

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, March 29, 2016

5:00 pm

Courthouse - **Room #1301**

721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. 2016 Insurance Policies Update– Frank Draxler – Discussion/Action
3. Update: Economic Development / City and County Led Discussion and Assessment.
4. Update County Code 2.04, Rules of the Board – Discussion/Action (pg. 3-26)
5. NACo County Government Month – April 2016 /Discussion – Action
“Safe and Secure Counties”

Link: [National County Government Month Website](#)
6. Strategic Planning – Initial Planning for 2016 – Discussion/Action (pg. 27-31)
7. Motion to Adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

To wit: Civil Action/County Theft

Motion to go into Open Session. Committee Action.
8. Adjourn

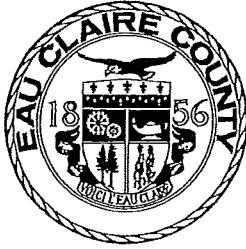
Post: 3/25/16 Media, Committee Members, Kathryn Schauf, Frank Draxler, Keith Zehms

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 8394710 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

Eau Claire County Board of Supervisors

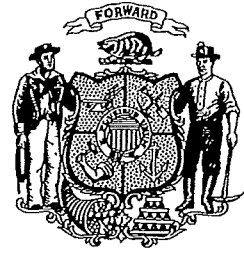
721 Oxford Avenue – Room 3520

Eau Claire, WI 54703-5481



Voice: (715) 839-4835

Fax: (715) 839-6243



Updated Memo & Attachments

TO: Eau Claire County Board of Supervisors
FROM: Kathryn Schauf, County Administrator
DATE: March 15, 2016
SUBJ: Rules of the County Board

Attached is a copy of Chapter 2.04, Rules of the County Board of Supervisors. This reflects all changes adopted at the March 1, 2016 county board meeting. Adoption of these rules is one of the first items of business at the organizational meeting of the County Board on April 19, 2016. The Committee on Administration is requesting that all board members review the rules of the board, including the Committees' oversight responsibilities and bring forward suggestions for potential changes. The Committee on Administration will review all suggested changes to the rules of the board and then will propose amendments in Ordinance format for first reading at the April 6, 2016, county board meeting, with rule adoption at the April 19, 2016, organizational meeting.

Please review and make any changes/recommendations for code changes as you see fit. Please direct any suggestions or comments you have to either myself or Keith Zehms, Corporation Counsel, by Friday, March 25, 2016.

Thank you.

copy: Keith Zehms
file

Chapter 2.04

RULES OF THE COUNTY BOARD OF SUPERVISORS*

Sections:

I. RULES OF ORDER AND PROCEDURE

<u>2.04.010</u>	Rule 1--Meetings.
<u>2.04.020</u>	Rule 2--Meeting organization.
<u>2.04.030</u>	Rule 3--Opening of meeting.
<u>2.04.040</u>	Rule 4--Voting.
<u>2.04.050</u>	Rule 5--Speaking at meetings.
<u>2.04.060</u>	Rule 6--Departure from meeting.
<u>2.04.070</u>	Rule 7--Motions in general.
<u>2.04.080</u>	Rule 8--Rules of chambers.
<u>2.04.090</u>	Rule 9--Reports of Standing and select committees and second readings.
<u>2.04.095</u>	Rule 10--Public Comment.
<u>2.04.110</u>	Rule 11--Calendar of regular meetings.
<u>2.04.120</u>	Rule 12--Standing committees.
<u>2.04.130</u>	Rule 13--Diligent committee service.
<u>2.04.140</u>	Rule 14--General duties and powers of standing committees.
<u>2.04.150</u>	Rule 15--Select and special committees.
<u>2.04.160</u>	Rule 16--Reference to appropriate committee.
<u>2.04.190</u>	Rule 19--Duties of the chair.
<u>2.04.200</u>	Rule 2--Appointment of standing committees.
<u>2.04.210</u>	Rule 21--Correspondence.
<u>2.04.220</u>	Rule 22--Permission to address the board.
<u>2.04.230</u>	Rule 23--Reconsideration of the vote.
<u>2.04.240</u>	Rule 24--Termination of debate.
<u>2.04.280</u>	Rule 28--Resolutions, ordinances and amendments.
<u>2.04.281</u>	Rule 28.1--Fact sheets--fiscal notes.
<u>2.04.290</u>	Rule 29--Suspension of rules.
<u>2.04.300</u>	Rule 30--Robert's Rules of Order applicable.
<u>2.04.310</u>	Rule 31--Committee meetings.
<u>2.04.320</u>	Rule 32--Reports to the county board.
<u>2.04.330</u>	Rule 33--Reports of convention delegates.
<u>2.04.340</u>	Rule 34--Consideration and confirmation of appointments.
<u>2.04.350</u>	Rule 35--Requests for impeachment or removal from office.
<u>2.04.400</u>	Rule 40--County board trust fund.

* For statutory provisions regarding the powers of the county board, see WSA 59.02 and 59.51; for the provisions regarding county board meetings, see WSA 59.11. (Ord. 157-47, Sec. 4, 2014; Ord.152-25, 2008)

II. STANDING AND SELECT COMMITTEES--RULES AND DUTIES THEREOF

<u>2.04.435</u>	Committee on administration.
<u>2.04.440</u>	Committee on human resources.
<u>2.04.445</u>	Committee on judiciary and law enforcement.
<u>2.04.450</u>	Committee on UW-Extension education.
<u>2.04.455</u>	Committee on planning and development.
<u>2.04.465</u>	Highway committee
<u>2.04.475</u>	Committee on parks and forest.
<u>2.04.485</u>	Committee on finance and budget.

2.04.010 Rule 1--Meetings.

A. Regular meetings of the board for the purpose of transacting general business shall be held on the 1st and 3rd Tuesday of each month, except for the months of January, February, June, July, August, and September, when there shall be one meeting held on the 3rd Tuesday of the month, commencing at 7:00 p.m., unless otherwise ordered by the board and subject to recesses and adjournments to a date and time certain. If the September meeting conflicts with the Wisconsin Counties Associations Annual Convention, it shall be automatically moved to the 2nd Tuesday of September. At one or both regularly-scheduled county board meetings in May in even numbered years, there will be a county board working session to consider and review the strategic plan. Said meetings will commence at 5:00 p.m. with the county board meeting to follow at 7:00 p.m. By April 1st of each year all responsible parties for identified strategic initiatives shall report to the county administrator the progress on items in the strategic plan.

B. All meetings shall be held in the county board of supervisors' chambers at the courthouse unless otherwise ordered by the board.

C. The meeting on the Tuesday after the 2nd Monday of November in each year shall be the annual meeting at which time the board shall conduct a public hearing on and thereafter adopt the county budget and tax levy for the ensuing fiscal year, in addition to its regular business. Unless otherwise ordered, the board shall adjourn at 11:00 p.m. until 1:00 p.m. the next day until the business of the annual meeting is concluded.

D. Special meetings shall be held upon written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting and the subjects to be considered. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request, the clerk shall forthwith mail to each supervisor notice of the time, place and purpose of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors.

E. Should the date of any regular meeting fall on November 11th, the date of a spring or general election in this state, or a county holiday observed under 3.35.040, the meeting shall be held on the next day at 7:00 p.m.

F. The chair of the county board may, by written call filed with the county clerk, convene an emergency meeting of the county board as provided in 2.36.080 in the event of a declared emergency as defined in 2.36.070. The call shall specify the time and place of the meeting and the subjects to be considered. The time shall be not less than 12 hours from the filing of the call. The clerk or, if not possible, the sheriff shall immediately notify the media and each member in person, by telephone, facsimile or e-mail of the time, place and purpose of the meeting.

G. The board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend, except that the board may convene in closed session for the duly authorized purposes of and as provided in Wis. Stat. § 19.85.

H. The chair of the county board shall have the authority to cancel any regular meeting of the county board due to severe weather, other emergency conditions, or when in the chair's judgment there is insufficient legislative business to justify the expense of a regular meeting. The clerk shall immediately notify all supervisors and the media by telephone, facsimile or e-mail of such cancellation. (Ord. 159-43, Sec. 1, 2016; Ord. 159-29, Sec. 1, 2016; Ord. 153-35, Sec. 1, 2010; Ord. 148-49, 2005; Ord. 147-80, Sec. 1, 2003; Ord. 146-66, 2002; Ord. 141-97 Sec.1, 1998; Ord. 140-02, 1996; Ord. 128-67, Sec.1, 1985; Ord. 126-35 Sec.1, 1982; Ord. 81-82/355 Secs.1--5, 1981; Ord. 80-81/345 Sec.1, 1981; Ord. 110-78 Sec.11, 1978; Ord. 322-76 Sec.1, 1976).

