



MARATHON COUNTY EXECUTIVE COMMITTEE

AMENDED AGENDA

Date & Time of Meeting: **Thursday, April 14, at 4:00 p.m.**

Meeting Location: **Courthouse Assembly Room, B-105, 500 Forest Street, Wausau WI**

Committees Members: Kurt Gibbs Chair; Craig McEwen, Vice-Chair; Matt Bootz; Tim Buttke; Sara Guild, Randy Fifrick, Jacob Langenhahn, Alyson Leahy, Jean Maszk, John Robinson.

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Executive Committee Mission Statement: *The Executive Committee of the Marathon County Board exists for the purpose of implementing the County's Strategic Plan by coordinating policy formation among the Committees and providing leadership for all County Board policies through supervision of Administrative staff.*

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Executive Committee members and the public to attend this meeting remotely. Instead of attendance in person, Committee members and the public may attend this meeting by **telephone conference**. If Committee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

Phone #: 1-408-418-9388

Access Code: 146 159 7938

The meeting will be recorded and available for viewing online at

<https://tinyurl.com/MarathonCountyBoard>

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

1. **Call Meeting to Order**
2. **Public Comment (15 Minutes)** *(Any person who wishes to address the County Board, or one of its committees, during the "Public Comment" portion of meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting.)*
3. **Approval of the March 10, 2022, Executive Committee Meeting Minutes**
4. **Policy Issues for Discussion and Possible Action**
5. **Operational Functions Required by Statute, Ordinance, or Resolution**
 - A. Identification of County Board Supervisor for participation in Uniquely Wisconsin program
 - B. Identification of County Board Supervisor for participation in Childcare Dream Up Grant
 - C. Review and Recommend Approval of Rules Review Revisions to Chapter 2 Sec. 2.01 County Board Rules of Procedure
 - D. Review & Update County Board Chairperson Guidelines & Expectations as referenced in County Board Rules
6. **Educational Presentations and Committee Discussion**
 - A. North Central Community Action Program leadership of Regional Youth Homeless Demonstration Project Community Coordinated Plan
7. **Next Meeting Date & Time, Location, Announcements and Future Agenda Items:**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next Executive Committee Meeting: **2022, May 12, at 3:00 p.m.**
8. **Adjournment**

**Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261-1500 or e-mail countyclerk@co.marathon.wi.us one business day before the meeting*

SIGNED: Chair Kurt Gibbs _____

Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups

EMAILED BY: T. Ranallo

DATE & TIME: 4/12/2022 AT 12:00 PM

NOTICE POSTED AT COURTHOUSE _____

BY: T. Ranallo

DATE & TIME: 4/12/2022 at 12:00 PM



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Thursday, March 10, 2022, at 4:00 p.m.

Courthouse Assembly Room, B-105, 500 Forest Street, Wausau WI

Members	Present/Web-Phone	Absent
Chair Kurt Gibbs	X	
Vice Chair Craig McEwen	X	
Matt Bootz	X	
Tim Buttke	W	
Sara Guild	X	
Jacob Langenhahn	X	
Alyson Leahy	X	
John Robinson	X	
Jean Maszk		Excused
Randy Fifrick		Excused

Also present/WebEx: Lance Leonhard, Michael Puerner, Kim Trueblood, Noor Ali Hassan, Toshia Ranallo, and members from the public.

1. Call Meeting to Order

Chair Gibbs called the meeting to order at 4:02 p.m.

2. Public Comment: None

3. Approval of Minutes:

MOTION BY MCEWEN; SECOND BY LANGENHAHN TO APPROVE THE FEBRUARY 9, 2022, EXECUTIVE COMMITTEE MEETING MINUTES. MOTION CARRIED.

4. Policy Issues for Discussion and Possible Action

A. Discuss input for Onboarding Newly Elected County Board Supervisors

Discussion:

Chair Gibbs explained there will be an onboarding process for newly elected supervisors after the April 5th election. He requested committee members contribute recommendations beyond the standard procedures for consideration. Onboarding new supervisors will take place prior to the April 19th organizational meeting.

Supervisors suggested the topics below for new and current county board members:

- Various committee's roles, responsibilities, and jurisdictions
- Budget process education
- County Board Rules
- Open Meeting Law presentations from Corp. Counsel (including use of personal emails and text messages)
- Conduct a forum: Bring together new and current county board members and discuss what to expect from the position, where do you go for questions, how to interface with staff, etc.
- What do we do about parking: Can an agreement be made with the City of Wausau for County Board Supervisors?
- How to communicate with constituents while using a social media platform: Personal opinion versus an opinion of the board
- The importance of clarifying the county board functions as a policy board, and not an implementation board. What are administrative functions?
- Committee Chairs to conduct committee background and educational presentations at the standing committee's first meeting
- Each standing committee develop their own onboarding training video
- Facilities tour
- Support continuing education on topics relevant to issues that are frequently dealt with for all supervisors not just the committee chairs
- Virtual educational opportunities

B. Approval of Grant Agreement between Marathon County, North Central Community Services Program, and State of Wisconsin Department of Administration

Discussion:

Chair Gibbs reported Marathon County and the North Central Community Services Program Board has been awarded a \$5 million grant from the State of Wisconsin Building Commission to assist with the remodeling the NCHC inpatient mental health hospital. In exchange for the grant, there is a requirement that services need to be offered for 10 years to neighboring counties that are not included in the Tri-County Agreement. There will also be a lien against the NCHC campus for \$5 million for a 20-year term.

The HR Finance and Property Committee discussed this at their meeting yesterday and it was unanimously approved to accept the five million dollars from the state with all commitments.

Administrator Leonhard explained the renovations had been previously approved by the County Board using budgeted funds, but due to increased costs, this would be an opportunity to offset the inflation.

Action:

MOTION BY ROBINSON; SECOND BY MCEWEN TO APPROVE AND ACCEPT THE GRANT FOR RENOVATIONS TO THE NCHC INPATIENT HOSPITAL. MOTION CARRIED. Vote unanimous.

Follow up:

Forward to the county board for consideration.

C. Authorization of County Support for Public Service Commission Broadband Grants

Discussion:

Supervisor Robinson provided an update on the ongoing efforts of the Broadband Task Force. Recently, invitations to submit proposals were sent to all internet service providers in Marathon County. The task force reviewed five proposals and looked at various costs and how to maximize participation.

Action:

MOTION BY ROBINSON; SECOND BY GUILD TO RECOMMEND APPROVING THE RESOLUTION TO AUTHORIZE COUNTY SUPPORT FOR PUBLIC SERVICE COMMISSION (PSC) BROADBAND GRANTS.

Follow up:

Forward to the county board for consideration.

D. Prioritization of Administrator's 2022 Work Plan

Discussion:

Administrator Leonhard provided the committee with a draft 2022 Work Plan identifying project priorities and classifying them into the following three-color coded categories: The plan can be accessed in the packet on the county's [website located here](#).

1. Project could be stopped (not started) with little or no impact on operations (Green)
2. Stopping (not starting) project would have considerable operational impact (Yellow)
3. Stopping (not starting project) would have significant operational impacts (Red)

Leonhard also provided a few updates on the following projects:

- Continuing to work on childcare with NTC, City of Wausau, Wausau School District, D.C Everest School District and Child Caring to identify what steps we can take to improve access to childcare. There will be a State of WI grant application submitted by April 4th to help with technical assistance expenses.
- The Discover Wisconsin ARPA project agreement has been signed
- Anticipating the contract for the Community Partners Campus
- All non-profit organizations that are funded through the county board budget process have submitted 2022 annual performance contracts

Supervisor Langenhahn offered the following priorities ranked by the Environmental Resource Committee:

- ARPA funds
- Class Compensation Study
- Long-term Facilities Plan

Administrator Leonhard provided an update on the Regional Forensic Morgue project and reported the grant application that was submitted for neighborhood investment dollars was unfortunately not awarded to Marathon County.

Action:

MOTION BY ROBINSON; SECOND BY LEAHY TO RECOMMEND ADOPTING THE ADMINISTRATOR'S 2022 WORK PLAN SUBJECT TO A MODIFICATION TO THE REGIONAL FORENSIC MORGUE PROJECT FROM A GREEN TO A YELLOW COLOR CODING. MOTION CARRIED.

Follow up:

Forward to County Board

E. Annual Evaluation of County Administrator

1. The Executive Committee may consider a Motion to Go into Closed Session pursuant to §19.85(1) (c) Wis. Stats. to consider performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, namely: the County Administrator. **[Roll Call Vote Suggested]**

MOTION BY LANGENHAHN; SECOND BY ROBINSON TO CONVENE IN CLOSED SESSION, PURSUANT TO §19.85(1) (C) WIS. STATS. TO CONSIDER PERFORMANCE EVALUATION DATA OF A PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, NAMELY: THE COUNTY ADMINISTRATOR. MOTION CARRIED.

Roll Call Vote was performed:

Members	Present/Web-Phone	Excused
Chair Kurt Gibbs	Yes	
Vice Chair Craig McEwen	Yes	
Matt Bootz	Yes	
Tim Buttke	WebEx	
Sara Guild	Yes	
Jacob Langenhahn	Yes	
Alyson Leahy	Yes	
John Robinson	Yes	
Jean Maszk		X
Randy Fifrick		X

2. Motion to return to open session for announcements and possible action on matters discussed in closed session.

MOTION BY ROBINSON; SECOND BY MCEWEN TO RETURN TO OPEN SESSION. MOTION CARRIED.

Action:

No action taken.

5. Operational Functions Required by Statute, Ordinance, or Resolution: None

6. Educational Presentations and Committee Discussion:

A. NACO Legislative Conference

Discussion:

Chair Gibbs, and Supervisors Craig McEwen and Matt Bootz attended the conference this year. Bootz encouraged committee members to look through the [County Explorer](#) on the [NACO website](#) for a ton of useful educational information including webinars.

Hot topics covered:

- The opioid drug addiction crisis and behavioral health post COVID-19
- Workforce development challenges and recruiting high school students for apprenticeships
- ARPA funding
- Strengthening anti-hunger resources through the 2023 Farm Bill and the SNAP Program
- Federal funding grants to help with substance abuse and mental health services in schools

McEwen reported on the value of networking with other county officials and getting different perspectives on issues and best practices.

Chair Gibbs reported NACO will be compiling data on how various counties are utilizing ARPA funding.

7. Next Meeting Date & Time, Location, Announcements and Future Agenda Items:

A. Committee members are asked to bring ideas for future discussion.

B. Next Executive Committee Meeting: **Thursday, April 14, 2022, at 4:00 p.m.**

8. Adjournment

THERE BEING NO FURTHER BUSINESS TO DISCUSS, MOTION BY LANGENHAHN; SECOND BY GUILD TO ADJOURN THE MEETING AT 6:04 P.M. MOTION CARRIED.

The recorded meeting can be viewed here: <https://tinyurl.com/MarathonCountyBoard>

Respectfully submitted by Toshia Ranallo.



Uniquely Wisconsin Timeline

Planning and Production

1. Creative Non-Video Planning

- Set first meeting between March 24th – April 12th, 2022
 - Podcast
 - Social Media Giveaway
 - Blogs/e-Newsletter
- Follow-up meeting within two weeks

2. Creative Video Planning

- By May 6, 2022
 - Concepts
 - Scheduling
- County to rank concepts by May 13, 2022
- Individual creative meetings by May 25, 2022

