

Jefferson County
New County Board Member Orientation – Session 1
Jefferson County Courthouse
320 S. Main Street, Room 205
Jefferson, WI 53549

Tuesday, April 10, 2012

AGENDA

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| 6:00 – 6:30 p.m. | Assemble, Meet and Greet (County Board Room)*** |
| 6:30 – 6:35 p.m. | Welcome: <i>Gary Petre, County Administrator</i> |
| 6:35 – 6:40 p.m. | Introductions of Members: <i>Steve Grabow, Facilitator</i> |
| 6:40 – 6:55 p.m. | Basics of County Structure and Governance: <i>Steve Grabow</i> |
| 6:55 – 7:10 p.m. | Wisconsin County Government <ul style="list-style-type: none">• Framework of Your WI Government• Elements of Meeting Effectiveness• Facilitation Resources• Board Briefings |
| 7:10 – 7:45 p.m. | Legal and Ethical Considerations: <i>Phil Ristow</i> <ul style="list-style-type: none">• Context on County Government• Open Meetings/Open Records/Email• Ethics Orientation• Parliamentary Procedure/Motions• County Board Rules• Organizational Meeting Considerations |
| 7:45 – 7:55 p.m. | Practical Tips: <i>Barb Frank</i> <ul style="list-style-type: none">• Supervisory District Information• Per Diems/Benefits/Reimbursements• Using the Attendance/Roll Call/Voting Machine• Agenda Packets:<ul style="list-style-type: none">- Annotated Agenda- Resolution Mock-Up- Voting Procedure Mock-Up• Interest Survey (for Committee Assignments)/IT Questionnaire• Supervisor Assignments |
| 7:55 – 8:05 p.m. | General Information – <i>Gary Petre</i> <ul style="list-style-type: none">• Building Security Considerations• Other General Information• Department Head Contacts and County Facilities• County Website• Youth Government Day Schedule• 2013 Budget Calendar and Process Overview |
| 8:05 – 8:10 p.m. | Further UW-Extension Training: “County Officials Workshop”
May 8, 2012 – Best Western Midway Hotel - Brookfield
For other dates and locations, please see brochure |
| 8:10 – 8:30 p.m. | Questions and Answers |

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

**Jefferson County
New County Board Member Orientation – Session 2
Monday, June 4, 2012**

AGENDA

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| 6:00 – 6:15 p.m. | Assemble, Meet and Greet (County Board Room) |
| 6:15 – 6:20 p.m. | Welcome: <i>Gary Petre, County Administrator</i> |
| 6:20 – 6:25 p.m. | Introductions of Members: <i>Steve Grabow, Facilitator</i> |
| 6:25– 6:45 p.m. | Strategic Plan & Mission |
| 6:45 – 7:05 p.m. | Current Major Issues |
| 7:05 – 7:15 p.m. | Role of Committees <ul style="list-style-type: none">• Distinctions between officials and staff• Primary role of Committees |
| 7:15 – 7:25 p.m. | Meetings with Department Heads & Staff |
| 7:25 – 8:00 p.m. | Questions and Answers |