



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

March 7, 2022 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve March 7, 2022 Agenda
4. Approval of February 3, 2022 Minutes
5. Public Comment
6. Administrator's Report
 - a. Personnel Report
7. Approval of Elected Official Salaries (Sheriff, Clerk of Court, Coroner)
8. Review of County Board Rules and Structure
9. Motion to go into closed session pursuant to Wis. Stat. s. 19.85(1)(c) - Considering performance evaluation of the County Administrator.
10. Motion to return to open session
11. Next Meeting: April 4, 2022
12. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

February 7, 2022 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

Call to Order: Chair Olson called the meeting to order at 6:00 p.m.

Roll Call: Members Present – Dan Olson, Gary Paape, Linda Teske, Scott Jahnke, Aaron Augustian, John Mastalir, Kim Kroll, Tom Romdenne. Members Excused – Virginia Haske.

Approve February 3, 2022 Agenda: Jahnke moved, Augustian seconded to approve the agenda. Motion carried.

Approval of December 6, 2021 Minutes: Paape moved, Augustian seconded to approve the December 6, 2021 minutes. Motion carried.

Public Comment: None.

Administrator's Report: Personnel Report: Feldt reviewed the report with the committee. No questions.

Approval of Chapter 2 of County Ordinances – County Board & Committees: The ordinance changes allow the Land Information Officer Mastalir moved, Kroll seconded to recommend to the County Board the ordinance changes presented. Motion carried.

Approval of Recommendation of Appointment – Child Support Manager: Peggy Seidl: Feldt indicated his intention to appoint Peggy Seidl as the Child Support Manager. Augustian moved and Jahnke seconded to recommend the appointment. Motion carried.

Approval of Pay Stipend/Wage Increase: Feldt provided a summary as to the purpose behind the pay stipend request. Feldt explained that the 2022 cost of living increase was 1.91%. Since that time the increase was approved, the cost of inflation has increased substantially. There are sufficient funds to support a 1.09% pay stipend. The stipend would total \$86,300. The stipend would be paid in two installments. One in April and one in September as part of the third payroll check. A question was raised as to where the funds would come from. Feldt explained that the county collected over \$200,000 more in sales tax revenue than was budgeted. And these funds could cover the expense. A question was made regarding the timing of the request so soon after the budget was approved. Feldt replied that the rate of inflation has increased sharply in the last few months and the stipend could help lessen that impact. Discussion then shifted to the pay plan and wage scales. Some supervisors felt a study committee addressed the issues of wages last year with that subcommittee. Feldt repeated the request is to address inflation concerns. Feldt added that wages scales are significantly lower than the surrounding area. Mastalir moved, Teske seconded to approve the 1.09% stipend request. Motion failed 2 ayes, 5 nays.. Voting aye: Mastalir, Teske. Voting Nay: Paape, Jahnke, Augustian, Kroll, Romdenne.



Next Meeting: March 7, 2022

Adjournment: Paape moved and Kroll seconded to adjourn the meeting. Motion carried. Meeting adjourned at 6:45 p.m.

**Kewaunee County
Budget Wage & Benefit Calculations
Elected Official Salary History**

Resolution:

Date	EE#	Employee Name (Current)	2026	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
03/17/20	CCL	11150 ANNOYE/JAMIE LYNN			76,120	73,903	71,751	69,661	65,132	64,169	63,221	62,164	61,125	59,925	58,725	57,525	56,325	54,648	53,091	51,545
03/17/20	TRS	5930 DAX/MICHELLE MARIE			76,120	73,903	71,751	69,661	65,132	64,169	63,221	62,164	61,125	59,925	58,725	57,525	56,325	54,648	53,091	51,545
03/17/20	ROD	4760 BERTRAND/GERMAINE L			76,120	73,903	71,751	69,661	65,132	64,169	63,221	62,164	61,125	59,925	58,725	57,525	56,325	54,648	53,091	51,545
03/20/18	COC	5360 DETERVILLE/REBECCA					67,101	66,109	65,132	64,169	63,221	62,164	61,125	59,925	58,028	56,338	54,697	53,104	51,557	50,795
03/20/18	SHF	10580 JOSKI/MATTHEW J					82,556	81,336	80,134	78,950	77,783	76,483	75,205	73,948	72,712	70,594	68,538	66,542	62,124	61,206

CCL			3.00%	3.00%	3.00%	3.00%	3.00%	6.95%	1.50%	1.50%	1.70%	1.70%	2.00%	2.04%	2.09%	2.13%	3.07%	2.93%	3.00%
TRS			3.00%	3.00%	3.00%	3.00%	3.00%	6.95%	1.50%	1.50%	1.70%	1.70%	2.00%	2.04%	2.09%	2.13%	3.07%	2.93%	3.00%
ROD			3.00%	3.00%	3.00%	3.00%	3.00%	6.95%	1.50%	1.50%	1.70%	1.70%	2.00%	2.04%	2.09%	2.13%	3.07%	2.93%	3.00%
COC							1.50%	1.50%	1.50%	1.50%	1.70%	1.70%	2.00%	3.27%	3.00%	3.00%	3.00%	3.00%	1.50%
SHF							1.50%	1.50%	1.50%	1.50%	1.70%	1.70%	1.70%	1.70%	3.00%	3.00%	3.00%	7.11%	1.50%

Calculate Fiscal Impact:

COC	Salary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total	
	0.0765 FICA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(67,101)	
	0.065 WRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(5,133)	
	0.00188 WC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(334)	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(1)	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(72,569)	
SHF	Salary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total
	0.0765 FICA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(82,556)
	0.1208 WRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(6,316)
	0.02861 WC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(763)
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(22)
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(89,656)
Total	Salary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total
	FICA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(149,657)
	WRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(11,448)
	WC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(1,097)
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(22)
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(162,225)

	2007	2008	2009	2010	2011	2012	2013	2014	2015
Clerk of Court	\$49,304.00	\$50,044.00	\$50,795.00	\$51,557.00	\$53,104.00	\$54,697.00	\$56,338.00	\$58,028.00	\$59,925.00
County Clerk									
Treasurer	\$49,304.00	\$50,044.00	\$51,545.00	\$53,091.00	\$54,684.00	\$56,325.00	\$57,525.00	\$58,725.00	\$59,925.00
Register of Deeds									
DIFFERENCE	-	-	\$750.00	\$1,534.00	\$1,580.00	\$1,628.00	\$1,187.00	\$697.00	-

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Clerk of Court	\$61,125.00	\$62,164.00	\$63,221.00	\$64,169.00	\$65,132.00	\$66,109.00	\$67,101.00		
County Clerk									
Treasurer	\$61,125.00	\$62,164.00	\$63,221.00	\$64,169.00	\$65,132.00	\$69,661.00	\$71,751.00	\$73,903.00	\$76,120.00
Register of Deeds									
DIFFERENCE	-	-	-	-	-	\$3,552.00	\$4,650.00		

From 2009 through 2022, the Salary Schedule I positions have been paid a total of \$15,578.00 more than the Clerk of Court (Salary Schedule 1A). When I was first elected, the term of the Clerk of Court transitioned to a 4 year term. We were level for the first 2 years of my 4 year term. The salary schedule 1 had a greater increase in their 1st 4 year term. After 6 years of difference in pay, we were finally levelled off. Now after 6 years of having level pay, the Salary Schedule 1A (Clerk of Court) has again fallen below the others.



RESOLUTION NO.

SALARY SCHEDULE IA

**A RESOLUTION ESTABLISHING TOTAL ANNUAL COMPENSATION
FOR COUNTY ELECTED OFFICIALS**

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, the board shall establish the total annual compensation for services to be paid to
2 elected officials pursuant to §59.22 of the Wisconsin Statutes; and
3

4 **WHEREAS**, the Personnel, Advisory and Legislative Committee met, considered, and recommends
5 the annual compensation of the Sheriff, Clerk of Circuit Court and Coroner as set forth below:
6

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	
7					
8					
9	Sheriff	\$78,950	\$80,134	\$81,336	\$82,556
10	Clerk of Circuit Court	\$64,169	\$65,132	\$66,109	\$67,101
11					

12 **Coroner** - Per diem compensation will be at the rate of \$40 up to 1 hour and \$10 for each half hour
13 completed exceeding 1 hour for an event. Limit of \$100 per day. If the Coroner has multiple events
14 on a given day, the Coroner may claim \$40 for each event as long as it does not exceed the \$100
15 per day limit.
16

17 **WHEREAS**, the intent of the Personnel, Advisory and Legislative Committee recommendation is to
18 establish the total annual compensation for county elected officials, which is separate and distinct
19 from fringe benefits offered by the County to elected officials, and which fringe benefits are subject
20 to increase or decrease during the officer's terms at the discretion of the Board and in accordance
21 with state and federal law; and
22

23 **WHEREAS**, county elected officials may participate in the Wisconsin Retirement System in
24 accordance with state law; and
25

26 **WHEREAS**, the Personnel, Advisory and Legislative Committee recommends that the Sheriff and
27 Clerk of Circuit Court may elect to receive health and dental insurance coverage under the same
28 terms and conditions as the health and dental insurance coverage offered to county employees in
29 the Kewaunee County Personnel Policy Manual; and
30

31 **WHEREAS**, the Personnel, Advisory and Legislative Committee recommends that the Coroner may
32 elect to receive health insurance with a 50% contribution to the then current single or family plan
33 premium and dental insurance to be at no cost for the single plan or a 50% contribution to the then
34 current family dental plan.
35

36 **NOW, THEREFORE, BE IT RESOVLED**, by the Kewaunee County Board of Supervisors, duly
37 assembled this 20th day of March 2018, that the above-stated compensation affecting elected
38 officials of Kewaunee County shall be the annual compensation effective and payable for the year

1 commencing January 1, 2019; such payments shall be made in accordance with the usual
 2 procedures; and that the compensation described above shall remain in effect until December 31,
 3 2022, thus superseding Salary Schedule IA now in effect until December 31, 2018; and
 4

5 **BE IT FURTHER RESOLVED**, the aforementioned county elected officials are entitled to participate
 6 in the Wisconsin Retirement System. Each participating county elected official shall contribute a
 7 percentage of each payment of earnings equal to the percentage required by law of the total
 8 actuarially required contribution rate, as approved by the Wisconsin Employee Trust Fund Board.
 9 Kewaunee County will likewise contribute a percentage of each payment of earning equal to the
 10 percentage required by law of the total actuarially required contribution rate, as approved by the
 11 Wisconsin Employee Trust Fund Board.
 12

13 **BE IT FUTHER RESOLVED**, that the Sheriff and Clerk of Circuit Court may elect to receive health
 14 and dental insurance coverage under the same terms and conditions, which may be changed from
 15 time to time, as the health and dental insurance coverage offered to county employees in the
 16 Kewaunee County Personnel Policy Manual; and
 17

18 **BE IT FURTHER RESOLVED**, the Coroner may elect to receive health insurance with a 50%
 19 contribution to the then current single or family plan premium and dental insurance to be at no cost
 20 for the single plan or a 50% contribution to the then current family dental plan.