3. Podcast Production Begins

- May 4, 2022

4. Video Production Begins

- June 2022

Marketing

1. Podcast Release Schedule

- Every other week, starting June 2, 2022
- Thursday Release

2. Social Giveaway Campaign

- Every other week, starting week of June 6, 2022
- Specific day TBD

3. Social Media Banter Videos

- Weekly, (goal) starting week of June 6, 2022
- Specific day TBD

4. Broadcast Documentary Release

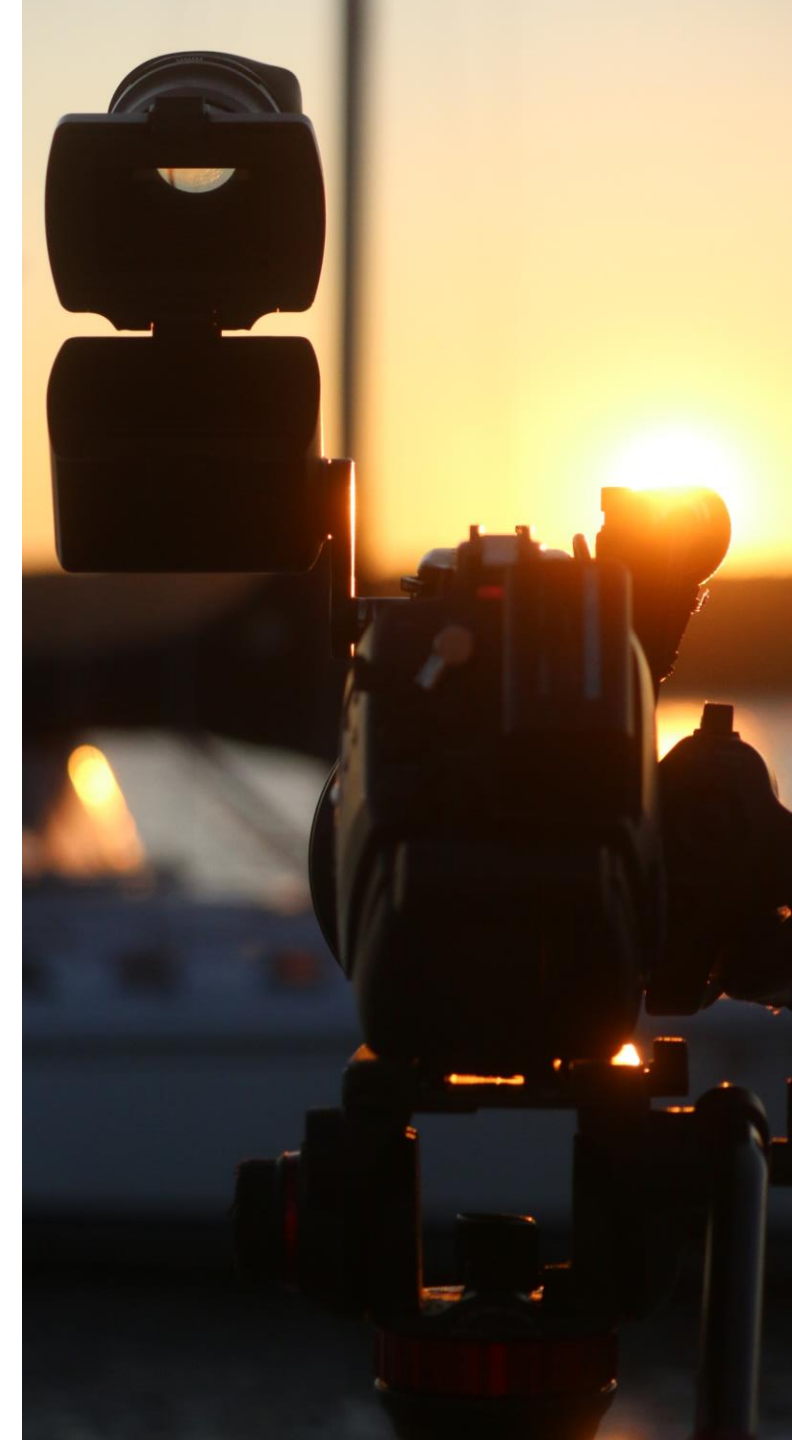
- Late August 2022

5. Docuseries Release

- Late September 2022 – November 2022
- One per week
- Monday Release

6. TV Commercial Release

- September 2022 – December 2022





First Children's Finance

*This grant competition was made possible by Preschool Development Grant Number 90TP007601 from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.

Project Growth: Dream Up! Child Care Supply Building Program

First Children's Finance

Program Overview

March 9nd, 2022

1:30 PM CST

Project generously supported by Wisconsin Department of Children and Families



First Children's Finance

About First Children's Finance

The mission of First Children's Finance is to increase the supply and business sustainability of excellent child care.

**Founded as a
Community
Development
Financial
Institution
(CDFI)**

1991

**Became a
national
non-profit
organization**

2006

**Expanded
to
Michigan
& Iowa**

2008

**We
continue to
grow!**

Today!

Our Theory of Change





Agenda:

- Dream Up! Child Care Supply Building Program
 - Eligibility
 - Program Description
- FAQ Follow Up
- Additional Questions

*This grant competition was made possible by Preschool Development Grant Number 90TP007601 from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.

Dream Up! Child Care Supply Building Process



Selected communities:

- Participate in 4 facilitated consultation sessions provided by FCF to create a Strategic Supply Building (SSB) Plan.
- Technical Assistance to implement SSB plan
- Participate in Community of Practice webinars (up to 10 provided)
- Eligible to receive \$75,000* grant
- Report what impact the plan has on the community

Child Care Businesses /Child Care Providers:

- Child Care Businesses in selected communities are eligible to participate in Business Leadership Cohorts
- Create an individualized business plan & receive \$5,000* stipend for their child care business
- (*funding cannot be used for capital improvements, definition 2 CFR Ch. II § 200.1)



Dream Up! – Application Eligibility



Communities:

1. Native & indigenous communities
2. Neighborhoods with defined boundaries in urban areas
3. Rural areas no bigger than a county
4. Suburban/exurban community
5. An area like a zip code, school district, or 4 small cities who join together



Individual Child Care Businesses:

Are NOT eligible for Dream Up! Child Care Supply Building Program Application.

Individual Child Care Business in selected communities WILL be eligible for Business Leadership Cohorts.

Explore the Partner Up! project if you are interested:

<https://dcf.wisconsin.gov/childcare/projectgrowth/partner-up>



"Who Can Apply? (Geography)"

Dream Up! Child Care Supply Building Program is for *teams of community stakeholders* to address the child care needs of their communities.

Communities eligible to apply include:

1. Native & indigenous communities
2. Neighborhoods with defined boundaries in urban areas
3. Rural areas no bigger than a county
4. Suburban/exurban community
5. An area like a zip code, school district, or 4 small cities who join together



"Who Can Apply (Participants) "

Teams of up to 15 members invested in development of child care programming.

Teams may include:

Local business leaders
Community and civic organizations
Economic development programs
Child care programs
School districts
Local government
City or county administrations
Parent Groups

- SHOULD include a cross sector of community leaders. NO less than 8 members.
- Individual child care programs are not eligible for this program as a stand-alone applicant, but may be a part of the team.



Selection Process

Application Submitted

Deadline: April 4th at 5:00pm CST

Applications reviewed

April 4th through April 24th

*Follow-up Information maybe requested from communities.

Selected communities notified by

April 25th, 2022 at 5:00pm CST

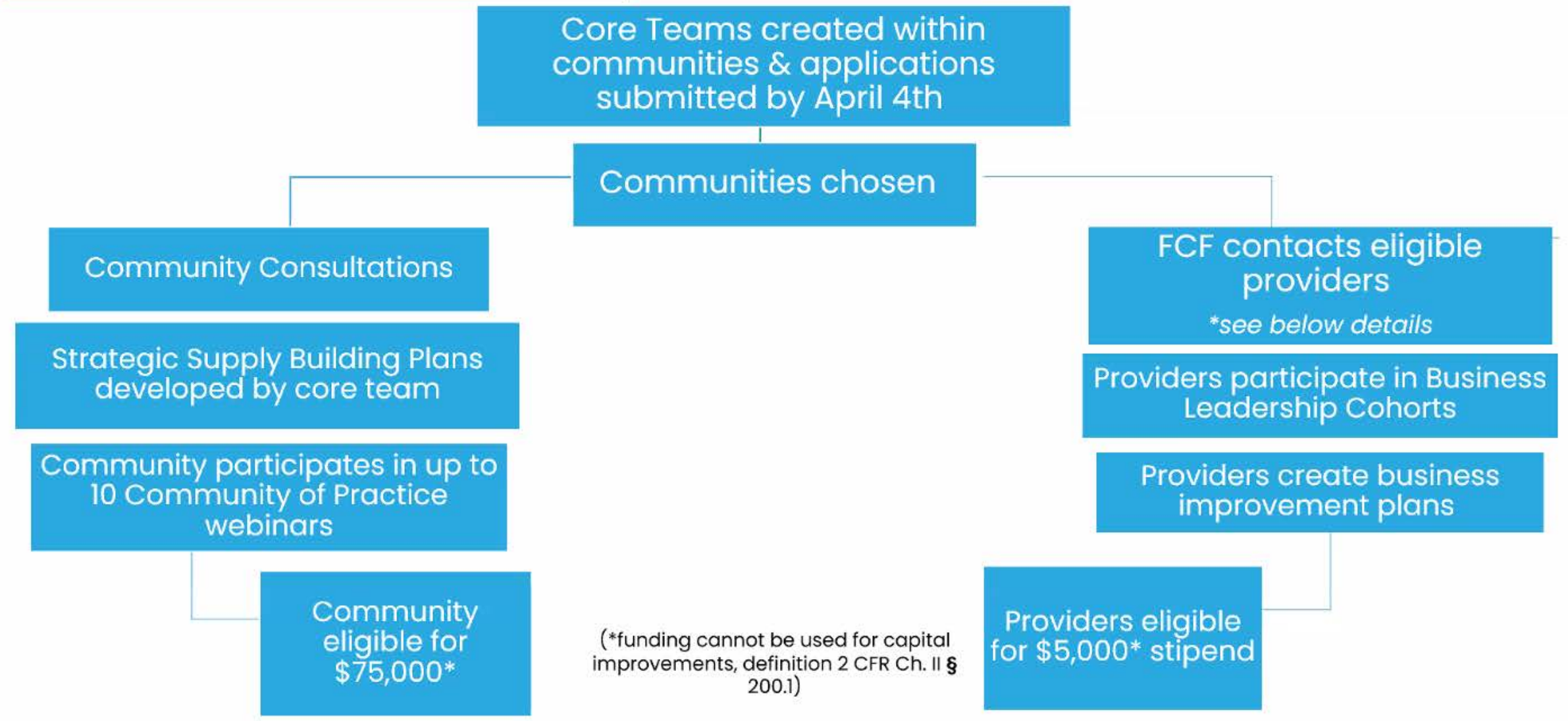
Grant Awards*

After completion of Strategic Supply Building Plan
(Anticipated disbursement starting July 2022)

(*funding cannot be used for capital improvements,
definition 2 CFR Ch. II § 200.1)



Dream Up! Brief Process Overview



*Eligibility for participation prioritizes providers within chosen communities. If more participants needed, surrounding providers will then be eligible.



Business Leadership Cohort

PROVIDERS from selected communities will be able to participate in a Business Leadership Cohort

Licensed Family Child Care Center, and Licensed Group Child Care Center specific Cohorts will be offered up to 10-12 participants in each

Each cohort is 4 trainings and 2 Individual Consultations

\$5,000 Stipends for Child Care Business Leaders to implement their Business Plan created in the Cohort



How do communities show readiness to collaborate in their application?

- Core teams include a cross sector of community leaders
- Teams have a defined geographic area where they will focus child care supply building
- Teams show through the application their community's
 - Need for child care slots
 - Desire to pursue equity for all children and families
 - Current challenges due to the lack of child care
- Teams should show that they have members with experience in community projects.



Possible Outcomes

Expansion of
existing
program

Creation of
child care
slots

Development
of mentorship
programs

Provider
Appreciation
Supports

Provider
Training
Resources



	February - March 2022	Timeline TENTATIVE	Details
Application Phase	Initial Application Opens	February 28 th	Application Available at: https://dcf.wisconsin.gov/childcare/projectgrowth/dream-up
	Webinar (Webinar Link)	March 9 nd 1:30 CST REGISTRATION LINK	Learn about Dream Up! Child Care Supply-Building Program expectations, and ask questions
	Initial Application Deadline	April 4 th	Due by 5:00PM CST
	Follow up questions for applicants	April 2022	FCF will connect by phone or email
	Cohort 1: Final awards made (funding not awarded)	April 25 th	FCF will notify via email



	May 2022	Timing	Details
Planning Phase	Core Team Lead Orientation	May	Webinar with Core team leaders to set expectations
	Synthesize Data	June / July	FCF synthesizes data into useful info for Strategic Supply Planning
	Child Care Provider Recruitment	On-going	Recruit providers to participate business cohorts conducted by FCF
	Business Cohorts	Multiple sessions throughout the year	Encourage providers to attend a series of business cohorts conducted by FCF



		Timing	Details
Implementation Phase	Core Team meetings	July - September	Meetings to discuss community data and resources; develop goals and action plans.
	Strategic Supply Plans Developed	August / September	FCF creates report detailing community data, types of solutions, and community identified projects
	Community Of Practice	Ongoing	Webinars held regularly to discuss frequently asked questions, and project implementation.
	Project Update Reports	Monthly	Core team lead provides written updates to FCF
	Technical Assistance & Support	May 2022 - December 2023	FCF provides Technical Assistance when needed
	Final Community Reports	December 2023	Core Team leader submits final written report to FCF



FAQ's



“How will the “existing community child care needs” be determined? What data source or metrics will be used?”

Priority will be given to communities who:

- Have child care desert status
- Lack infant/toddler care, expressed data through application
- Need expanded hours, expressed through application
- Have evidence of commitment to equity and inclusion in the community’s core team engagement and stated goals for the grant



“What resources may be beneficial for communities to turn to when answering application questions?”

- [Kids Count](#)
- [Kids Forward](#)
- [Child Care Resource and Referral Agencies \(CCR&Rs\) and Family Resource Centers \(FRCs\)](#)
- Wisconsin economic development organizations
- Wisconsin Early Childhood Association ([WECA](#))
- Supporting Families Together Association ([SFTA](#))
- [YoungStar](#)
- [Preschool Development Grant Sandbox:](#)
 - [Health, Employment, Education & Poverty](#)
 - [Early Care and Education Access, Affordability, Quality & Workforce](#)



If I am a child care provider, how can I participate in Dream Up! Child Care Supply Building Program?

- Child Care providers are not able to apply on their own for the Dream Up! Child Care Supply Building Program.
- Child Care providers can be a part of the team of community members that apply for the Dream Up! Child Care Supply Building Program.
- Child Care providers in selected Dream Up! communities will have the opportunity to participate in Child Care Business Leadership Cohort trainings. Providers who fully participate in Business Leadership Cohorts in their community will be eligible for \$5,000 stipends for their programs. (Funding restrictions apply - funding cannot be used for capital improvements, definition 2 CFR Ch. II § 200.1)

More information on the Partner Up! Grant and eligibility can be found here:

<https://dcf.wisconsin.gov/childcare/projectgrowth/partner-up>



"How do child care businesses sustain the changes made through these grants?"

The project is intended to develop community created solutions to build and sustain child care supply in the community.

Through:

- Training and technical assistance for core teams and child care providers
- Community of Practice Sessions
- Feasibility studies
- Financial Analysis
- And exploring and obtaining additional funding resources where needed

“Who can I go to if I have more questions about Dream Up!?”



