Resignations can be effective: immediately; at a future date; or upon the happening of a future event.
- (f) conviction of a felony.

### Rule 21

The following procedure shall be utilized when there is a vacancy in a County Board Supervisory District which occurs when there is not less than 5 months remaining in the Supervisor's term:

- (a) Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in The Richland Observer and The Shopping News, as follows:
  - 1. Notifying the public that there is a vacancy in Supervisory District # \_\_\_\_ and setting forth a map which reasonably informs the public of the boundaries of the District.
  - 2. Stating that persons interested in being appointed as a County Board Supervisor from the vacant District shall submit the following information to the County Clerk in any format, except verbally, by a stated deadline which shall be not less than 30 days from the date of the last publication:
    - i. The applicant's name and address
    - ii. That the applicant is at least 18 years old
    - iii. That the applicant is qualified to vote in the District.
    - iv. A brief statement as to the applicant's qualifications to serve on the County Board.
  - 3. Stating that the vacancy will be filled from the list of applicants, at the next County Board meeting after the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
  - 4. Stating the County Clerk's mailing address, fax number and e-mail address.
- (b) The vacant seat shall be filled in the manner set forth in Rule 5 of the Rules of the Board for the selection of the members of the Committee on Committees and the Highway Committee. Only persons who have timely filed applications in accordance with paragraph 1 shall be eligible for appointment.
- (c) If no applications have been received, the Board will receive nominations of qualified and willing persons from the floor.

(d) The person appointed shall, if present, take the oath of office immediately following the appointment. Otherwise, the person appointed shall take the oath of office at the start of the next County Board meeting. If the person originally elected to the District in which the vacancy exists, remains a resident of Richland County, and is willing to do so, he or she shall continue to serve until his or her replacement takes the oath of office.

**Rule 22**

A committee, board or commission may adopt a motion requesting another committee, board or commission to attend a future meeting of the requesting body. In such event, each participating committee, board or commission shall prepare an agenda for the joint meeting in the usual manner.

**Rule 23**

In the event no Rules of the Board have been heretofore established and if there is no legal impediment, Robert's Rules of Order, as amended, shall apply.

DRAFT

**RICHLAND COUNTY BOARD BODY STRUCTURE**

**(Amended August 18, 2020)**

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**ADRC OF EAGLE COUNTRY REGIONAL BOARD (reports to HHS & Veterans Standing Committee)**

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- A. Outside board that oversees the regional ADRC, administered by Juneau County.
- B. One County Board supervisor is appointed who generally serves on the Health and Human Services Board.

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**(COMMISSION ON) AGING AND DISABILITY BOARD (reports to HHS & Veterans Standing Committee)**

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- A. This committee shall consist of eleven members as follows:
  - 1. At least 51% of the members shall be at least 60 years old;
  - 2. At least 2 members representing adults with disabilities;
  - 3. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
  - 4. At least 1 member representing disabled youth transitioning into adult services;
  - 5. At least 1 member representing service providers;
  - 6. At least 2 members shall be County Board Supervisors.

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- B. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.

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- C. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

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- D. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human Services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County. Wisconsin State Statute 46.82(4) covers the requirements and comply with the federal aging funding that the County receives.

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- E. The Powers and Duties of the Commission on Aging and Disability are:
  - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
  - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
  - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
  - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
  - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
  - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
  - g. Educate older people and adults with disabilities on issues of importance to them.

- h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
- i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
- j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
- k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
- l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
- m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
- n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
- o. Serve on committees as needed.
- p. Attend regular Commission on Aging and Disability meetings.

**(JOINT) AMBULANCE COMMITTEE (reports to Finance & Personnel Standing Committee)**

- A. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor, County Board Chair, County Board Vice Chair;
- B. Provide oversight and advice provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County Ambulance Service.
- C. Monitor the actual vs. approved annual budget in funds managed by the Ambulance Department on a minimum quarterly basis.

**AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE (reports to Public Works Standing Committee)**

- A. 7 members composed as follows:
  - 1. the County Board Chair;
  - 2. the Vice Chair of the County Board;
  - 3. one Supervisor;
  - 4. one disabled individual;
  - 5. a representative from the business or non-profit community;
  - 6. a representative from education;
  - 7. a representative from the medical/health profession.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

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Five members.  
 Selected by the Committee on Committees for appointment by the County Board.  
 Functions in accordance with section 59.87, Wisconsin Statutes and as follows.  
 Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.  
 To make available the necessary facilities and conduct programs in:  
 Professional and liberal education.  
 Human resources development.  
 Economic and environmental development.  
 Extension work provided for in an act of Congress and all acts supplementary thereto.  
 Any other extension work authorized by local, State or Federal legislation.  
 Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

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C. The committee shall hear appeals from action taken by the Americans with Disability Coordinator.

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D. Members shall be paid mileage and per diems for their attendance.

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E. Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.

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F. Administer and review the procedure for the filing of complaints under the Americans with Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans with Disabilities Act.

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**BRANDING COMMITTEE (reports to Rules & Strategic Planning Standing Committee)**

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A. This committee consists of 9 members being as follows:

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- 1. Two County Board members (one of whom will serve as chair)
- 2. Two County Department heads
- 3. Three community members
  - a. A high school student
  - b. A business sector representative
  - c. A representative of art
- 4. Two village representatives

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<#>This committee shall consist of three people. ¶ <#>The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board. ¶ This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets....

B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

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C. The committee will assist with the development of a County Branding Manual covering details of logos, motto, flag, branding elements for all road signage, vehicle signage, building signage, county department letterhead, business cards, and the website.

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1. Duties include:

- a. To bring insight to the process from the people and profession they represent.
- b. To help identify good process for public input.
- c. To spread the news of this effort while speaking positively and supportively of the process.
- d. Provide insights on design elements but they themselves do not create, design, or dictate what the brand will be or tell the design consultant what to do.
- e. Provide a recommendation of a final County Branding Manual for adoption and implementation by the County Board.

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**CHAPTER 980 (reports to State of Wisconsin)**

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When a court orders the county to prepare a report that identifies an appropriate residence option within the county for an individual committed as a sexually violent person who has been authorized for supervised release and is a Richland County Resident, the county shall create a temporary committee to prepare a report for the county. The committee shall consist of the following:

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- 1. The county department under s. 51.42 (Health and Human Services);

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2. A representative of the Department of Health Services;
3. A local probation or parole officer;
4. The county corporation counsel or his or her designee; and
5. A representative of the county that is responsible for land use planning or the department of the county that is responsible for land information.

Wisconsin State Statutes 980.08(4)(dm) covers the requirements of the Chapter 980 Committee and can be found at: [https://docs.legis.wisconsin.gov/document/statutes/980.08\(4\)\(dm\)](https://docs.legis.wisconsin.gov/document/statutes/980.08(4)(dm)).

**CITY COUNTY COMMITTEE (reports to Rules & Strategic Planning Standing Committee)**

- A. This committee is a joint body of Richland County and the City of Richland Center that addresses issues of importance to both the County and City.
- B. Two members from the County Board consist of the County Board Chair and Vice Chair.

**COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE (reports to HHS & Veterans Standing Committee)**

1. Nine members.
2. The Committee shall consist of the following members:
  - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
  - b. 1 service provider(s);
  - c. 1 community mental health and substance abuse advocate(s);
  - d. 4 consumers;
  - e. 1 family members and interested citizens.

At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
3. Members recommended by the Administrator for appointment and confirmed by the County Board.

4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights. Wisconsin Administrative Code DHS 36.09 covers the requirements for this advisory committee to the CCS program (a Medicaid behavioral health program) and can be found at <https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.09>.

5. The Committee shall meet at least quarterly.
6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.

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<#>Three members.

<#>Selected by the Committee on Committees for appointment by the County Board.

<#>Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

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The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

COMMISSION ON AGING AND DISABILITY BOARD

<#>This committee shall consist of eleven members as follows:

<#>At least 51% of the members shall be at least 60 years old;

<#>At least 2 members representing adults with disabilities;

<#>At least 1 member representing adults challenged by mental health and/or substance abuse disorders;

<#>At least 1 member representing disabled youth transitioning into adult services;

<#>At least 1 member representing service providers;

<#>At least 2 members shall be County Board Supervisors.

<#>6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years. (1)

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7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

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**COORDINATED SERVICES TEAM (CST) COORDINATING COMMITTEE (reports to HHS & Veterans Standing Committee)**

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A. This committee covers two programs: the Coordinated Services Team (CST) Initiative and the Children’s Community Options Program (CCOP). Wisconsin Statutes 46.56(3) covers the requirements for the CST Committee [https://docs.legis.wisconsin.gov/document/statutes/46.56(3)] and Wisconsin Statutes 46.272(4) which covers the Children’s Community Options Program (CCOP) advisory committee [https://docs.legis.wisconsin.gov/document/statutes/46.272(4)].

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B. The Coordinated Services Team (CST) Coordinating Committee meets the requirements for CST and CCOP Programs.

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C. Members recommended by the Administrator for appointment and confirmed by the County Board, which shall include representatives from:

- a. The county department responsible for child welfare and protection services or, for an initiative established by a tribe, the tribal agency responsible for child welfare and protection services.
- b. The county department responsible for mental health and alcohol and drug abuse services for children and families or, for an initiative established by a tribe, the tribal agency responsible for these services.
- c. The county department responsible for providing services for children who have developmental disability or, for an initiative established by a tribe, the tribal agency responsible for providing these services.
- d. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under chs. 48 and 938 or, for an initiative established by a tribe, a representative of the tribal court.
- e. The largest school district in the county and any cooperative educational service agency, if it provides special education in the county, or any county children with disabilities education board in the county, and any other school district in the county that is willing to participate in the initiative, at the discretion of the administering agency. For an initiative established by a tribe, the coordinating committee shall include a representative of the school district serving the majority of pupils who reside on the reservation of the tribe or on trust lands held for the tribe and any cooperative educational service agency providing special education services to these pupils.
- f. The agency responsible for economic support programs.
- g. The local health department.
- h. Persons in the service area who provide social or educational services to children who have disabilities other than the providers above.
- i. At least 2 parents, or the number that equals 25 percent of the coordinating committee's membership, whichever is greater, of children who are involved in 2 or more systems of care including: parents of children with disabilities including, if possible, parents from families that participate in the children's community options program. To the maximum extent possible, the parents shall be representative of the various disability, racial, and ethnic groups in the service area. The members specified under this subdivision shall constitute a majority of the membership of the committee.

