

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 a quorum of the members in attendance, either physically or remotely. Other committees, commissions, boards and councils may meet via telephone conference call phone using a speaker phone or videoconference. Notwithstanding the above, the chair of the committee may convene the meeting remotely by electronic means that include attendance of all members by videoconference or teleconference.

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. 167-5, Sec. 3; Ord. 164-18, Sec. 2, 2020; 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, except where department heads already submit annual 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. County department heads, elected officials, and persons representing agencies funded, created by or functioning in a contractual relationship to the board or funded by the County may present reports to the board as authorized by the board chair or a standing committee.

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

G. 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.

H. The auditor retained by the county will annually present the prior year audit results to the county board for review and acceptance. (Ord. 168-18, Sec. 1, 2024; Ord. 161-6, Sec. 15 and 16, 2017; Ord. 159-52, Sec. 1, 2016; 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;). (Ord. 161-6, Sec. 17, 2017 (Repealed 2.04.330)Ord. 159-43, Sec. 11; 2016; Ord. 139-14, 1995).

2.04.340 Rule 34--Consideration and confirmation of appointments. The county board chair shall seek the advice of the committee on administration, or such other committee or governmental body provided by ordinance, prior to making nominations for any appointment. (Ord. 161-6, Sec. 18, 2017; Ord. 159-51, Sec. 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). (Ord. 161-6, Sec. 19, 2017 (Repealed 2.04.400);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, purchasing director, county medical examiner, 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 disbursal 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.

C. The committee on administration shall evaluate the county administrator's performance on an annual basis prior to the county administrator receiving any compensation increases. Compensation increases shall be contingent upon an overall satisfactory performance rating by the Committee. The committee on administration shall meet in closed session to prepare a written evaluation and then to discuss the evaluation with the county administrator. The evaluation shall be placed in the county administrator's personnel file. The committee on administration shall request and/or receive oral or written input from other county board supervisors, department heads, local community partners and elected officials in preparation of the evaluation. Any written input received from other county board supervisors, department heads, local community partners and elected officials shall be retained in sealed closed session minutes and subject to release consistent with the provisions of the Wisconsin Public Record laws as determined by Corporation Counsel. (Ord. 168-19, Sec. 1, 2024; Ord. 160-15, Sec. 2, 2016; Ord. 160-12, Sec. 1, 2016; 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. If requested by the committee, 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. 168-010, Sec. 1, 2024; 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 office, district attorney's office, clerk of courts, register in probate/clerk of juvenile court, circuit court, and criminal justice services.

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. 167-1, Sec. 1; Ord. 161-6, Sec. 21, 2017; Ord. 160-12, Sec. 2, 2016; 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 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

B. The committee shall exercise those powers and duties authorized under Wis. Stat. § 59.56(3). All agreements under Wis. Stat. § 59.56(3)(c) 2., shall be approved by the county administrator. (Ord. 167-23, Sec. 2, 2024; Ord. 161-6, Sec. 22, 2017; 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 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. Foster the implementation of the County's Strategic Plan initiatives related to economic development.
8. Oversee the county sustainability program.
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 shall report to the county board through the committee. The committee shall 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.

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. 165-35, Sec. 1 & 2, 2022; Ord. 165-35, Sec. 1, 2022; Ord. 161-37, Sec. 1, 2018; Ord. 152-26, Sec. 2, 2008; 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. 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.

C. 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. 161-6, Sec. 23 & 24, 2017; 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 including the exposition facility. 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. (Ord. 160-13, Sec. 1 & 2., 2016; 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. Within the budgeting process guidelines, the committee will participate in the development of the annual budget, as provided in Chapter 4.02, and, upon referral of the annual budget from the County Board to the committee, provide its recommendations to the County Board.

2. Receive and evaluate the county quarterly fiscal report. When any department indicates a significant projected budget overage (5% or more of levy), receive and evaluate that department's mitigation plan. Make recommendations regarding the mitigation plan to the department's oversight committee and the County Administrator, with notice to the County Board. Receive monthly reports of progress on the mitigation plan until the projected overage has been resolved.

3. Review and recommend county fiscal policies and fiscal strategies to the County Board.

4. Hold public listening sessions as part of the budget process.

5. Evaluate and consider the county's fund balance, consistent with county fiscal policy.

6. 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.

7. 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.

8. 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. The committee shall submit a written report to the board of its action on any claim under 4.90.020 C. (Ord. 164-19, Sec. 1, 2020; Ord. 161-6, Sec. 25, 2017; 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).

2.04.486 Aging and Disability Resource Center Board

A. The Aging and Disability Resource Center Board is established, pursuant to Wis. Stat. §46.283 to provide all services as set forth therein.

B. Definitions.

1. "ADRC Board" means the Aging and Disability Resource Center Board.

2. "ADRC" means the Aging and Disability Resource Center.

3. "Older individuals" means individuals 60 years of age or over.

C. ADRC Board composition, appointment and tenure. The ADRC Board shall consist of 11 members appointed by the chair of the county board, upon the advice of the committee on administration, and subject to confirmation by the county board. The ADRC Board shall reflect the ethnic and economic diversity of the geographic area served by the resource center. At least ¼ of the members shall be older individuals, adults with a physical or developmental disability, or their family members, guardians or other advocates. Initially 3 members shall serve a term of 1 year, 4 members shall serve a term of 2 years and 4 members shall serve a term of 3 years. Thereafter all members shall serve a term of 3 years from the 3rd Tuesday of April until their respective successors are appointed and qualified. No member may serve more than 2 consecutive 3-year terms. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment. The board shall be composed of:

1. 6 citizen members, 4 older individuals, 1 adult with a developmental disability, and one adult with a physical disability, or their family members, guardians, or advocates.