2.04.020 Rule 2--Meeting organization.

A. The county board shall meet on the 3rd Tuesday of April annually as provided by law and shall proceed to organize. The county board at such meeting shall be called to order by the chair of the county board for the preceding term, and in the chair's absence or disability by the 1st vice-chair of the county board for the preceding term, if still a supervisor; if and in the absence or disability of such chair and vice-chair, by the county clerk. A judge of the circuit court, or in the judge's absence, the county clerk, shall then administer the official oath of office as prescribed in Wis. Stat. § 19.01(1m), and required by Wis. Stat. § 59.21(1).

B. If a majority of the supervisors, duly elected and qualified, answer to the call of the roll, they shall proceed to elect officers from their number, a chair, 1st vice-chair, and 2nd vice-chair, in that order and in the manner provided in this section. Said officers shall take office immediately upon election and shall serve a term of two years or until their successors are elected and qualified.

C. All positions which are to be filled by election by the county board shall be chosen in the following manner:

1. Nominations for the office to be filled shall be called for by the chair and may be made by any member of the board upon recognition by the chair. The person so nominated shall immediately state an objection if he or she wishes the nomination to be withdrawn from consideration. Nominations so made need not be seconded and shall be entered by the clerk on a slate viewable by the board. The chair shall request 3 times if additional nominations are to be made and hearing none may entertain a motion to close nominations. Nominations having been closed the board shall proceed with written ballots to vote for one of the nominees. If any nominee receives a majority of the votes cast, he or she shall be declared elected. If no nominee receives a majority of the votes cast on the 1st ballot, successive ballots shall be taken with the nominee receiving the lowest number of votes on the 3rd ballot being eliminated, until one of the nominees shall receive a majority of the votes cast;

2. Written ballots provided herein shall be secret for the election of the officers of the county board, but shall be endorsed on the reverse thereof by the person casting the ballot in the case of all other elections;

3. All ballots cast shall they shall be open to public inspection. Following said period, the clerk may destroy said ballots.

D. The county board shall then proceed to consider amendments to the rules of order and to establish or amend the rules of the board dealing with the committees thereof, their duties and manner of reporting. The chair of the county board shall appoint all committees as established by the board under 2.04.120 and 2.04.150 as provided under 2.04.340 B. (Ord.141-97 Sec.2, 1998; Ord.141-03, Sec.1, 1997; Ord. 130-08 Secs.1,2, 1986; Ord. 126-28 Sec.1, 1982; Ord. 79-80/282 Sec.1, 1979; Ord. 110-78 Sec.3, 1978; Ord. 105-78 Sec.1, 1978).

2.04.030 Rule 3--Opening of meeting.

A. Call to Order. Promptly at the hour of meeting, the chair of the board, or in the chair's absence, the 1st vice-chair or in the 1st vice-chair's absence, the 2nd vice-chair, shall call the members to order. In case of the absence of the chair and vice-chairs for any meeting, the members present shall choose a temporary chair.

B. Roll Call. The chair shall order the calling of the roll. The clerk of the county board, on recording the initial roll call at the opening of each board session, shall mark those supervisors who are present "present" and those who are absent "absent", and shall, in the paragraph immediately following said roll call, insert the names of those supervisors who have been marked absent, who are present later in the meeting of the board, and said clerk shall further record the appearance of such supervisors marked absent at the point in the proceedings when they appear during meetings of the board. If a majority of the members-elect record themselves present, the chair shall announce the presence of a quorum.

C. Order of Business for Regular Meetings. The order of business shall be as follows for all regular meetings of the board, except as otherwise provided by rules for the annual and organizational meetings:

1. Call to order;
2. Honoring of the flag and moment of reflection;
3. Call of the roll;
4. Approval of the journal of proceedings;
5. Public comment;
6. Reports to the county board under 2.04.320;
7. Presentation of petitions, claims, and communications;
8. First reading of ordinances by committees;
9. First reading of ordinances and resolutions by members;
10. Reports of standing committees, committees, commissions and boards under 2.04.,160 and second reading of ordinances. The committee chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee action;

11. Appointments.

D. Order of Business for the Annual Meeting. The order of business shall be as follows for the annual meeting:

1. Call to order;
2. Honoring of the flag and moment of reflection;
3. Call of the roll;
4. Approval of the journal of proceedings;
5. Public hearing on the annual budget;
6. Presentation of petitions, claims and communications;
7. Budget deliberations-1st vice-chair presides;
8. Reports to the county board under 2.04.320;
9. First Reading of ordinances by committees;
10. First reading of ordinances and resolutions by members;
11. Reports of standing committees, committees, commissions and boards

under 2.04.160 and second reading of ordinances. The committee chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee action;

12. Reports of select committees and second reading;
13. Appointments.

E. Order of Business for the Organizational Meeting. The order of business shall be as follows for the organizational meeting:

1. Call to order;
2. Presentation of the colors and honoring of the flag;
3. Moment of reflection;
4. Certificate of election;
5. Administration of the oath of office;
6. Call of the roll;
7. Election of board officers;
8. Adoption of the rules of order;
9. Approval of the journal of proceedings;
10. Public Comment;
11. Reports to the county board under 2.04.320;
12. Presentation of petitions, claims, and communications;
13. First reading of ordinances by committees.
14. First reading of ordinances and resolutions by members;
15. Reports of standing committees, committees, commissions and boards

under 2.04.160 and second reading of ordinances. The committee chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee action;

16. Appointments.(Ord. 159-43, Sec. 2, 2016; Ord. 157-47, Sec. 1-3, 2014; 156-29, Sec. 1, 2012; Ord. 155-37, Sec. 1, 2012; Ord. 155-2, Sec. 1, 2011; Ord. 152-12, Sec. 1 & 2, 2008; Ord152-3, Sec. 3 & 4, 2008; Ord. 151-35, Sec. 1, 2007; Ord. 149-13; Secs. 1-6, 2005; Ord.144-01 Sec. 1, 2000; Ord.142-01; Ord.141-97 Sec.3, 1998; Ord.135-95, 1991; Ord.126-28 Secs.2--4, 1982; Ord.79-80/424 Secs.1, 2, 3, 1980; Ord.110-78 Sec.5, 1978).

2.04.040 Rule 4--Voting.

A. Quorum. A majority of the supervisors entitled to a seat on the county board shall constitute a quorum for the transaction of business. All questions shall be determined by a majority of the supervisors present, unless otherwise provided by law or these rules.

B. Voting Procedure.

1. Every member present when a question is put shall vote unless excused by the county board, by the affirmative vote of a majority of the members present, for reason of a conflict of interest or other special cause. All motions to excuse a member from voting shall be made before recording the vote on the question pending. Any members wishing to be so excused may make a brief verbal statement of the reason for such request, and the question upon such motion shall then be taken without further debate.

2. All members shall be in their seats when voting. Prior to the announcement by the chair of the final vote on any question, members have the right to change their vote by rising for recognition and so announcing the change to the clerk. Thereafter, members shall not be allowed to change their vote.

3. When using the voting system, individual votes will be reflected in the minutes. When voting by voice vote or by division of the house, if members request that their vote be entered in the journal, it shall be so ordered.

C. Roll Call--How Taken.

1. When using the voting system, supervisors will be recorded as present by pressing the "aye" button.

2. All questions shall be put in this form: Those who are in favor press "aye"; those who are opposed press "no".

3. When a roll call is ordered by the chair, members shall use the voting system, and the clerk shall deliver to the chair the final number of those voting on each side. Debate shall be closed with the commencement of the roll call and no motion shall be entertained until after the result of the vote is announced by the chair.

D. Roll Call Obligatory--When. A roll call vote shall be taken on:

1. Any action to suspend the rules, unless unanimous consent be granted;
2. Any motion to convene in closed session pursuant to Wis. Stat. § 19.84;
3. Any question at the request of any member prior to a voice vote;
4. Any question decided by voice vote where the chair is in doubt as to the prevailing side if a division of the house is not used;
5. Any resolution adopting the county budget;
6. The sale or purchase of real estate or the transfer of an interest in real property.
7. Any measure referred to in E.