- Information about the Dream Up! Program can be found on the web page.
- The FAQ will be updated as additional questions come in.
- If you have additional questions about the application or the program, you can reach out to:
 - Kari – KariS@firstchildrensfinance.org or Amy – AmyA@firstchildrensfinance.org
- First Children’s Finance will provide resources and referrals to Child Care Businesses who are not accepted in Dream Up! to other WI organizations that may be able to support their child care business needs.
- Be sure to check out “Partner Up!” if you want to explore the opportunity for businesses to contract for local child care slots and reduce or eliminate out-of-pocket child care costs for their employees:
<https://dcf.wisconsin.gov/childcare/projectgrowth/partner-up>



“Do I have to be a regulated provider to participate in Dream Up! receive stipends?”

- Providers need to be regulated, (i.e., licensed or certified, but not necessarily participating in YoungStar), in order to receive the Dream Up! stipend.
- Providers do not need to be regulated to be a part of the community process, and to be included as a core team member.

(*funding cannot be used for capital improvements, definition 2 CFR Ch. II § 200.1)



“Are you contacting area businesses to tell them about this?”

- Information will be sent to local partners to be distributed throughout communities in a variety of ways including:
 - Emails
 - Social Media Post
 - Website Updates
 - Billboards
 - Radio, TV, Internet and newspaper ads
 - Other Media



“Are childcare providers eligible to apply for both grants?”

- Providers are eligible to be team members within the community for the Dream Up! Child Care Supply Building Program.
- Providers in selected communities are eligible to directly participate in the Business Leadership Cohorts and receive the \$5,000 stipend.
- Communities chosen are eligible to receive the \$75,000 stipend and have the ability to utilize the funds at their discretion, including supporting existing child care businesses sustain or expand their child care supply.
- (Funding restrictions apply - funding cannot be used for capital improvements, definition 2 CFR Ch. II § 200.1)



Dream Up! Grant Program (Round 1) Timelines

- Grant applications period will run February 28, 2022 - April 4, 2022 at 5 p.m. CST
- Grant awardees will be announced by April 25th, 2022
 - Orientation for awardees will begin in May 2022

Watch for round 2 opportunities at

<https://dcf.wisconsin.gov/childcare/projectgrowth/dream-up>



First Children's Finance

Project Growth: Dream Up!

Child Care Supply-Building Program Application

Child care is an economic driver for communities, and many Wisconsin communities are facing shortages of high-quality child care. To address this need, Wisconsin DCF has partnered with First Children's Finance to implement its Strategic Supply and Capacity-Building Consultation program in 30 Wisconsin Communities in 2022-2023. This process is designed to engage community stakeholders (over a period of up to 18 months) to address the challenges of child care capacity in their communities.

Wisconsin communities are invited to submit an application for the first cohort of communities in the Wisconsin Dream Up! Child Care Supply-Building Program launching in 2022. Applications will be accepted until the **deadline of April 4, 2022**, at 5:00pm CST for the first cohort of communities.

Priority for the first round of applications will be based on the criteria below:

- Child care desert status
- Lacking in infant/toddler care
- Need for expanded care during non-traditional hours
- Show readiness to collaborate across sectors to identify short- and long-supports for sustainable child care business models
- Evidence of commitment to equity and inclusion in the community's core team engagement and stated goals for the grant

Communities eligible to apply include:

1. Native & indigenous communities
2. Neighborhoods with defined boundaries in urban areas
3. Rural areas no bigger than a county
4. Suburban/exurban community
5. An area like a zip code, school district, or 4 small cities who join together

While many communities have child care shortages, only some are ready to roll up their sleeves and embark on the journey to address this critical community issue. Through this competitive process, First Children's Finance, in consultation with DCF, will select communities who demonstrate commitment to the community engagement process and have a core group of leaders dedicated to addressing child care supply and sustainability in their community. Communities in child care deserts and communities looking to serve priority populations are encouraged to apply.



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First Children's Finance's Strategic Supply and Capacity Building Consultation process includes a series of meetings with the Core Team to develop Strategic Supply Building Plan for each community selected. In addition, Community of Practice webinars will be offered to support the implementation phase of these plans and build capacity of local leaders to support the child care needs in their communities. Each community that successfully applies and completes their Strategic Supply Building Plan is eligible to receive a \$75,000 grant to implement that plan (funding cannot be used for capital improvements, definition 2 CFR Ch. II § 200.1)

Current, licensed/certified child care providers in these selected Wisconsin communities will be eligible to participate in business leadership programs where they receive training and support to create a Business Plan with \$5,000 stipends available to providers who complete the program.

More information about the Dream Up! program can be found here: [Project Growth](#)

This grant competition was made possible by Preschool Development Grant Number 90TP007601 from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.



First Children's Finance

Informational Webinar

Consider attending the informational webinar to learn more about the program and the benefits to participating communities:

March 9, 2022, at 1:30 CST - 30-minute presentation and time for Q&A

To attend please register here: [REGISTRATION LINK](#)

After March 16, 2022, interested groups will be able to access a recording of the presentation.

Selected Communities

Communities selected to participate will be notified by e-mail by April 25, 2022.

Questions

If you have additional questions during the application process, please contact: Kari Stattelmann at karis@firstchildrensfinance.org



First Children's Finance

Wisconsin Child Care Supply Building Program Application

Narrative

INSTRUCTIONS: To enter responses, place your cursor over the box and click once to select that field, or use the tab key to move to the next question (Tip: Ctrl + Tab will move you back to the previous question). The boxes will expand as you type.

1. Please define what geographic area(s) are included in your community for purposes of this grant application. Describe your community demographics and include the risk factors your community is experiencing due to the lack of child care.
 - *Applicants can include native and indigenous communities, a neighborhood with defined boundaries in urban areas, rural areas no bigger than a county, suburban/exurban community, an area like a zip code, a school district, or 4 small cities who join together.*

Marathon County is the largest land mass county in the state and has suffered an extreme loss of child care options over the past several years. Over the past decade, Marathon County has lost a full 50% of its child care providers. Moreover, 50% of zip codes (54411, 54448, 54408, 54440, 54471, 54427, 54479, 54488) in Marathon County are considered child care deserts.

In addition, Marathon County has a population of 135,692 as of 2019. The most common occupations are in office and administrative support, production, and sales, in manufacturing, healthcare, and retail trades. The median household income is about \$63,000. 35% of Marathon County households struggle to meet the basic costs of living (Source: the ALICE report). Those living in poverty tend to be women 25-34, not uncoincidentally the most common child-bearing age, as well as a common age when child care is needed.

It is easy to see that there is a child care crisis facing Marathon County. We have lost 50% of our child care centers making half of the county child care deserts, the people most likely to need child care cannot easily afford it, and the biggest industries in the county require on-site work that does not allow for flexible remote work for parents.

Marathon County is facing dire economic risks if we cannot solve this problem in a holistic, sustainable way soon. As workers have become more scarce for a variety of reasons (child care top among them), available workforce tends to drive business location decisions today. With an unemployment rate of only 1.5%, almost 6,000 open jobs, and a labor participation rate that has been trending steadily downward since 2000 (Local LFRP was 75.6% in 2000 and has diminished to 66.3% in 2020) (Source: WI DWD, Office of Economic Advisors (OEA), Marathon County), we need to find a way to get more people back into the workforce and grow the pool of available labor. In discussions with businesses located in Marathon County and considering



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locating here, we know that access to workforce is the driving factor of their decisions. Our ability to remain a viable economy turns on the ability to increase the available labor force, and to do that necessitates finding sustainable solutions to support structures like affordable child care.

In addition to the risk lack of affordable child care poses to our economy, many of our citizens are in similarly precarious economic straits because of this glut. With many of our largest industries necessitating on-site work, lack of child care means that those potential workers are forced to stay out of the labor force. Almost worse, if child care options suddenly become unavailable (due to a center closing for lack of staff, a benefit cliff, lack of available care after the birth of a child, or other situation), foregoing income regularly relied on for family financial security can wreak havoc on a family living situation.

2. Why does your community need to address child care? Identify the challenges your community is facing; include equity challenges around child care access and affordability (race, income, employment, etc.). Include demographic information, survey results or local studies your community has used to identify the local child care issue. Describe the number of child care slots available in your community and factors that may be impacting the availability of child care.

Half of Marathon County is considered a child care desert, leaving a significant number of people in our community without access to affordable, quality child care. In 2012, there were 199 providers in Marathon County with 3,876 child care slots. Today, there are 90 programs with 3,322 slots. Even those who have access to child care face significant waiting lists. For example, one of the largest child care providers in the County, the YMCA, has a waiting list of 120 children for three toddler rooms at their downtown Wausau branch, and over 80 children on a waiting list for two infant rooms at their Aspirus child care branch. With only 48 infant spots downtown and 32 at the Aspirus branch, many on the waitlist will never get a spot. It is now customary to book child care spots as soon as a pregnancy is confirmed so new parents have nine months' extra time built into their wait.

Even those who can find child care may not be able to afford it. For example, a family making the median \$63,000/year would end up paying \$13,305/year for infants (0-1 care) - 21% of the family's income - three times more than what the federal government has defined as affordable and more than the average family spends on rent annually (\$10,044). Affordability does not ease much as a child ages: a family with a child age 6+ receiving care in a family child care setting will pay 1.8 times what is considered affordable. Foreseeably, families living at the poverty level are disproportionately impacted by the high costs of child care. Twelve percent of children in Marathon County live in poverty, a percentage point higher than the state average of 11%.

Despite the high cost of child care to families, this is not being reflected in child care worker wages. In Marathon County, the average wage of a child care teacher is \$12.61/hour. Child



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Care Aware of America found that the average child care provider in Wisconsin makes only \$23,650 per year. To put this in perspective, a mother of two working full-time in a child care center would have to spend 81% of her income to enroll her own two children at that center. It is not difficult to understand how these low wages contribute to a lack of child care providers, and therefore a lack of child care options. It is equally easy to understand why people needing child care cannot afford to pay more for the already unaffordable care they receive.

The child care workforce has seen a steady decline as prospects for earning a living as a child care provider grow more remote. Shortage of staff made the top five list in the annual Childcaring stakeholder's survey. Staff shortages and frustration among child care directors/owners is also leading to difficulties with families finding child care. Within Childcaring referral survey results, many parents expressed frustration and troubles finding any open slots with providers being rude or simply never calling back. One family from Marathon County left this comment: *We need more care providers!!!! Please help!!!*

In addition, Marathon County's largest industries necessitate on-site work, making access to affordable, reliable child care a non-negotiable need to keep people in and add to the labor force. Many of these industries also need third shift workers but child care options for evenings are woefully small, with no group child care options, and only nine licensed, four regularly certified, and one provisionally certified family providers in the County.

Marathon County's child care situation is being recognized as a crisis from every facet of our community. United Way of Marathon County LIFE Report includes a call to action for child care in its most recent report. It notes a decrease in the number of programs and capacity, and the need for child care in the community to support employees, families, and employers. It also notes a benefits cliff that can be very disruptive for families who suddenly earn just too much to qualify for benefits but not enough to afford child care on their own.

The "Perceptions of Family-Friendly Workplace Policies" study surveyed Marathon County employees and employers to evaluate what kinds of family-friendly workplace policies and investments are valued most. Childcare facilities, subsidies and information were important to respondents with young children.

3. How is the local economy impacting child care, and how is child care impacting the local economy?

Marathon County's lack of access to affordable child care impacts areas beyond child care deserts and results in negative externalities, affecting workers, businesses, communities, and overall growth and development throughout the region. For example, the city of Wausau is not considered to have many child care deserts, but desert status is measured by where people live, not where they work. Wausau is Marathon County's economic and workforce hub, so sees greater demand for child care than may be accurately reflected in desert statuses. Therefore any lack of child care, whether in a desert or not, impacts workforce availability throughout the region.



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The existing child care shortage contributes directly to the workforce shortage not only in Marathon County, but the rest of the state as well. Even though state lawmakers tried to induce labor force participation by introducing legislation that would tighten eligibility for unemployment benefits and Medicaid coverage, the fact remains that limited access to child care often keeps available workers, particularly women, from seeking jobs or re-entering the workforce. Lack of affordable, accessible, and quality child care prevents Marathon County from building a strong and diverse workforce.

There is a strong correlation between child care availability and workforce participation. According to the 2021 WI Employer Snapshot from WI DCF and WEDC, 64% of employers say that quality, affordable child care is a way to retain valuable employees and 54% of employees are more productive when their children's needs are met. Over 80% of employees consistently agree that affordable, high quality child care is important to their participation in the labor force. Moreover, 83% of employees and employers agree that WI businesses will face more workforce and labor shortages in the future without access to affordable child care. Employees have been taking more unpaid leave (42%), and employers have needed to change or reduce hours (45%), lost revenue due to staffing shortages (20%), reduce hours or close because of staffing shortages (15%) and are having difficulty recruiting new employees (43%) because of lack of affordable child care. While this information reflects the data from the State of Wisconsin, Marathon County is experiencing the same problems identified in the survey.

Seeing this need, the North Central Wisconsin Workforce Development Board (NCWWDB), which covers nine counties including Marathon, has developed a program, funded by the Worker Advancement Initiative grant, that addresses child care as an industry itself, and as support to the general workforce. This program provides career services and incentives for participants working to become child care providers as well as those seeking employment at established child care facilities in the covered region. The NCWWDB has partnered with Childcaring, Northwest Family Connections, the Bureau of Early Care Regulation Northern Regional Office, and Marathon County Social Services to identify key barriers providers face throughout the home certification and family home licensing processes. They are also partnered with Forward Service Corp, which will provide career services and incentives for participants seeking early childhood educational training.