Respectfully Submitted,

PERSONNEL, LEGISLATIVE & ADVISORY COMMITTEE

 Robert A. Weidner, Chair

 Thomas J. Romdenne

 Kaye Shillin

 Linda Sinkula

 John T. Pagel

 Scott Jahnke

 Larry Kirchman

 Gerald Paape

 John E. Mastalir

APPROVED AS TO FORM
 Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:
 The Sheriff and Clerk of Ct. salaries were adjusted by 1.5% each year. Total wage and related benefits will increase \$10,305.27 over the four years. The Coroner per diem compensation was modified to allow the Coroner to claim \$40 for each event as long as the Coroner does not exceed the \$100 per day limit.

	Y E S	N O	A B S E N T	A B S T A I N
Benes, P				
Cravillion, D.				
Dobbins, M.				
Doell, D.				
Haske, V.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Rasmussen, C.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Teske, L.				
Thomas, D.				
Wagner, C.				
Weidner, R.				
TOTALS				



RESOLUTION NO.

SALARY SCHEDULE I

A RESOLUTION ESTABLISHING TOTAL ANNUAL COMPENSATION FOR COUNTY ELECTED OFFICIALS

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

WHEREAS, the board shall establish the total annual compensation for services to be paid to elected officials pursuant to §59.22 of the Wisconsin Statutes; and

WHEREAS, the Executive Committee met, considered, and recommends the annual compensation of the County Clerk, County Treasurer and Register of Deeds as set forth below:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
County Clerk	\$69,661	\$71,751	\$73,903	\$76,120
County Treasurer	\$69,661	\$71,751	\$73,903	\$76,120
Register of Deeds	\$69,661	\$71,751	\$73,903	\$76,120

WHEREAS, the intent of the Executive Committee recommendation is to establish the total annual compensation for county elected officials, which is separate and distinct from fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's terms at the discretion of the Board and in accordance with state and federal law; and

WHEREAS, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

WHEREAS, the Executive Committee recommends that the elected officials may elect to receive health and dental insurance coverage under the same terms and conditions as the health and dental insurance coverage offered to county employees in the Kewaunee County Personnel Policy Manual.

NOW, THEREFORE, BE IT RESOVLED, by the Kewaunee County Board of Supervisors, duly assembled this 17th day of March 2020, that the above-stated compensation affecting elected officials of Kewaunee County shall be the annual compensation effective and payable for the year commencing January 1, 2021; such payments shall be made in accordance with the usual procedures; and that the compensation described above shall remain in effect until December 31, 2024, thus superseding Salary Schedule IA now in effect until December 31, 2020; and

BE IT FURTHER RESOLVED, the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System. Each participating county elected official shall contribute a percentage of each payment of earnings equal to the percentage required by law of the total actuarially required contribution rate, as approved by the Wisconsin Employee Trust Fund Board. Kewaunee County will likewise contribute a percentage of each payment of earning equal to the

1 percentage required by law of the total actuarially required contribution rate, as approved by the
 2 Wisconsin Employee Trust Fund Board.

3
 4 **BE IT FUTHER RESOLVED**, that the elected officials may elect to receive health and dental
 5 insurance coverage under the same terms and conditions, which may be changed from time to time,
 6 as the health and dental insurance coverage offered to county employees in the Kewaunee County
 7 Personnel Policy Manual.

Respectfully Submitted,

EXECUTIVE COMMITTEE

_____	_____
Robert A. Weidner, Chair	Mary Ellen Dobbins
_____	_____
Virginia Haske	Scott Jahnke
_____	_____
John Mastalir	Gerald Paape
_____	_____
Thomas J. Romdenne	Kaye Shillin

Charles Wagner	

APPROVED AS TO FORM
 Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT: TBD

	Y E S	N O	A B S E N T	A B S T A I N
Augustian, A.				
Cochart, C.				
Cretney, T.				
Dobbins, M.				
Doell, D.				
Haske, V.				
Jahnke, S.				
Kroll, K.				
Luft, L.				
Lukes, J.				
Mastalir, J.				
Olson, D.				
Paape, G.				
Romdenne, T.				
Schmitt, C.				
Shillin, K.				
Teske, L.				
Tremel, K.				
Wagner, C.				
Weidner, R.				
TOTALS				

**RULES OF ORDER
KEWAUNEE COUNTY BOARD OF SUPERVISORS**



April 28, 2020

RULES OF ORDER OF BUSINESS

The following procedure shall be used for election of a County Board Chairman when the County Board holds its organizational meeting. If a vacancy occurs in the office of Board Chairman, the Vice-Chairman shall conduct the meetings of the County Board until a successor is elected by the County Board.

At a time set to convene the first meeting after each regular election at which members are elected for full terms, the County Administrator shall occupy the chair as Chairperson pro tem to call the meeting into order and conduct the election of a full-term chairperson.

