

Department of Administration

COMMITTEE ON THE RULES OF ORDER AGENDA

DATE: Monday, June 26, 2023
TIME: 3:00 p.m.
PLACE: Room 015 (Use West Entrance)
Calumet County Courthouse
206 Court St.
Chilton, WI 53014

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 2493-428-5095. 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 December 14, 2022, Meeting
6. Public Participation
7. Report of Committee Members
8. Communications
9. Items for Action or Discussion:
 - A. Revisit Rule XXI Miscellaneous Bereavement Recognition
 - B. Revisions to County Children with Disabilities Education Board (Attachment 1)
 - C. Discussion regarding Webex requirements for Public Participation
 - D. Discussion regarding Rule III: Election of Officers
 - E. Revisions to the Aging and Disability Resource Center (ADRC) /Long Term Support (LTS) Advisory Committee and elimination of the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee (Attachment 2)
 - F. Review number of committees, statutory requirements of committees, committee merger possibilities (Attachments 3 & 4)
 - G. Possible review and revision of other Rules of Order not identified above
 - H. Discuss Items for next meeting
10. Set Next Meeting Date, If Necessary
11. Adjournment

TMR:pks



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.

C. COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD (CCDEB)

1. Membership. The County Children with Disabilities Education Board shall be comprised of five (5) members, of whom three (3) members are to be County Board Supervisors and shall be representatives of that part of the county participating in the program. The County Administrator shall appoint members to the Board 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, who shall be a County Board Supervisor, and a Vice Chair from members of the Board. 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. Provide the duties as provided in Wisconsin Statutes 115.817 (5).
 - c. Approve the annual budget and present it to the Board and review financial reports.
 - d. An advisory committee to the CCDEB – pursuant to Wis. Stat. 115.817 (3)(c), shall be established. The membership of this committee shall include school district administrators from the participating school districts served. This includes Chilton, Brillion, Stockbridge, New Holstein, and Hilbert school districts.

C. AGING AND DISABILITY RESOURCE CENTER/~~LONG TERM SUPPORT~~ ADVISORY COMMITTEE

1. Membership. The ADRC/~~LTS Advisory~~ Committee (Wis. Stat.115.817), combined with the Aging Advisory Committee (Wis. Stat. 46.82) shall be comprised of twelve (12) members ~~of whom at least fifty one percent (51%) of the members shall be sixty (60) years of age or over, at least five (5) persons receiving long term community support services, each of whom represents one of the following groups; elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons, chemically dependent persons; six (6) Older People or Representatives; one (1) Adult with Disabilities or Representative; one (1) Adult with Intellectual Disabilities or Representative; and four (4) non-client members. Four (4) of the twelve (12) members and four (4) members~~ shall be County Board Supervisors, of whom can fulfill a target population. one (1) Health representative, one (1) representative of the Human Services Department as provided by Wisconsin Statutes 46.23. The County Board Chair shall appointment members to the Committee for two (2) year terms, subject to confirmation of the Board. Membership on this committee is subject to a term limit of 6 consecutive years or 3 consecutive two-year terms.

2. Duties & Responsibilities.
 - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair, and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b. Provide strategic direction to the ADRC to ensure fidelity to the ADRC mission.
 - c. Advocate for older people, adults with disabilities, and caregivers throughout the county.
 - d. Represent and promote the ADRC and the services it provides to the community at large.
 - e. Provide guidance and feedback on the ADRC's services, priorities, and future direction.
 - f. Provide input on the ADRC budget and confer with the County Administrator.
 - g. Identify, monitor, and recommend ways to avoid or mitigate potential conflicts of interest in the ADRC's operations.
 - h. Review ADRC customer feedback and other sources of information to determine if there is a need to change the ADRC's policies or otherwise improve performance.
 - i. Gather information about and identify unmet needs of the ADRC's target populations for longterm care and other services.
 - j. Identify potential strategies and resources for building local capacity to serve ADRC customers.

- k. Provide input on an approve any proposed changes in the organizational structure of the ADRC.
- ~~a.l. Analyze information regarding unmet needs and guide the ADRC's outreach, education, prevention, and advocacy efforts.~~
- ~~b.m. Responsible for advising the Human Services Board on policy-making of the programs pursuant to Wisconsin Statutes 46.23(3)(b) 2c and 46.23(5).~~
- ~~e. Compile and distribute information about older adults.~~
- ~~d. Review annual plan.~~
- ~~e. Advocate on behalf of older adults.~~
- ~~f. Serve as a point of contact for information, assistance, and referral.~~
- ~~g. Review proposals relating to matters affecting older adults.~~
- ~~h. Monitor the nutrition, transportation, and other programs provided by the Department.~~
- ~~i. Review Department annual budget and confer with the County Administrator for further action and review of financial reports.~~
- n. Participate in the development of the County's Three-Year Aging Plan and review plan annually.
- o. Assist in evaluating, promoting, planning and advocating for the nutrition program, transportation and other ADRC programs and its participants.
- ~~j.p. The Committee shall eConfer and have advisory responsibility to advise the Health and Human Services Board for the Aging and Disability Resource Center and Long Term Support within Human Services.~~
- ~~k. The Committee shall recommend a plan for participation in the Community Options Program provided by Wisconsin Statutes 46.27.~~
- l.q. Review policies, practices and data to determine that the standards for equal opportunity in service delivery and employment are met and in compliance with all applicable State and Federal Statutes and regulations relating to nondiscrimination in employment, service delivery and language access.

