

Department of Administration

**MINUTES OF THE
COMMITTEE ON THE RULES OF ORDER
OF THE CALUMET COUNTY BOARD OF SUPERVISORS**

Monday, June 26, 2023

3:00 p.m.

1. Meeting Announcement and Posting

The Committee on the Rules of Order Meeting was called to order on at 3:00 p.m. The meeting was properly announced and posted.

2. Roll Call

Members in attendance: Chair Tom Stoffel, Supervisors Andy Cleveland, Chad Doran, and Ty Stuckmann.

Members excused: Supervisor Emily Voight.

Also in attendance: Alice Connors, Calumet County Board Chair (arrived at 3:14 p.m.); Supervisor Mary Schwalenberg; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; Beth Hauser, County Clerk; and Patricia Siekert, Assistant to the County Administrator.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda

Moved by Supervisor Cleveland and seconded by Supervisor Stuckmann to approve the agenda. Motion carried unanimously.

5. Approval of Minutes of the December 14, 2022, Meeting

Moved by Supervisor Cleveland and seconded by Supervisor Doran to approve the minutes of the December 14, 2022, meeting. Motion carried unanimously.

6. Public Participation

None.

7. Report of Committee Members

None.

8. Communications

None.

9. Items for Action or Discussion:



A. Revisit Rule XXI Miscellaneous: Bereavement Recognition

A Resolution brought forward from the Committee on the Rules of Order was adopted at the January 17, 2023, County Board Meeting which increased the amount allowed for bereavement recognition for past and current County Board members from \$50 to \$75. The topic was revisited at the request of a committee member, to confirm the committee's recommendation to allow bereavement recognition for both past and present County Board members. Discussion followed. Staff confirmed that bereavement recognition for past County Board members is used once or twice a year.

No action taken. Consensus was that bereavement recognition will continue for both past and present County Board members.

B. Revisions to County Children with Disabilities Education Board (CCDEB)

Kimberly Tenerelli, Corporation Counsel, provided the following proposed revisions to the County Children with Disabilities Education Board to reflect the statutory requirement of the CCDEB to have an advisory committee. Discussion followed.

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~~ [pursuant to](#) 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 Brillion, Chilton, Hilbert, New Holstein, and Stockbridge school districts.](#)

Moved by Supervisor Cleveland and seconded by Supervisor Stuckmann to bring a Resolution to the next County Board Meeting recommending the change as presented. Motion carried unanimously.

C. Discussion regarding Webex requirements for Public Participation

As a follow up to the discussion held at the December 14, 2022, committee meeting, the committee again discussed the advantages and disadvantages of the rule requiring that all committee/board/commission meetings be made available via Webex, or some similar virtual platform. No action taken. Consensus was that departments can utilize either Teams or Webex and that no rule change was necessary. Agendas must continue to list instructions on how the public can attend remotely.

Calumet County Board Chair Alice Connors arrived at 3:14 p.m.

D. Discussion regarding Rule III: Election of Officers

As a follow up to the discussion held at the December 14, 2022, committee meeting, Kimberly Tenerelli, Corporation Counsel, reported that she had researched this topic and found that a majority of counties use secret ballot for election of officers. Discussion followed. No action taken as no rule change was necessary.

E. Revisions to the Aging and Disability Resource Center/Long Term Support Advisory Committee and elimination of the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee

As approved at the May 16, 2023, Calumet County Board Meeting, we are proceeding with the steps necessary to create a Calumet County Aging and Disability Resource Center (ADRC) effective Jan. 1, 2024, and the Calumet, Outagamie, and Waupaca ADRC will terminate effective Dec. 31, 2023. Due to these changes, the committee was advised of the need to eliminate the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee, and was provided with a copy of the revisions needed to the Aging and Disability Resource Center/Long Term Support Advisory Committee.

Moved by Supervisor Stuckmann and seconded by Supervisor Cleveland to bring a Resolution to the next County Board Meeting recommending the changes as presented, with the changes effective January 1, 2024. Motion carried unanimously.

F. Review number of committees, statutory requirements of committees, committee merger possibilities

As a follow up to the discussion held at the December 14, 2022, committee meeting, Kimberly Tenerelli, Corporation Counsel, provided the committee with a list of all the committees, commissions, boards, and councils. The list indicated those that are: mandated, optional, administrative home rule committees, or not Calumet County committees even though we have a member. Administration also provided a timeline of all the changes to committees, commissions, boards and councils since 2000. Discussion followed and no suggestions were made for changes to committee structure.

G. Possible review and revision of other Rules of Order not identified above

The committee discussed the compensation rate for all Board and Committee meetings, as the compensation must be set by Resolution of the Board by not later than November 30th of each odd-numbered year, if a change is recommended for the next two-year term. Since no change was recommended, the compensation rate shall remain the same for the 2024-2026 term.

H. Discuss Items for next meeting

There were no topics suggested for another meeting.

10. Set Next Meeting Date, If Necessary

No meeting date was set. If another meeting becomes necessary in the future, committee members will be surveyed in order to establish a meeting date.

11. Adjournment

The meeting was adjourned at 3:35 p.m.

Patricia Siekert, Recording Secretary