The order of business at the first meeting after each regular election at which members are elected for full terms shall be:

- Call to Order by the Chairperson pro tem
- Pledge of Allegiance led by the Chairperson pro tem
- Certification of Election Results by the County Clerk
- Oath of Office Administered by the County Clerk
- Roll Call of Supervisors by the County Clerk
- Election of the Chairperson
- Election of the Vice-Chairperson
- Approval of the Rules of Order for the Kewaunee County Board of Supervisors
- Ratification of Standing Committee Appointments
- Such Other Matters of Business as shall be placed on the Agenda by the County Clerk

Rule 1 The hour of the monthly meetings of this Board shall be at 6:00 P.M. unless otherwise ordered.

Rule 2 The Chairman shall take the Chair at the time to which the Board stands adjourned and the Board shall then be called to order. The Clerk of the Board shall provide a roll call of all members of the Board whose names shall be arranged alphabetically and the roll shall be called by names and not by districts. Any member thereof not answering roll call shall not receive compensation for such missed roll call; also, to receive compensation for a roll call period, no excused absence shall be made within the first hour subsequent to each convening. If a member does not answer to the roll call, but joins the session at least one hour before adjournment such member shall receive compensation for such session. The record shall show at what time a tardy member reports to or leaves a session. A majority of the members elected shall constitute a

quorum.

Rule 3 The Chairman shall preserve order, and shall decide questions of order, subject to an appeal of the Board.

Rule 4 The Chairman shall vote on all roll call questions taken by "Yeas" and Nays" except on appeals from his own decisions.

Rule 5 Unless otherwise ordered the monthly agenda shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve County Board Agenda and Minutes
5. Appointments for Confirmation
6. Annual Reports and Appearances to Report to the Board
7. Committee Reports
8. Communications
9. Consideration of Petitions and Memorials, etc.
10. Citizen's Input (Shall be limited to 1-3 minutes per speaker for a period not to exceed 20 minutes.)
11. Consideration of Bridge Aid Petitions
12. First Reading of Ordinances (Vote to be taken at next County Board Meeting)
13. Consideration of Bills and Claims for Approval
14. Consideration of Resolutions and Resolution for County Board and Supplementary Payroll
15. Consideration of Ordinance read at previous Board Meeting
16. Consideration of other matters as authorized by law
17. Chairman's Comments
18. Set meeting date for next County Board Meeting
19. Adjournment

Rule 6 Every member, previous to his speaking, shall address himself to the Chair.

Rule 7 When two or more members address the Chair at once, the Chair shall designate the member who is first to speak; but in all cases, the member who is first to address the Chair shall speak first.

Rule 8 No member shall speak more than thrice on the same subject without leave of the Board.

Rule 9 No motion shall be debated or put, unless the same is seconded. It shall be stated by the Chairman before the debate; and any such motion shall be reduced to writing, if any member desires it.

Rule 10 After a motion shall be stated by the Chairman, it shall be deemed in possession of the Board, but it may be withdrawn at any time before amendment or decision. But all motions, resolutions and amendments shall be entered at large upon the Journal, unless withdrawn.

Rule 11 When a question is under debate no motion shall be received except:

1. Adjourn
2. To lay on the table
3. For the previous question
4. To postpone to a certain day
5. To commit to a standing committee
6. To commit to a select committee
7. To amend
8. To postpone indefinitely

And these separate motions shall have precedence in order in which they are named.

Rule 12 The motion to adjourn shall always be in order, except when a member is speaking; that, and a motion to lay on the table, and for the previous question, shall be decided without debate.

Rule 13 When the previous question is moved by a member of the Board; the Chair shall state, "Those that second the motion shall stand" and if more than two members shall stand the Chairman shall put the question in this form, "Shall the main question be not put?" and after this is carried it cuts off further debate and the next move will be on the amendments and the main questions.

Rule 14 If the question on debate contains several points, any member may have it divided.

Rule 15 A member, called to order shall immediately sit down, unless permitted to explain and the Board if appealed to shall decide the case. If there by no appeal, the decision of the

Chair shall be submitted to.

Rule 16 Every written resolution or motion shall have signed thereon the name of the person, or the names of the members of the committee introducing the same.

Rule 17 A roll call vote of any question shall be taken by "Yeas" and "Nays" when called for by any member of the Board; and the roll call vote shall be called for in all cases when an appropriation of money is considered.

Rule 18 All questions shall be put in the order they were moved except privileged questions.

Rule 19 No motion for reconsideration shall be in order, unless one of those voting with the majority shall move such consideration.

Rule 20 The standing committees of the Board shall be as follows (with the designated number of Board Members):

- Finance and Public Property Committee (5)
- Human Services Committee (6)
- Public Health and Veterans Committee (5)
- UW-Extension Committee (4)
- Land and Water Committee (4)
- Public Safety and Justice Committee (5)
- Highway and Solid Waste Committee (5)
- Parks, Promotion and Maintenance Committee (5)
- Executive Committee (9) - Members of the Executive Committee are to be appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. This Committee shall consist of the Chairman of the Kewaunee County Board of Supervisors and a member from each of the standing oversight committees of the County Board. The Chair of the County Board shall serve as Committee Chair. The appointed member is typically the Chair of a standing Committee.

Rule 21 In all cases when an order, resolution or motion shall be entered on the Journal of the Board, the name of the members moving the same shall be entered on the Journal.