E. Measures Requiring More Than a Majority Vote. The following matters require the affirmative vote of two-thirds or more of the members-elect of the county board, as designated hereinafter:

1. Any resolution or ordinance transferring funds from the general fund pursuant to Wis. Stat. § 65.90(5)(a), (2/3);
2. Temporary borrowing under Wis. Stat. § 67.12, (3/4);
3. Any public work done directly by the county under Wis. Stat. § 59.52(29), (3/4);
4. Any motion to withdraw a matter from committee unless notice has been given as provided in 2.04.160 (2/3). (Ord. 159.43, Secs. 3 & 4, 2016; Ord 156-38, Sec. 2, 2013; Ord. 156-29, Sec. 5, 2012; Ord 156-29, Sec. 2, 2012; Ord. 146-41, Sec. 1, 2002; Ord.141-97 Sec.4, 1998; Ord.141-03, Sec.1, 1997; Ord.127-46 Sec.1, 1983; Ord.80-81/336 Sec.1, 1981; Ord.79-80/424 Secs.5, 8, 1980; Ord. 110-78 Sec.7, 1978).

2.04.050 Rule 5---Speaking at meetings.

A. Recognition Before Speaking. Any member wishing to speak in debate or present any matter to the board, shall press the request to speak button. Upon being recognized, the member shall not be interrupted except by a call to order. If called to order by the chair, a member shall not proceed without leave of the chair, unless granted leave by appeal from the decision of the chair, sustained by the board. When more than one member desires to speak in debate or make any motion, the first member to press the request to speak button shall be recognized by the chair.

B. Limitations of Speech. No member shall speak a 2nd time on a question during any meeting until any other member desiring to speak on same shall have been heard. No member shall speak more than twice on a question nor for more than 5 minutes at any one time without first obtaining leave of a majority of the members present. Merely asking or answering a question for a member shall not be counted as speaking in debate. Each member shall speak only to the merits of the question under consideration, maintain a courteous tone, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner.

C. Method of Address. At all times the chair shall be addressed as "Mister Chairman" or "Madame Chair and fellow members as "Supervisor_____". (Ord. 159-43, Sec. 5, 2016; Ord. 157-2, Sec. 1 Ord. 0144-01 Sec. 2, 2000; Ord.141-97 Sec.5, 1998; Ord. 110-78 Sec.9, 1978).

2.04.060 Rule 6--Departure from meeting.

Members shall avoid absenting themselves from the board chambers unless for good cause. (Ord. 144-91, 2001; Ord.141-97 Sec.6, 1998; Ord. 127-85, Secs.2--3, 1984).

2.04.070 Rule 7--Motions in general.

A. Presentation and Form of Motions.

1. Every motion received by the chair shall be seconded and restated by the chair prior to debate, and at the request of any member shall be reduced to writing by the clerk and shall then be read before any action is taken thereon.

2. Upon any motion containing several points, a division of the question may be called for, and the clerk shall separate said motion and restate each part before debate or a vote is taken thereon. (Ord. 128-15, 1984; Ord. 79-80/424 Sec.7, 1980; Ord. 111-78 Sec.2, 1978).

2.04.080 Rule 8--Rules of chambers. All persons not members of the board shall be excluded from within the bench of the board chambers reserved for the board during its meetings except the county administrator, the corporation counsel, the county clerk, or designees of such persons, unless such persons are present at the invitation of the board or authorized to address the board pursuant to 2.04.320. (Ord. 159-43, Sec. 6, 2016; Ord. 154-2, Sec. 3, 2010; Ord.141-92 Sec.1, 1998; Ord. 79-80/424 Sec.4, 1980).

2.04.090 Rule 9--Reports of standing and select committees and second reading. After the clerk advises the board of reports of standing or special committees concerning resolutions or ordinances being considered on second reading, all such reports shall automatically be set aside prior to the vote on the resolution or ordinance. (Ord. 134-39, Sec. 1, 1990)

2.04.095 Rule 10--Public comment. The purpose of public comment is to provide nonmembers with an opportunity to present information to the county board. It is not intended to provide for interactive debate or for the cross examination of nonmembers. Any person who is not a member of the board shall be given, subject to the chair's discretion, up to 3 minutes to speak to the board during the public comment time period. The public comment time period will be limited to no more than 30 minutes per meeting. Any person wishing to speak may sign in prior to the meeting to obtain a priority order to addressing the board. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity if any time remains within the 30-minute public comment period. All speakers must follow the guidelines established by the chair. The 30-minute public comment time period may be extended at the discretion of the chair. (Ord. 152-3, Sec. 5, 2008)

2.04.110 Rule 11--Calendar of regular meetings.

A. All resolutions, ordinances, petitions and reports to be presented to the board shall be typewritten, signed by the member or committee, and filed in the office of the county administrator not later than noon on the 4th working day prior to a regular meeting of the board in order to be placed on the calendar thereof for consideration under the appropriate order of business.

B. Resolutions, ordinances, petitions and reports received by the county administrator after the time specified in A., but over 24 hours before a regular meeting of the board shall be placed on the calendar thereof for consideration under the appropriate order of business.

C. No resolutions, ordinances or petitions received later than the time specified in B., may be acted upon unless upon suspension of the rules and a ruling by the chair, sustained by a majority of the board, that an emergency exists as interpreted by the Attorney General from time to time under Wis. Stat. ch. 19.

D. The calendar shall be prepared under the direction of the county administrator in accord with the orders of business provided in 2.04.030. Approval of vouchers, rezoning and comprehensive plan reviews will be listed under second reading. Ordinances received from committees will be listed under first reading and resolutions under second reading. Ordinances and resolutions received from members will be listed under first reading. All standing committee reports shall be listed by committee in the order that they are designated in 2.04.120, and all select committee reports shall be listed alphabetically by committee name

E. All legislation, claims, petitions and communications referred to committee or counsel and not reported to the board shall be entered alphabetically by committee under the calendar section entitled "Matters Referred" in the order and with a notation of the date referred. File numbers shall not be assigned to correspondence received for the board. The county administrator shall acknowledge all such correspondence, the date of receipt and that all board members have been furnished a copy. If a governing committee acts on such correspondence, the appropriate department head or county administrator shall advise the individual who sent the correspondence of the action taken.

F. A copy of the completed calendar and all items thereon, except petitions, communications, reports of county officers, and those resolutions and ordinances of which copies appeared on a previous calendar, shall be delivered to each member no less than 2 days prior to the meeting. Pursuant to the provisions of Wis. Stat. § 19.84(1)(b), copies thereof shall also be furnished to all members of the public media having requested same of the clerk in writing, and to the general public requesting same. Sufficient copies of the calendar only shall be provided in the county board chambers for the public.

G. Copies of any resolutions, ordinances, or discussion items received under C. shall be delivered as soon thereafter as possible. (Ord. 159-43, Sec. 7, 2016; Ord. 149-14, 2005; Ord. 141-97 Sec. 7, 1998; Ord. 141-92 Sec. 2, 1998; Ord. 136-05, 1992; Ord. 80-81/385 Secs. 1, 2, 1981; Ord. 79-80/424 Sec. 9, 1980; Ord. 111-78 Sec. 4, 1978).

2.04.120 Rule 12--Standing committees.

A. As soon as practical, the following standing committees shall be appointed by the chair of the board and shall consist of five members each except as specifically designated in this section:

1. Committee on administration (3 of whom shall be the county board officers);
2. Committee on human resources;

3. Committee on judiciary and law enforcement;
4. Committee on UW-Extension education;
5. Committee on planning and development;
6. Highway committee;
7. Committee on parks and forest;
8. Committee on finance and budget;
9. The human services board (for appointment of 6 county board members);

B. The chair of the board shall make written announcements of appointments to said committees to the board, and shall designate a chair pro tempore of each of said committees. Each member shall be appointed to at least one committee. All appointments shall be for 2 year terms commencing on the 3rd Tuesday of April in even-numbered years. In case of a vacancy in any committee the same shall be filled by written appointment of the chair as and for the unexpired portion of the term. In the event of a vacancy in the office of chair of the board and a successor is elected, such successor may, within 30 days, make changes in committee appointments in the manner provided in this section.

C. Committee Assignments.

1. Each supervisor shall submit to the county administrator's office prior to the annual organizational meeting of the board a statement setting forth his or her background, experience, responses to questions on potential conflicts of interest and requested committee assignments. The form of the statement shall be approved by the committee on administration.