Deleted: <#>Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.¶

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**CRIMINAL JUSTICE COORDINATING COMMITTEE** *(reports to Public Safety Standing Committee)*

A. Thirteen members consisting of the following:

- Circuit Court Judge
- Director of the Department of Health and Human Services
- District Attorney
- Sheriff
- Chief of Police of the City of Richland Center
- One County Board Supervisor
- Mayor of the City of Richland Center
- Public Defender
- Probation Agent
- Director of Passages
- Child Support Administrator
- Clerk of Circuit Court
- President of the Richland County Ministerial Association

B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.

C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee. The County Board Chair shall recommend the County Board Supervisor member for appointment, with confirmation by the County Board.

D. The term of all members shall be 6 years from January 1, 2017, and

E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

- County Board Supervisor;
- Mayor of the City of Richland Center;
- Director of Passages;
- President of the Richland County Ministerial Association.

**ECONOMIC DEVELOPMENT** *(reports to Rules & Strategic Planning Committee)*

An 11-member Board for Economic Development consisting of the three voting members including the County Board Chair, the Mayor of Richland Center and a representative of Southwest Partners. The duties of the Board are set forth in paragraphs 1 and 2 of an agreement between the City and County.

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**ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD**  
A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement....

**EDUCATION STANDING COMMITTEE**

- A. 8 County Board Supervisor members recommended for appointment by the County Board Chair and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Agriculture & UW-Extension, UW-Platteville Richland Maintenance, and UW-Platteville Richland Food Services Departments on a minimum quarterly basis.
- C. Functions as the Agriculture and Extension Education Committee in accordance with section 59.87, Wisconsin Statutes and as follows:
  - 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
  - 2. To make available the necessary facilities and conduct programs in:
    - a. Professional and liberal education.
    - b. Human resources development.
    - c. Economic and environmental development.
    - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
    - e. Any other extension work authorized by local, State or Federal legislation.
    - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.
- D. Functions as the UW-Platteville Richland Committee as follows:
  - 3. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
  - 4. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation and maintenance of the Food Service System.
  - 5. Promotes the campus as a higher education and cultural center for Richland County.

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**FAIR, RECYCLING, AND PARKS STANDING COMMITTEE**

- A. Ten members, four of whom shall be Supervisors and six of whom shall be citizen members. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Working with the County Administrator and Finance & Personnel Standing Committee, recommend a staffing and volunteer plan for sustainable operation of the County Fair and Parks to be incorporated into the 2023 or 2024 budget.
- D. Acts as the Fair & Recycling Committee as follows:
  - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and use of the County Fairgrounds and buildings.
  - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding and control the operation of the annual County Fair.

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**EMERGENCY MANAGEMENT COMMITTEE**

<#>Three members.

<#>County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.

<#>The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.

<#>Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.

<#>Members of this Committee are also members of the Local Emergency Planning Committee.

- c. Approve all fees recommended by the Fair & Recycling Coordinator relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times.
  - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to the Fairgrounds.
  - e. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
  - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the solid waste disposal and recycling needs of the citizens of Richland County.
  - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Clean Sweep Programs to be carried out in Richland County.
- E. Acts as the Parks Commission as follows:
- a. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reconfirmation by the County Board.
  - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the County Parks in accordance with Wisconsin State Statutes 27.02 through 27.06.
  - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development, operation and maintenance of the Lone Rock to Richland Center railroad corridor as a recreational trail.
  - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to County Parks.

**FINANCE & PERSONNEL STANDING COMMITTEE**

- A. Nine members consisting of:
1. The County Board Chair (who shall serve as Chair of the Finance & Personnel Standing Committee)
  2. The County Board Vice Chair (who shall serve as Vice Chair of the Finance & Personnel Standing Committee)
  3. Education Standing Committee Chair
  4. Fair, Recycling, and Parks Standing Committee Chair
  5. HHS & Veterans Standing Committee Chair
  6. Land & Zoning Standing Committee Chair
  7. Pine Valley & Child Support Standing Committee Chair
  8. Public Safety Standing Committee Chair
  9. Public Works Standing Committee Chair
- Vice Chairs of standing committees shall not act as a voting member in place of any Standing Committee chairs.
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.

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Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.

Members shall be nominated by the Committee on Committees and approved by the County Board.

Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.

Manage and control the operation of the annual County Fair.

Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.

Attend to all security matters relating to the Fairgrounds.

Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.

Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.

Provide oversight and advice to all Clean Sweep Programs to be carried out in Richland County.

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<#>Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.

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- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the Administrator's recommendations for property, liability, and workers' compensation, liability and worker's compensation policies.
- E. Annually recommend a budget for the County for submission to the County Board for its approval at the annual meeting.
- F. This committee shall handle all matters relating to debt service issues.
- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the Administrator, County Clerk, Property Lister, and Treasurer.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits, deferred compensation program, family and medical leave, and leaves of absence shall be referred to the Committee only after consideration and recommendation by the concerned department head and committee. The Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
- M. The committee shall from time to time provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding Job Analysis and Evaluations and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.
- N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the Administrator, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) the amount of bonds of various county officers and employees.
- Q. This committee shall act as the Audit Committee providing oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) reports on all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

**HEALTH AND HUMAN SERVICES AND VETERANS STANDING COMMITTEE**

- A. 11 members, 6 of whom shall be County Board Supervisors and 5 of whom to be non-Supervisors. The Chair shall be a County Board Supervisor.

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- Deleted: <#>Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.¶
- <#>Administer County's Federal and State Family and Medical Leave Act policies and forms.¶
- <#>The Committee will administer the County's deferred compensation program.¶
- <#>Maintain a written self evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.¶
- <#>Administer and review the procedure for the filing of complaints under the Americans With Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans With Disabilities Act. (... [3])
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B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

C. Monitors the actual vs. proposed annual budget in funds managed by the Health & Human Services and Veterans Departments on a minimum quarterly basis.

D. Acts as the Health & Human Services Board as follows:

a. Of 3 non-Supervisor members, 1 shall be a physician, 1 shall be a registered nurse and 1 shall be a consumer/family member receives or has received human services or shall be a family member of such an individual.

b. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.

c. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.

d. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.

e. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.

f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the use and maintenance and security of the Richland County Community Services Building and parking lot.

g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

E. Acts as the Veterans Service Commission as follows:

a. 1 or 2 County Board Supervisor members shall be a veteran.

b. Of 2 non-Supervisor members, both shall be Richland County residents who are veterans.

c. Carry out the duties set forth in Wisconsin Statute 45.81 regarding aid to needy veterans.

d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Veterans Service Department.

e. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term per Wisconsin Statutes, section 45.81 (1).

#### HOUSING AUTHORITY (reports to HHS & Veterans Standing Committee)

A. Five members with three citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) for staff who will receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.

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**HIGHWAY & TRANSPORTATION COMMITTEE**¶

<#>Five County Board Members elected by the Board for a one (1) year term.¶

<#>The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.¶

<#>Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.¶

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C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

**LAND AND ZONING STANDING COMMITTEE**

- A. 7 members, 6 of whom shall be County Board Supervisors and 1 of whom shall be the Farm Service Agency (FSA) Committee Chair or their FSA Committee member designee. The Chair shall be a County Board Supervisor.
- B. County Board Supervisor members are recommended by the County Board Chair for appointment and confirmed by the County Board. One of the members shall be a member of the Education Committee.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Register of Deeds, Land Conservation, and Zoning Departments on a minimum quarterly basis.
- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the office of the Register of Deeds.
- E. Acts as the Land Conservation Committee as follows:
  - 1. Perform the functions required by Chapter 92 of the Wisconsin Statutes.
  - 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the functions and activities of the Richland County Department of Land Conservation.
  - 3. The Richland County Land Conservation Committee shall submit its long-range plan and annual plan to the County Board for review and approval by the County Board.
  - 4. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (5) below.
  - 5. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
  - 6. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
  - 7. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
  - 8. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
  - 9. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax Credit Act (Chapter 91, Wisconsin Statutes)

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1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;

2. Provide oversight and advice regarding the operation of the County Ambulance Service.

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<#>Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.

<#>The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.

<#>Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.

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and making recommendations as to each such application to the County Board.

10. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Ash Creek Community Forest.

11. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all land and buildings utilized by the Land Conservation Committee.

D. Acts as the Zoning Committee as follows:

1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the County Zoning Ordinance in cooperation with the Corporation Counsel.

- a. Richland County Zoning Ordinance
- b. Richland County Land Division Ordinance
- c. Shoreland/Wetland Ordinance
- d. Floodplain Ordinance
- e. Tri-County Airport Ordinance
- f. County Addressing Ordinance
- g. Richland County non-metallic Mining Ordinance

2. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.

3. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.

4. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.

5. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.

6. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of County Surveyor.

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LAND INFORMATION COUNCIL (reports to Land & Zoning Standing Committee)

A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County.

B. Realtor and public safety representative recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor member recommended by the County Board Chair for appointment and confirmed by the County Board.

C. All terms shall be for 2 years, coinciding with County Board terms.

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**MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION** *(reports to HHS & Veterans Standing Committee)*

1. One member from Richland County who shall be a member of the HHS & Veterans Standing Committee. If the member is a County Board Supervisor they shall be recommended by the County Board Chair for appointment and confirmed by the County Board. If the member is a citizen they shall be recommended by the County Administrator for appointment and confirmed by the County Board.
2. Serve as the County's representative on the commission of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

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**NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN** *(reports to HHS & Veterans Standing Committee)*

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

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**NUTRITION ADVISORY COUNCIL** *(reports to Commission on Aging & Disability Board)*

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- D. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- E. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- F. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

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<#>One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.¶

¶

PARKS COMMISSION/COUNTY¶

¶

<#>Seven members, of which four shall be County Board Supervisors.¶

<#>Selected by the Committee on Committee for appointment by the County Board.¶

<#>Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.¶

<#>President to be County Board Supervisor.¶

<#>Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.¶

<#>To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.¶

<#>One County Board Supervisor member of the Parks Commission would be the representative on the Hidden Valleys Board.¶

<#>Attend to all security matters relating to County Parks.¶

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**PINE VALLEY & CHILD SUPPORT STANDING COMMITTEE**

- A. 7 members including 6 County Board supervisors and 1 citizen. The Chair shall be a County Board Supervisor.

B. Monitors the actual vs. proposed annual budget in funds managed by the Pine Valley and Child Support Departments on a minimum quarterly basis.

