2020
Wisconsin Counties Association
Board Orientation

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

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

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
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:

Chapter from Wisconsin Legislator Briefing Book regarding Municipal and County Government:
Wisconsin Counties Association (WCA) website: [http://www.wicounties.org/](http://www.wicounties.org/)


WCA video “What are Counties?”: [http://www.wicounties.org/what-are-counties.iml](http://www.wicounties.org/what-are-counties.iml)

Eau Claire County website: [http://www.co.eau-claire.wi.us/home](http://www.co.eau-claire.wi.us/home)


QUESTIONS AND DISCUSSION