2. Following the annual election of supervisors, the county administrator's office shall notify by letter each supervisor of the provisions of A. and shall solicit responses from each. (Ord. 154-2, Sec. 4, 2010; Ord. 151-10, Sec. 2, 2007; Ord. 146-14, Sec. 3, 2002; Ord. 144-01, Sec. 6, 2000; Ord.141-97 Sec.8, 1998; Ord.141-26, Sec.1, 1997; Ord. 136-83, Sec. 1; Ord. 136-78, Sec. 1, 1992; Ord. 132-25 Sec.1, 1988, Ord. 131-73, Secs. 1, 2, 127-2 Secs.1, 2, 3, 1983; Ord. 127-1 Secs.1, 2, 1983; Ord. 126-2 Secs.1 and 1m, 1982; Ord. 81-82/13 Secs.8, 9, 1981; Ord. 80-81/247 Sec.2, 1980; Ord. 80-81/142 Sec.1, 1980; Ord. 80-81/06 Sec.1(part), Sec.2(part), Sec.3(part) and Sec.20, 1980; Ord. 78-80/282 Sec.2, Ord. 102-79 Sec.1, 1979; Ord. 38-79 Secs.1, 2, 1979; Ord. 111-78 Sec.5, 1978).

2.04.130 Rule 13--Diligent committee service.

A. It shall be the responsibility of each committee member to serve diligently. The following circumstances shall constitute less than diligent service and shall be subject to the sanctions expressed in this section:

1. The failure of any member to attend the greater portion of any committee meeting shall be cause for the chair thereof to not enroll said member on the attendance form for the purpose of claiming per diem provided in 3.20.040. Any member aggrieved thereby may appeal said denial of per diem to the committee on finance and budget. The payroll/benefits supervisor shall not authorize payment of per diem so denied unless upon the written directive of the committee on finance and budget.

2. The consistent failure to attend the meetings of any committee on a regular basis without cause shall constitute neglect of committee duty and shall be prima facie cause for removal therefrom by the chair of the board.

B. In addition to the sanctions imposed in A., the chair of the board may remove any member from a committee for cause as defined in Wis. Stat. § 17.001, and fill such vacancy in accord with 2.04.120 B. (Ord. 156-38, Sec. 3, 2013; Ord. 147-80, Sec. 2, 2003; Ord. 144-01 Sec. 3-5, 2000; Ord.141-97 Sec.9, 1998; Ord. 80-81/06 Sec.2(part), 1980).

2.04.140 Rule 14--General duties and powers of standing committees.

A. Each committee shall be convened to organize by the chair pro tempore. At such meeting each committee, except those named in 2.04.120 A.1., shall elect a chair and a vice-chair. The chair shall appoint a member thereof or a staff person as committee clerk.

B. Each committee shall have the following powers:

1. To introduce all such legislation as may fall in its general jurisdiction, and to report on all such legislation as may be referred thereto;

2. Such ministerial powers as may be provided by ordinance, but such enumeration shall not be exclusive;

3. Responsibility for the departmental policy and oversight of such departments, commissions, councils and boards as shall be directed to report thereto;

4. To review, at least quarterly, the budgetary printouts of every department, agency, board or commission under its jurisdiction

C. Each committee shall review all personnel and budget requests made by departments or bodies under its jurisdiction and shall forward recommendations thereon to the human resources department and to the county administrator for referral to the committees on human resources and finance and budget.

1. The human resources director shall inform each committee of any collective bargaining negotiations being conducted with employees of any department under the jurisdiction of the committee and the committee may advise the human resources director on departmental needs related to hours of performance or working conditions.

2. For any department under its jurisdiction, each committee shall review any work rules promulgated pursuant to 3.70.001.

D. Each committee shall be responsible and accountable to the county board, and shall promptly act on all matters referred to the committee and report on same to the board.

F. No committee shall enter into any contract, lease or agreement, commit the county board to any course of action, sell any real or personal property of the county, purchase or take an option to purchase any real property, or promulgate any rules without the express approval of the county board, unless otherwise provided by law or ordinance.

G. Duties of the committee clerk.

1. The committee clerk shall be responsible for the files, typing and records of the committee, and for recording the minutes of each committee meeting which shall be reduced to typewritten copy, distributed to the members and approved at the next succeeding meeting following preparation thereof. The original copy of the approved minutes of each meeting shall be filed in the office of the county clerk within two working days of their approval or correction, but in no case later than 35 days after the date of the meeting for which said minutes were recorded.

2. The committee clerk shall be responsible for recording the attendance of members on the appropriate forms and for submitting same to the county clerk.

3. The committee clerk shall see that all resolutions, ordinances, amendments and reports of the committee are properly drafted, typed, signed and submitted to the county administrator for the county board calendar.

H. Each committee may by order filed with the county clerk and the human resources director create any subcommittee or (with another committee) joint subcommittee, provided that the charge to any such subcommittee or joint subcommittee is within the jurisdiction of the parent committee or committees.

1. Subcommittees shall consist of not less than 2 members of the parent committee appointed by the chair thereof, one of whom shall be designated as subcommittee chair.

2. Joint subcommittee shall consist of not less than 2 members of each parent committee appointed by the chair thereof who shall thereafter jointly designate a member of the joint subcommittee as subcommittee chair.

3. Each subcommittee or joint subcommittee chair shall appoint a subcommittee clerk who shall perform the duties of G. and shall file the order creating the subcommittee or joint subcommittee as provided herein.

I. Meetings scheduled beyond 24 annually by a committee shall be approved in writing by the county board chair.

J. The human services board, and the aging and disability resource center board shall be considered standing committees within the meaning of this section.(Ord. 159-13, Sec. 1, 2015; Ord. 152-31, Sec. 1, 2008; Ord. 152-001, Sec. 1 & 2, 2008; Ord. 151-10, Sec. 3, 2007; Ord. 147-80, Sec. 3, 2003; Ord. 145-65, Sec. 2, 2001; Ord.141-97 Sec.10, 1998; Ord.141-92 Sec.3-4, 1998; Ord. 138-15, Sec. 1&2, 1994;Ord. 136-91, 1993; Ord. 136-31, 1992; Ord. 131-85 Sec.1 1988; Ord. 81-82/13 Secs.1, 2, 3, 1981; Ord. 80-81/06 Sec.3(part), Sec.4, 1980).

2.04.150 Rule 15--Select and special committees.

A. Select and special committees may be created by resolution, specifying the committee charge, number of members and termination date. Select committees shall consist solely of members of the board, and special committees shall have at least 1 member of the board. Select and special committees created without a termination date shall expire on the 3rd Tuesday of April next following creation thereof. Said committees shall have such authority as shall be granted by resolution, except that the reports of special committees shall be referred to a standing committee pursuant to 2.04.160.

B. The chair of the county board shall make written announcements of his or her appointments to said committees and shall designate a chair and vice-chair on each. All appointments shall expire on the 3rd Tuesday of April next following appointment, except for members of special committees who are not members of the board. The latter appointments shall expire at the termination of the respective committee. Vacancies shall be filled by written appointment of the chair for the unexpired portion of the respective terms of appointment.

C. The county administrator shall assign staff or clerical assistance to each select or special committee, and the committee chair shall appoint a committee member or assigned staff member as committee clerk. (Ord. 159-43, Sec. 8, 2016; Ord.141-92 Sec.5, 1998; Ord. 80-81/06 Sec.21, 1980).

2.04.160 Rule 16--Reference to appropriate committee.

A. All resolutions and ordinances other than those embodied in a committee report and all petitions and claims shall upon introduction be read by title by the clerk and shall then be referred by the chair without motion to the committee(s) having jurisdiction, or if not referred held over, and shall not be acted upon by the board at such meeting unless a suspension of the rules is granted. The clerk shall immediately thereafter enter on the folio of the petition, claim, resolution or ordinance the date and committee of reference and the calendar supplement page on which it appeared, or if distributed at a meeting or by separate mailing, a notation to that effect.

B. Each member of the board shall receive a copy of any resolution or ordinance submitted to the board for adoption under suspension of the rules, unless there is unanimous consent to suspend this requirement. The clerk shall read such resolution or ordinance by title, except for those offered from the floor which shall be read in their entirety. If suspension of the rules is granted, the question on the passage of the resolution or ordinance shall be put by the chair without a motion from the floor.