Rule 22

- A.** Resolutions offered for consideration by a Committee of the Board or an individual board member must be prepared, signed, approved by Corporation Counsel as to form,

and shall contain a fiscal impact statement signed by the County Administrator or appropriate Department Head, and filed with the County Clerk in time to be included on the Board Meeting Agenda. A copy of all resolutions shall be sent to each Board Member prior to each meeting along with the meeting notice and agenda.

- B.** All ordinances shall be presented and read at one County Board Meeting and acted upon at the next regular monthly meeting.

Rule 23 Any rule of the Board may be suspended, altered, or amended by consent of two-thirds of the members present.

Rule 24 Written Committee Reports prepared by the Committee Secretary shall be filed with the County Clerk in a timely manner to be included with the mailing of the monthly meeting notices and agenda. No per diem shall be paid for any committee meeting until the minutes of such meeting have been filed with the County Clerk's Office.

Rule 25 Reports shall be taken up for action when that order of business is reached, as the Chairman may direct; but the Chairman may order any report to be laid aside and another one to be taken up at its pleasure.

Rule 26 When a report is taken up and is under consideration, the main question shall be, "Shall the recommendation of the committee be concurred in by the Board?" But the recommendation of the committee shall always be open to amendment offered in the usual parliamentary form.

Rule 27 It shall always be in order for any member of the Board to call for the reading of any account by item, and on the request, a separate vote shall be had on the allowance of any item unless the Board is under the operation of the previous question.

Rule 28 No account or claim against the County shall be audited unless it is made out in items and duly verified, and be filed with the Clerk of the Board in the manner prescribed by law.

Rule 29 The Committee on finance shall be charged with the duty of reporting the necessary tax levies for the County.

Rule 30 The County Board Chair will appoint the membership and chair of Kewaunee County Highway and Solid Waste Committee, subject to the approval of the Board of Supervisors.

- Rule 31** When budgeted funds from a line item are transferred into a different line item by the Finance Committee and the total dollar amount is greater than \$20,000.00, the concurrence of the full board is required. The concurrence of the full board is also required when the Finance Committee approves an expenditure of greater than \$20,000.00 from the contingency or capital improvements funds or combination thereof, exempting the health and dental insurance.
- Rule 32** Any proceedings not covered by the rules as adopted shall be governed by Robert's Rules of Parliamentary Order.
- Rule 33** When a quorum of the regular members of any Committee of the County Board are not present at a meeting of that committee, the Chairman of the County Board, if present, can serve as a voting member of said committee to create a quorum. If a vote by any Committee of the County Board results in a tie, the Chairman of the County Board, if present, can cast a tie breaking vote. The Vice Chairman of the County Board has authority under this rule in the absence of the Chairman of the County Board.
- Rule 34** All proposed resolutions and ordinances shall be deemed to be read in full by the clerk reading the title of said resolution or ordinance, if said document was sent to all members prior to the meeting date. Any members may request that said proposed resolution or ordinance be read in full. The Chairperson shall honor such a request and the clerk will read the entire document.

PROPOSAL: County Board Oversight Committee Structure

Committee Name: Public Safety & Justice Committee

Depts Overseen: Sheriff
County Coroner
Emergency Management
Child Support
Circuit Court
Clerk of Court
District Attorney
Family Court Commissioner
Register in Probate

Committee Name: Finance & Public Property Committee

Depts Overseen: Finance Department
County Treasurer's Office
County Administrator Office (Fiscal & Insurance)
Register of Deed's Office
Land Information Office

Committee Name: Highway and Solid Waste Committee

Depts Overseen: Highway
Solid Waste

Committee Name: Human Services Committee

Depts Overseen: Human Services
ADRC

Committee Name: Land & Water Committee

Depts Overseen: Land and Water Conservation
Zoning

Committee Name: UW-Extension Committee

Depts Overseen: UW-Extension

Committee Name: Parks, Promotion & Maintenance Committee

Depts Overseen: Parks & Recreation
Tourism and Economic Development programs
Maintenance

Committee Name: Public Health and Veterans Committee

Depts Overseen: Public Health
Veterans Services

Committee Name: Executive Committee

Depts Overseen: County Clerk's Office
Corporation Counsel
County Administrator (Human Resources)
County Board
Information Services Department

Public Safety & Justice Committee

Purpose: The Public Safety and Justice Committee provides general oversight to the public safety efforts and services, and general court related activities of the county.

Membership: Four members, plus a Chairperson appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Wis. Stat. §59.26 & §59.27 (describes duties of the Sheriff); Chapter 323 (Emergency Management); §59.34 (Coroner); §59.40 (Clerk of Circuit Court); Ch. 978 (District Attorney); Ch. 757 (Circuit Court Judge and Family Court Commissioner); §851.72 (Register in Probate)

County Departments Overseen: Kewaunee County Sheriff's Department, Kewaunee County Emergency Management Department, Child Support, Circuit Court, Clerk of Court, County Coroner, District Attorney, Family Court Commissioner and Register in Probate.

Subcommittees/Boards/Commissions/Councils: Kewaunee EMS Council; Local Emergency Planning Committee

Rules and Responsibilities:

Policy and General Oversight: (Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).

Provide oversight department policy for the Departments overseen including oversight of all programs, ordinances and regulations.

