



**2020
Wisconsin Counties
Association
Board Orientation**

*Justin Patchin
Photography*



**Nick Smiar, County Board Chair
Kathryn Schauf, County Administrator**



BOARD CHAIR: WELCOME

Goal: To welcome and educate new county board supervisors so they can be positive contributors as soon as possible.

Pre - Orientation: After election, call newly elected supervisors to congratulate them and invite them to the orientation (County Administrator's staff send follow-up letter or email confirming and indicating what materials to bring for HR and payroll).

Logistics:

- Meet with County Administrator to (a) select training dates; and (b) review orientation agenda.
- Write all candidates to (a) thank them for their willingness to serve; (b) advise them of dates for UW-Extension Local Government Center's County Official Workshop and the WCA District Meeting; and (c) note that an orientation session for new supervisors will be provided after election day and prior to the organizational meeting. Provide dates for orientation.

GET THE BASICS RIGHT

- Prepare customized materials and spaces.
- Ensure Board Chair and key administrative staff are available to meet with new board members.
- Overview of County Government and Supervisor Responsibilities
- Organizational charts, reporting hierarchy, formal and informal communication
- Guardrails – what to know, what to be aware of
- Access to information and resources
- WHY it is important: The privilege of service.

ORIENTATION ESSENTIALS

- Foster enthusiasm for the role of county board supervisor and the value of the county's public services.
- Emphasize the importance of **civility**, conscientious attendance of meetings, and **public trust and confidence** in county government.
- Discuss effective participation.
- **HOW DO I?** – provide guidance so members are able to educate themselves and navigate.

RESPECT AS A BASELINE

What the governing body expects from the staff	What the staff expects from the governing body
No surprises	Broad policy direction as opposed to involvement in day-to-day decisions
Communicate in lay terms	Respectful consideration for professional judgment and the staff personally
Be conscious of community values and sensitive to them	Trust that staff's motives are oriented towards the public good
Make sound recommendations (reliable, professional, factual, unemotional)	Provide freedom and resources to carry out our mission
Demonstrate commitment to the organization and the community	Speak as a body
Understand the value of citizen trust of our local government	
Obligations of the governing body to the staff. What will the governing body contribute to the staff?	Obligations of the staff to the governing body. What will the staff contribute to the governing body?
Back up the staff	Do our job skillfully and with integrity
Trust staff's recommendations	Provide the best professional recommendations
Respect staff expertise, training, and knowledge	Encourage community input
Provide latitude in carrying out goals	Maintain a professional demeanor
Educate the community	Demonstrate our commitment to the city and community
Communicate our priorities as a body	Identify policy issues and take them to the governing body
	Be responsive to governing body needs and requests
	Provide the best practices and benchmark with high quality peer institutions
	Provide a range of options and explain consequences of policy recommendations
	Educate the council

ORIENTATION FOR NEWLY-ELECTED EAU CLAIRE COUNTY BOARD SUPERVISORS

COURTHOUSE, ROOM 3510 (3RD FLOOR)

1. Welcome and introductions – county board chair Nick Smiar and county administrator Kathryn Schauf
2. Human resources – necessary paperwork, forms and ID badges
3. Overview of role of county governments and county boards in Wisconsin; supervisory responsibilities

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4. Overview of Eau Claire county governmental structure
 - a. Executive, legislative and judicial branches
 - b. Committee assignments – how committees operate
 - c. Resolutions and ordinances
 - d. What to expect at the organizational meeting.

5. Review orientation materials – (How do I?)

6. Ethics, Robert’s Rules, open meetings law, and county code – Corporation Counsel Tim Sullivan.

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7. Government center tour

8. Training on iPad tablets
 - a. User agreement
 - b. Managing documents
 - c. Email (including access from other devices)
 - d. County website (overview)
 - e. Other on-line resources (WCA and naco)

Save the dates:

April 17 – 6:00 PM meet and greet reception prior to county board meeting

April 28 – 10:00-1:00 Wisconsin Counties Association district meeting at Florian Gardens

May 3 – 5:00 PM strategic planning prior to county board meeting

May 19 – county officials workshop at plaza hotel

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LINKS

- National Association of Counties (NACo) website:
<http://www.naco.org/>
- UW-Extension's Local Government Center Fact Sheet about County Government:
<https://lgc.uwex.edu/files/2016/03/fs19CountyGovernmentWisconsin.pdf>
- UW-Extension's Local Government Center Handout :
https://fyi.uwex.edu/lgc/files/2017/01/Roles-and-Responsibilities_2016-COW_handouts_for-printing.pdf
- Chapter from Wisconsin Legislator Briefing Book regarding Municipal and County Government:
http://docs.legis.wisconsin.gov/misc/lc/briefing_book/ch24_municipal.pdf

LINKS

- Wisconsin Counties Association (WCA) website: <http://www.wicounties.org/>
- WCA County Officials Handbook: <http://www.wicounties.org/uploads/pub/handbook-final.pdf>
- WCA video “What are Counties?”: <http://www.wicounties.org/what-are-counties.iml>
- Eau Claire County website: <http://www.co.eau-claire.wi.us/home>
- Eau Claire County Code and Rules of the Board: <http://www.co.eau-claire.wi.us/government/county-code>
- Eau Claire County videos “Your County Government”: <http://www.co.eau-claire.wi.us/about-the-county/your-county-government-videos>

QUESTIONS AND DISCUSSION