C. Resolutions or ordinances referred to committee shall be acted upon by the committee or committees and reported to the board at a succeeding meeting, within 60 days of such referral, with a recommendation for adoption, or amendment and adoption, or indefinite postponement, or placement on file, or rejection. In the absence of committee action during said period of time, the resolution or ordinance shall automatically be placed upon the agenda for the next succeeding regular session of the county board following the expiration of the 60 day period herein described. Additional 60 day extensions to the above-described period of time for committee action may be granted by the county board upon adoption of a report to the board by the committee requesting said extension. Petitions or claims shall be acted upon by the appropriate committee(s) and reported to the board at a succeeding meeting by resolution granting, denying or filing the petition, or allowing or disallowing the claim.

D. Any member of the board may give notice to the board at a regular or special meeting that a motion will be made to withdraw a matter from committee at the next succeeding regular meeting of the board, and such motion when made may be adopted by a majority vote of the members present. If such notice is not served, a matter may be withdrawn from committee only by a 2/3 vote of the members present, provided notice of such action has been entered on the calendar in accord with Wis. Stat. § 19.84.

E. All matters referred to committee and not reported to the board by the end of the session year shall be placed on file by the clerk and no further action taken thereon unless the board shall by resolution order any matter to be carried over to the succeeding session year.

F. The land conservation commission, the airport commission and the human services board shall be considered standing committees within the meaning of this section and shall report to the board as provided in this section and 2.04.030. (Ord. 158-12, Sec. 3, 2014; Ord. 143-106, Sec. 1, 2000; Ord.142-02; Ord.141-97 Sec.12, 1998; Ord.141-83, 1997; Ord. 126-28 Sec.5, 1982; Ord. 81-82/399 Sec.4, 1982; Ord. 80-81/385 Secs.3, 4, 5, 1981; Ord. 79-80/281 Sec.1, 1979; Ord. 65-78 Sec.1, 1978; Res. 220-75 (part), 1975; Res. 153-73 (part), 1973; Res. (part) dated April 16, 1969).

2.04.190 Rule 19--Duties of the chair. The chair shall preserve order and shall decide questions of order, subject to an appeal to the board, and shall vote on all questions taken by ayes and noes except for appeals from the chair's own decision. (Ord.141-97 Sec.14, 1998; Res. (part) dated April 16, 1969).

2.04.200 Rule 20--Appointment of standing committees. The chair with the 1st vice-chair and 2nd vice-chair shall make appointments to all standing committees of the board. (Ord. 146-14, Sec. 1, 2002).

2.04.210 Rule 21--Correspondence. Correspondence sent by department heads and elected officials costing more than \$500 must be approved by the finance and budget committee if not budgeted. (Ord. 152-25, Sec. 1, 2008)

2.04.220 Rule 22--Permission to address the board. Any person not a member of the board desirous of addressing the board on any subject matter shall first obtain leave by request of some member. In case of objection, such person must have the majority consent of the board members present. (Res. (part) dated April 16, 1969).

2.04.230 Rule 23--Reconsideration of the vote. It shall be in order for any member voting with the prevailing side to move for reconsideration of the vote on any question on the same or next succeeding day of the board session. (Res. (part) dated April 16, 1969).

2.04.240 Rule 24--Termination of debate.

A. Any person desirous of terminating the debate may call the previous question which, when seconded by 6 members other than the mover, shall be submitted by the chair in this form: "Shall debate be closed?"

B. If a majority of the board present shall vote in the affirmative, the next vote shall be upon the amendments and then upon the main question. A call for the previous question shall end all debate. (Ord.141-97 Sec.15, 1998; Res. (part) dated April 16, 1969).

2.04.280 Rule 28--Resolutions, ordinances and amendments.

A. Every resolution or ordinance presented to the board shall be typewritten, shall have a title expressing the essence of the resolution or ordinance, and shall be approved as to form by the corporation counsel. Resolutions which direct that an action be taken shall specify by title the official or officials so directed or authorized.

B. Except for simple amendments, each amendment to a proposed ordinance or resolution shall be typewritten, approved as to form by the corporation counsel and copied for each member prior to introduction from the floor.

1. Simple amendments, which consist of editorial changes or one or two parts of less than 50 words, may be written and read in their entirety.

2. Complex amendments, which consist of over 5 noneditorial parts or over one page, shall be delivered to the members prior to the meeting at which they are considered.

C. Resolutions and ordinances may only be introduced by a member or a committee under 2.04.120 or 2.04.150. Amendments to proposed legislation may be introduced by a member or a committee under 2.04.160. Prior to introduction or placement on the calendar, all such proposed enactments shall be subscribed as follows:

1. Legislation or amendments introduced by member(s) shall be signed by the member(s).

2. Legislation introduced by or any amendment or report from a committee shall be signed by a majority of its members, or shall include the written certification of the committee chair or vice-chair that the legislation, report or amendment correctly states the action of the committee. The date of the committee meeting and the committee vote tally shall be noted in the certificate.

3. All signatures shall be personally endorsed. No typewritten signatures shall be permitted, except when legislation is retyped and conformed to the original document, which shall be kept on file. (Ord. 159-43, Sec. 9, 2016; Ord.141-97 Sec.16, 1998; Ord. 126-73 Sec.3, 1983).

2.04.281 Rule 28.1--Fact sheets--fiscal notes.

A. Every resolution, ordinance or substitute amendment shall be accompanied by a fact sheet which shall incorporate a reliable estimate of the fiscal effect or absence thereof including an estimate of the anticipated changes in current county fiscal year liability and projected fiscal liability in future years. Estimates shall be prepared by the department administering the appropriation or collecting the revenue, under the direction of the finance director.

B. If a resolution, ordinance or substitute amendment is not accompanied by a fact sheet meeting the requirements of this section, it shall not be included in the county board agenda or in the case of a substitute amendment offered from the board floor will not be considered.

C. Every resolution, ordinance or substitute amendment having a fiscal effect exceeding the amount of funds budgeted for that purpose shall be referred to the finance and budget committee. (Ord.139-50, 1995).

2.04.290 Rule 29--Suspension of rules. No rule of the board shall be suspended or amended except by a 2/3 vote of all the members present. (Res. (part) dated April 16, 1969).

2.04.300 Rule 30--Robert's Rules of Order applicable. In all matters not especially provided for, the rules of parliamentary procedure in "Robert's Rules of Order Newly Revised" and all subsequent editions thereof shall govern the board so far as the same may be applicable. (Ord.141-97 Sec.17, 1998; Ord. 79-80/100 Sec.1, 1979; Res. (part) dated April 16, 1969).

2.04.310 Rule 31--Committee meetings.

A. It shall be the duty of the chair of each committee to give at least 2 days call notice to each member of such standing committee when they meet between sessions of the board.

B. No standing committee meeting shall be held without the majority of the members in physical attendance, except in case of extreme emergency as approved by the committee chair. Other committees, commissions, boards and councils may meet via telephone conference phone using a speaker phone or videoconferencing at the discretion of the chair, but only if all available county board members are in physical attendance at the meeting site.

C. Whenever a committee meets in closed session pursuant to Wis. Stat. § 19.85, the clerk shall record all motions made, who initiated and seconded the motions, and how each member voted on all votes taken by such committee in separate closed meeting minutes in the same manner as the regular minutes. Before being sealed, the closed session minutes shall be reviewed for accuracy and initialed by the committee chair.

1. The closed session minutes shall be kept secure in the county clerk's vault, and no persons except members of the county board, the corporation counsel, the county clerk and the county administrator shall have access thereto. No copies or notes may be made from said minutes except upon the signed order of the chair of the board.

2. Prior to the end of each session year, the corporation counsel shall examine the closed session minutes and determine what portions, if any, should be made public. The corporation counsel shall inform the county clerk. (Ord. 159-43, Sec. 10, 2016; Ord.141-97 Sec.18, 1998; Ord.141-92 Sec.6, 1998; Ord.141-82 Sec.1, 1997; Ord.139-87; Ord. 139-62, 1995; Ord. 136-10, 1992; Ord. 132-17 Sec.1, 1988, Ord. 127-61 Sec.1, 1983; Res. (part) dated April 16, 1969).

2.04.320 Rule 32--Reports to the county board.

A. Reference of communications and reports: All communications to the board, written reports of county officers, requests of department heads and employees, and communications from the county administrator shall be referred by the chair to the appropriate standing committee for a report except when such report or communication is informational only.

B.. Each department head will annually prepare and submit to the county administrator a report in a form, length and at a time prescribed by the county administrator. Department heads will orally report to the county board as determined by the county administrator.

C. The county administrator shall present his or her annual message and report to the county board at its meeting on the 3rd Tuesday of April annually and shall file the original copy thereof with the county clerk. In addition the county administrator shall report orally to the county board monthly.