C. Functions as the Pine Valley Community Village Board of Trustees in accordance with section Wisconsin Statute 46.18 and as follows:

1. One member shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
2. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
3. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to provide oversight and advice regarding Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
4. Provide oversight and advice regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
5. Provide oversight and advice regarding security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

C. Functions as the Child Support Committee as follows:

- a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

#### PUBLIC SAFETY STANDING COMMITTEE

- A. 7 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Clerk of Circuit Court, Coroner, District Attorney, Emergency Management, Register in Probate, and Sheriff Departments on a minimum quarterly basis.
- C. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the needs, powers and duties of the Sheriff of Richland County, their deputies and employees, and the jail.
- D. To audit all bills for expenditures within the Sheriff's department.
- E. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding service and maintain all equipment relative to the Sheriff's department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) in matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the

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- Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
  - K. Conduct an annual inspection of the jail.
  - L. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operations of the Coroner's Office.
  - M. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
  - N. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County's 911 emergency telephone response system.
  - O. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues related to Courthouse security.
  - P. Act as the Emergency Management Committee in accordance with Wisconsin Statute 323.14, recommending an emergency management plan and program to the County board for adoption. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development of the emergency management plan and programs. Approves spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee. According to Wisconsin Statute 323.14 the County Board Chair shall designate the chair of the Public Safety Standing Committee when acting as the Emergency Management Committee.

**PUBLIC WORKS STANDING COMMITTEE**

- A. 8 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Courthouse Maintenance, Highway, and Management Information System Departments on a minimum quarterly basis.
- C. Acts as the County Highway Committee as follows:
  - a. As allowed under Wisconsin Statute 83.015 (1)(c), members are recommended for appointment by the County Board Chair and confirmed by the County Board.
  - b. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. The county highway committee shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under Wisconsin Statute 83.015 (2)(b).
  - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all buildings and grounds utilized by the County Highway Department.
- D. Acts as the oversight committee for Management Information Systems as follows:
  - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding technology needs of all County departments.
- E. Acts as the Property, Building, and Grounds Committee as follows:
  - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and janitor

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 <#>**PROPERTY, BUILDING AND GROUNDS COMMITTEE**¶

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 <#>Five members, all of whom shall be County Board Supervisors.¶  
 <#>Selected by the Committee on Committees for appointment by the County Board.¶

service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County.

- b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a perpetual inventory of the real estate and buildings owned by the County.
- c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the County with the exception of the highway buildings and land.
- d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) an annual inspection of inventories and buildings so they can establish policies related thereto.
- e. Effect the appraisal of real property to be sold by the County.
- f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- g. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- h. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

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#### REVOLVING LOAN FUND COMMITTEE

A. Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.

Members shall be appointed by the Finance Committee. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval.

The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.

Three members shall constitute a quorum of the Committee.

Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.

This Committee is not subject to the 6 years-of-continuous service rule.

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#### **RICHLAND CENTER LIBRARY BOARD (reports to Finance & Personnel Standing Committee)**

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

#### **RICHLAND CENTER PARK BOARD (reports to Fair, Recycling, and Parks Standing Committee)**

One Supervisor is, by tradition, appointed to this Board by the Chair of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the Fair, Recycling, and Parks Standing Committee.

#### **RULES AND STRATEGIC PLANNING STANDING COMMITTEE**

A. Nine members consisting of:

1. The County Board Vice Chair (who shall serve as Chair of the Rules and Strategic Planning Standing Committee)
2. The County Board Chair (who shall serve as Vice Chair of the Rules and Strategic Planning Standing Committee)
3. Education Standing Committee Chair
4. Fair, Recycling, and Parks Standing Committee Chair
5. HHS & Veterans Standing Committee Chair
6. Land & Zoning Standing Committee Chair
7. Pine Valley & Child Support Standing Committee Chair
8. Public Safety Standing Committee Chair
9. Public Works Chair

Vice Chairs of standing committees shall not act as a voting member in place of any Standing Committee chairs.

**B. Acts as the Rules & Resolutions Committee and Ethics Board as follows:**

1. Review and recommend any changes regarding the Richland County Board Rules.
2. Review and introduce any Resolutions not sponsored by a County body for action by the County Board.
3. The committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served, and as such recommend changes regarding the Richland County Board Body Structure to the County Board.
4. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
5. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

**C. Acts as the Strategic Planning Committee as follows:**

1. Proposes changes to the Strategic Plan for County Board consideration.
2. Monitors progress on the Strategic Plan.
3. Recommends trainings and programs that educate County Board members.

**SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM (reports to HHS & Veterans Standing Committee)**

One County Board Supervisor shall be recommended for appointment to serve on this Board by the County Board Chair, subject to County Board confirmation.

**SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD (reports to Finance & Personnel Standing Committee)**

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member. The citizen member shall be recommended by the Administrator for appointment and confirmed by the County Board, and the County Board Supervisor shall be recommended by the County Board Chair for appointment and confirmed by the County Board.

**SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION (reports to Rules & Strategic Planning Standing Committee)**

- A. One member of this commission shall be recommended for appointment by the County Board Chair, with County Board confirmation.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

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**SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC** ¶

1.→ Two Supervisor member of the Land Conservation Committee, and an alternate who shall → also be a Supervisor member of the Land Conservation Committee, shall be appointed by ¶ (... [11])

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**SYMONS NATATORIUM BOARD** *(reports to Finance & Personnel Standing Committee)*

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- A. Two County Board Supervisors and the County Board Chair, or his or her designee, shall be appointed to this Board. The County Board Chair shall recommend the two County Board Supervisors to be appointed, subject to County Board confirmation.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section "Wisconsin Statutes, section 66.0301".
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.
- E. Monitors the actual vs. proposed annual budget in funds managed by the Symons Department on a minimum quarterly basis.

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**TRAFFIC SAFETY COMMISSION** *(reports to Public Works Standing Committee)*

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- A. Wisconsin Statute 83.013 requires this body to meet quarterly.
- B. The County Administrator may recommend appointing members with County Board confirmation, but this process is not required.
- C. Membership may come from education, medicine, law, enforcement, and highways may be part of the commission.

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**TRANSPORTATION CO-ORDINATING COMMITTEE** *(reports to HHS & Veterans Standing Committee)*

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- A. Eleven members who must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers' public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates, and three County Board supervisors.
- B. Citizen members shall be recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Three-year terms with one-third of the first appointments to be for a one-year term with one-third of the first appointments to be for a two-year term and one-third of the first appointments to be for a three-year term.
- D. The Committee shall have at least the following duties:
  1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
  2. Review passenger transportation plans for service areas.
  3. Review and comment on county aid applications under section 85.21, Wisconsin Statutes.
  4. Review and comment on capital assistance applications under section 85.22, Wisconsin Statutes.
  5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
  6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
  7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
  8. Assists the establishment of goals, priorities and objectives for the

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- a. transportation planning process in Richland County.
- 9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
- 10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
- 11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
- 12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
- 13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
- 14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
- 15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

**TRI-COUNTY AIRPORT COMMISSION** *(reports to Finance & Personnel Standing Committee)*

- A. Seven members, two of whom shall be recommended for appointment by the County Board Chair, subject to approval of the County Board. Four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's members of the Tri-County Airport Commission must at all times be sitting County Board Supervisors and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.
- C. Make an annual report to the County Board regarding operations and projects.

**VIOLA LIBRARY BOARD** *(reports to Finance & Personnel Standing Committee)*

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

**ZONING BOARD OF ADJUSTMENT** *(reports to Land & Zoning Standing Committee)*

- A. Three citizen members recommended for appointment by the County Administrator with County Board confirmation.
- B. Carries out duties specified in Wisconsin Statute 59.694

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<#>Five members. ¶

<#>Selected by the Committee on Committees for appointment by the County Board. ¶

<#>Provide oversight and advice regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for. ¶

<#>Supervise the operation and maintenance of the Food Service System. ¶

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**VETERANS SERVICE COMMISSION** ¶

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<#>5 member, at least 3 of whom shall be Supervisors. ¶

<#>The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1). ¶

<#>Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3). ¶

<#>Provide oversight and advice regarding the Veterans Service Department. ¶

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**ZONING AND LAND INFORMATION COMMITTEE** ¶

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**COUNTY BOARD COMMITTEES**

January 18, 2022

<b>Administrative Transition Committee (5 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
-		-	-
Brewer, Marty	01/19/21	-	-
Frank, Bob	01/19/21	-	-
Glasbrenner, Ingrid	10/27/20	-	-
Luck, Melissa	10/27/20	-	-
Turk, David	10/27/20	-	-

<b>Agriculture and Extension Education Committee (5 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Couey, Marc	05/01/18		
Murphy-Lopez, Shaun	05/05/20		
Nelson, Van	05/01/18		
Van Landuyt, Lee	05/05/20		

Williamson, Steve	05/03/16		
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<b>Americans with Disability Act Compliance Committee (7 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Representation</b>
Brewer, Marty			County Board Chair
Turk, David			County Board Vice Chair
Carrow, Steve	05/05/20		County Board Supervisor
Seep, Donald	05/05/20		Disabled Individual
Reinke, Bill	05/01/18		Business or Non-Profit Community
Toney, Myrna	06/19/18		Education
Hege, George	03/20/18		Medical/Health Professional

<b>Audit Committee (3 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		

Carrow, Steve	05/05/20		
Frank, Bob	07/21/20		
Nelson, Van	05/01/18		

<b>Branding Committee (9 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	<b>Representing</b>
Tim Gottschall	12/14/21	Undefined	County Board
Steve Carrow	12/14/21	Undefined	County Board
Josh Elder	12/14/21	Undefined	Department Head
Tracy Thorsen	12/14/21	Undefined	Department Head
Jeffrey Even	12/14/21	Undefined	Cazenovia
Jean Nicks	12/14/21	Undefined	Boaz
Alyshia Towne	12/14/21	Undefined	High School Student (Weston)
			High School Student (Kickapoo)
Marty Richards	12/14/21	Undefined	Business Sector

			Representative
Jane Kintz	01/18/22	Undefined	Art Representative

**Citizen Participation Planning Committee**

<b>Member's Name</b>	<b>First Appointed</b>		
-		-	-
Luck, Melissa	10/27/20	-	-
McGuire, Dan	10/27/20	-	-
Pluemer, Shelly	10/27/20	-	-
Van Landuyt, Lee	10/27/20	-	-
Wentz, Darlo	10/27/20	-	-

**Child Support Committee (3 Members)**

<b>Member's Name</b>	<b>First Appointed</b>		
Gentes, Linda	05/05/20		
Rudersdorf, Danielle	05/05/20		
Turk, David	05/01/18		

<b>City/County <del>Ad Hoc</del> Committee</b>			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Title</b>
Brewer, Marty			County Board Chair
Turk, David			County Board Vice-Chair
Cosgrove, Chad	05/05/20		

<b>City Library Board (Three Year Terms)</b>			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
Turk, David	05/05/20	7/1/18 - 7/1/21	
Gentes, Linda	05/05/20	7/1/20 - 7/1/23	

<b>City Park Board (Five Year Term)</b>			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
Manning, Gary	09/15/20	April 2020-	