The mismatch between costs to families and earnings of workers are causing further frustration from providers and parents. Between 2019 and 2021, general inflation in the Midwest rose about 1.25%. However, at the same time, cost of care rose 5.8%, five times the rate of general inflation, from \$225.65/week on average to \$238.68. As a result, the prospects for earning a living as a child care provider grow more remote. The Hechinger Report noted that 166,800 fewer people were working in the child care field when they compared federal data from December 2019 to December 2020. As noted in question 2 above, the average pay for a child care worker in Marathon County is only \$12.61/hour.

Taking this data together, we see that child care as an industry and as a workforce support is failing everyone it exists to serve. Parents cannot afford to enroll their children because it is too expensive. (Meaning one opts out of the labor force.) At the same time, potential providers cannot afford to work in the industry because they earn too little to support their own families.



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4. In what ways is your community pursuing equity for all children and families? What experience do you have looking at data and setting goals to pursue equity?

Marathon County has a strong history of supporting equitable solutions for our most vulnerable children. When we support and build up our most vulnerable citizens, especially when those people are children, our entire community stands to gain.

For parents with kids that have disabilities, finding a child care center that provides treatment and therapy is extremely challenging. A new child care center, Achieve Center, is expected to open its doors this summer in Wausau. This non-profit mental health clinic specializing in the treatment of developmental and neuropsychological disorders for children and their families was established in 2007 and recently announced a child care expansion to meet the needs of the community. The program is the first of its kind in the state. The new child care center is going to focus on helping kids, ranging from 20 months to 4 years, with disabilities. The center, which has 30 slots, will give kids specialized treatment throughout the day in a unique 1 to 3 teacher-to-student ratio. There will also be a full-time nurse and special education teacher. Renovations are currently underway and registration for the program has already begun.

In addition, WIPPS Research Partners, based in Wausau, fields a team of multidisciplinary experts, including economists and business researchers, statisticians, psychologists, health/medical researchers, geographic information system specialists, and communications experts. As a unit of the UW System, WIPPS has ready access to hundreds of experts in every major field and discipline and works together with communities, nonprofits, and businesses to find data-driven solutions. WIPPS has partnered on many projects in Marathon County.

The Hmong and Hispanic Communication Network (H2N) was developed by the Wisconsin Institute for Public Policy and Service (WIPPS), Hmong American Center and community partners at the start of the pandemic. H2N focuses on strengthening communication channels and facilitating regular information exchange between public health/health systems/resource agencies and people in Hmong, Hispanic and other vulnerable communities through a network of Community Health Workers (CHWs). CHWs are trusted messengers who reach high-risk and underserved populations and reduce barriers for individuals facing racial, economic, educational, or geographic inequities. H2N started with a focus on COVID-19 prevention and mitigation. Because of community needs, CHWs adapted to include help with accessing food and rent assistance, access to healthcare and health insurance, vaccination outreach and pop-up clinics. This spring, Hmong and Hispanic CHWs began outreach to parents regarding early childhood development.

The community also rallied around equitable access to play in 2012 with the creation of JoJo's Jungle, a unique playground setting where children of any ability can play alongside their friends and families. The goal of the playground is to enrich social skills, sensory learning, and promote physical fitness in a safe environment for every child in our community. In 2018, a group of passionate and dedicated parents, and visionary community members formed a start-up team with the goal of opening a GiGi's Playhouse, a safe place for children with Down's Syndrome to play and explore. After demonstrating the commitment and great need, the Wausau location was approved to open a brick-and-mortar location to serve families throughout North Central



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Wisconsin. The Playhouse opened on December 12, 2020, as the third Wisconsin location with almost 4,000 sq ft of fun and purposeful learning space, and includes standard areas like a Family Resource Area, Therapeutic Play Area, 3 Tutoring Labs and a Café' G Kitchen along with specialty areas like a Sensory Room, Club GiGi Teen & Adult Area and a GiGiFIT Gym.

Recently, the City of Wausau began a partnership with the Hmong American Center (HAC), and Wisconsin United Coalition of Mutual Assistance Association (WUCMAA) to apply for American Rescue Plan Act funds for an expansion of HAC and will also house WUCMAA. This expansion is slated to include a culturally inclusive child care center, among many other cultural community assets.

Marathon County government has incorporated equity into its work in a number of ways, including promoting health equity, reducing health and social disparities, promoting cultural competence, and cultivating an environment where diversity can flourish.

Marathon County's Health Department has continuously worked to integrate concepts of health equity into programs and initiatives that address the population health needs in Marathon County. The Health Department has been working diligently to address changing population health challenges by working with others in the broader health system to address the social determinants of health in response to the mounting data nationally on disparities by race/ethnicity, gender identity or sexual orientation, interpersonal violence and trauma, income, and geography. In order to achieve health equity, the Health department has relied on engagements with community stakeholders, granular and actionable data, and the implementation of clear metrics.

Moreover, recognizing that access to quality, high-speed internet is an issue of equity that significantly impacts children and families, in October of 2021, Marathon County government pledged up to \$25,000,000 to expand access throughout the county. Affordable, reliable access is vital to education, telehealth, remote work, business development and quality of life. Government policy makers view access to affordable, reliable, and quality child care in a similar fashion and are focused on making measurable progress.

5. What steps has your community already taken to address the child care challenge/s you described above?

Marathon County stakeholders have been addressing child care challenges from almost every angle over the past several years.

The Marathon County Early Years Coalition (EYC) began in 2012 with a group of stakeholders from various corners of the community with an aim to ensure child and family wellbeing through a coordinated county-wide effort which maximizes resources, focuses on evidence-based practices, and advocates for early childhood success. Since its inception, the EYC has been instrumental in advancing various aspects of wellbeing. The group increased community awareness of the "Talk. Sing. Read. Play. Every Child. Every Day." message on why these



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simple actions are so important for early brain development. They launched RaiseGreatKids.org along with 3 child safety videos in the "Caregivers be a Superhero" project (Car Seat Safety, Safe Sleep, Coping with Crying). They hosted an annual "Raise Great Kids Day" at downtown Wausau's 400 Block with more than 200 child & family attendees. EYC also continues to deepen private-public partnership with events like "Baby Business." Since the inception of Baby Business events in 2016, the group has held the following Baby Business offerings:

- The Dollars and Sense of Investing in Working Parents
- Strengthening Today's Workforce, Preparing Tomorrow's
- No Small Matter (public viewing of the documentary)
- Businesses Supporting Employees Being Parents, and Helping Transition Children, Youth & Their Families to the Next Normal

In addition to the events, EYC has also established cross-sector workgroups to develop community solutions for quality child care access and family-friendly workplaces.

In an effort to support families paying for high quality child care, Good Start Grants (GSG) was established by Childcaring, Inc. in 2014 in partnership with United Way of Marathon County. Good Start Grants provide financial assistance for eligible families living in Marathon County. Families under 300% of FPL may receive between 55%-65% of their tuition paid for at a child care program rated 3, 4, or 5 Stars in YoungStar (WI's quality rating and improvement system). GSG is currently funded by a multitude of local foundations including United Way of Marathon County, B. A. & Esther Greenheck Foundation, Dudley Foundation, Women United, Covantage Cares, and Connexus Cares. Since 2014, nearly \$2.5 million dollars has been paid to 36 different child care programs on behalf of 521 unduplicated children.

Economic development organizations are also getting involved in addressing these challenges. As noted in number 3 above, the North Central Wisconsin Workforce Development Board (NCWWDB) is using a portion of its Worker Advancement Initiative grant by providing funding for required training, support services, and entrepreneurship education to participants working toward becoming home certified and family home licensed in the covered region with focus on rural areas. This is a two part approach to child care: supporting the success of small business owners as well as increasing the number of quality child care slots throughout the service area. Funding is also available for participants seeking certificates and degrees in Early Childhood Education as well as required training for employment at established daycares and education facilities. Centergy, an economic development organization that covers five counties in north central Wisconsin, has made child care part of its workforce development platform it advances at Central Wisconsin Days (a legislative lobbying day) this February. Both Marathon County and the City of Wausau, as local governments applying for this grant, are taking strong leads in supporting child care solutions. Northcentral Technical College's Early Childhood program trained and provided 77 child care providers and early education credentials during 2020 - 2021 (EMSI data). MCDEVCO, an economic development organization covering Marathon County, is also looking into providing training on child care licensing.

Most recently Childcaring, along with eight other Child Care Resource and Referral Agencies, is working in partnership with the Supporting Families Together Association to support



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businesses and child care providers in central Wisconsin through the Partner Up application and provide ongoing support to program participants. Through the Partner Up process, participating essential businesses will be able to secure subsidized child care slots in local regulated child care programs for their employees' use.

6. Describe how your community has worked together in the past to solve other community challenges. Examples can be general, and do not need to be directly related to child care.

Marathon County has a strong history of working with diverse partners on collaborative solutions for challenges facing the community. In addition to working together with a variety of stakeholders to address child care issues (see examples in number 4 above), partnerships have formed around addressing other pressing issues in our community like workforce shortages, downtown revitalization, public space amenities, and social issues.

Public private partnerships have been key to addressing all of these issues. For example, the Greater Wausau Chamber of Commerce, Central Wisconsin Manufacturing Alliance, and Wausau School District formed a partnership, the Heavy Metal Tour, to introduce students to careers in manufacturing, a major, people-intensive industry in the area. Wheels to Work is another public-private partnership addressing workforce challenges, specifically focused on eliminating the transportation barrier that can keep people out of the labor force. More than a dozen different non-profit and community organizations work together to provide applicants with access to the resources they need to get on a path to personal and financial success. Since 2010, Wheels to Work has helped more than 300 low-income clients obtain or repair a vehicle so they can get or keep a job.

The local workforce shortage has inspired community action and investment in parents and young children. One example is LENA Start Marathon County, a public-private community partnership that seeks to advance language development and early literacy skills before age 3. Exposure to language during early childhood builds important brain pathways for language and literacy development, numeracy, social-emotional skills and other aspects of school readiness, all critical for a skilled future workforce. LENA Start is a 10-week parent group model that utilizes LENA (Language ENvironment Analysis) "talk pedometer" technology to support coaching that improves quantity and quality of parent-child interactions. Grants, private donations and county support were blended to fund an initial 2-year implementation. We are now in our 5th year, and community partners continue to meet weekly.

In 2020, Marathon County created a Broadband Task Force to develop recommendations identifying the potential role of County government in facilitating the expansion of broadband access in Marathon County. The Task Force is working with townships, non-governmental entities, and Internet Service Providers to ensure access and digital equity. Recently, Marathon County partnered with the North Central Wisconsin Regional Planning Commission on a regional internet speed testing initiative to gather data about the availability and speed of internet service, with the aim of identifying unserved and underserved areas in Marathon County. The Task Force coordinated with townships and various organizations to disseminate the speed test and



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build awareness. Marathon County also continues to partner with Internet Service Providers in the PSC broadband expansion Grant application. The Task Force further showcases the importance of public private partnership and the willingness of various players to come together to solve a workforce and digital equity issue. It coordinates with townships, businesses, and organizations in support of these grant proposals. Like so many initiatives tackling pervasive problems, the Task Force knows that its success will be determined by the partnerships they are able to form. The County aims to ensure families and children have access to reliable internet service so they can work and study remotely, access telehealth services, and complete other daily tasks more efficiently.

Improving the efficiency of basic social services is another area in which the community has come together. The new Community Partners Campus (CPC) in Wausau will lease space to eight to 15 different nonprofits and service providers that serve the most vulnerable individuals and families in our community. Services will focus on basic needs like food, clothing, shelter, medical, mental health, and social well-being. In addition to providing more services to more people, CPC allows its partners to focus efforts on their missions without the distractions of owning their building or renting a facility at market rates that don't truly meet their needs. CPC's shared-space nonprofit center will also benefit the entire community by reducing tax dollars spent within the medical, legal, law enforcement, and educational systems by providing these services to families and individuals in need all under one roof. Support for this project was provided by a private local foundation, as well as Wausau's Community Development Authority. Within the last few months, area organizations are also currently working together across sectors to welcome Afghan refugees to the community. These efforts also integrate

Public private partnerships have also improved our quality of life and public spaces in Marathon County. The Wausau Whitewater Park is run by the Wausau Kayak and Canoe Corporation, a volunteer group responsible for coordinating corporate partners as well as public and nonprofit support. They have made a gem and destination out of a previously underutilized natural resource. Another key public space improvement that required public private partnership is the 400 Block park in downtown Wausau. In the mid 1990s, when the buildings that occupied the block were vacant, a group of citizens had a vision to make the square back into a public space. Of the three large commercial properties on the site, one made an unrestricted gift which in turn, helped to gain more community support. In 1997, the City Council voted to purchase the other two. By May 2000, the City approved a consultant's recommendation to make the entire square a public place. It was not until 2009 that a design for the block was adopted by the Council - a challenge that took nine years and many public hearings. The \$1.2 million required for the redevelopment was raised in under a year, with over \$1 million from private foundations and individuals. In 2012, the 400 Block project was presented to the Engineering Excellence Awards of the American Council of Engineering Companies where it received a State Finalist Award. The 400 Block is a testimony to what a public/private partnership can achieve. Through the entire long process, all stakeholders were involved in the decision making to make it a reality. It now enjoys success in the community with many events and concerts held throughout the year from Winterfest, Concerts on the Square, Chalkfest, Harvest Fest, and the Holiday Parade.



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Most recently, Wausau is redeveloping its downtown core, where the Wausau Center Mall once stood. Like the creation of the 400 Block, this is a long-term project that has and will continue to require cooperation from diverse partners. In 2020, as the mall was failing at an alarming rate, three local foundations came together to purchase the property so that it would remain in local control and citizens will have a say in future development in the area. Since then, the City of Wausau has been working with local foundations to design the now-blank-slate area in the heart of Wausau's downtown to redefine the future of the community.