List of Committee changes since 2000

Eliminated

- Revolving Loan Fund Committee – 4/21/2020
- FoxComm Fiscal Advisory Board – 4/17/18
- Public Grounds & Property Committee – 4/17/18
- Legislative Services Committee – 4/17/18
- Regional Ad Hoc Committee – 4/17/18
- USDA Work Group – 4/17/18
- Committee on Appointments – 4/2016
- Loss Control Committee – 4/2016
- Bay Area Agency on Aging Advisory Committee – 4/2010
- Bay Area Agency Board of Directors- 4/2010
- Calumet Homestead Rehabilitation Center Board – 4/2008
- Criminal Justice Stakeholders Committee – 4/2012
- Legislative Services – 4/2008 (was added back in again in 2010)
- Smart Growth Advisory Committee – 4/2008
- Wisconsin Works/W2 Steering Committee – 3/2006
- Veterans Service Committee – 4/2004

Merged

- Finance and Audit/Information Services Committee merged with Salary and Personnel Committee to form: Finance and Audit/Information Services/Salary and Personnel Committee – 4/2012 (Name changed to Administrative Services Committee)
- Planning, Zoning and Farmland Preservation Committee merged with Land and Water Conservation Committee to form: Planning, Zoning, Land and Water Conservation Committee – 4/2012. This committee was split back into two committees 12/16/2014
- Committee to Inspect the Jail and Jail Register merged with Protection of Persons & Property Committee – 11/2011
- Board of Health merged with Human Services Board to form: Health and Human Services Board – 4/2010
- Civil Rights Compliance Committee merged with ADRC/LTS – 4/2010
- Information Services merged with Finance & Audit – 4/2008
- Long Term Support merged with
 - Senior Resource Center and
 - Transportation Coordination Study Committees to create the Aging and Disability Resource Center/Long Term Support (ADRC/LTS)Advisory Committee – 4/2006
- Emergency Management Committee merged with Protection of Persons and Property – 4/2004

Added

- Winnebago Waterways Committee – 4/2018
- Fox Valley Workforce Development Board – 4/2012
- Land Information Council – 6/2010
- Legislative Services – 4/2010, eliminated 4/17/18
- Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee – 4/2006
- New Holstein Library Board – 7/2006
- Regional Ad-Hoc Committee – 7/2003, eliminated 4/17/18
- Bay Area Agency on Aging Advisory Committee – 2003, eliminated 4/2010
- Bay Area Agency Board of Directors – 2003, eliminated 4/2010
- FoxComm Fiscal Advisory Board – 12/2002, eliminated 4/17/18

- Revolving Loan Fund Committee (f/k/a Economic Development Committee) – 3/2001, eliminated 4/21/2020
- Smart Growth Advisory Committee – 1/2001, eliminated 4/2008

Revised/Renamed Committees

- Agricultural and Education Extension Committee became Extension Education Committee 4/2022
- Protections of Persons and Property Committee became Public Safety Committee 4/2022

List of Calumet County Committees/Commissions/Boards/Councils
(Including Determination if Mandatory)

Committees:

+Administrative Services Committee Wis. Stat. 59.03(1)

#ADRC serving Calumet, Outagamie, and Waupaca Counties Advisory Committee

*Aging and Disability Resource Center/Long Term Support Advisory Committee Wis. Stat. 46.82(4)

Committee on the Rules of Order

*Extension Education Committee Wis. Stat. 59.56(3)

*Highway Committee Wis. Stat. 83.015

*Land and Water Conservation Committee Wis. Stat. 92.07

-Landfill Standing Committee Wis. Stat. 59.70(2)

*Local Emergency Planning Committee Wis. Stat. 59.54(8)

-Planning Zoning and Farmland Preservation Committee Wis. Stat. 59.69(2)

+Public Safety Committee Wis. Stat. 59.03(1)

#Winnebago Waterway Committee

Commissions:

*Calumet County Traffic Safety Commission Wis. Stat. 83.013(1)

*County Parks Commission Wis. Stat. 27.02

East Central Wisconsin Regional Planning Commission

*Veterans Service Commission Wis. Stat. 45.81(1)

Key:

* = mandated

- = optional

+ = administrative home rule committees

= not our committee but we have a member in the group

Boards:

#Brillion Library Board Wis. Stat. Chap 43

#Chilton Library Board Chap 43

+County Children with Disabilities Education Board Wis. Stat. 115.817(5)

#Fox Valley Workforce Development Board

*+Health and Human Services Board Wis. Stat. 46.23(4) and Wis. Stat. 251.03

-Manitowoc-Calumet Counties Library System Board Chapter 43

#New Holstein Library Board Chapter 43

-Zoning Board of Adjustment Wis. Stat. 59.694

Councils:

Glacierland Resource Conservation and Development Council

#International Trade, Business and Economic Development Council

Land Information Council

Key:

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