D. Members appointed to represent the board on the governing bodies of independent agencies shall submit to the county administrator written reports of such agency activities or issues as may be of interest to the board by the calendar deadline in 2.04.110 A. annually at the second meeting in March. Copies of such reports shall be sent with the calendar to each board member. Discussion of and directives by the board for action by the appropriate committee on any matters so reported shall be in order.

E. Persons representing agencies funded, created by or functioning in a contractual relationship to the board may present reports to the board as authorized by the board chair.

F. Persons to whom the county board has authorized the chair to present citations or commendations for service or merit may be scheduled upon the directive of the chair to appear before the board for said presentations.

G. Reports and questions under this rule shall be limited to 15 minutes per report; provided, that the board may extend or limit the time.

H. Reports other than those authorized herein shall not be scheduled on the calendar or presented in the absence of prior approval having been given by the chair of the county board or under suspension of the rules. (Ord 155-37, Sec. 2, 2012; Ord. 154-2, Sec. 5, 2010; Ord. 153-29, Sec. 1, 2010; Ord. 150-012, Sec. 1, 2006; Ord. 144-81, Sec. 1, 2001; Ord.141-97 Sec. 19, 1998; Ord.141-92 Sec.7, 1998; Ord.141-41; Ord.141-35, 1997; Ord.140-24, 1996; Ord. 128-12 Sec.1, 1984; Ord. 127-25 Sec.1, 1983; Ord. 81-82/399 Secs.1--3, 1982; Ord. 81-82/44 Secs.1--6, 1981; Ord. 79-80/6 Sec.1, 1979;).

2.04.330 Rule 33--Reports of convention delegates. All county board members serving as delegates to a state or national conference or convention shall provide a written report within 15 days of the conference or convention to the county board, which may be supplemented by an oral report under 2.04.320. (Ord. 159-43, Sec. 11; 2016; Ord. 139-14, 1995).

2.04.340 Rule 34--Consideration and confirmation of appointments.

A. Every nomination by the county administrator for appointment of the head of any department or office requiring the confirmation of the county board shall be referred to the standing committee having jurisdiction over that office or department. The committee may request the nominee to appear before the committee. A resolution recommending either that the appointment be confirmed or rejected shall be submitted by the committee to the board by at least the 2nd regular board meeting following the date of reference to committee. Confirmation or rejection of such appointment shall be by roll call vote.

B. Every nomination by the chair of the county board for any appointment to any governmental body or position which requires the confirmation of the county board shall be considered prior to submittal for confirmation by the committee on administration, or such other committee or governmental body provided by ordinance. Confirmation action shall be by resolution introduced by the committee or governmental body. (Ord.141-92 Sec.8, 1998; Ord. 134-04, 1990; Ord. 131-36 Sec.1, Ord. 130-56 Sec.1, 1986; Ord. 127-2 Sec.4, 1983; Ord. 126-18 Sec.2, 1982).

(Ord. 159-43, Sec. 15, 2016 Repealed 2.04.350; Ord. 143-64 Sec. 1, 1999; Ord.141-92 Sec.9, 1998; Ord. 126-18 Sec.3, 1982).

2.04.400 Rule 40--County board trust fund.

A. There is created a segregated trust fund to be known as the "Eau Claire County board of supervisors segregated trust fund," to consist of the segregated revenues deposited pursuant to 4.07.050 D. The finance director shall administer the fund, which shall be maintained in an interest-bearing or checking account in a depository authorized in 4.08.010.

B. The sole purpose of the fund shall be to finance board expressions of condolence to or special recognitions of board members, management staff or their immediate families. The committee on administration shall adopt rules governing the use of and disbursements from the fund.

C. Withdrawals and disbursements from the fund shall be made only for the purposes authorized herein and on the order of the chair of the board, countersigned by the county administrator. Donations and voluntary special assessments may be collected and deposited by the county administrator in the fund. The county administrator shall prepare a report of fund receipts and disbursements before the end of each session. (Ord.141-97 Sec.20, 1998; Ord.141-92 Sec.10, 1998; Ord.139-33, 1995; Ord. 126-1 Sec.1, 1982).

II. STANDING AND SELECT COMMITTEES-- RULES AND DUTIES THEREOF

2.04.435 Committee on administration.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the offices of the county administrator, corporation counsel, information systems director, facilities director, veteran services director and veterans service commission. In addition the committee shall have the following specific duties:

1. Oversee the administration of all county insurance matters, including property and casualty insurance, general liability insurance, and group health and life insurance;
2. Approve all bonds for county officers and employees as to form and sufficiency at the amounts authorized by ordinance;
3. Examine and settle on behalf of the county all insured claims and causes of action against the county, in cooperation with the appropriate insurers;
5. Exercise those powers and duties provided in Chapter 2.70 in the operation of the centralized purchasing system;
6. Develop and administer policies for the operation of the county board office, county board staff, board chambers and committee rooms;
7. Exercise the committee powers and duties under Chapter 2.07 governing the office of corporation counsel;
8. Act as the general coordination committee of the county board;
9. Oversee the management of general county business not under the jurisdiction of another committee or governmental body;
10. Resolve county board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee.
11. Advise the chair of the board on all appointments to be made by the chair to boards, councils, commissions, committees or offices where appointment is vested in the chair by law, ordinance, or resolution;
12. Advise the board on all appointments vested therein, including boards, councils, commissions, committees or county officers, except as otherwise provided by law or ordinance;
13. Advise the board on calendar changes in order to more efficiently plan the consideration of legislative matters, recommend to the board the placement on the calendar of such special orders of business as deemed proper and administer Chapter 2.10.
14. Enforce standards for the disbursement of aid under Wis. Stat. § 45.86, to needy veterans by veteran services staff under the supervision of the veterans service commission.

B. The chair and vice-chair of the county board shall be the chair and vice-chair of the committee, respectively. The chairs of all other standing committees in 2.04.120 shall be ex-officio members of the committee without voting privileges. (Ord. 159-43, Sec. 13, 2016; Ord. 159-35, Sec. 1 & 2, 2016; Ord. 157-47, Sec. 5, 2014; Ord. 154-2, Sec. 6, 2010; Ord. 146-14, Sec. 2, 2002; Ord. 141-97 Sec.21, 1998; Ord. 141-92 Sec.11, 1998; Ord. 141-82 Sec.2; Ord. 140-118, Secs.1-2, 1997; Ord. 138-19; Ord. 137-62, 1994; Ord. 130-16 Sec.1, 1986; Ord. 129-61 Secs.2-4, 1986; Ord. 127-2 Secs.5, 6, 1983; Ord. 80-81/06 Sec.7, 1980).

2.04.440 Committee on human resources.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the human resources department, for the administration of those committee duties in Title 3, and for the administration of those committee duties under any county board approved collective bargaining agreements.

B. The committee shall act as the collective bargaining representative of the county board and shall oversee the corporation counsel in the conduct of collective bargaining negotiations with represented employees over hours, wages, benefits, terms and conditions of employment in county service.

D. The committee shall act as the grievance committee under Chapter 3.10, for discrimination grievance hearings under the affirmative action plan adopted pursuant to 3.10.030, and where authorized by approved collective bargaining agreements. All grievance hearings shall be conducted in accordance with due process standards and the corporation counsel, or designee, shall be present whenever possible. No grievance involving the following may be settled by the committee without the approval of the county board:

1. The alteration, amendment or termination of any contract approved or authorized by the county board;
2. The enactment, repeal or amendment of any ordinance or resolution;
3. The allowance of any claim for money damages or expenses except as provided under Chapter 4.90.

E. All members of the committee shall receive training in equal employment opportunity legal requirements and affirmative action programs.

F. The committee shall administer the civil service responsibilities for deputy sheriffs as provided in Chapter 3.85. (Ord. 158-15, Sec. 1, 2014; Ord. 151-10, Sec. 4, 2007; Ord. 151-010, Sec. 1, 2007; Ord. 147-80, Sec. 4., 2003; Ord. 143-64, Sec. 2, 1999; Ord. 141-97 Sec.22, 1998; Ord. 128-22, Secs.1-2, 1984; Ord. 127-9 Sec.1, 1983).

2.04.445 Committee on judiciary and law enforcement.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the sheriff's department; the offices of the district attorney, clerk of courts, county medical examiner, register in probate, children's court services and family court commissioner; secure and nonsecure juvenile facilities; criminal justice collaborating council and law library.