This spectrum of examples across almost every facet of our community shows the nature of cooperation that our community will undertake to solve its pressing problems. We look forward to working together to expand access to affordable child care as our next collaborative partnership.

7. How has the COVID-19 pandemic affected child care in your community?

The COVID-19 pandemic has been very difficult for the entire community, especially as it relates to child care. The onset of the pandemic has only exacerbated the trend of child care program closures in Marathon County. According to data from Childcaring, 30%-40% of the child care centers in Marathon County closed their doors in the wake of the pandemic. While some were able to re-open, many had to close their doors indefinitely. Over the past two years, regulated child care programs have experienced program closures, room closures, low enrollment, staff turnover with no one to hire, and financial instability. Child care center directors are experiencing high stress levels because they are often the substitute teachers, the cook, the janitor and still have to manage the staff, the families, the finances and all of the other day to day responsibilities of a center director. Family child care providers often have no one to step in so if they or their family members are sick or have been exposed, they close their business. Many choose not to charge the family in this instance so they may also experience lost revenue.

In addition, COVID-19 distancing requirements directly impacted the availability of child care slots in our communities, limiting child care access to many families. One positive case could abruptly put a number of families out of child care. The Department of Children and Families recommends child care providers to close for one to two weeks after being notified of a positive case. These closures disrupt every family with a child enrolled at an affected facility. These closures also impact the workforce and stability of family income.

Moreover, providing child care, particularly "top quality" child care, is expensive, and there are new, additional costs arising due to new health and safety precautions related to COVID-19. For already overstretched and underpaid providers, meeting these requirements can present an additional budget strain that cannot be passed on to families given the challenges parents already face in covering the price of child care.

Childcaring's 4th Quarter Report from 2021 is illustrative of the problems families and centers are facing as lingering results of the COVID-19 pandemic. In response to a question about lingering impacts of COVID-19, one provider said: "We have seen a sharp increase in positive cases (and other illnesses) in programs through the fall and into early winter. This has resulted in additional temporary closures of classrooms and whole programs. This puts additional



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financial stress on staff and families. With the additional challenges of closures, new procedures, and the staffing crisis, we are hearing that providers are at the end of their ropes. Directors are stretched so thin as they have to cover in classrooms frequently, then are working extra hours to get their work completed. We have seen a couple long time programs in our area close their doors because they just can't do it all anymore. We are also hearing that family providers are considering retiring earlier than planned due to all of the challenges they are facing."

Childcaring also provided comments from Marathon County parents in 2021/2022 about the effects of the COVID-19 pandemic:

- *COVID has definitely had a negative effect on my family. If someone has tested positive in the daycare or at my job, I have to take days unpaid to stay home to quarantine which then sometimes makes it difficult to take care of other bills.*
- *We've been having to pay for services that we aren't receiving when the children are on quarantine - between October and December 2021, it was a total of four weeks.*

8. Describe the impact this project will have on your community?

Marathon County has experienced a significant decrease in child care programs and their capacity. If awarded the Dream Up! grant, our community would be able to come together to create a strategy to have accessible, affordable, high-quality child care programs for families living in Marathon County. We are determined to add to our track record of effective public-private partnerships for one of the most daunting, impactful problems of our generation. Our people, businesses, and economy all stand to benefit from creative solutions to this multifaceted problem.

Ensuring access to child care in Marathon County will result in our ability to retain and attract employees, particularly young professionals. People are inclined to move to a place with a great quality of life above all else, and having affordable access to basic needs, like child care, is a big part of what makes life enjoyable. If we can ensure consistent access to high-quality child care, we will benefit not only the people currently in need, but those children who will be well-cared for in their most impressionable years of life. This also creates a ripple effect in the economy: allowing more people to enter the workforce now, providing an incentive for others to move here and contribute to the current workforce, and root children in the central Wisconsin area, ensuring the success of our community for generations to come.

Access to affordable child care will also ensure the sustainability of non-child care related jobs within the county as access to child care allows parents of young children (under the age of 5) to work. Enabling parents to remain in the workforce will ultimately contribute to our economic base as it will generate more revenue to support basic community needs. Without access to child care, these individuals who want to/continue to form families will seek opportunities



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elsewhere, taking along with them their spending power and all the economic benefits that come along with it. If our people leave, so will our businesses. Put simply, child care is essential to retaining a quality workforce and competitive business environment here in Marathon County.

Most importantly, access to affordable, high quality child care (particularly infant and toddler child care) will have a profound impact on our children and their future experiences. There is a growing consensus that the first years of life can have a profound effect on children's development and their academic and career outcomes. Research has repeatedly shown that children who grow up in poverty but have access to high quality early childhood experiences are more likely to graduate high school, go on to college, be employed as adults, and less likely to spend time in jail. Ensuring the future well being of our children is crucial. Their development will ultimately impact society as a whole. In order to shape a prosperous future for Marathon County, we have to start with our children. This project will provide us with the opportunity to do so. Our investment now will prevent later life costs of welfare, incarceration, medical care, and addiction treatment. As Arthur Rolnick, an economist who incorporates neuroscience into his analyses, notes: "there are few if any public investments that will yield a better return than spending on early childhood care and education".

We are ready to take on this challenge. The Dream Up! grant and strategic planning process would cohesively coalesce a variety of ongoing efforts from all the stakeholders that are working on solutions and comprise the Core Team of this grant. We have been studying various aspects of the child care crisis and are ready for a focused direction to move forward. This is the broadest group of stakeholders our community has ever brought together to address this problem from all angles (child care resource providers, nonprofits, private employers, educational institutions, and government). Having this diverse group of community members formulate long-term solutions to child care means that we are ready to find fast progress on this complex issue.

9. What resources (financial, in-kind, etc.) does your community have available to implement potential child care solutions?

Marathon County has a vast array of resources, in both financial and human capital, ready to implement any potential child care solutions.

In terms of financial support, the City and County both received ARPA funds that can be allocated toward a solution for affordable child care access. We understand that Council and County Board members are in favor of funding any solutions brought to them. In addition to public funds, several private foundations and companies would also be supportive of this work. Each entity wants to be part of the solution but needs a clear, focused direction for a solution. Being selected for a Dream Up grant would provide that direction for the community and allow investors to feel good about being a part of a sustainable solution for our community.

Overall, the community has invested over \$2.5 million in child care since 2016. There is no shortage of resources and willingness to allocate to this important work.

Statewide resources will benefit our community efforts as well. The Beyond the Classroom Grant Program, funded through the Federal American Rescue Plan Act of 2021, provided \$50



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million to assist Wisconsin to support increased enrollment capacity, additional learning opportunities, or increase mental health support for school-age children during the summer months of 2021 and support programming during the 2021-22 school year through summer months of 2022. Additionally, the Department of Children and Families (DCF) is launching an updated *Child Care Counts: Stabilization Payment Program* to support Wisconsin's early care and education community. Regulated child care providers will be eligible to receive monthly payments through 2023, providing the financial stability they need to stay open, to recruit and retain qualified staff, and to continue providing high-quality care for children. A total of \$351 million in funds will be available over the next 18 months and will be distributed through two programs targeting the challenges early care and education providers are facing. These programs provide necessary assistance in the short-term, but long-term solutions still need to be found to ensure stability for providers, parents, and employers beyond the pandemic relief funds.

In addition to these fiscal resources, Marathon County has enthusiastic community partners who are already engaging in this work. Members of the Core Team are perfect examples of the breadth and depth of human capital ready to find solutions to our child care issues. Businesses, schools, local government, and others are coming together, and have been meeting since before this grant application opened, to find child care solutions. Childcaring, Inc. is a key partner in these conversations. They provide pre-licensing support, start up grants, continuing education and Good Start Grant administration to help families pay for quality child care. Childcaring receives funding through the Supporting Families Together Association from the WI Dept of Children and Families for recruitment and retention services in Marathon County. The Marathon County Early Years Coalition, over 50 member organizations strong and another member of our Core Team, was established in 2012 with an aim of ensuring child and family wellbeing through a coordinated county-wide effort which maximizes resources, focuses on evidence-based practices, and advocates for early childhood success. The North Central Wisconsin Workforce Development Board, also a member of the Core Team, is supplementing Childcaring programming with additional resources for child care providers to gain licensure and certification and the education to maintain the success of their business.

The Hmong American Center and community partners were recently notified by Governor Evers office that they are the recipient of a \$1 million Equitable Recovery grant focused on optimizing child-caregiver relationships during the critical first few years of life. Hmong, Hispanic, and rural populations will be targeted since they face high poverty rates and have been disproportionately impacted by COVID 19. There are 4 major components that will be funded: 1) support for LENA Start parent education program; 2) implementation of LENA Grow coaching program for childcare teachers; 3) pilot bilingual 3K Hmong classroom and bilingual 3K Spanish classroom with wrap-around childcare at DC Everest and a rural school district, respectively; and 4) Community Health Worker outreach to Hmong, Hispanic and rural parents and childcare providers.

The public school districts of Marathon County and Northcentral Technical College offer preparation programs for students interested in pursuing a career in the child care industry.



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Because of the quality and quantity of partners and funds, we would have an enthusiastic group ready to implement solutions quickly.



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Main Contact and Core Team

The Strategic Supply Plan process supports local leaders to develop and implement child care solutions. The local Core Team will be highly engaged in the entire process, therefore, should represent diverse perspectives. Core Team members should be leaders committed to **actively** participating in the community engagement process. Applicants are encouraged to create Core Teams with cross representation of the community. Some suggestions include:

- City or county government (administrators or elected officials)
- Economic development
- Chambers of commerce or business/employer groups
- Representatives of local employers
- Child care licensing or child care subsidy
- Additional early childhood partners (e.g., Head Start, Birth to 3, home visiting, family resource centers)
- Local philanthropy and non-profits
- Community leaders and influencers
- Child care business owners
- Parents/caregivers
- Public and private school district leaders
- Faith based organizations
- Social group leaders
- Representatives of diverse community groups

Core Teams should have 1 primary contact (Core Team Lead), 10-15 Core Team Members and up to 3 alternate members if initial members are unable to fulfil their duties.

Identify the main contact responsible (Core Team Lead) for communicating with First Children's Finance regarding this application.

Core Team Lead

Name: Lance Leonhard

Title: County Administrator

Organization: Marathon County

Mailing Address: 500 Forest Street, Wausua, WI 54403

Phone: 715-261-1402

Email: Lance.Leonhard@co.marathon.wi.us



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Core Team Members	Title, Organization	Mailing Address	Phone	Email
Kelly Kapitz, PhD	Director of Marathon County Special Education & Birth to 3	1200 Lake View Dr Suite 350 Wausau, WI 54403	715-261-1980	kkapitz@mcse.k12.wi.us
Dr. Casey Nye	Assistant Superintendent of Learning, D.C. Everest Area School District	1699 Schofield Avenue Weston, WI 54476	715-359-4221 x1327 or cell 715-571-5189	cnye@dce.k12.wi.us
Bryan Bailey	CEO of Woodson YMCA	707 3 rd St Wausau, WI 54403	715-841-1807	bbailey@woodsonymca.com
Elsa Duranceau	Worker Advancement Initiative Grant Coordinator, North Central Wisconsin Workforce Development Board	3349 Church Street Stevens Point, WI 54481	715-841-1817	eduranceau@ncwwdb.org
Yee Leng Xiong	Executive Director, Hmong American Center, Inc.	1109 N 6 th Street, Wausau, WI 54403	715-842-8390	yeelengxiong@hmongamericancenter.org
Renae Krings	Vice President, Greater Wausau Chamber of Commerce	200 Washington St Ste 120 Wausau, WI 54403	715-848-5942	rkrings@wausauchamber.com
Laurie Benson, BSN	Executive Director, Nurses on Boards Coalition	508 Frost Woods Road, Monona, WI 53716	608-215-4425	laurie@nursesonboardscoalition.org
Brad Gast, Ed.D, MBA, CPP	Dean of Workforce Training, Professional Development, Apprenticeship, Northcentral Technical College	1000 W Campus Drive Wausau, WI 54401	715-803-1665	gast@ntc.edu



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Dr. Corina Norrbom	Health Policy Fellow, Wisconsin Institute for Public Policy and Service Assistant Professor, Medical College of Wisconsin-Central Wisconsin MD (Board Certified in Family Medicine) Project Director, LENA Start Marathon County	1802 Fawn Ave Schofield, WI 54476	715-881-1816	cnorrbom@mcw.edu
Tara Glodowski	Director of Community Impact – Education, United Way of Marathon County	705 S 24 th Ave Ste 400B Wausau, WI 54401	715-298-5707	tglodowski@unitedwaymc.org
Mang Xiong	Executive Director, WUCMAA	1109 N 6 th Street Wausau, WI 54403	715-680-9563	mang@wucmaa.org
Krista Gylund	Executive Director, Wausau Child Care Inc.	2600 Stewart Ave Ste 148 Wausau, WI 54401	715-848-1436	kgylund@wausauchildcareinc.com
Katie Rosenberg	Mayor, City of Wausau	407 Grant Steet Wausau, WI 54403	715-261-6800	Katie.Rosenberg@ci.wausau.wi.us
Kelly Borchardt	Executive Director, Childcaring Inc.	850 Highway 153 Suite F Mosinee, WI 54455	715-841-9490	kelly@childcaring.org
Dr. Keith Hilts	Superintendent, Wausau School district	415 Seymour Street, P.O. Box 359 Wausau, WI 54402-0359	715-261-0500	khilts@wausauschools.org
Maria Coakly, MS	Family Preservation and Support Manager Marathon, Portage, Wood, Green Lake, Marquette Counties, Children's Wisconsin	705 S 24 th Ave Wausau, WI 54401	715-843-1863	mcoakley@chw.org
Alternates				