		April 2025	
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<b>Commission on Aging and Disability Board (11 Members)</b> (Two Year Terms)			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	<b>Representin g</b>
Cervantes, Julie	12/14/21	April 2020-April 2022	Advocate for Disabled Youth/Young Adult
Manning, Patrick	07/16/19	April 2020-April 2022	Member over 60 years old
Peters, Gary	05/01/18	April 2020-April 2022	Member over 60 years old
Symons, Linda	07/17/18	April 2020-April 2022	Member over 60 years old
Scribbins, David	09/19/17	April 2021-April 2023	Advocate for Disabled Adults
Denman, Carolyn	10/25/16	April 2020-	Adult with Disabilities

		April 2022	Representative
Kramer, Sandra	08/16/16	April 2020-April 2022	Advocate for Disabled Adults with Mental Health/Substance Abuse Issues
Nelson, Van	05/01/18	April 2020-April 2022	Member over 60 years old
Riley, Cindy	01/15/13	April 2020-April 2022	Mental Health and Substance Abuse Representative
Wiedenfeld, Virginia	06/15/16	April 2020-April 2022	Elderly Representative
Leffler, Charlay	12/14/21	April 2020-April 2022	Service Provider Advocate

**Committee on Committees (7 Members)**

Member's Name			Title
Brewer, Marty			County Board Chair
Turk, David			County Board Vice-Chair
Cosgrove, Chad			
Luck, Melissa			
Murphy-Lopez, Shaun			
Seep, Donald			
Severson, Kerry			

<del>Community Development Block Grant Housing Regional Board</del>			
-	<b>First Appointed</b>	-	-
Member's Name			
Reinke, Bill	05/01/18	-	-

<del>Community Development Block Grant Revolving Loan Regional Board</del>			
-	<b>First Appointed</b>	-	-
Member's Name			
Reinke, Bill	05/01/18	-	-

Comprehensive Community Services (CCS) Coordination Committee

<u>Member's Name</u>	<u>First Appointed</u>	<u>Representing</u>
Burnham, Joy	01/06/17	Consumer
Ferguson, Ashley	01/06/17	Consumer
Walling, Mary	01/06/17	Consumer
Culver, Myranda	01/06/17	Behavioral Health Services Manager
Nelson, Van	05/14/21	HHS Board
Hillman, Charlie	12/09/21	Consumer
Arneson, Edie	12/09/21	Mental Health Provider
Barger, Alison	12/09/21	HHS Mental Health Provider
Vacant	-	-

**Coordinated Service Team Coordinating Committee**  
(Initial term of three years)

<b>Member's Name</b>	<b>First Appointed</b>	<b>Representing</b>
Burrow, Katherine	5/18/2021	Parent/Guardian - Volunteer - No Perdiem
Chicker, Cindy	11/12/20	HHS Board Member
Couey, Laurie	7/12/18	HHS Child Services Rep or Designee
Culver, Myranda	02/17/15	Behavioral Health Services Manager
Fillyaw, Marjorie	5/18/2021	Parent/Guardian -

			Volunteer - No Perdiem
Johnson, Shari	5/18/2021		RSD Curriculum Coordinator or Designee
Kohout, Rose	03/20/18		Public Health Manager or RN Designee
Larson, Jinitta	7/12/18		Parent/Guar dian - Volunteer - No Perdiem
Peckham, Faith	08/16/16		Parent/Guar dian Volunteer - No Perdiem
Robinson, Cindy	03/20/18		CST Initiative Coordinator or Designee
Turk, Briana	12/09/21		Economic Support
Smith, Stacy	5/18/2021		Parent/Guar dian - Volunteer - No Perdiem
Wiedenfeld, Betsy	8/9/18		Parent/Guar dian - Volunteer - No Perdiem

**County Parks Commission (7 Members)**

(Seven Year Terms) (Appointed in June to succeed member whose term will expire on July 1 following)

<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
Gottschall, Timothy	05/05/20	7/1/15 - 7/1/22	Secretary
Severson, Kerry	05/03/16	7/1/16 - 7/1/23	Chair
Collins, John	06/20/17	7/1/17 - 7/1/24	Vice Chair
Chicker, Cindy	06/19/18	7/1/18 - 7/1/25	
Manning, Gary	05/01/18	7/1/19 - 7/1/26	
Siemandel, Eric	06/16/20	7/1/20 - 7/1/27	
Cooper, Danielle	5/18/2021	7/1/21 - 7/1/28	

**Courthouse Security Committee**

<b>Member's Name</b>	<b>First Appointed</b>		
-		-	-
Luck, Melissa	05/01/18	-	-
McGuire, Daniel	05/05/20	-	-

<b>Comprehensive Community Services (CCS) Coordination Committee</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Hillman, Charlie	12/09/21		Consumer
Arneson, Edie	12/09/21		Community MH & SA Advocate
Barger, Alison	12/09/21		HHS-MH Therapist-MH & SA Services
Vacant			

<b>Criminal Justice Coordinating Committee</b>			
Six Year Terms			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Title</b>
Sharp, William A	01/01/17		Circuit Court Judge
Thorsen, Tracy	01/01/17		Health and Human Services Director
Harper, Jennifer	01/01/17		District Attorney
Bindl, Jim	01/01/17		Sheriff

	01/01/17	Richland Center Police Chief
	01/01/17	County Board Supervisor
Coppernoll, Todd	01/01/17	Richland Center Mayor
	01/01/17	Public Defender
	01/01/17	Probation Agent
	01/01/17	Director of Passages
Forehand, Amy	01/01/17	Child Support Administrator
Kleist, Stacy	01/01/17	Clerk of Circuit Court
	01/01/17	Ministerial Association President

<b>Emergency Management Committee (3 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Title</b>
Brewer, Marty			County Board Chair

Turk, David			County Board Vice Chair
Severson, Kerry	05/03/16		

<b>Fair and Recycling Committee (7 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Representing</b>
Kaul, Peg	05/05/20		County Board Supervisor
Nelson, Van	05/01/18		County Board Supervisor
Severson, Kerry	05/03/16		County Board Supervisor
Cooper, Danielle	05/18/21		County Board Supervisor
Gald, Scott	04/24/12		Citizen
Gary Deaver	12/14/21		Citizen
Sandy Campbell	12/14/21		Citizen

**Finance and Personnel Committee (9 Members)**

Two Year Terms

<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
Brewer, Marty			County Board Chair
Turk, David			County Board Vice Chair
Murphy-Lopez, Shaun	05/01/18	April 2020-April 2022	Committee Chair
Seep, Donald	05/03/16	April 2020-April 2022	
Couey, Marc	05/21/19	April 2020-April 2022	Committee Vice Chair
Gentes, Linda	05/03/16	April 2021-April 2022	

Luck, Melissa	05/05/20	April 2021-April 2024
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<b>Health and Human Services Board (7 Members)</b> (Three Year Terms)			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	<b>Representing</b>
Chicker, Cindy	09/15/20	April 2019-April 2022	Registered Nurse Secretary
Gottschall, Timothy	05/18/21	April 2019-April 2022	County Board Supervisor
Berres, Jerel	05/15/18	April 2020-April 2023	Physician
Nelson, Van	05/05/20	April 2020-April 2023	County Board Supervisor
Severson, Kerry	02/21/17	April 2021-April 2023	County Board Supervisor Chair

		April 2021- April 2024	Consumer/Family Member
Glasbrenner, Ingrid	07/21/20	April 2021- April 2024	County Board Supervisor Vice-Chair

<b>Hidden Valleys Board</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
-	-	-	-
Cooper, Danielle	05/18/21	-	-

<b>Highway and Transportation Committee (5 Members)</b>			
<b>(One Year Term)</b>			
<b>Member's Name</b>			<b>*reelected via unanimous ballot 5-18-21</b>
Williamson, Steve		April 2021 - April 2022	Chair
Manning, Gary		April 2021 - April 2022	Vice Chair

Severson, Kerry		April 2021 - April 2022	Secretary
Cosgrove, Chad		April 2021 - April 2022	
Couey, Marc		April 2021 - April 2022	

<b>Joint Ambulance Committee (19 Members)</b>			
<b>Member's Name</b>			<b>Representing</b>
Couey, Marc	05/01/18		County Board Representative
Severson, Kerry	05/01/18		County Board Representative
Coppernoll, Todd			Richland Center Mayor
Wallace, Scotty			City Council Representative

Rognholt, Mary			Akan Town Representati ve
Lingel, Jim			Dayton Town Representati ve
McGraw, Brian			Eagle Town Representati ve
Coy, Verlin			Henrietta Town Representati ve
Niemeyer, Glen			Ithaca Town Representati ve
Chupp, Steve			Marshall Town Representati ve
Clarson, Brian			Orion Town Representati ve
Palmer, Gordon			Richland Town Representati ve
Duhr, Doug			Rockbridge Town Representati ve

Holets, Bob			Willow Town Representati ve
Nicks, Jean			Boaz Village Representati ve
Jindrick, Terrance			Yuba Village Representati ve

<b>Joint Ambulance Subcommittee</b>			
<b>Member's Name</b>			<b>Representin g</b>
McGraw, Brian			County Board Representati ve
			City Council Representati ve
Keller, Ryan			Orion Town Representati ve
Palmer, Gordon			Richland Town Representati ve
Holets, Bob			Willow Town Representati ve

<b>Land Conservation Committee (5 Members) (Two Year Terms)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Williamson, Steve	05/03/16		Chair
Luck, Melissa	05/01/18		Vice
Murphy-Lopez, Shaun	05/01/18		Secretary
Frank, Bob	07/21/20		
Van Landuyt, Lee	05/05/20		

<b>Land Information Council (Two Year Terms)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Triggs, Susan			Register of Deeds
Keller, Julie			County Treasurer
Rott, Jo Ellen			Real Property Tax Lister
Frank, Bob			County Board Supervisor

Rummler, Todd		County Surveyor
Bindl, Michael		County Zoning Administrator
Marshall, Lee		Realtor Employed in Richland County
Gudgeon, Darin		Public Safety Rep Employed in Richland County

<b>Law Enforcement and Judiciary Committee (5 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Luck, Melissa	05/01/18		Chair
Turk, David	05/05/20		Vice Chair
Cosgrove, Chad	05/05/20		Secretary
Frank, Bob	12/14/21		
Severson, Kerry	08/20/19		

<b>Mississippi Valley Health Services Commission</b>			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Representing</b>
Berres, Jerel	06/18/19		Health and Human Services Board
Severson, Kerry			Health and Human Services Board - Alternate

<b>Neighborhood Housing Services of Southwest Wisconsin</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
McKee, Richard	05/03/16		