B. The committee shall advise the board on all matters pertaining to criminal justice, public safety, the emergency communications and telephone number system and ordinances dealing with offenses under Title 9. (Ord. 157-020, Sec. 1, 2013; Ord. 153-25, Sec. 1, 2009; Ord. 152-26, Sec. 1, 2008; Ord. 149-57, Sec. 1, 2006; Ord. 131-97 Sec.23, 1998; Ord. 134-09, Sec.1&2, 1990; Ord. 128-7 Sec.1(part), 1984; Ord. 126-62 Sec.1, 1983; Ord. 81-82/13 Secs.4, 5, 1981; Ord. 80-81/184 Sec.1, 1980; Ord. 80-81/06 Sec.8, 1980).

2.04.450 Committee on UW-Extension education.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the county extension department and its board authorized functions including:

1. Eau Claire County Junior Fair Committee;
2. County 4-H youth programs.

B. The committee shall exercise those powers and duties authorized under Wis. Stat. § 59.56(3), except that the appointment of the chair of the office shall be under 3.11.042 A. All agreements under Wis. Stat. § 59.56(3)(c) 2., shall be approved by the county board. (Ord. 157-47, Sec. 6, 7 & 8, 2014; Ord. 154-2, Sec. 7, 2010; Ord. 152-39; Sec.1, 2008; Ord. 143-106, Sec. 2, 2000; Ord.141-97 Sec.24, 1998; Ord.141-03, Sec.1, 1997; Ord.140-124, Secs.1-2, 1997; Ord. 136-83, Sec. 2, 1992; Ord. 133-08, 1989; Ord. 127-1 Secs.3, 4, 5, 1983; Ord. 126-14 Sec.1, 1982; Ord. 80-81/388 Secs.2--5, 1981; Ord. 80-81/06 Sec.9, 1980).

2.04.455 Committee on planning and development.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the department of planning and development and register of deeds. The committee shall:

1. Oversee the administration of authorized department functions in Chapters 2.44 and 15.01 and Titles 17 and 18, and exercise the committee duties prescribed therein;
2. Oversee enforcement of the provisions of Titles 17 and 18 and Chapter 8.12; examine and report to the board on all petitions for or proposed amendments to any of the provisions thereof;
3. Recommend to the board the approval of the annual county surveying program and oversee the execution thereof;
4. Act as the board liaison with and act on matters pertaining to the West Central Wisconsin Regional Planning Commission and any boards or commissions attached to the department for administrative purposes;
5. Report on all matters relating to town boundaries, municipal annexation studies under 2.44.015 C., and amendments to Chapter 1.08;
6. In cooperation with other committees having jurisdiction, it shall report on all matters regarding municipal annexation or detachment of county-owned lands and easements on or over county-owned lands.
7. Oversee county industrial development planning and promotion matters.
8. Oversee or report on county library service matters.
9. Oversee the county recycling program and the administration of Subtitle III of Title 12 of the code and shall seek federal and state funding for recycling.

B. The committee shall formulate, in cooperation with the State Bureau of Aeronautics, all airport approach protection ordinances under Wis. Stat. § 114.136.

C. The committee shall be responsible for the policy oversight of all boards and commissions attached to the department of planning and development under 2.44.020 B. These boards and commissions and the industrial development agency shall report to the county board through the committee. The committee shall advise the board of all matters pertaining to emergency medical services and perform the duties of the emergency management committee as set forth in Chapter 2.40. This subsection does not apply to the land conservation commission.(Ord. 152-26, Sec. 2, 2008)

D. The chair of the county board shall appoint a minimum of 3 members of the committee to represent supervisory districts outside the incorporated city limits of Eau Claire. (Ord 149-57, Sec. 2 & 3, 2006; Ord.142-103 Sec.1, 1999; Ord.141-97 Sec.25, 1998; Ord.140-124, Sec.3, 1997; Ord.140-120, Sec.1-2, 1997; Ord. 137-61, Sec. 1, 1993; Ord.137-33, Sec.1, 1993; Ord. 134-45 Sec.2, 1990; Ord. 130-16 Sec.2, 1986; Ord. 127-89 Secs.2 and 3, 1984; Ord. 128-7 Sec.1, 1984; Ord. 81-82/421 Secs.1 and 2, 1982; Ord. 80-81/46 Sec.1, 1980; Ord. 80-81/06 Sec.11, 1980).

2.04.465 Highway committee

A. The committee shall be responsible to the county board for the departmental policy and oversight of the county highway department and shall exercise such of those powers and duties under 83.015(2) and Wis. Stat. ch. 83 and 84, as may be consistent with the code of general ordinances. In such capacity, the committee shall:

1. Oversee the construction and maintenance of all county trunk roads and bridges and the construction, improvement, equipment, maintenance and operation of the highway department and grounds;
2. Report to the board on all matters under the jurisdiction of the department including highways, county highway speed limits and traffic control devices;
3. Exercise those powers and duties as authorized in Chapter 2.70 and recommend to the board for approval all leases, contracts or agreements not covered therein.

B. No transfers between line items of the adopted county budget shall be made except with the approval of the committee on finance and budget or the county board as provided in Wis. Stat. §§ 65.90(5)(b), and Chapter 4.04.

C. The chair of the county board shall select one member from and residing in each of three areas:

1. The city of Eau Claire;
2. The towns of Bridge Creek, Clear Creek, Fairchild, Lincoln, Ludington, Otter Creek and Wilson; the Villages of Fairchild and Fall Creek; and the city of Augusta;
3. The towns of Brunswick, Drammen, Pleasant Valley, Seymour, Union and Washington; and the city of Altoona.

The remaining 2 members shall be appointed at large. The provisions of Wis. Stat. § 83.015(1)(d), shall not apply.

D. The highway department and the committee shall use the system of cost accounting devised by the State Department of Revenue, as required by Wis. Stat. § 83.015(3). (Ord.141-97 Sec.26, 1998; Ord.141-26, Sec.2, 1997; Ord.136-40, 1994; Ord. 136-101, Sec.1, 1993; Ord. 131-43, Secs.1 & 2, 1987, Ord. 81-82/429 Secs.1 and 2, 1982; Ord. 126-2 Secs.3--8 and 10, 1982; Ord. 81-82/13 Sec.9m, 1981; Ord. 80-81/265 Sec.2, 1981; Ord. 80-81/06 Sec.13, 1980).

2.04.475 Committee on parks and forest.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the parks and forest department and of all county parks, parkways, waysides, special use areas, the Exposition Center including county owned lands and facilities and the county forest.

B. The committee shall have the following powers and duties:

1. To annually propose making reservations and acquisitions of lands and improvements thereof for park related functions. The county board reserves the authority to adopt, modify, change or extend plans proposed by them as provided in Wis. Stat. § 27.04(2);

2. To enter into agreements for timber sales from the county forest, pursuant to Wis. Stat. § 28.11(6);

3. To insure that the parks and forest director utilizes the concept of multiple-use management, pursuant to Wis. Stat. § 28.11, reserving to the county board the authority vested therein in Wis. Stat. § 28.11(3)(a) to (e) and (i) thereunder;

4. To take options for purchase of lands in the county for authorized parks or forest purposes, such options not to exceed in the aggregate more than 5% of the total land acquisition line item in the departmental budget in any year;

C. The committee shall appoint an advisory committee, approved by the county board chair, whose function it shall be to actively participate in the formulation of the yearly and long range plans for the Eau Claire County parks and forest. It shall be composed of 11 members experienced or interested in the management and development of the county parks and forest and broadly representative of the county population. No members of the county board shall be appointed thereto.

D. The committee shall appoint an exposition center advisory committee, approved by the county board chair, whose function it shall be to make recommendations regarding the formulation of the yearly and long range plans and inputs on the objectives and policies for the exposition facility. It shall be composed of seven members interested in recreational activities, tourism, promotion or marketing including one member from the tourism board, one member from the Eau Claire Curling Club, Inc. and one member from the Friends of the Fair. No members of the county board shall be appointed thereto. The committee shall meet as necessary, but at least three times per year. (Ord. 157-47, Sec. 9, 2014; Ord. 157-040, Sec. 1 & 2, 2014; Ord. 156-004, Sec. 1, 2012; Ord. 154-2, Sec. 8, 2010; Ord. 154-2, Sec. 2, 2010; Ord. 145-22, 2001; Ord. 129-30 Sec.1, 1985; Ord. 80-81/432 Sec.1, 1981; Ord. 80-81/06 Sec.14(part), 1980; Ord. 52-79 Sec.1, 1979; Ord. 313-78 Sec.1, 1978).