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Noor Ali Hassan	Special Projects Coordinator, Marathon County	500 Forest Street Wausau, WI 54403	715-261-1404	Noor.AliHassan@co.marathon.wi.us
Liz Brodek	Development Director, City of Wausau	407 Grant Street Wausau, WI 54403	715-261-6685	Liz.Brodek@ci.wausau.wi.us
Micki Krueger	Assistant Director, Childcaring Inc	850 Highway 152, Suite F Mosinee, WI 54455	725-841-9490	micki@childcaring.org



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1. Describe how members of the Core Team are currently involved in the community.
 - **Kelly Kapitz/Marathon County Special Education Birth to 3:** As the Special Education Administrator, Dr. Kapitz is responsible for the organization's finance, personnel, and policy work. Together with the consortium superintendents, she directs the acquisition and distribution of resources within the schools. Dr. Kapitz also leads the Birth to 3 program for Marathon, Lincoln, and Langlade Counties. The Marathon County Special Education Administrator is responsible for ensuring that a quality educational experience is provided to every student with a disability from birth to 21. Kapitz has over 30 years in education, and she began her career with Marathon County Special Education as a School Psychologist in 1988. Her professional interests include transition support to students with disabilities, system-wide continuous improvement, and capacity building.
 - **Dr. Casey Nye/D.C. Everest Area School District:** Dr. Nye currently serves as the D.C. Everest District's Assistant Superintendent of Learning and will transition to the position of DCE Superintendent effective July 1, 2022. Under his leadership as Assistant Superintendent for Learning, youth apprenticeship placements for DCE Senior High students have increased 300% — providing local businesses with a talent pipeline for future employees while offering students critical work-based learning experiences. During that same time frame, formalized community partnerships have nearly doubled. These partnerships contribute to K-12 curriculum development, secondary-age youth apprenticeship/internships/job shadowing opportunities, mentorships, and classroom sessions in which local experts share their experiences with K-12 students. Since 2018 he has built significant, mutually-beneficial community partnerships between the district and local businesses as a member of the North Central Wisconsin Workforce Development Board, and has collaborated with law enforcement, the Department of Social Services, the United Way, Marathon County Health Department, AOD Partnership Council and Marathon County School-based Counseling Consortium. Dr. Nye also has played an active role in the community through his volunteer service and leadership roles with a variety of non-profit community organizations. He served on the Boys and Girls Club of the Wausau Area board and the Big Brothers Big Sisters of Northcentral Wisconsin Board. He began his 23-year educational career as a Kindergarten teacher and is keenly aware of the impact robust early child care programs can play in ensuring all children can transition to elementary educational programs successfully.
 - **Bryan Bailey/Woodson YMCA:** Through his work at Woodson YMCA, Bryan Bailey provides youth, teen and adult programming to ensure the health and wellbeing of our community members. He serves people in our community from 6 weeks of age to seniors on a daily basis.
 - **Yee Leng Xiong/Hmong American Center:** Yee Leng Xiong is the Executive Director of the Hmong American Center, Inc. He has several years of experience working with members of the Southeast Asian Community and has successfully provided services for underserved communities. Through his leadership and tenure, he has helped strengthen



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the Hmong American Center, Inc. into one of the most successful Southeast Asian Mutual Associations in Wisconsin. He currently serves as Board President for the Wisconsin United Coalition of Mutual Assistance Associations where he coaches and serves as a resource for other Executive Directors of other Hmong Associations throughout the state of Wisconsin.

- **Renae Krings/Greater Wausau Chamber of Commerce:** With a strong background in education, business, and economic development, Renae Krings, Economic Development Specialist, with the [GWPP] supports a number of Workforce and Economic initiatives including the implementation of the Greater Wausau Region Economic Development Strategic Plan, a 5-year road map guiding the region's growth, as well as the Workforce Hub. The Workforce Hub brings together employers, education, & workforce partners to engage in important dialogue, foster collaboration among professional networks, address challenges holistically, and identify opportunities, as they relate to workforce development
- **Brad Gast, Ed.D. MBA, CPP/Northcentral Technical College:** Current President of Childcaring, Dean of Workforce training, NTC Early Child Care degree program along with the continuing education needed. Work with businesses and company leaders on workforce challenges, workforce recruitment, and barriers to work. Also work with many community agencies to support students and those in need for support services.
- **Corina Norrbom, MD/Health Policy Fellow at Wisconsin Institute for Public Policy and Service (WIPPS) and Assistant Professor at Medical College of Wisconsin-Central Wisconsin:** Dr. Norrbom was a lead organizer for the Baby Business series and is a Planning Committee member of the Marathon County Early Years Coalition. She worked with the WIPPS Research Partners team to carry out the Marathon County Family Friendly Survey project and serves as Project Director of LENA Start Marathon County. She is also Project Director for the Hmong and Hispanic Communication Network and has secured over \$3 million in funding to advance health equity in Hmong, Hispanic, rural and other vulnerable populations in central Wisconsin.
- **Tara Glodowski/United Way of Marathon County:** Tara Glodowski provides staff support for Marathon County Early Years Coalition, Partnership for Youth, Mosaic of North Central Wisconsin, and Community Impact with a focus on Education for United Way of Marathon County.
- **Mang Xiong/Wisconsin United Mutual Assistance Association :** Mang Xiong is the executive Director of the Wisconsin United Mutual Assistance Association, leading efforts to drive community development in underserved populations such as the Hmong and other Southeast Asian populations. Mang is also the co-founder and advisor to the Central Wisconsin Hmong Professionals group. She has been instrumental with the H2N project in Central Wisconsin and has also worked for the Hmong Wisconsin Chamber of Commerce.
- **Krista Gylund/Wausau Child Care, Inc:** Krista Gylund is the executive director of Wausau Child Care, Inc. Krista works with other non-profit organizations, including the Neighbors' Place and the Achieve Center, to assist families in Marathon County. She is an active member of the United Way of Marathon County Women United, which helps raise funds for women's organizations in the community. She is also the Region 5 Board of Director for WCCAA, an organization committed to the promotion of excellence in child care administration.



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- **Lance Leonhard/Marathon County:** Lance has served as the Administrator since January of 2020, overseeing the operations of twenty-four distinct county departments. He is actively engaged in the community, serving on several boards and participating in local service organizations, and is active in regional and statewide professional organizations.
- **Katie Rosenberg/City of Wausau:** Elected Mayor of Wausau in April 2020, Mayor Katie has been advocating for funds to be dedicated to child care since it was included in the federal infrastructure bill. Even before she was Mayor, as an elected member of the County Board, child care solutions were a high priority for her. She is heavily focused on public private partnerships to create change in our community.
- **Kelly Borchardt/Childcaring, Inc:** Kelly Borchardt has served as the Executive Director of Childcaring, Inc., the child care resource and referral agency covering Marathon County for 17 years. She is an active member of the Marathon County Early Years Coalition Planning Committee. Childcaring is also a Marathon County United Way partner program.
- **Elsa Duranceau/Worker Advancement Initiative Grant Coordinator - North Central Workforce Development Board:** Elsa Duranceau works with target barrier populations: unemployed, underemployed, dislocated workers, minorities, low income, tribal members, those who have aged out of foster care, been affected by substance abuse, recently incarcerated, survivors of domestic and sexual violence, lgbtq+, single parents, and 55+ individuals to find and complete training/education programs to gain skills and experience needed to find meaningful employment. Partnered with Forward Services Corp and LETC.
- **Maria Coakley, MS/Marathon, Portage, Wood, Green Lake, & Marquette Counties Children's Wisconsin:** Maria Coakley is Involved in the Early Years Coalition Planning Committee, Marathon County Child Death Review Team, Start Right Healthy families Advisory Group.
- **Dr. Keith Hilts/Superintendent of the Wausau School District:** Dr. Keith Hilts, Superintendent of the Wausau School District, engages with the Wausau community primarily through partner organizations. He is on the board for the Wausau Area Chamber of Commerce. He is also a member of the executive board for the Central Wisconsin Manufacturers Association (CWIMA). He also supports or engages in events with the Wisconsin Automotive and Truck Education Association, (WATEA), and many community support groups including: United Way, Big Brothers, Big Sisters, The Hmong-American Center and The Boys and Girls Club. He frequently shares information about the Wausau School District with local media outlets. He has interacted with the community on multiple occasions through district listening sessions and through school events. He also attends and contributes to various fundraising activities for community arts and economic development groups.
- **Laurie Benson/Nurses on Boards Coalition:** Laurie Benson Serves as Executive Director of the Nurses on Boards Coalition, 501(c)(3) public charity whose mission is to improve health in communities across the nation through the service of nurses on boards, commissions and appointments. She is also a CEO Advisor on complex leadership issues including board governance, strategy, business growth, innovation, high performance teams, human resources and succession planning. Additionally, she has expertise and is actively engaged in the Healthcare Industry through board service, executive leadership and innovation roles.



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2. How will the Core Team engage a variety of community members to participate in the planning process and community events to develop child care solutions?

The core team will leverage its diverse network of partners and resources that are uniquely available to each core team member/organization to recruit participants in the overall solution implementation. The Core Team network is well established with community members, child care groups, businesses, government, and educational partners who have all come together to work on developing child care solutions.

3. Describe strategies the Core Team will use to recruit participants in the overall solution implementation.

The Core Team will leverage direct recruitment through the connections we have to our communities, board, and community advocacy positions. Specific strategies include:

- The Team will invest in a variety of strategies including outreach through existing communication collaborations such as the Early Years Coalition which is comprised of over 50 member organizations from school districts to county departments to for profit businesses to child care programs and health care facilities.
- The Woodson YMCA currently has two of the largest child care centers in Marathon County. They work with their board of directors and committees to help them identify areas of concern and solutions. Through partnership with the YMCA, the team can pull from these groups along with parents, if needed, to help engage child care solutions for the overall community.
- The Greater Wausau Chamber of Commerce is equipped to disseminate information through various member communications and social media channels. In addition, the GWCC holds several events and programming efforts to provide educational resources. (In particular, the Workforce Hub is a talent development initiative of the GWCC that brings together employers from all industry sectors, education, and workforce solution partners to engage in important dialogue, foster collaboration among professional networks, address challenges holistically, and identify opportunities, as they relate to workforce development.). The Team will leverage the Chamber's vast reach and initiatives to recruit participants in the overall solution implementation.
- The Hmong American Center, Inc. is experienced and equipped with the necessary tools to disseminate information and resources to the Southeast Asian Community. These tools include social media channels, partnerships, the Hmong Clan System, and the WNRB-LP 93.3 FM Radio, the only Southeast Asian Community Radio in Central Wisconsin. The team will utilize HAC's extensive knowledge and understanding of the Southeast Asian Community in Marathon County to outreach to members of the southeast community.
- The team will leverage its direct connections with Childcaring. Childcaring has strong relationships with area child care programs who would sincerely appreciate opportunities to help brainstorm solutions with community members.
- The Team will Connect with area businesses through business advisory meetings and business forums



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- The team will use social media during peak hours of member use in order to reach maximum community members.

These are but a few examples of how the Core Team will strategize to engage a variety of community members to participate in the planning process and community events to develop child care solutions.

4. Have you reviewed the Core Team commitments with each proposed member to ensure their full engagement through the project implementation and consultation process (up to 18 months)?

Yes; we have gathered the Core Team on multiple occasions and they are clear on the commitments to this project and duration of the project and planning scope.

Signature

By signing this application, I acknowledge I have been authorized to submit my community for consideration as an applicant for the Dream Up! Child Care Supply Building Program. I acknowledge the individuals listed on the Core Team roster have agreed to participate in the community engagement process.

4/4/2022

Main Contact (Core Team Lead) Signature

Date

Deadline

Applications must be submitted by: **Application Deadline April 4, 2022, at 5:00pm CST.**

If you are having difficulties viewing this document please contact First Children's Finance, Kari Stattelmann at karis@firstchildrensfinance.org

Chapter 2

THE GOVERNING BODY¹

Sec. 2.01. County Board rules of procedure.

COUNTY BOARD

Each newly constituted County Board may amend or renew these rules by simple majority vote at its April organizational meeting following its election to office. After adoption, the County Board Rules of Procedure may only be changed, or suspended, with appropriate notice and a two-thirds vote of a quorum of the County Board members in attendance at a County Board meeting.