<b>Nutrition Advisory Council (Two Year Terms)</b>			
	<b>First</b>		

Member's Name	Appointed	Term	Representing
Storer, Christine	01/19/16	April 2020-April 2022	Volunteer Drivers
Jasper, Janet	06/19/18	April 2020-April 2022	Germantown
Roseberry, Sue	05/21/19	April 2020-April 2022	The Community/HDM
Roseberry, Don P.	05/21/13	April 2020-April 2022	Rockbridge
Mussey, Jane	10/27/20	April 2020-April 2022	Richland Center
Cooper, Danielle	09/15/20	April 2020-April 2022	County Board Supervisor & HHS Board Member

**Pine Valley Healthcare and Rehabilitation Center/Board of Trustees (5 Members)**  
 (Three Year Terms) ( Chosen by ballot at the annual meeting for terms ending the first Monday in January)

<b>Member's Name</b>	<b>First Appointed</b>	<b>Term Expires</b>	
McKee, Richard		January , 2024	Chair
Rippchen, Pat		January , 2022	
Kaul, Peg		January , 2022	
Brewer, Marty		January , 2023	Vice Chair
Seep, Donald		January , 2023	

<b>Property, Building and Grounds Committee (5 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
McKee, Richard	05/03/16		Chair
Cosgrove, Chad	05/01/18		Vice Chair
Carrow, Steve	05/05/20		
McGuire, Daniel	05/05/20		
Williamson, Steve	05/03/16		

<b>Redistricting Committee (9 Members)</b>			
	<b>First</b>		<b>Officers</b>

<b>Member's Name</b>	<b>Appointed</b>	<b>Term Ends When Final Plan Adopted</b>	
Shaun Murphy-Lopez	08/17/21	November 2021	
Chad Cosgrove	08/17/21	November 2021	
Bob Frank	08/17/21	November 2021	
Aaron Joyce - City of RC	08/17/21	November 2021	
Susie Hauri - V of Boaz	08/17/21	November 2021	
Bobbi Ann Goplin - T of Eagle	08/17/21	November 2021	
Alan Lins - Citizen	08/17/21	November 2021	
Dorothy Thompson - Citizen	08/17/21	November 2021	

John Poole - Citizen	08/17/21	November 2021
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<b>Richland County Housing Authority and Community Block Grant Committee</b>			
<b>Member's Name</b>	<b>First Appointed</b>		<b>Representing</b>
Nelson, Van	05/01/18		County Board Supervisor
Kaul, Peg	05/05/20		County Board Supervisor
Storer, Chris			Citizen
Surrem, Gail			Citizen
Torgerson, Ralph			Citizen

<b>Rules and Resolutions Committee and Ethics Board (5 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Murphy-Lopez, Shaun	05/05/20		Chair
Cosgrove, Chad	05/01/18		Vice Chair
Severson, Kerry	05/05/20		Secretary

Luck, Melissa	05/05/20		
Seep, Donald	05/03/16		

<b>Southwest Wisconsin Community Action Program</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Turk, David	09/19/17		

<b>Southwest Wisconsin Library System Board Of Trustees</b> (Three Year Terms) (Under the Bylaws the term begins January 1st)			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
Schultz, Rachel	02/16/16	1/1/18 - 1/1/21	
Carrow, Steve	05/05/20		

<b>Southwestern Wisconsin Regional Planning Commission</b> (Six Year Terms)			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term Expires</b>	<b>Representing</b>
Brewer, Marty			County Board Chair

Schmitz, Raymond	September 15, 2025	Joint Appointment
Luck, Melissa	September 15, 2025	Governor's Appointment

**Strategic Planning Committee**  
**Formed: 7/20/21 Meets Quaterly No Term Length Established**

Member's Name	First Appointed		
Carrow, Steve	07/20/21		
Williamson, Steve	07/20/21		
Glasbrenner, Ingrid	07/20/21		
Luck, Melissa	07/20/21		
Severson, Kerry	07/20/21		
Frank, Melvin (Bob)	01/18/22		

**Symons Natatorium Board**  
**(Three Year Terms)**

Member's Name	First Appointed	Term	Representing

Brewer, Marty			County Board Chair Designee
Cler, John	06/20/17	April 2019-April 2022	Member at Large
Gottschall, Timothy	05/05/20	April 2020-April 2023	Chair
Cosgrove, Chad	05/01/18	April 2021-April 2024	

<b>Transportation Coordinating Committee (Three Year Terms) (11 Members)</b>			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	<b>Representing</b>
Vacant			Transportation Providers - Non Profit - VARC
Riley, Cindy	02/01/20	April 2021-April 2024	Transportation Providers Public - Hospital
Symons, Linda	5/18/2021	April 2021-	Consumer Disability

		April 2024	Advocate and COAD
Shiere, Robert	08/16/16	April 2021- April 2024	Consumer Advocate
McKittrick, Sandra	09/15/20	April 2019- April 2022	Elderly and Disabled Citizens Advocates- ARC
Pyfferoen, Cole	05/18/21	April 2019- April 2022	Transportation Providers Proprietary - PVM
Steinmetz, Darin	12/10/19	April 2019- April 2022	Health and Human Services
McKee, Richard	05/03/16	April 2019- April 2022	County Board Member - Pine Valley Board
Glasbrenner, Ingrid	07/21/20	April 2020- April 2023	County Board Member - H&HS Board
Gray, Aaron	09/15/20	April 2021-	Consumer Advocate - SFCA

		April 2024	
Kramer, Sandra	12/11/18	April 2020- April 2023	Consumer and Agency Advocate - COAD

<b>Tri-County Airport Board of Appeals</b>			
<b>Member's Name</b>	<b>First Appointed</b>		
Buroker, Marvin	10/31/06		Alternate
Rippchen, Allen	10/31/06		
Sebranek, Larry	10/31/06		

<b>Tri-County Airport Commission (Six Year Term)</b>			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
McGuire, Daniel	05/05/20	1/1/18 - 1/1/24	
Williamson, Steve	10/29/19		
Valtierra, Richard	10/29/19		Cardinal Glass

<b>U.W. Platteville-Richland Committee (5 Members)</b>
--

<b>Member's Name</b>	<b>First Appointed</b>		
Gentes, Linda	05/01/18		Chair
Cosgrove, Chad	05/01/18		Vice Chair
Frank, Bob	07/21/20		Secretary
Gottschall, Timothy	05/05/20		
Van Landuyt, Lee	05/05/20		

<b>Veterans Service Commission (5 Members)</b> Three Year Term			
<b>Member's Name</b>	<b>First Appointed</b>	<b>Term</b>	
Metz, Patrick	05/18/21	12/31/18 - 12/31/21	
Nelson, Van	05/05/20	04/17/18 - 04/17/21	
Seep, Donald	05/05/20	12/31/19 - 12/31/22	

Van Landuyt, Lee	05/05/20	04/17/19 - 04/17/22	Chair
Hillesheim, Sherry	01/19/21	01/19/21 - 01/19/24	

**Viola Library Board**

Member's Name	First Appointed		
Carrow, Steve	05/05/20		

**Zoning Board of Adjustment  
(No Term Limits)**

Member's Name		Term	
Heims, Randy			
McGlynn, Tom			
Rippchen, Allen			

**Zoning and Land Information Committee (5 Members)**

Member's Name	First Appointed	Term	
Cosgrove, Chad	05/05/20	April 2017-	

		April 2020	
Couey, Marc	05/01/18	April 2018- April 2020	Chair
Gentes, Linda	05/05/20	April 2017- April 2020	
Williamson, Steve	05/03/16	April 2018- April 2020	Vice Chair
Glasbrenner, Ingrid	07/21/20	April 2018- April 2020	

## Policy of Richland County

Policy Cover	
<b>Title:</b> Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions	<b>Effective Date:</b> 18 Aug 2020
	<b>Adoption/Revision Date:</b> 18 Aug 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> Rules and Resolutions

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### 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

### 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93;
- b. Establishment Policy: Resolution 20-93;
- c. Richland County Board Rules; and
- d. Richland County Board Committee Structure

### 3. Purpose

- a. To establish a common vision and define functions regarding the separation of the authorities of management and the roles of the individual members of our Richland County committees, boards and commissions.
- b. To establish the roles and duties of the chair of committee, boards and commissions.

### 4. Scope

- a. Applies to Richland County management, members of committees, boards and commissions and chairs of committee, boards and commissions.
  - i. Authorities and roles that adhere to state or federal regulations, are exempt from this policy.

### 5. Policy Overview

- a. Richland County introduced a County Administrator in the spring of 2020. Expectations with the arrival the administrator included the delegation of tasks considered administrative in nature.
- b. This policy is intended establish and define the authorities of Richland County management and the roles of individual members of our Richland County supervisory bodies for future policy and procedure development, implementation and revisions.
- c. This policy is intended to define the roles and duties of chairs of committees, boards and commissions.
- d. This policy is administrative in nature and establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.

## Policy of Richland County

### 6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with the authorities and roles established through this policy. (Reference Section 11. Implementation of policy)
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

### Policy Content

### 7. Management Authorities:

- a. Richland County reserves any and all management rights regarding county operations under Federal and State regulations.
- b. The Richland County Administrator, Richland County Department Heads, or designees, are tasked with fiscal and ethical management of county personnel, resources and operations.
- c. The authorities and responsibilities of management include, but are not limited to:
  - i. Manage and direct employees;
  - ii. Ensure compliance with all regulations and laws impacting operations;
  - iii. Enforce policies and standards of performance;
  - iv. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - v. Hire, promote, schedule, transfer and assign employees;
  - vi. Lay off and recall employees;
  - vii. Investigate workplace actions and direct administrative leave;
  - viii. Discharge employees or take corrective and/or disciplinary action, except as by State Statute or Federal Regulations;
  - ix. Authorize and restrict access to department properties and equipment;
  - x. Schedule overtime as required;
  - xi. Develop job descriptions and assign work duties;
  - xii. Introduce new or improved operation methods or change existing operation methods;
  - xiii. Prepare and present operating budgets;
  - xiv. Contract for goods and services;
  - xv. Discontinue unrequired operations of services;
  - xvi. Partner with other counties, agencies or organizations;
  - xvii. Educate oversight committee, county board and interested parties on department services;
  - xviii. Direct operations of Richland County; and delegate management

## Policy of Richland County

authorities as appropriate.