2. 5 members of the county board of supervisors with 1 member residing outside the city limits of Eau Claire.

3. Members shall be chosen on the basis of recognized ability and demonstrate an interest in services for older individuals or adults with a physical or developmental disability. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. Individuals who are employed by, have a financial interest in, or serve on the governing board of a managed care organization, PACE program, Family Care Partnership Program, SSI managed care plan, or who have a family member with any of these same conflicts may not serve on the ADRC Board. Providers under contract with a managed care organization are considered to have a financial interest in the MCO and therefore are not eligible to serve on the ADRC Board. IRIS Independent Consultants and Financial Services Agency employees are also considered to be providers, therefore are not eligible to serve on the ADRC Board.

D. Organization and by-laws.

1. The chair of the county board shall appoint a chair pro tem to chair the first meeting. The ADRC Board shall elect a chair, a vice-chair and a secretary. Officers so elected shall serve a term of 1 year from the 1<sup>st</sup> Monday of May next following their election or until their respective successors are elected and qualified. All succeeding terms shall be for one year.



2. The ADRC Board shall meet as the members determine or the chair directs. The majority of the ADRC Board shall constitute a quorum. The ADRC Board may appoint subcommittees, or advisory committees consisting of either members or nonmembers or both, to encourage community involvement and carry out the purposes and objectives of the ADRC Board.

3. The ADRC Board shall be authorized to adopt by-laws and procedures providing they are not inconsistent with this ordinance or any county ordinance or resolution.

E. The ADRC Board shall have the following responsibilities:

1. Be accountable for the mission and goals of the ADRC;
2. Determine the structure, policies and procedures of the ADRC within state guidelines and local governance structure;
3. Oversee the ongoing operation of the ADRC;
4. Identify unmet needs of the client populations;
5. Assure input from consumers, service providers, MCOs and local constituents regarding the policies, and goals of the ADRC;
6. Ensure that there are no conflicts of interest involving or affecting the ADRC;
7. Serve as a grievance committee after other local steps to resolve concerns about the ADRC have proved unsuccessful;
8. Review the number and type of grievances and appeals concerning the long term care system in the service area and make recommendations for improvement as appropriate;;
9. Provide financial oversight, including development of a budget and monitoring of expenditures;
10. Exercise county board oversight over specialized transportation assistance programs under Wis. Stat. § 85.21;
11. Carry out such additional responsibilities as may from time to time be authorized by the county board;

F. The ADRC is designated as the aging unit pursuant to Wis. Stat. § 46.82.

G. ADRC Nutrition Advisory Council

1. Membership. The council will consist of at least 7, but no more than 11, members appointed by the chair of the ADRC as follows:
  - a. At least 51% of the members will be older individuals, 60 years of age or older.
  - b. At least 2 county board members.
  - c. At least 2 members will be members of the ADRC board.
  - d. At least 1 participant from each congregate dining site.
  - e. At least 1 home delivered meal program participant or representative.
2. Organization. ADRC board members will serve as the chair and vice chair of the council and will be responsible for reporting back to the ADRC board.
3. Duties and Responsibilities. The council will:
  - a. Represent and speak on behalf of the nutrition participants and program;
  - b. Advocate on behalf of older adults with community members, governing agencies and policy makers;
  - c. Assist in publicizing the nutrition program and outreach to potential new participants;

- d. Make recommendations to the Nutrition Program Manager about the food preferences of participants;
- e. Make recommendations to the Nutrition Program Manager and ADRC Director about locations, days and hours of dining site operations;
- f. Make recommendations to the Nutrition Program Manager about dining site accessibility and age-friendliness;
- g. Conduct a yearly on-site review of each dining center in the program;
- h. Advise and make recommendations to the nutrition director and ADRC director regarding supportive social services to be conducted at dining centers;
- i. Carry out such additional responsibilities as from time to time may be authorized by the ADRC.

4. Representative of area agency on aging. The subcommittee chair will recommend 1 member to serve on the board of directors of the area agency on aging. (Ord. 162-26, Sec. 1, 2018; Ord. 161-6, Secs. 27 & 28, 2017)

H. Alzheimer's Family and Caregiver Support Program. The aging and disability resource center is hereby designated, pursuant to Wis. Stat. § 46.87, as the administering agency for the Alzheimer's Family and Caregiver Support Program. (Ord. 168-2, Sec. 1, 2024; Ord. 161-37, Sec. 2, 2018; Ord. 158-010, Sec. 1, 2014 Repeal of 2.05.612; Ord. 157-3, Sec. 1, 2013; Ord. 154-14, Sec. 1, 2010; Ord. 154-13, Sec. 1-2, 2010; Ord. 152-31, Sec. 5, 2008; Ord. 152-16, Sec. 1, 2008; Ord. 151-42, Sec. 1, 2008; Ord. 151-022, Sec. 1, 2007;(Ord.143-91 Sec.13, 2000; Ord.143-37 Sec.1, 1999; Ord.142-38, 1998; Ord.141-03 Sec.1, 1997; Ord.135-53, 1991; Ord.132-26 Sec.2, 1988; Ord. 161-37, Sec. 2, 2018 Repealed 2.05.620).