2.04.485 Committee on finance and budget.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the following:

1. County treasurer;
2. Finance director;
3. County clerk.

B. The committee shall have the following powers and duties:

1. Examine and settle all claims, demands or causes of action against the county referred thereto by the county clerk as provided in Chapter 4.90.
2. Exercise control over all non-tax deeded land acquired by the county through any of its departments, agencies, officials and employees. The committee shall refer all land acquisitions to appropriate governing committees whenever such lands abut or adjoin lands under the control of any such committee. No county official or employee may acquire, purchase or accept any land on behalf of the county without the prior written permission of the finance and budget committee except as otherwise provided by law. The county clerk, acting under the supervision of the committee, is hereby empowered to manage and sell all non-tax deed lands owned by Eau Claire County, subject to approval of the County Board consistent with provisions of Chapter 4.20.

3. Examine and settle all accounts, invoices, and expenditures of the county as determined on a pre-audit basis by the finance director and administer Chapter 1.22.

C. At the second meeting of the county board in each month, the committee shall report to the board in writing its action on any claim under 4.90.020 C. and any transfer of funds authorized by the committee under Chapter 4.04 during the previous month. (Ord. 158-012, Sec. 1 & 2, 2014; Ord. 157-400, Sec. 2, 2014; Ord.141-97 Sec.27, 1998; Ord.141-82 Secs. 3-4; Ord.140-118, Sec.4, 1997; Ord.140-79, Secs.2-3, 1996; Ord.138-75; Ord. 138-15, Sec.3, 1994; Ord. 137-61, Sec.2-3, 1993; Ord. 131-86 Secs. 1-4, Ord. 128-29 Sec.1, 1984; Ord. 127-1 Sec.10, 1983; Ord. 126-76 Sec.1, 1983; Ord. 126-57 Secs.1, 2, 3, 1983; Ord. 81-82/13 Secs.6, 7, 1981; Ord. 80-81/06 Sec.16, 1980).



Setting A New Course for Strategic Planning In Eau Claire County

I. Background

Kathryn Schauf, Administrator for Eau Claire County contacted RR Consulting Group (RRCG) about assistance with strengthening the strategic planning process conducted by the board of supervisors. To its credit, the board has engaged in planning annually as a full board for over a decade. However, there is room for improvement when it comes to having clear measures of progress and aligning the plan with the county budget process.

RRCG has conducted strategic planning initiatives for clients in both the both public and private sector for over a decade. Recent assignments include Hudson Valley Federal Credit Union, ADRC of the Northwoods, Wisconsin Farm Bureau Federation, Criminal Justice Collaborating Council of Eau Claire County, and the ADRC of Eau Claire County. Buck Rhyme, President of RR Consulting Group, has partnered with numerous departments in Eau Claire County to strengthen services for consumers dating back to 2006.

II. Anticipated Outcomes

Expected measures of success for this engagement include:

- A better understanding of the key trends, political, economic, social and technological effecting Eau Claire County
- A limited number of strategic priorities that provide focus in the face of growing budget challenges
- Defined measures of success for all priorities and a method to chart overall progress on the strategic plan
- Budget practices that are aligned with the new strategy and reflect a more targeted approach

Phase I: Prepare the Team (April 2016)

- Create a planning team to manage the process
- Define roles and expectations for the planning team and consultant
- Develop realistic schedule for all meetings/activities
- Introduce PEST approach and finalize plan to solicit input from EC staff
- Develop behavioral definitions for current values
- Develop materials about the process to share with county board

Outcome: Effective working relationships are established and a detailed work plan exists to guide the process.

Phase II: Listen and Learn (May 2016)

- Conduct session with county board to educate them PEST approach and finalize operational definitions for values
- Conduct PEST Analysis with planning team
- Share analysis and seek feedback from select group of EC staff
- Review feedback and finalize PEST Analysis
- Prepare to share and engage board in discussing key trends

Outcome: Planning team members have a data base about what's working, information about future challenges, and future opportunities for Eau Claire County.

PHASE III: Create Strategic Direction (June 2016)

- Share key findings with county board
- Conduct session with county board to establish strategic priorities

Outcome: Board members are informed about key external trends that influence the county and use that information to set a limited number of strategic priorities .

Phase IV: Develop the Road Map (June 2016)

- Review SMART goal approach with planning team
- Draft SMART goals for all priorities with the planning team and finalize draft plan
- Obtain county board approval for strategic plan
- Create an assessment methodology to measure and report on progress
- Conduct follow-up meetings with department heads to educate them about the plan and links to budget process

Outcome: All priorities have measurable outcomes and actions plans. A plan is in place to measure and report on progress. Staff use the plan to help prepare 2017 budget requests.

III. Timing

Work on strategic planning is scheduled to begin in April 2016 and be completed by June 30, 2016. All dates in the plan are tentative and subject to review by Eau Claire County and RRCG.

IV. Fees & Expenses

As a value-based consulting firm, RRCG charges a single fee for project work. That means a “meter” is never running and Eau Claire County will not have to make an investment decision every time help is required. Kathryn Schauf, County Administrator, is encouraged to call at any time and RRCG is free to suggest additional areas of focus without concern about increasing the agency investment. Furthermore, all incidental expenses and travel costs are included. This is a unique feature of our consulting practice. Our fee for completing all phases of a strategic plan at this level is \$11,400.

Payment terms are as follows: \$2400 of the project fee is due upon acceptance of the proposal with the balance spread out over 2 installments, May 2015 and June 2015.

Proposal Acceptance

Buck Rhyme, President
RRCG

Kathryn Schauf, Co Administrator
Eau Claire County

Date

Date

Strategic planning:

Location – Jail Conference Room

5 things that matter

- Mission, vision, values and culture
- Strategy and alignment
- Clarity and simplicity
- Structure, design and process
- Results

Critical success factors: technical excellence, service excellence and financial stability.

“Culture eats strategy for breakfast”

County Board

May 3, 2016 – 2 hours

- Educational presentation on strategic thinking and what the process will be.
- Behavioral definitions

June 21, 2016 – 2 hours

- Share key findings
- Rank the work of the internal team (prioritization) – make decisions based on PEST analysis that planning team has completed

July 18, 2016

- County Board approval

PEST Analysis

A New Approach to Strategic Planning



PEST is a tool for you to use in strengthening your strategic planning. It provides a analytic framework for understanding and addressing external influences on an organization. PEST is an acronym for **P**olitical, **E**conomic, **S**ocietal, **T**echnological trends and events.

Organizations, regardless of size or sector, depend on long-term planning for strategic management and successful achievement of their mission. While there are a wide variety of tools available, all examine internal and external factors to properly understand the complexity of their business environment and challenges. PEST Analysis focuses on the external factors instead of internal factors. It takes a macroeconomic perspective to help organizations adopt a strategic perspective. The **P**olitical, **E**conomic, **S**ocial and **T**echnological factors that are identified allow firms to get a deeper understanding of emerging important trends.

The PEST framework prompts leaders to periodically examine the external business environment, consider what may be changing, emerging or receding. They then determine whether those changes represent opportunities, threats, or uncertainties. PEST analysis considers the past, present and future, whereas traditional SWOT analysis tend to focus only on one moment in time. PEST Analysis is based on agility, which for many organizations yields a more effective and efficient strategic plan.

PEST In Action

- A cross-functional team looks at each of the PEST elements one by one. They evaluate what is new or changed – new entrants to the scene, known actors leaving or changing roles, new or changing trends, new data emerging, etc.
- Key new items of interest are added, with validation, and a preliminary assessment of component factors is conducted.
- Examples of constructive or destructive interference are identified. Interference occurs when trends or events interact to reinforce or counteract each other’s impact.
- PEST factors are then reviewed and a few key strategic priorities created.
- The priorities guide the development of SMART goals and tactical plans.
- PEST Analysis is reviewed on an annual or semi-annual basis and updated as needed.

Sample Template

Rank	Type	Description	Source	Importance	Risk	Probability	Ability to Control	Time Frame
Rank order factors from high to low	P = POLITICAL E = ECONOMIC S= SOCIAL T = TECHNOLOGICAL	Describe the issue in simple, straight forward language	Provide fact based source for your observation	Categorize as: High Medium Low	Categorize as: High Medium Low	Categorize as: High Medium Low		1- 3 years

Bottom Line: PEST is a straight forward, easy to use tool for helping organizations stay at the strategic level, create focus, and adjust quickly to changing conditions.