### **8. Roles of Individual Members of Committee, Boards and Commissions:**

- a. The Richland County Board of Supervisors and members of Richland County committee, board or commission are responsible for establishing policy that provides the framework for county staff to run operations on behalf of Richland County. Such decisions are made as collective bodies and not by individual members.
- b. Committee, Boards and Commissions authorities and responsibilities are defined through state statute and Richland County Committee structure.
- c. Members of committee, boards and commissions are expected to individually contribute to a collaborative effort to make policy decisions that support the strategic mission and advance the priorities of the county. Examples of individual member activities include, but are not limited to:
  - i. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - ii. Take part in activities of the board and/or serving on one or more standing committees or commissions;
  - iii. Participate in the process of debate and voting on proposed ordinances, resolutions and motions in county board and committee meetings;
  - iv. Provide oversight and advice to the management of county regarding delivery of county services
  - v. Respond to the needs of constituents and informing administration of community service concerns;
  - vi. Express priorities for the delivery of county services through the annual budget, tax levy and strategic planning processes;
  - vii. Request information needed to make informed decisions;
  - viii. May consult on projects at the request of administration, in a voluntary capacity;
  - ix. Discuss appropriate county matters with fellow members but avoid walking quorums.
- d. No individual member, chair or otherwise, has individual authority or responsibility with respect to committee's official business unless specified in county policy, through state statute or RCBS rules.

### **9. Roles of the Chairs of Committees, Boards, or Commissions:**

- a. The following duties and responsibilities are placed on the presiding member of the committee, board or commission:
  - i. Approve placement of items of the body's meeting agenda;

## Policy of Richland County

- ii. Confirm that proper posting of meeting agenda was fulfilled prior to conducting business;
  - iii. Announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case by be;
  - iv. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result;
  - v. Restrain the members while engaged in debate within the rules of order;
  - vi. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. She/he may speak to points of order in preference to others and seek the advice of the County Clerk, Corporation Counsel, Administrator, Department Head, Subject Matter Expert, etc. on such points of order or practice. She/he shall decide questions of order, subject to an appeal by any member;
  - vii. Clear the meeting floor when adjourning or moving into closed session;
  - viii. Use discretion in the order of addressing agenda items;
  - ix. Limit time on the floor to speakers unless overruled by a majority vote of the body present;
  - x. Appoint/ensure that minutes are recorded;
  - xi. Use discretion in the seating configuration for meetings;
  - xii. Approve time, date and location of the next meeting if not designated in the previous meeting's adjournment; or if the time, date and location designated in the previous meeting's adjournment is not reasonable as determined by the County Board Chair; and
  - xiii. Authorize departments under the body's supervision to take emergency action to act on proposed contract, expenditure or program initiative (Rule #14e, page 6)
- b. Succession of the presiding official:
- i. In the event the Chair is absence, unable or unfit to preside, the duties and authorities shall abide by the following succession plan:
    - 1. Vice Chair
    - 2. Secretary
    - 3. Longevity of service on the committee, board or commission
    - 4. Alphabetical by last name

### **10. Roles of the County Board Chair and Vice Chair:**

- a. The following duties and responsibilities are placed on the County Board Chair:
  - i. Perform all duties required of the Chair until the County Board elects a successor.
  - ii. Preside at County Board meetings and meetings of the Finance & Personnel

## Policy of Richland County

Standing Committee when present.

- iii. Countersign all ordinances of the County Board.
  - iv. Act as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County.
  - v. Recommend appointment of County Board supervisor members of bodies at the organizational meeting, subject to County Board confirmation.
  - vi. 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.
  - vii. Act as a voting member, if a quorum is not otherwise present for a Standing Committee.
  - viii. Assign all matters to the appropriate committee when there is doubt.
  - ix. 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.
  - x. Recommend the permanent removal of a County Board member from a body, subject to County Board confirmation. The County Board Chair shall offer the option of resignation to a County Board member from a body, before a recommendation for removal is brought before the County Board.
  - xi. Take care that all federal, state and local laws, rules and regulations, and board policies pertaining to county government are enforced.
  - xii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.
- b. The following duties and responsibilities are placed on the County Board Vice Chair:
- i. Perform the chairperson's duties in case of the absence or disability of the chairperson.
  - ii. Preside at meetings of the Rules & Strategic Planning Standing Committee when present.
  - iii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.

### **11. Implementation of Policy:**

- a. All current rules, ordinances, policies and procedures (at the time of adoption) that contradict with this policy remain in effect and take precedence over this policy until such a time where the conflicting policies are amended to reflect the vision and directives set forth in this policy.

**Deleted:** <#>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)

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Policy of Richland County

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
18 Aug 2020	Original	Resolution 20-93

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# Policy of Richland County

## Policy Attachments

### Attachment A

#### Policy Review Form

#### Completed by Policy Custodian

Policy Title	Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions
Overview of Adoption/Revision	This will be the initial adoption of the policy to set in place vision and directives for future policy and management consideration.
Policy Submitted By	County Administrator — Clinton Langreck
Policy Submitted To	Corporation Counsel — Benjamin Southwick
Anticipated Date of Policy Final Approval	August 6 <sup>th</sup> Rules and Resolutions, August 18 <sup>th</sup> County Board
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	Richland County Board Rules; and Richland County Board Committee Structure

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#### Completed by County Administrator

Policy Received On	N/A
Policy Reviewed /Denied On w/ Reason	Approved
Policy Reviewed/Denied By	Reviewed by Clinton Langreck
Policy Storage Location	Official copy will be stored on the county website at: <a href="https://www.richland.net/arc/documents-administrative/index.shtml">https://www.richland.net/arc/documents-administrative/index.shtml</a> Word document stored at Clinton.Langreck(H:) > Policy > Authority of Management
Policy Forwarded to Corporation Counsel	28 July 2020

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#### Completed by Corporation Counsel

Policy Received On	28 July 2020
Policy Reviewed /Denied On w/Reason	Reviewed with proposed amendments
Policy Reviewed/Denied By	30 July 2020
Policy Forwarded to Custodian	30 July 2020

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# 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:**

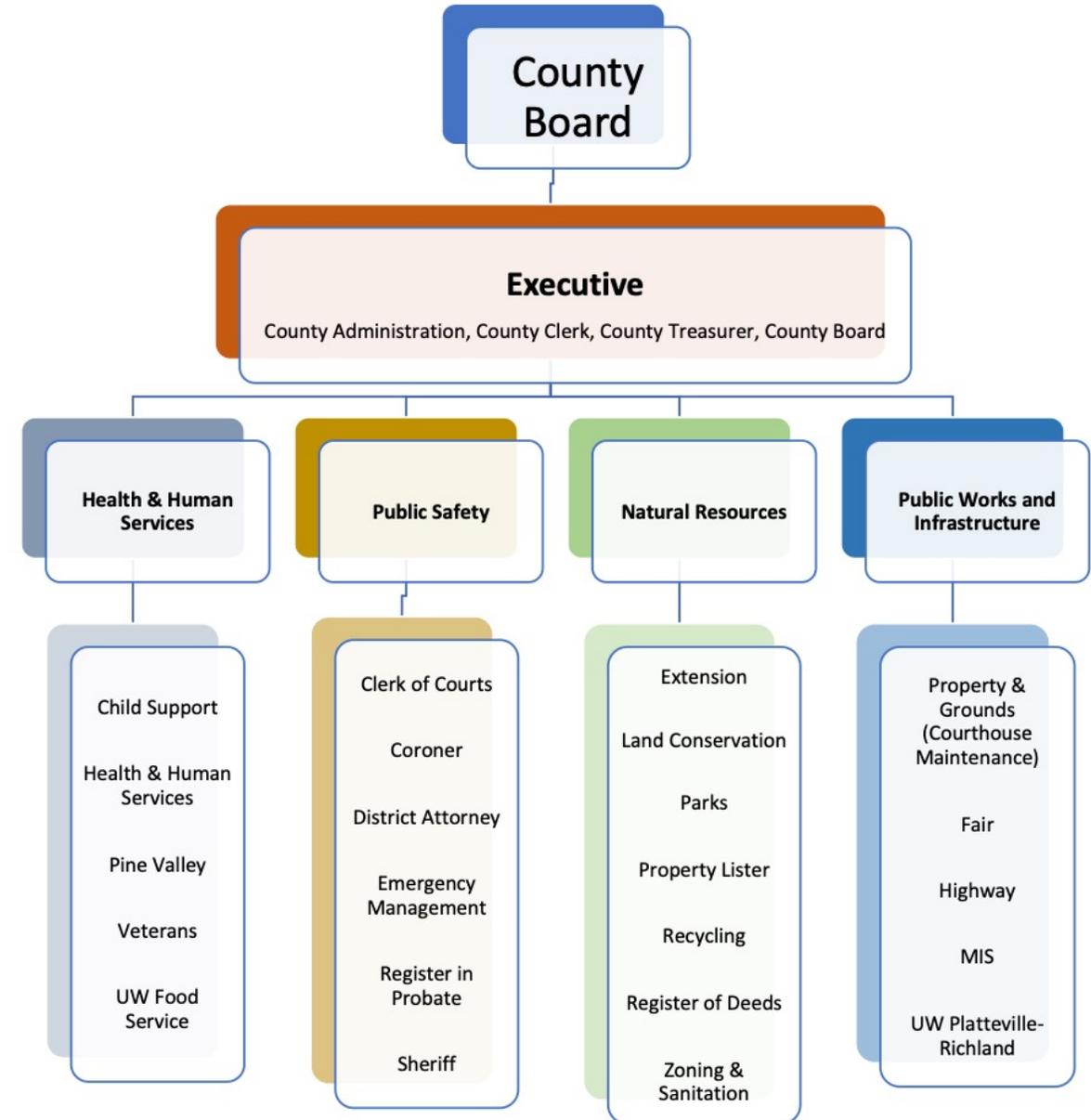
- Be responsible for the preparation of the agenda of the County Board in conjunction and with the assistance of the County Administrator and County Clerk.
- Remove ability to concur to the Administrator's appointment of department heads *(Richland County Administrator job description)*
- Acts as a voting 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*

# County Board

**Finance & Personnel Standing Committee**  
Administrator - Audit - Budget - Union Negotiations

**Rules & Strategic Planning Standing Committee**  
Rules & Resolutions - Ethics - Strategic Planning

**Pine Valley &  
Child Support  
Standing Committee**

**HHS &  
Veterans Standing  
Committee**

**Public Safety  
Standing Committee**

**Education Standing  
Committee**

**Public Works  
Standing Committee**

**Land & Zoning  
Standing Committee**

**Fair, Recycling, &  
Parks Standing  
Committee**

Pine Valley  
Child Support

Health & Human  
Services  
  
Veterans

Clerk of Courts  
  
Coroner  
  
District Attorney  
  
Emergency  
Management  
  
Register in  
Probate  
  
Sheriff

Ag & Extension  
  
UW Platteville-  
Richland  
  
UW Food  
Service

Property &  
Grounds  
(Courthouse  
Maintenance)  
  