Review broad outlines and principles governing the administration of the Departments overseen including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Sheriff - Approve recommendations for non-routine maintenance and repair for the Kewaunee County Sheriff's Department automobiles, and authorize the receiving of bids or proposals when purchasing automobiles for the Kewaunee County Sheriff's Department.

Sheriff - To approve recommendations for the purchase and maintenance of the special Law Enforcement equipment required by the Kewaunee County Sheriff's Department. (This does not include regular office equipment and supplies.)

Sheriff - Review and approve recommendations to purchase and lease, provide maintenance service, and operational procedures for Kewaunee County Law Enforcement radio system.

Emergency Management - Develop and promulgate Emergency Management plans for Kewaunee County consistent with the State of Wisconsin Emergency Management plan.

Emergency Management - Review county-wide Emergency Management training programs and exercises.

Emergency Management - Review of municipal Emergency Management plans within the Kewaunee County and integrate such plans with Kewaunee County.

Child Support: Ensure the implementation and administration of the Child and Spousal Support, and Establishment of Paternity and Medical Support Liability Programs provided for by Title IV of the federal Social Security Act.

Perform all other duties imposed by Law or the County Board.

Finance and Public Property Committee

Purpose: The Finance and Public Property Committee provides oversight of Kewaunee County's finances, budget, insurance and property holdings.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Wis. Stat. §§59.52(6), (11), (12), (29), 65.90, Subchapter VI of Chapter 66.

County Departments Overseen: Finance Department, County Treasurer's Office, Land Information Office, Register of Deed's Office, and County Administrator [Finance and Insurance]

Subcommittees/Boards/Commissions/Councils: Revolving Loan Fund Committee; Kewaunee County Economic Development (KCEDC) Corporation Board; Northeast WI Workforce Development Board (NEWWDB); Land Information Council; Bay Lake Regional Planning Board; Commission of Condemnation; Utility Tax Commission

Rules and Responsibilities:

Policy and General Oversight: (Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).

Provide oversight and develop department financial policies for all Departments related to all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Monitor the various accounts and balances from time to time to see that all departments stay within their budgets.

Approve claims and authorize payment for claims not previously authorized by an oversight committee. The several oversight committees are authorized to approve budgeted claims up to \$10,000 and authorize payment arising from their respective departments. The County Administrator shall have authority to approve budgeted claims up to \$10,000 and authorize payment when necessary to assure timely payment. Review and audit all just claims and accounts submitted against the County and submit the same to the County Board for final review and audit if needed.

Additional Budget Authority

Review and recommend to the County Board all requests, reports, or resolutions of all committees involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Approve or disallow requests for transfer of funds from contingency account to budget accounts up to \$20,000.00. Have authority to authorize expenditures from the Capital Improvement Fund up to \$20,000.00. Review and recommend to the County Board, all transfers from the General Fund. Review and recommend to the County Board all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.00.

Approve transfer of funds over \$2,500 between account line items with no change in overall budget.

Maintenance, Repair & Improvements

Approve any plans for the maintenance, repair, improving, and remodeling of all county buildings excluding the Parks, Fairgrounds, and Highway facilities.

Review and approve requests for the purchase of capital equipment and supplies for the above mentioned buildings in excess of \$10,000. The County Administrator shall have authority to authorize budgeted expenses up to \$10,000.

County Budget

Review annual County Budget as presented by the County Administrator and upon approval recommend to the County Board for adoption.

Recommend fee levels and charges for services to the County Board.

Other

Audit all accounts and County Board members' per diem, and mileage claims. If a County Board meeting is not held in a given month, approval by the Committee shall be authorization to pay the monthly Supplementary Payroll.

Authorize the contract for the annual audit of all the departments of the county.

Review annually a complete inventory of all property owned by Kewaunee County.

Departmental Oversight

County Treasurer - Recommend to the County Board the working bank and the depository for all county funds.

County Treasurer - Review all matters pertaining to all tax deeds taken and all quit claim deeds issued.

County Treasurer - Approve County Treasurer and Administrator's recommendations to invest funds in accordance with Section 66.0603 (1m) of the Wisconsin Statutes.

County Administrator - Approve and recommend to the County Board the advertising and disposal of all county lands acquired by tax deed. Any sale of county right-of-way must be reviewed by the highway committee to determine how such sale would affect property that is adjacent to or part of a future

highway projects. A written opinion of the advisability of such sale would be forwarded from the highway committee to the finance committee.

County Administrator - Review and recommend to the County Board the recommendations from the County Administrator to purchase adequate insurance to cover any and all county liability including without limitation workers compensation insurance. The committee shall from time to time consult with other standing committees of the County Board to determine special insurance needs of the various agencies and departments supervised by the other committees. Other standing committees may request special action by the committee for special needs.

County Administrator - Recommend to the County Board, all other types of insurance coverage deemed necessary, and purchase all the insurance coverage approved by the County Board.

County Administrator - Review and approve both the bond and the sufficiency of the sureties for all county officers and report in writing to the County Board their actions on all bonds.

Perform all other duties imposed by Law or the County Board.

Highway and Solid Waste Committee

Purpose: The Highway and Solid Waste Committee provides general oversight of policy and planning related to the operation and maintenance of the County highway system and the Kewaunee County Landfill.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Wis. Stat. §83.015, Chapter 287, and Chapter 289

County Departments Overseen: Highway and Solid Waste Departments

Subcommittees/Boards/Commissions/Councils: Highway Safety Commission

Rules and Responsibilities:

Policy and General Oversight: *(Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).*

Provide oversight and develop department policy for the Highway and Solid Waste Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Highway and Solid Waste Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$30,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Highway - To set policy governing the county Highway Department as provided by Section 83.015 of the Wisconsin Statutes.