- (1) *Rule 1. Hour of meetings; Organizational/Annual meeting, Additional meetings, Telephonic participation of members, Special Meetings, Cancellation of meetings.*
 - (a) The monthly educational meetings of the County Board shall be at 7:00 p.m., unless otherwise ordered.
 - (b) The organizational/adjourned organizational and annual/adjourned annual County Board business meetings shall be held at 7:00 p.m. unless otherwise ordered.
 - (c) The annual meeting of the County Board shall be held on the Tuesday following the second Monday in November.
 - (d) The organizational meeting shall be held on the third Tuesday in April.
 - (e) The County Board Chair shall have the authority to schedule additional meetings for the purpose of discussion and determination of selected agenda items.
 - (f) *Meeting Attendance.*
~~Marathon County Board Educational and Voting Meetings. Supervisors are permitted to attend all meeting of the Marathon County Board of Supervisors in person or by phone or audio-visual means until further notice. The public shall be afforded comparable access as required by law.~~
1. *Educational Meetings. Supervisors are permitted to attend any monthly educational meeting of the Marathon County Board of Supervisors, or any meeting of a subordinate body of the*

¹Editor's note(s)—Ord. No. O-12-20, adopted Apr. 21, 2010, amended and renewed Ch. 2 in its entirety to read as herein set out. Former Ch. 2 pertained to the same subject matter, and derived from the following legislation: O-7-87; F; '90; O-39-91; '92; O-6-92; R-66-93; O-6-94; O-4-96; O-18-97; R-94-97; 4-21-98; R-78-99; R-90-99; O-7-00; O-16-01; R-76-01; O-12-02; O-20-02; R-75-03B; R-14-04; O-10-04; O-1-05; O-10-06; O-8-08; O-14-08; O-24-08; O-15-09; O-19-09; O-21-09; O-5-10; O-8-10; O-9-10; O-10-10; O-12-10; O-14-10; O-17-10; O-20-10; O-23-10; O-26-10; O-2-11; O-8-12; O-10-12; O-11-12; O-16-12; O-19-12; O-24-12; O-3-13; O-4-13; O-5-13; O-6-13; O-17-13; O-20-13; O-21-13; O-24-13; O-25-13; O-27-13; O-29-13; O-30-13; O-33-13; O-1-14; O-3-14; O-6-14; O-7-14; O-8-14; O-16-14; O-18-14; O-20-14; O-22-14; O-23-14; O-1-15; O-16-15; O-8-16; O-9-16; O-2-17; O-7-17; O-19-17; O-27-17; O-6-18; O-7-18; O-13-18; an amendment of 4-19-18; O-8-19; O-15-19; O-25-19; O-37-19; O-10-20; and O-11-20.

Board, in person or by approved audio-visual means. Only members physically present for a meeting may attend a closed session discussion.

2. Business Meetings. Supervisors must attend any organizational/adjourned organizational and annual/adjourned annual business meeting of the Marathon County Board of Supervisors in person. The County Board Chair shall have the authority to permit attendance by approved audio-visual means at a voting meeting in the following circumstances:

- a. Inclement weather;
- b. Other emergency or unforeseen circumstance
- c. Anticipated lack of quorum.

3. Agenda requirements. Any agenda posted for a meeting of the Board, or one of its subordinate bodies, where audio-visual attendance is approved must be properly noticed to provide for audio-visual attendance for supervisors and for the public.

4. Quorum. For any meeting where audio-visual attendance is approved, a quorum of the body shall include the members present in person and the members present by approved audio-visual means.

5. Time for Quorum. In the event a quorum is not present at the scheduled start time for a meeting of the Board or any of its subordinate bodies, the chair of the body is permitted to call the meeting to order no later than fifteen minutes after the duly posted time for the start of the meeting.

- (g) The County Board Chair shall have the authority to call special meetings of the Board for determination of one agenda item and to permit supervisors to participate by phone, or other audio or visual means, as long as the public is afforded comparable access as required by law.
- (h) The County Board Chair shall have the authority to cancel meetings of the full board due to the following circumstances:
 1. Anticipated lack of quorum.
 2. Inclement weather.
 3. Other emergency or unforeseen circumstance.
 4. Lack of Agenda items.
- (2) *Rule 2. Call to order and quorum.* The Chairperson shall call the members to order at the hour fixed for the meeting. A majority of the entire membership shall constitute a quorum to do business.
- (3) *Rule 3. Preserving order and speaking.*
 - (a) The Chairperson of the Board or any committee of the Board shall preserve order and decorum and may speak on points of order in preference to other members. The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, shall govern in all cases where they are applicable.
 - (b) Any supervisor desiring to have an item not currently being considered by any committee placed on the County Board agenda ~~(which is currently not being considered by any committee)~~ may request that such an item be considered by contacting the County Board Chairperson in writing. The County Board Chairperson who shall, upon receipt of a written request, refer the issue to the appropriate committee. ~~The receiving committee which~~ shall, in turn, take up the matter ~~and report back to the County Board Chairperson~~ within 60 days for appropriate action. The supervisor making said request shall be notified of the committee meeting and will be expected to attend the meeting to discuss the issue presented.

~~After the appropriate committee has considered the item~~In the event an item considered by a committee is not advanced to the full County Board by reviewing committee, any two County supervisors may make a request in writing to the County Board Chairperson that the item be placed that item on the County Board agenda considered by the full County Board. Upon receipt of such a request, the County Board Chairperson shall place the item on the Executive Committee Agenda within sixty (60) days of the County Board Chairperson's receipt of the written request. The Executive Committee shall consider whether to advance the item to the full County Board. If a majority of the Executive Committee approves, the item shall be placed on the agenda for consideration by the full County Board.

NOTE: The intent of Section (b) of Rule 3 is to provide sufficient flexibility to the Board Chairperson and Committee Chairs to set meeting agendas while also ensuring that matters proposed for consideration by supervisors are addressed in a timely fashion and not unduly delayed.

- (c) "Session" defined. For the purposes of Renewal of a defeated measure, Postponement to an indefinite time and Reconsideration, a session of the Marathon County Board shall run from the commencement of the first meeting following election of supervisors in April in even-numbered years to the commencement of the same meeting two years later.
- (d) Motion for Reconsideration.
 - 1. A motion for Reconsideration may be brought up at the same meeting that the original vote was taken, or on the next succeeding day within the session on which a business meeting is held.
 - 2. In light of the Wisconsin Open Meetings Law, which requires public notice, and Marathon County's rules establishing separate educational and voting meetings, supervisors may make a request for Reconsideration to be placed on the agenda no later than 48 hours before the next scheduled educational meeting in order to permit notice to be provided to the public.
 - 3. The Motion may be discussed at the next educational meeting (and voted on, if notice is provided, pursuant to Rule 10), otherwise it shall be voted on at the next voting meeting.
 - 4. If no educational meeting is scheduled for the month following the meeting at which the original vote was taken (e.g. December or meeting cancelled), the request for Reconsideration to be placed on the agenda can be made no later than 48 hours before the next scheduled voting meeting.
 - 5. In the event that the original vote was taken at a meeting which took place in the month prior to the beginning of a new session of the Board, the vote may still be reconsidered, pursuant to the procedure set forth above, without the requirement of committee review, pursuant to Rule 3(b).
 - 6. The request for placement of Reconsideration on the agenda shall be made to both the Board Chair and County Clerk.
 - 7. Weekends and Marathon County holidays shall not be counted in the calculation of 48 hours before a scheduled meeting.
- (4) *Rule 4. Presiding officer.* In the absence of the Chairperson, the Vice-Chairperson shall exercise the powers and perform the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the members shall designate a member of the County Board to act as Chairperson.
- (5) *Rule 5. Election of Chairperson and Vice-Chairperson.*

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- (a) At the organizational meeting of the County Board, in April of even numbered years, a Chairperson and Vice-Chairperson shall be elected to a two-year term, which shall run from supervisory election to supervisory election and in no event shall any term overlap a supervisory election.
 - (b) Whenever there are more than two candidates for an office, the first ballot shall be considered a preliminary ballot and the two persons receiving the highest number of votes will be placed on a final ballot, unless one candidate has a majority on the first ballot.
 - (c) The County Clerk will keep the voted ballots in a safe place and shall show the voted ballots to any person upon request.
 - (d) In the event a vacancy occurs due to resignation, death, or other cause, a new Chairperson or Vice-Chairperson shall be elected as soon as practicable at an adjourned meeting of the County Board, but no later than the second business meeting following the effective date of the resignation or other cause, to fulfill the unexpired two-year term of the former Chairperson or Vice-Chairperson.
 - (e) Installation of chairpersons. At the organizational meeting of the County Board, the third Tuesday in April and after the election of the County Board Chairperson and Vice-Chairperson, the newly elected Chairperson and Vice-Chairperson shall be seated.
- (6) *Rule 6. Duties of the Chairperson of the Board of Supervisors.* The County Board Chairperson shall act in the capacity of the Chief Elected Officer of the County, and shall:
- (a) Appoint chairpersons of all Standing committees and taskforces.
 - (b) Decide all questions of order, subject to an appeal of the County Board.
 - (c) Preserve and may speak to points of order in preference to the Supervisors.
 - (d) Be required to vote on all questions and may participate in the County Board discussion, except questions on appeal from their decision and their vote shall be recorded with the rest of the Board members' votes.
 - (e) Be an ex officio member of all committees.
 - (f) Ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies including Rule 18 Guidelines and Expectations.
 - (g) Preside at County Board meetings in an efficient and effective manner and shall set the general tone of the meeting through positive leadership.
 - (h) Ensure the other Supervisors have access to current and pending County Board issues and processes.
 - (i) Represent or may assign a designee to represent the County at all ceremonial events or functions when so requested.
 - (j) Have the right to speak as any other member.
 - (k) Be obligated to maintain impartiality when presiding over County Board meetings.
 - (l) Fill County Board vacancies pursuant to § 59.10(3)(e), Wis. Stats., or successor statutes.
 - 1. The chair shall convene the vice-chair to assist the chair in conducting interviews of interested candidates. The County Administrator, or his designee, shall provide staff assistance in the interview process.

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2. Said meetings shall comply with the Wisconsin Open Meetings Law and the chair shall communicate the date, time and location of the interviews to members of the Board of Supervisors via electronic mail.
 3. Although meetings shall be open to the public, candidates shall be sequestered during the interview process to minimize the risk of unfair advantage.
- (m) Fulfill other performance expectations to the Board's satisfaction. See document entitled, "County Board Chairperson Guidelines and Expectations," which shall be maintained by the Executive Committee and reviewed from time to time by the Board.
- (n) Consider requests received from county board supervisors and non-elected individuals appointed to serve on subordinate committees, commissions, and boards, for expense and travel reimbursement in accordance with Rule 2.01(20).
- (o) Shall serve as a member of the City-County Information Technology Commission.
- (p) Shall serve as either Chair or Vice-Chair of the Criminal Justice Coordinating Council pursuant to the bylaws of that Council.
- (7) *Rule 7. Duties of the Vice-Chairperson of the Board of Supervisors.*
- (a) Shall assume the duties of the Chairperson in the event of the Chairperson's temporary absence.
 - (b) Shall provide leadership for the oversight and implementation of the County's Strategic Plan and County 25-Year Comprehensive Plan. This duty shall include the responsibility to oversee alignment of Administrative and Department Work Plans with overarching goals as well as review and management of the process of modification of said plans in response to changing priorities.
 - (c) Shall ~~be an ex-officio member of all committees and shall~~ serve as the chair of the Rules Review Committee.
 - (d) Shall, at a minimum, attend at least one meeting of each of the Standing Committees or, as an alternative, shall consult with each Standing Committee Chair at least once per quarter.
 - (e) Other duties as assigned by the Board Chair.
- (8) *Rule 8. Supervisor's authority to speak.*
- (a) During Meetings of the Board. No County Board member shall speak unless the supervisor addresses the Chairperson and is recognized by the Chairperson. No County Board member shall speak more than three times on the same subject except by consent of the Board.
- (b) Outside of Meetings. Outside of formal meetings of the County Board of Supervisors and its subordinate bodies, individual supervisors should refrain from speaking in a manner or forum that may indicate that they are representing the entire body, unless otherwise authorized to do so.
- (9) *Rule 9. Recognition by the Chairperson; Public Comment.*
- (a) Non-members addressing the Board. Any person, not a member of the County Board, desirous of addressing the Board on any subject, shall first obtain permission, such permission being requested by a County Board Supervisor, and approved by a majority vote of the Board.
 - (b) Public Comment Before the Board. Any person who wishes to address the County Board, ~~or one of its committees,~~ during the "Public Comment" portion of County Board meetings ~~must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting.~~ may only provide comment pertaining to an item on the agenda.

(c) Public Comment Before Committees. Any person who wishes to address any ~~committee, task force, or commission~~ subordinate body of the County Board during the “Public Comment” portion of the ~~committee, task force, or commission~~ meeting of said body may only provide comment that is germane to a topic within the jurisdiction of the ~~committee, task force, or commission~~ body.

(d) Public Comment; Identifying Information of Speaker. Any person who wishes to speak in the “Public Comment” portion of any meeting of the County Board or its subordinate bodies ~~committees~~ must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk or his or her designee, in the case of comment to the County Board, or the chair of the ~~committee~~ subordinate body, in the case of comment to a ~~committee~~ subordinate body, no later than five minutes before the start of the meeting. When addressing the board or ~~committee~~ subordinate body, individuals must announce their name and municipality of residence before making comment unless otherwise required.

(e) Discretion of Chair. The Chair shall have discretion to apportion, limit or extend time according to the number of persons wishing to speak. In the event more than five persons wish to speak, the Chair shall give preference to those persons who have not previously addressed the Board, or its committees, or to persons who represent viewpoints that have not yet been expressed.