Highway  
  
MIS

Land Conservation  
  
Register of Deeds  
  
Zoning &  
Sanitation

Fair & Recycling  
Parks

# 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

## STEP 1 - All Bodies

Number	County Board Bodies with Departmental Oversight	Other Bodies
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	Library Planning
19	UW Extension	Local Emergency Planning
20	UW Richland	Lone Rock Library Board
21	Veterans	Mississippi Valley Health Services
22	Zoning	Neighborhood Housing Services
23		Nutrition Advisory
24		Southwest Badger Resource Conservation & Development Council
25		Southwest WI CAP
26		SW WI Library System
27		SW WI Regional Planning
28		Transportation Coordinating
29		Tri-County Airport
30		Tri-County Airport Board of Appeals
31		Viola Library Board
32		Zoning Board of Adjustment

## STEP 2.1 - Joint Bodies

Number	County Board Bodies with Departmental Oversight	Other Bodies
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	Library Planning
19	UW Extension	Local Emergency Planning
20	UW Richland	Lone Rock Library Board
21	Veterans	Mississippi Valley Health Services
22	Zoning	Neighborhood Housing Services
23		Nutrition Advisory
24		Southwest Badger Resource Conservation & Development Council
25		Southwest WI CAP
26		SW WI Library System
27		SW WI Regional Planning
28		Transportation Coordinating
29		Tri-County Airport
30		Tri-County Airport Board of Appeals
31		Viola Library Board
32		Zoning Board of Adjustment

**STEP 2.2 - Joint Bodies**

<b>Number</b>	<b>County Board Bodies with Departmental Oversight</b>	<b>Joint Bodies with Departmental Oversight</b>	<b>Other Bodies</b>
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		Library Planning
19	Zoning		Local Emergency Planning
20			Lone Rock Library Board
21			Mississippi Valley Health Services
22			Neighborhood Housing Services
23			Nutrition Advisory
24			Southwest Badger Resource Conservation & Development Council
25			Southwest WI CAP
26			SW WI Library System
27			SW WI Regional Planning
28			Transportation Coordinating
29			Tri-County Airport
30			Tri-County Airport Board of Appeals

**STEP 3.1 - Removals**

Number	County Board Bodies with Departmental Oversight	Joint Bodies with Departmental Oversight	Other Bodies
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		Continuous
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		Library Planning
19	Zoning		Local Emergency Planning
20			Lone Rock Library Board
21			Mississippi Valley Health Services
22			Neighborhood Housing Services
23			Nutrition Advisory
24			Southwest Badger Resource Conservation & Development Council
25			Southwest WI CAP
26			SW WI Library System
27			SW WI Regional Planning
28			Transportation Coordinating
29			Tri-County Airport
30			Tri-County Airport Board of Appeals

**STEP 3.2 - Removals Supporting Information**

Committee/Commission/Board	Keep or Remove	Action Recommended	Notes
Administrator Transition	Remove	Remove from appointments document	No longer meeting
CDBG Housing Regional Board	Remove	Remove from appointments document	Asked Sandy Cook, new Housing Authority Director
CDBG Revolving Loan	Remove	Remove from appointments document	Asked Sandy Cook, new Housing Authority Director
Citizen Participation Planning	Remove	Remove from appointments document	
Continuus	Remove	Remove from committee structure document	Organization dissolved 5 years ago
Courthouse Security	Remove	Add to Public Safety Committee (LEJC) responsibilities, remove from	No information in committee structure document, Melissa Luck recommends adding to Public Safety
Hidden Valleys	Remove	Remove from committee structure and appointments documents	Ended our financial commitment in 2022
Southwest Badger Resource Conservation & Development Council	Remove	Remove from committee structure document	Entity no longer exists
Tri-County Airport Board of Appeals	Remove	Remove from appointments document	No County involvement needed

**STEP 3.3 - Removed Bodies**

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

**STEP 4.1 - Consolidation**

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

### STEP 4.2 - Consolidation: Department Identification

Number	County Board Bodies 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 4.3 Consolidation: OPTION A**

Number	1	2	3	4	5	6
<b>Committees</b>	<b>Executive</b>	<b>Health &amp; Human Services</b>	<b>Public Safety</b>	<b>Planning, Resources, Development</b>	<b>Public Works &amp; Infrastructure</b>	<b>Veterans, Aging, Long Term Care</b>
<b>Departments</b>	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 4.3 Consolidation: OPTION B**

Number	1	2	3	4	5	6
<b>Committees</b>	<b>Executive</b>	<b>Finance</b>	<b>Health &amp; Human Services</b>	<b>Public Safety</b>	<b>Planning, Resources, Development</b>	<b>Public Works &amp; Infrastructure</b>
<b>Departments</b>	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 4.3 Consolidation: OPTION C**

Number	1	2	3	4	5	6
<b>Committees</b>	<b>Executive</b>	<b>Health &amp; Human Services</b>	<b>Public Safety</b>	<b>Natural Resources</b>	<b>Public Works &amp; Infrastructure</b>	<b>Veterans &amp; Seniors</b>
<b>Departments</b>	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 4.3: Consolidation OPTION D**

<b>County Board</b>				
<b>Executive Committee</b> (Administrator, Clerk, County Board, Treasurer)				
<b>Standing Committees</b>	<b>Health &amp; Human Services</b>	<b>Public Safety</b>	<b>Natural Resources</b>	<b>Public Works</b>
<b>Departments</b>	Child Support	Clerk of Courts	Extension	Courthouse Maintenance (Property & Grounds)
	Health & Human Services	Coroner	Land Conservation	Fair
	Pine Valley	District Attorney	Parks	Highway
	UW Food Service	Emergency Management	Property Lister	MIS
	Veterans	Register in Probate	Recycling	UW Platteville-Richland Maintenance
		Sheriff	Register of Deeds	
			Zoning & Sanitation	



**STEP 5.1 Additions**

<b>Number</b>	<b>County Board Bodies with Departmental Oversight</b>	<b>Joint Bodies with Departmental Oversight</b>	<b>Other Bodies</b>
1	Finance & Personnel Standing Committee	Ambulance	ADA Compliance
2	Rules & Strategic Planning Standing Committee	Economic Development	ADRC of Eagle Country
3	Education Standing Committee	Symons	Aging & Disability
4	Fair, Recycling, and Parks Standing Committee		Branding
5	HHS & Veterans Standing Committee		Chapter 980
6	Land & Zoning Standing Committee		City County
7	Pine Valley & Child Support Standing Committee		City Library Board
8	Public Safety Standing Committee		City Park Board
9	Public Works Standing Committee		Comprehensive Community Services Coordination
10			Coordinated Service Team Coordinating
11			Criminal Justice Coordinating
12			Housing Authority
13			Land Information
14			Library Planning
15			Local Emergency Planning
16			Lone Rock Library Board
17			Mississippi Valley Health Services
18			Neighborhood Housing Services
19			Nutrition Advisory
20			Southwest WI CAP
21			SW WI Library System
22			SW WI Regional Planning
23			Traffic Safety Commission
24			Transportation Coordinating
25			Tri-County Airport
26			Viola Library Board

**STEP 5.2 Additions: Supporting Information**

<b>Committee/Commission/Board</b>	<b>Changes Needed</b>	<b>Notes</b>
ADRC of Eagle Country Regional Board	Add to committee structure document	Kerry Severson is current representative
Chapter 980	Add to committee structure document	This is a statutorily required staff ad hoc committee that meets to find housing for people released from sex offender facilities
Comprehensive Community Services Coordination	Add to committee structure document	This committee already meets but has not been included
Traffic Safety	Add to committee structure document	Already meets and statorily required <a href="https://wisconsin.gov/Documents/safety/education/frms-pubs/tsc-booklet.pdf">https://wisconsin.gov/Documents/safety/education/frms-pubs/tsc-booklet.pdf</a>

**STEP 6.1 Categorizing Other Bodies**

<b>Number</b>	<b>County Board Bodies with Departmental Oversight</b>	<b>Joint Bodies with Departmental Oversight</b>	<b>Other Bodies</b>
1	Finance & Personnel Standing Committee	Ambulance	ADA Compliance
2	Rules & Strategic Planning Standing Committee	Economic Development	ADRC of Eagle Country
3	Education Standing Committee	Symons	Aging & Disability
4	Fair, Recycling, and Parks Standing Committee		Branding
5	HHS & Veterans Standing Committee		Chapter 980
6	Land & Zoning Standing Committee		City County
7	Pine Valley & Child Support Standing Committee		City Library Board
8	Public Safety Standing Committee		City Park Board
9	Public Works Standing Committee		Comprehensive Community Services Coordination
10			Coordinated Service Team Coordinating
11			Criminal Justice Coordinating
12			Housing Authority
13			Land Information
14			Library Planning
15			Local Emergency Planning
16			Lone Rock Library Board
17			Mississippi Valley Health Services
18			Neighborhood Housing Services
19			Nutrition Advisory
20			Southwest WI CAP
21			SW WI Library System
22			SW WI Regional Planning
23			Traffic Safety Commission
24			Transportation Coordinating
25			Tri-County Airport
26			Viola Library Board
27			Zoning Board of Adjustment

**STEP 6.2 Categorizing Other Bodies**

Number	County Board Bodies with Departmental Oversight	Joint Bodies Departmental Oversight	Advisory Bodies	Special Appointment Bodies
1	Finance & Personnel Standing Committee	Ambulance	ADA Compliance	ADRC of Eagle Country
2	Rules & Strategic Planning Standing Committee	Economic Development	Aging & Disability	Chapter 980
3	Education Standing Committee	Symons	Branding	City Library Board
4	Fair, Recycling, and Parks Standing Committee		City County	City Park Board
5	HHS & Veterans Standing Committee		Comprehensive Community Services Coordination	Coordinated Service Team Coordinating
6	Land & Zoning Standing Committee		Criminal Justice Coordinating	Housing Authority
7	Pine Valley & Child Support Standing Committee		Land Information	Library Planning
8	Public Safety Standing Committee		Local Emergency Planning	Lone Rock Library Board
9	Public Works Standing Committee		Nutrition Advisory	Mississippi Valley Health Services
10			Traffic Safety Commission	Neighborhood Housing Services
11			Transportation Coordinating	Southwest WI CAP
12			Zoning Board of Adjustment	SW WI Library System
13				SW WI Regional Planning
14				Tri-County Airport

