

**Jefferson County
New County Board Member Orientation
Monday, April 12, 2010**

AGENDA

- 6:00 – 6:30 p.m. **Assemble, Meet and Greet (County Board Room)*****
- 6:30 – 6:35 p.m. **Welcome: *Gary Petre, County Administrator***
- 6:35 – 6:40 p.m. **Introductions of Members: *Steve Grabow, Facilitator***
- 6:40 – 7:10 p.m. **Basics of County Structure and Governance: *Steve Grabow***
- Board Member Responsibilities
 - Typical County Committee Structures
 - Sample Committee Structure
 - Leadership
 - Policymaking vs. Management
 - Jefferson County Government Strategic Plan: Status
- 7:10 – 7:45 p.m. **Legal and Ethical Considerations: *Phil Ristow***
- Context on County Government
 - Open Meetings/Open Records/Email
 - Ethics Orientation
 - Parliamentary Procedure/Motions
 - County Board Rules
 - Organizational Meeting Considerations
- 7:45 – 8:00 p.m. **Practical Tips: *Barb Frank and Gary Petre***
- Per Diem Sheet
 - Using the Voting Machine
 - Agenda Packets:
 - Annotated Agenda
 - Resolution Mock-Up
 - Voting Procedure Mock-Up
 - Interest Survey (for Committee Assignments)
 - Supervisor Assignments
 - Building Security Considerations
 - Other General Information
 - Budget Process Overview
- 8:00 – 8:05 p.m. **Further UW-Extension Training: “County Officials Workshop”,
May 11th, 2010 at Comfort Suites in Johnson Creek. (For other
dates and locations, please see brochure.)**
- 8:05 – 8:30 p.m. **Questions and Answers**

*****Note: New Supervisors will have Photo I.D. picture taken. (See Human Resources Director Terri Palm-Kostroski)**