

Department of Administration

COMMITTEE ON THE RULES OF ORDER AGENDA

DATE: Thursday, March 31, 2022
TIME: **10:30 a.m.**
PLACE: Room 017, Calumet County Courthouse

Any member of the public wishing to attend this meeting **may attend in-person or remotely**, and can do so by calling **1-844-992-4726**. Once you dial the number, you will be asked to enter an access code followed by #. That number is **2497 399 1091**. Once you have entered the access code correctly, you will be prompted to enter your attendee ID. Call in users simply press the # key.

AGENDA:

1. Meeting Announcement and Posting
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the October 12, 2021 Meeting
6. Report of Committee Members
7. Communications
8. Items for Action or Discussion:
 - A. Revisions to Agricultural & Extension Education Committee (attachment #1)
 - B. Revisions to Glacierland Resource and Conservation Development Council
 - C. Increase Reimbursement Rate for Conservation Congress (attachment #2)
 - D. Revisions to Rule X: Budgetary and Policy Responsibilities (attachment #3)
 - E. Possible review and revision of other Rules of Order not identified above
9. Adjournment

TMR:pkw

So as not to disturb the meeting, all cell phones must be placed on vibrate and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Administrator's Office at (920) 849-1448 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.



~~AGRICULTURAL AND~~ EXTENSION EDUCATION COMMITTEE

1. Membership. The ~~Agricultural and~~ Extension Education Committee shall be comprised of ~~five (5)~~ two (2) County Board Supervisors, ~~who may be members of the Land and Water Conservation Committee.~~ and three (3) members from the Calumet County community. One or two (1-2) of these community members should be a Calumet County youth in grades 9-11, one (1) of which is recommended to be a current Calumet County 4-H member. It is recommended that the adult community member(s) be a 4-H leader or someone interested in positive youth development and should not be a member for more than two (2) consecutive terms. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
 - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. ~~The organizational meeting shall occur within 30 days of approval of the committee appointments.~~
 - b. Work with the University Extension Programs and the U.S. Department of Agriculture.
 - c. Review the current county Extension programs and identify potential programming needs throughout Calumet County.
 - ~~b.~~ d. Use information provided by the Calumet County 4-H Program Educator (e.g. membership data and geographic maps) to help develop an action plan to address access barriers/gaps to 4-H Program and expand access throughout Calumet County.
 - ~~c.~~ ~~Review county dog damage claims and establish fair market values.~~
 - ~~d.~~ e. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
 - ~~e.~~ f. The is Committee shall confer and have is an advisory Committee and not a policy making responsibilities for the Department Committee.

G. Pursuant to Wisconsin State Statute 59.70(21) reimbursement of up to ~~\$250~~\$350 will be provided to a member of the Conservation Congress to attend the Annual Conservation Congress Convention.

For reference:

Wisconsin State Statute 59.70(21) CONSERVATION CONGRESS. The board may appropriate money to defray the expenses of county delegates to the annual convention and other activities of the Wisconsin conservation congress.

RULE X: BUDGETARY AND POLICY RESPONSIBILITIES

A. New positions or permanent increases in part-time allocations to full-time status shall be approved through budget process pursuant to law and shall be presented to the Board in the form of a resolution. However, when the County Administrator determines that an unbudgeted position is necessary, ~~regardless of the need for additional appropriations~~ and will create a budget increase in current or future years, a resolution for the unbudgeted position shall be approved by a majority vote of the Administrative Services Committee, and two-thirds (2/3rds) vote of the full County Board.* All position resolutions shall have an approved position description attached to it and shall contain the following information:

1. Position title
2. Proposed classification
3. Effective date
4. Rationale for the position
5. Identification of the state or federal mandates that may have caused the need
6. Description of how the position fits into the long-range and strategic plans of the department and/or county
7. Salary, fringe benefit and other related costs
8. Other pertinent information such as tenure restrictions, revenue contingencies, or other limiting factors shall also be identified in the resolution.

*The exception to this, as also provided in the Personnel and General Administrative Policy Manual, is: Home Healthcare/Hospice Positions. The County Administrator has the authority to increase/decrease full-time equivalents (FTEs) in the Table of Organization for Home Healthcare/Hospice with flexibility to meet the needs of patients (clients/consumers) provided there is no impact on the approved budget.