**STEP 7.1 Reporting**

Number	County Board Bodies with Departmental Oversight	Joint Bodies Departmental Oversight (reports to Standing Committee)	Advisory Bodies (reports to Standing Committee)	Special Appointment Bodies (reports to Standing Committee)
1	Finance & Personnel Standing Committee	Ambulance (Finance & Personnel)	ADA Compliance (Public Works)	ADRC of Eagle Country (HHS & Veterans)
2	Rules & Strategic Planning Standing Committee	Economic Development (Rules & Strategic Planning)	Aging & Disability (HHS & Veterans)	Chapter 980 (State of Wisconsin)
3	Education Standing Committee	Symons (Finance & Personnel)	Branding (Rules & Strategic Planning)	City Library Board (Finance & Personnel)
4	Fair, Recycling, and Parks Standing Committee		City County (Rules & Strategic Planning)	City Park Board (Fair, Recycling, & Parks)
5	HHS & Veterans Standing Committee		Comprehensive Community Services Coordination (HHS & Veterans)	Coordinated Service Team Coordinating (HHS & Veterans)
6	Land & Zoning Standing Committee		Criminal Justice Coordinating (Public Safety)	Housing Authority (HHS & Veterans)
7	Pine Valley & Child Support Standing Committee		Land Information (Land & Zoning)	Library Planning (Finance & Personnel)
8	Public Safety Standing Committee		Local Emergency Planning (Public Safety)	Lone Rock Library Board (Finance & Personnel)
9	Public Works Standing Committee		Nutrition Advisory (Aging & Disability Board)	Mississippi Valley Health Services (HHS & Veterans)
10			Traffic Safety Commission (Public Works)	Neighborhood Housing Services (HHS & Veterans)
11			Transportation Coordinating (HHS & Veterans)	Southwest WI CAP (HHS & Veterans)
12			Zoning Board of Adjustment (Land & Zoning)	SW WI Library System (Finance & Personnel)
13				SW WI Regional Planning (Rules & Strategic Planning)
14				Tri-County Airport (Finance & Personnel)

**STEP 7.2 Reporting**

Standing Committee	Finance & Personnel	Rules & Strategic Planning	Education	Fair, Recycling, Parks	HHS & Veterans	Land & Zoning	Pine Valley & Child Support	Public Safety	Public Works Committee	State of Wisconsin
1	Ambulance	Branding			Aging & Disability ( <i>Nutrition Council</i> )	City Park Board		Criminal Justice Coordinating	ADA Compliance	Chapter 980
2	City Library	City County			ADRC of Eagle Country	Land Information		Local Emergency Planning	Traffic Safety Commission	
3	Lone Rock Library Board	Economic Development			Coordinated Service Team Coordinating	Zoning Board of Adjustment				
4	SW WI Library System	SW WI Regional Planning			Housing Authority					
5	Symons				Mississippi Valley Health Services					
6	Tri-County Airport				Neighborhood Housing Services					
7	Viola Library				Southwest WI CAP					
8					Transportation Coordinating					

**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	Chair of Standing Committee					

\*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

<b><u>Overall Rules</u></b>
Each County Board member holds seats on 3 standing committees
The County Board Chair and Vice Chair are automatically members of the Finance & Personnel and Rules & Strategic Planning Committees
The Chair of each Standing Committee is a member of each Executive Committee (Finance & Personnel; Rules & Strategic Planning)
No person may be chair of more than 1 standing committee
Only a County Board member may be elected as a chair of a standing committee. Citizen members of any standing committee may be present to vote in the election of a standing committee chair.
All initial appointments are made and confirmed at the organizational meeting after the Chair and Vice Chair are elected
<b><u>Appointment Process</u></b>
The Board first elects by secret, formal ballot the members of the Pine Valley & Child Support Standing Committee.
The Pine Valley & Child Support Standing Committee meets to elect a Chair.
The Board Chair then recommends appointment of the County Board members of the Fair/Recycling/Parks, Land/Zoning, and Public Works Standing 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 Finance & Personnel and Rules & Strategic Planning Standing Committees
The Board Chair then appoints members of the Education, HHS/Veterans, and Public Safety 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. The Public Safety Committee may only vote to recommend a chairperson for the Public Safety Committee to the County Board Chair, who has the statutory authority to designate the Chair of the Emergency Management Committee (of which the Public Safety Committee acts).
The Board Chair declares the Chair of the Public Safety Committee.
Those 3 Committee Chairs automatically become members of the Finance & Personnel and Rules & Strategic Planning Standing Committees
If any County Board members then have appointments to 4 standing committees due to their election as Chair of a Standing Committee, their 4th appointment as a member of a non-Executive Standing Committee is rescinded by the County Board Chair with County Board confirmation. Any County Board member who did not receive 3 appointments is then recommended for appointment by the County Board Chair to those vacated seats, with County Board confirmation.
Any remaining vacant seats are eligible for appointment at a future County Board meeting
<i>* County Board Chair makes all supervisor appointments (with County Board confirmation), Administrator makes all citizen appointments (with County Board confirmation)</i>

**STEP 9 Research on Other Bodies**

Committee/Commission/Board	Keep or Remove	Report to	Type	Changes Needed	Notes
ADA Compliance	Keep	Public Works	Advisory		Complies with ADA non-discrimination notice: <a href="https://www.co.richland.wi.us/pdfs/AmericansWithDisabilitiesAct.PDF">https://www.co.richland.wi.us/pdfs/AmericansWithDisabilitiesAct.PDF</a>
Administrator Transition	Remove				
ADRC of Eagle Country Regional Board	Add	HHS	Special Appointment	Add to committee structure document	Kerry Severson is current representative
Aging & Disability	Keep	HHS	Advisory	Update language in committee structure document	Add statutory reference
Branding	Keep	Executive	Advisory		Temporary committee expected to disband later in 2022
Chapter 980	Add	n/a	Special Appointment	Add to committee structure document	This is a statutorily required staff ad hoc committee that meets to find housing for people released from sex offender facilities
CDBG Housing Regional Board	Remove				Asked Sandy Cook
CDBG Revolving Loan	Remove				Asked Sandy Cook
Citizen Participation Planning	Remove				
City County	?	Executive	Advisory	Add to committee structure document (if keeping)	What is the purpose? Who are the members (currently listed as Brewer, Turk, Cosgrove)? How are appointments made?
City Library Board	Keep	Executive	Special Appointment	Resident may be appointed by Administrator	
City Park Board	?	Natural Resources	Special Appointment	?	Difference of opinion on continued involvement - Dave Fry and Gary Manning lean no, Pat Elliot (president of Park Board) says yes
Continuous	Remove				Organization dissolved 5 years ago
Comprehensive Community Services (CCS) Coordination	Add	HHS	Advisory		
Coordinated Service Team Coordinating	Keep	HHS	Advisory	Add to committee structure document	Listed in appointments document
Courthouse Security	Remove			Add to Public Safety Committee (LEIC) responsibility	No information in committee structure document, Melissa Luck recommends adding to Public Safety
Criminal Justice Coordinating	Keep	Public Safety	Special Appointment	?	Has not met since 2011, Amy Forehand recommends removing County Board member involvement
Hidden Valleys	Remove				Ended our financial commitment in 2022
Housing Authority	Keep	Executive	Advisory	Update language in committee structure document	Sandy Cook is new Housing Authority Director, she will recommend language changes
Land Information	Keep	Natural Resources	Special Appointment	Update language in committee structure document	Add state statute language, clear up who makes appointments for which seats
Local Emergency Planning	Keep	Public Safety	Advisory	Update language in committee structure document	Remove language about size of committee, determine committee membership in appointments document
Lone Rock Library Board	Keep	Executive	Special Appointment	Resident may be appointed by Administrator	Position is currently vacant
Mississippi Valley Health Services	Keep	HHS	Special Appointment	Update language in committee structure document	Committee structure document requires a County Board supervisor, but a non-supervisor is listed as the current representative
Neighborhood Housing Services	Keep	Executive	Special Appointment		
Nutrition Advisory	Keep	ADRC Board	Advisory		
Southwest Badger Resource Conservation & Development Council	Remove				Entity no longer exists
Southwest WI CAP	Keep	HHS	Special Appointment	Update language in committee structure document	One County Board member serves, although committee structure document says two
SW WI Library System	Keep	Executive	Special Appointment	Update language in committee structure document	Citizen should be appointed by Administrator
SW WI Regional Planning	Keep	Executive	Special Appointment		
Traffic Safety	Add	Public Works	Special Appointment	Add to committee structure document	<a href="https://wisconsin-dot.gov/Documents/safety/education/frms-pubs/tsc-booklet.pdf">https://wisconsin-dot.gov/Documents/safety/education/frms-pubs/tsc-booklet.pdf</a>
Transportation Coordinating	Keep	HHS	Advisory	Update language in committee structure document	Two County Board members serve, although committee structure document says three
Tri-County Airport	Keep	Executive	Advisory	Update language in committee structure document	Look for updated bylaws since Iowa County has left the partnership
Tri-County Airport Board of Appeals	Remove				No County involvement needed
Viola Library Board	Keep	Executive	Special Appointment	Resident may be appointed by Administrator	
Zoning Board of Adjustment	Keep	Natural Resources	Advisory	Add to committee structure document	All citizen members

RESOLUTION NO.21- \_\_\_\_\_

A Resolution Adopting Changes in the County Board Rules, Management Policy and Committee Structure

WHEREAS the Richland County Rules and Resolutions Committee and Ethics Board is charged to review and recommend any changes regarding the Rules of the County Board and Committee Structure; and

WHEREAS Richland County Strategic Plan directs consideration for “Streamline Organizational Structure (Effectiveness)” strategies intended to enable the county to find operational efficiencies, and the plan further specifies the action of a biannual review of committee structure with possibility of consolidation; and

WHEREAS the proposed changes to rules, policy and structure impacts: 1) election of the board chair and vice, 2) appointments of members to committee, boards and commissions, 3) removal of the same, 4) more defined duties and authorities for the chair and vice, 5) reconfiguration of structure and duties of committees, boards and commissions, 6) establishment of standing committees, and 7) other supporting changes; and

WHEREAS these changes are intended to create efficiencies, promote accountability, and facilitate further transition into an administrator form of county government in which oversight committee, boards and commissions provide leadership through policy; and

WHEREAS the Rules and Resolutions Committee and Ethics Board has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the proposed amendments, to the Rules of the County Board, Management Policy, and Committee Structure Document are hereby adopted and the changes to operations and structure will be implemented through administration in preparation for the 2022-2024 county board session; and

BE IT FURTHER RESOLVED that these changes shall be made available at the Administrator/ County Clerk Office and that a copy of these documents shall be published on the Richland County Website; and

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

VOTE FOR FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE RULES AND RESOLUTIONS COMMITTEE AND ETHICS BAORD

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION

Shaun Murphy-Lopez

\_\_\_\_\_  
COUNTY

\_\_\_\_\_  
DATED

\_\_\_\_\_  
Melissa Luck

\_\_\_\_\_  
Don Seep

\_\_\_\_\_  
Kerry Severson

\_\_\_\_\_  
Chad Cosgrove

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