Highway - To approve the purchase, trade, or sale of highway equipment, vehicles, and road machinery. Provide that no one complete unit of equipment of a value exceeding THIRTY THOUSAND DOLLARS (\$30,000.00) shall be purchased without further authority of the County Board.

Highway – Provide a recommendation for Any sale or quit claim of property that includes or is adjacent to a road right of way must first be presented to the Highway Committee.

Highway – Act as the Highway Set-Back Committee for the county, except cities and villages.

Solid Waste - Approve and follow plan of operation for the long term care of the landfill as approved by Wisconsin Department of Natural Resources.

Perform all other duties imposed by Law or the County Board.

Human Services Committee

Purpose: The Human Services Committee provides general oversight of the comprehensive range of human services provided in Kewaunee County.

Membership: Six members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. Five citizen members appointed by the County Administrator subject to confirmation by the Kewaunee County Board of Supervisors. At least one member of the human services board shall be an individual who receives or has received human services or shall be a family member of such an individual.

Term: Board members appointed to the Human Services Committee by the Board Chair shall serve a two year terms, concurrent with the Board Members' term of office as Supervisor. Citizen members appointed to the Human Services Committee by the County Administrator shall serve three year terms.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Wis. Stat. §§46.23, 51.42 & 51.437.

County Departments Overseen: Human Services

Subcommittees/Boards/Commissions/Councils: Transportation Sub-Committee; Violence Intervention Project Committee; ADRC Board; Children's Community Options Program Advisory Committee; Coordinated Service Teams Advisory Committee; Lakeshore CAP Committee

Rules and Responsibilities:

Policy and General Oversight: *(Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).*

Provide oversight and develop department policy for the Human Services Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Human Services Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all

transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Appoint sub-committees consisting of residents of the county to advise the county human services board as it deems necessary.

Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.

Foster cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided by the Kewaunee County Department of Human Services.

Perform all other duties imposed by Law or the County Board.

Land and Water Committee

Purpose: The Land & Water Committee shall provide local land and water conservation policy direction, general oversight, and support for Land & Water Conservation Department with the goal of meeting the Legislative intent under Wis. Stat. §92.02 to halt and reverse the depletion of the state's soil resources and pollution of its waters, and enforce zoning authority given to Kewaunee County.

Membership: (Five Total) Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. Two of the Four County Board members must also serve on the Extension Education Committee. One member designated by the chair of the farm service agency committee.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Land Conservation Wis. Stat. §92.07; Zoning §59.69, §59.692, §87.30, §145.20

County Departments Overseen: Land and Water Conservation Department (including Zoning)

Subcommittees/Boards/Commissions/Councils: Glacierland Resource Conservation and Development Council; Groundwater Task Force, Board of Adjustment

Rules and Responsibilities:

Policy and General Oversight: *(Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).*

Provide oversight and develop department policy for the Land and Water Conservation Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Land and Water Conservation Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Recommend program priorities, standards and specifications for management practices to control erosion, sedimentation, and nonpoint source water pollution.

Recommend program priorities, standards and specifications for agricultural facilities and practices.

Encourage research and educational, informational, and public service programs, advise the University of Wisconsin System on educational needs and assist the University of Wisconsin System and DATCP in implementing educational programs.

Zoning – provide oversight and develop policy related to county zoning including the oversight of the Shoreland Zoning Ordinance (Ordinance 104-1-69), Floodplain Ordinance (Ordinance 118-7-80), County Subdivision Ordinance (Ordinance 104-1-69) and the Private Sewage System Ordinance (Ordinance 117-6-80).

Perform all other duties imposed by Law or the County Board.

UW-Extension Committee

Purpose: The UW-Extension Committee provides general oversight of the comprehensive range of services, and activities relating to UW-Extension services.

Membership: Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Extension Wis. Stat. §§59.56(3).

County Departments Overseen: UW-Extension

Subcommittees/Boards/Commissions/Councils:

Rules and Responsibilities:

Policy and General Oversight: *(Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).*

Provide oversight and develop department policy for the UW-Extension office including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the UW-Extension office including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Review dog damage and livestock claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Perform all other duties imposed by Law or the County Board.

Parks, Promotion and Maintenance Committee

Purpose: The Parks, Promotion and Maintenance Committee provides general oversight of the county's recreational facilities and activities, tourism promotion efforts, and the general maintenance of all county buildings and facilities.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Generally Wis. Stat. §59.56: Cultural Affairs; education; recreation.

County Departments Overseen: Promotions and Recreation Department, Maintenance Department, and Tourism and Economic Development programs

Subcommittees/Boards/Commissions/Councils: ITBEC Council

Rules and Responsibilities:

Policy and General Oversight: (Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).

Provide oversight and develop department policy for the Promotion and Recreation Department including oversight of all programs, ordinances and regulations.

Review the policies and principles governing the administration of the Promotion and Recreation Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Recommend policies and programs for recreational activities in Kewaunee County conducive to general health and welfare.

This committee shall serve as the oversight Committee for all Kewaunee County recreational facilities (including the Kewaunee County Fairgrounds) , areas, programs and activities.

Perform all other duties imposed by Law or the County Board.

Public Health and Veterans Committee

Purpose: The Public Health and Veterans Committee provides general oversight of the comprehensive range of public health and veterans services and activities.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. When the Committee meets as the Board of Health, three additional citizen members appointed by the County Administrator subject to confirmation by the Kewaunee County Board of Supervisors along with the County Physician (Ex-Officio) make up the Board of Health.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years. Citizen members appointed to the Board of Health by the County Administrator shall serve three year terms.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Board of Health §251.04, Veteran Service §45.80,

County Departments Overseen: Public Health and Veteran Service

Subcommittees/Boards/Commissions/Councils: Veterans Service Commission

Rules and Responsibilities:

Policy and General Oversight: (Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).

Provide oversight and develop department policy for the Public Health Department and Veterans Services Office including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Public Health Department and Veterans Services Office including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all

transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Board of Health – Incorporate all duties specified in 251.04 of the Wisconsin Statutes.

Board of Health – Review and approve Public Health Director recommendations for grant fund applications.

Perform all other duties imposed by Law or the County Board.

Executive Committee

Purpose: The Executive Committee provides general oversight of Kewaunee County's human resources and serves as Kewaunee County's chief policy advisory committee on all matters not specifically or directly connected to another standing committee of the County Board.

Membership: Members are to be appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. This Committee shall consist of the Chairman of the Kewaunee County Board of Supervisors and a member from each of the standing oversight committees of the County Board. The Chair of the County Board shall serve as Committee Chair. The appointed member is typically the Chair of a standing Committee.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: To be determined by the Committee.

Statutory Reference: Pursuant to Wis. Stat. §59.51, the Board of each County shall have the authority to exercise any organizational or administrative power subject to the constitution and any enactment of the legislature which grants the organizational or administrative power to a county administrator or any enactment which is of statewide concern and which uniformly affects every county.

County Departments Overseen: Corporation Counsel, County Clerk's Office, Information Services Department, and County Administrator (Human Resources and the County Board). All departments or programs that are not specifically or directly connected to a standing committee of the County Board.

Subcommittees/Boards/Commissions/Councils: Negotiating sub-committee (as needed); Grievance Committee; Harassment Investigation Committee; Civil Rights Compliance Committee

Rules and Responsibilities:

Policy and General Oversight: (Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).

Provide oversight and develop department policy for the Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Bills & Claims

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Additional Budget Authority

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Transfer Requests

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Maintenance, Repair & Improvements

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

County Budget

Review and approve the annual budget recommendation to the County Administrator with regards to staffing levels.

Review and approve salary and wage requirements for each county job classification for inclusion in the annual budget.

Review and approve the annual budget recommendation to the County Administrator with regards to functions and operations of the County Board.

Other

Review and approve requests for salary and wage adjustments as they are brought before the Committee.

Departmental Oversight

The Executive Committee is designated as the County's Human Resources Committee and shall, with aid of the County Administrator, develop Personnel Policies and Procedures. Said policies and procedures shall be published as the Kewaunee County Personnel Policy and shall be reviewed and amended as deemed necessary. The County Personnel Policy and Amendments shall be approved by the Kewaunee County Board.

Consistent with the Kewaunee County Personnel Policy set policies regarding the hiring of all County employees. Receive advice from other standing committees of the County Board with regard to hiring of personnel and filling vacancies in existing or newly created positions; to act as advisory committee to the County Board on all matters pertaining to salaries, wages, personnel, working conditions, and disciplinary actions affecting all county employees, whether appointed, elected or hired.

Consistent with the Kewaunee County Personnel Policy it shall approve job descriptions for all types of work within the county. Such job descriptions shall be reviewed and revised from time to time.

Review and approve salary and wage requirements for each county job classification.

Consistent with the Kewaunee County Personnel Policy the committee shall approve complete employment and discharge rules and procedures for all personnel in county employment.

Consistent with the Kewaunee County Personnel Policy it may establish and maintain eligibility lists of qualified candidates for any position, except elective officers, within county employment.

Consistent with the Kewaunee County Personnel Policy it may also act as a Review Board for all appeals of decisions made by the County Administrator regarding disputes between county personnel and outsiders. Review and approve procedures for such hearings and records required thereof.

Hear appeals on the filling of vacant positions denied by the County Administrator.

The Personnel Committee or subcommittee thereof shall be the county committee to negotiate with the County employee unions. The Committee Chair may designate a negotiating sub-committee to handle negotiation responsibilities for union contracts. Unless otherwise delegated to the County Administrator.

To act as advisory committee to the County Board on all matters pertaining to Federal, State, or Regional Programs that are not specifically or directly connected to one of the standing committees of the County Board.

Review and recommend the application and award of all grants (incoming and outgoing) brought forth by the County Board Chair as having county policy implications.

Review and recommend the acceptance of all donations to the County brought forth by the County Board Chair as having county policy implications.

To review all legislative matters in which Kewaunee County has an interest and advise the County Board Members as to pending legislative matters in which the county may have an interest and to otherwise promote the passage of legislation which the County Board feels is the best interest of Kewaunee County.

Acts as County Civil Rights Compliance Committee.

Review all pending, or threatened litigation, claims and assessments as brought forward by the County Administrator or Corporation Counsel.

Review all county ordinances as needed.

Perform all other duties imposed by Law or the County Board.