~~1. The Chair shall have discretion to apportion, limit or extend time according to the number of persons wishing to speak.~~

~~2. In the event more than five persons wish to speak, the Chair shall give preference to those persons who have not previously addressed the Board, or its committees, or to persons who represent viewpoints that have not yet been expressed.~~

~~NOTE: Rule (9)(b) has been suspended for the purpose of removing the public comment portion of meetings per Resolution #R-29-20. The suspension shall be effective until the voting meeting of the County Board held in July 2020 or as soon thereafter as the next meeting of the full Board is held.~~

(10) *Rule 10. County Board meetings.* The County Board meets twice each month to conduct business. These meetings are normally scheduled for the third Thursday at 7:00 p.m. and the fourth Tuesday at 7:00 p.m. (except in December, when the Board will meet only once). The Thursday meeting has a predominantly educational agenda, although the Board may take action on selected items, as long as the agenda reflects that a vote will occur. The majority of the actions taken by the Board will occur at its Tuesday meeting. Meeting agendas will generally proceed according to the following order:

(a) *Thursday Board Educational Meetings.*

Opening of meetings:

1. Call to order;
2. Pledge of allegiance; followed by a moment of silence/reflection;
3. Reading of notice;
4. Request for silencing cellphones and other electronic devices;
5. Roll call;

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6. Acknowledgment of visitors;
 7. 15-Minute Public Comment Period – [Public Comments related to items on the Agenda](#)
(Note: Public Comment period to address the full Board occurs only during Educational Meetings);

~~NOTE: Rule (10)(a)7 is hereby suspended for the purpose of removing the public comment portion of meetings per Resolution #R-29-20. The suspension shall be effective until the voting meeting of the County Board held in July 2020 or as soon thereafter as the next meeting of the full Board is held.~~

8. Presentation of awards, proclamations, letters, petitions, communications, appointments, claims and memorials;
9. Review and discussion of Tuesday meeting agenda items. Each consent agenda item to be presented and discussed individually;
10. Standing Committee Strategic Plan progress update;
11. Education Presentations (policy issues);
12. Announcements and requests (30-second limit per Supervisor);
13. Adjournment.

(b) *Tuesday Board Meetings.*

Opening of Meetings:

1. Call to order;
2. Pledge of allegiance; followed by a moment of silence/reflection;
3. Reading of notice;
4. Request for silencing cellphones and other electronic devices;
5. Roll call;
6. Acknowledgment of visitors;
7. Presentation of awards, proclamations, letters, petitions, communications, appointments, claims and memorials (most items will be included in the consent agenda at the Tuesday meeting);
8. Approval of the Consent Agenda:

Consent agenda items: Each consent agenda item will be presented and discussed individually at the Thursday educational meeting. Routine consent agenda items shall be itemized in a single agenda category known as the "consent agenda" and voted on collectively at the Tuesday meeting. Prior to calling for a vote on the consent agenda, the Chairperson shall inquire as to whether any supervisor requests removal of an item from the consent agenda. If so requested by a supervisor(s), the item(s) will be removed and will be considered separately.

9. Policy Issues Education/Discussion and Outcome Monitoring Reports:
 1. Standing committees;
 2. Other committees and taskforces as scheduled or requested;
 3. Individual supervisors as requested by the Chairperson;

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4. Educational presentations requested by the Board;
 5. County Administration report. The Administration report may include, but shall not be limited to, updates on Strategic Plan implementation, legislative updates, educational presentations related to policy issues, and performance monitoring data;

10. Board Policy Actions:

1. Ordinances and resolutions;

11. Miscellaneous Business;

12. Announcements and requests (30-second limit per Supervisor);

13. Adjournment.

(c) *Limiting Audio and Prohibiting Video Recording of Closed Session Meetings.*

No person, except the Marathon County Clerk, or his or her designee, who is lawfully attending a meeting of the County Board or any of its subgroups which is convened in "closed session" pursuant to § 19.85(1), Wis. Stats., may make or cause to be made an audio or video recording of the proceedings.

In the event that any voting member of the governance group scheduled to meet in closed session wishes an audio recording to be made of the closed session proceedings, he or she shall make a request to the Chairperson of the group within a reasonable time after receiving notice of the closed session.

The chairperson of the governance group shall rule on the request prior to the commencement of closed session proceedings. The chair's ruling shall be subject to appeal and may be overridden by a majority vote of members present.

The Clerk, or his or her designee, shall attend the meeting and cause any audio recording authorized under this rule to be made.

The Clerk shall be the custodian of the only recordings made of closed session proceedings under this rule. Any person with the lawful right to attend any particular closed session meeting shall have access to any recording made of that closed session by the Clerk, or his or her designee, at reasonable times upon request. The public shall not have access to said recordings until such time as the reasons for the closed session no longer exist. Upon release of closed session minutes to the public, copies of the recordings may be requested from the Clerk.

(d) *Review of Closed Session Agenda Language by Corporation Counsel.*

No agenda which calls for a vote to go into closed session pursuant to one or more of the exceptions to the Wisconsin Open Meetings Law, set forth in § 19.85(1), Wis. Stats., for the County Board or any of its subgroups, including standing committees, program committees, commissions, boards or taskforces, may be published without the review of the Marathon County Office of Corporation Counsel. The Corporation Counsel may establish guidelines of model language, which, if followed, shall be construed as compliance with this rule.

(e) It is the goal of the County Board that the agendas for meetings of the Board of Supervisors and its subordinate bodies be posted. The deadline for posting an agenda for any County Board meeting shall be no later than the Friday before the week of the meeting.

(To provide sufficient time for staff responsible for posting legal notice, the agenda, information packet materials (including power point presentations), written reports and minutes of the previous meetings should be provided no later than two days prior to the agenda deadline).

(f) *Public Hearing on the Annual Budget.*

In the event that the public hearing on the Annual Budget is held in conjunction with a regularly scheduled educational meeting, the business of said meeting will generally be ordered as follows:

Administrator's presentation of the budget.

Public Hearing on the Annual Budget.

Public Comment relative to the Educational Meeting.

All other business denoted on the Educational Meeting Agenda.

(g) Requests for County Board Presentations

Any supervisor desiring to have an educational presentation made to the Board of Supervisors shall make a request of the County Board Chairperson in writing. The Chairperson shall consider the request and determine whether to place the presentation on a subsequent County Board agenda, forward the request to a subordinate body Chairperson for consideration, or deny the request for presentation. In the event the request for presentation is denied, the supervisor may request that the presentation be considered by the Executive Committee. If the Executive Committee approves of the request, the Chairperson shall place the presentation on a subsequent County Board meeting agenda.

- (11) *Rule 11. Roll call vote and voting.* All questions will be restated by the Chairperson prior to calling for the vote. Ordinarily, all votes on ordinances and resolutions of the Board shall be taken by electronic means, which shall record and preserve the vote of each supervisor. The Chairperson shall have the discretion to alter the method of voting where otherwise permitted by law, however, any County Board member shall have the right to call for a roll call vote on any matter or issue at any time. All County Board members present shall vote on all matters or issues placed before them, unless required to abstain due to a conflict of interest.

COUNTY BOARD COMMITTEES

- (12) *Rule 12. [Definitions.]* Following are descriptions and definitions of the acceptable forms of Marathon County workgroups which compose the county governance structure and non-governance structure.
- (a) **Standing committees** are created by the County Board by ordinance to provide leadership for the implementation of the strategic plan; and leadership and coordination of broad based policy interests for which the Board is responsible. Standing committees are created each two years consistent with the County Board reorganization. Standing committees are accountable to the County Board and their purpose is stated as: provide the leadership for implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to their primary area of responsibility. Standing committees requesting County Board discussion of proposed policies and/or policy issues must include with their request the Standing Committee's recommendation.
- (b) **Program committees** are workgroups that are established by the County Board to provide leadership for and monitor the performance of specific county programs, services, departments and/or agencies consistent with the expectations of the County Board. Program committees are created for a term consistent with the anticipated term of the program area for which they are responsible. Program committees are assigned to coordinate with one of the standing committees.
- (c) **Statutory committees** are workgroups that are specifically mandated by State of Wisconsin statute(s), and will most often be program committees. These workgroups will only be titled

commissions and/or boards when mandated by state statute. Statutory committees are assigned to coordinate with one of the standing committees.

- (d) **Joint committees** (commissions and/or boards) are workgroups created by the Marathon County Board in cooperation with and as part of forming a joint working relationship with one or more governmental and/or private organization(s). These workgroups will have membership composed of representatives appointed by multiple organizations. They will be formed pursuant to § 66.0301, Wis. Stats., which authorizes intergovernmental agreements, or other similar legal arrangement. These workgroups will function independent of the governance of the Marathon County Board and/or the Board(s) of other cooperating organizations, and will report to the County Board consistent with terms of the joint agreement. The term of joint committees, commissions and/or boards will be consistent with the anticipated term of the joint working relationship agreement.
- (e) **Taskforces** are workgroups appointed to address specific issues within a specific period of time. Taskforces are created by the County Board and/or at the request of standing committees. Taskforces are responsible to report back to their assigned standing committee, and/or the County Board on a schedule as determined when they are created.

(13) *Rule 13. Appointments to committees, boards and commissions.*

- (a) The appointment of all committees, boards or commissions shall be by the County Board Chairperson or the County Administrator and confirmed by the County Board.
 - i. Chairpersons and Vice-Chairpersons of the Standing and Program committees and task forces shall be appointed by the County Board Chair and confirmed by the County Board.
 - ii. The County Administrator shall not appoint himself to serve on any county board committee, board, or commission. This rule does not prohibit the County Administrator's service on any committee, board, or commission whereon the Administrator serves by virtue of designation of his position.
- (b) Should a vacancy on a committee, board, or commission occur, or a vacancy in the position of chair [or vice-chair](#) of a committee, commission and/or board occur for which Marathon County has the responsibility for appointment, the appropriate appointing authority (County Board Chair or County Administrator) shall appoint a successor no later than the second meeting of the committee, board or commission after the vacancy occurs or by exception, as soon as the vacancy can be filled. Such appointment shall be for the remainder of the term for the vacant position. All committee, board and/or commission member appointments shall be approved or rejected by the County Board at the next County Board meeting following recommendation by the appointing authority.
- (c) The County Board Chairperson shall appoint all standing committees, joint committees, program committees and task forces unless otherwise mandated by state statute.
- (d) The County Administrator shall appoint all statutory committees, unless otherwise mandated by state statute.
- (e) The citizen members (non-County Board and non-staff members) of all committees, boards or commissions shall receive \$20.00 per meeting attended with the maximum compensation of \$240.00 per year, unless prohibited by law.
- (f) Citizen members' mileage. Citizen members of committees, boards or commissions shall be paid mileage reimbursements of no less than \$2.00 per meeting and actual mileage when the total mileage is more than \$2.00 at the prevailing County mileage rate.

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- (g) Committees may audit claims. Each and every committee may examine and compare all bills and claims against the County referred to them or a summary thereof, together with the law and authority under which payment of such bill or claim is demanded and to recommend in accordance with the facts fully and in writing as to all matters to such committee for examination and report.
 - (h) Removal from committees. The Chairperson of each committee has the responsibility to lead the work of the committee and to assure that each committee member is actively engaged. Upon determining that an individual committee member is not engaged due to failure to attend committee activities, the committee Chair shall recommend to the County Board Chairperson removal of the committee member from said committee. The County Board Chairperson will notify the committee member of the recommended removal. Upon consultation with the committee member, the County Board Chairperson may recommend removal to the County Board which will take action on the removal.
- (14) *Rule 14. Creating a Marathon County Governance Subgroup — (Committee, Board, Commission, Taskforce).*
- (a) *Purpose of Subgroups.* Marathon County government predominantly uses a subgroup structure to research, develop, and recommend for adoption and monitor outcomes of County Board governance policy. To provide guidance for the development of the Marathon County governance structure, and to assure that an efficient and effective governance structure is maintained, the following process will be used to create all Marathon County Board governance subgroups.
 - (b) *Subgroup Formation Process.* Only subgroups which have been created consistent with this procedure will be recognized as a part of the formal Marathon County governance structure, and only members of formal subgroups are eligible to receive compensation and or mileage and expense reimbursement from Marathon County.
 1. Any Standing Committee, County Board Chairperson, or the Corporation Counsel in fulfillment of a statutory requirement may request the creation of a formal governance subgroup to be part of the Marathon County governance structure.
 2. The creation of any Marathon County governance subgroup is subject to approval by the Marathon County Board.
 3. Requests directed to the Marathon County Board for the creation of a governance subgroup shall include:
 - a. Subgroup name and classification consistent with one of the forms included in the Marathon County Board Rules document.
 - b. Purpose/Mission statement.
 - c. Delineation of the relationship to the County governance structure including the primary Standing Committee to which the subgroup will relate.
 - d. Identification of the party responsible for member appointment.
 - e. Number, term, and special qualifications of subgroup membership.
 - f. Duties and responsibilities of the subgroup.
 - g. Description of subgroup outcome expectations including timelines.
 - h. Term of the subgroup both beginning and completion dates.

(15) *Rule 15. Committee meetings.* The chairperson of each committee shall be authorized to direct the County Clerk or the department head to call a meeting of such committee. §§ 19.81—19.98, Wis. Stats., regarding open meetings shall be complied with at all times.

(a) Standing Committee Meeting Dates and Times:

1. ~~Each of the County Board Standing Committees typically meets once each month to conduct business. The following Standing Committee chairpersons are responsible for scheduling the time of each respective meeting. Standing Committees shall meet during the week of the first Thursday of each month pursuant to the following schedule:~~
 - i. ~~The Public Safety Committee shall meet at 1:30pm on Tuesday;~~
 - ii. ~~The Health & Human Services Committee shall meet at 3:00pm on Wednesday;~~
 - iii. ~~The Infrastructure Committee shall meet at 9:00am on Thursday;~~
 - iv. ~~The Extension, Education & Economic Development Committee shall meet at 3:00pm on Thursday.~~
2. ~~The following Standing Committees shall meet during the week of the second Thursday of each month pursuant to the following schedule:~~
 - v. ~~The Environmental Resources Committee shall meet at 3:00pm on Tuesday;~~
 - vi. ~~The Human Resources, Finance & Property Committee shall meet at 3:00pm on Wednesday;~~
 - vii. ~~The Executive Committee shall meet at 3:00pm on Thursday.~~
3. ~~The Human Resources, Finance & Property Committee shall also meet at 3:00pm on the same date as the monthly County Board voting meeting.~~
4. ~~Standing Committee Chairs may call a special meeting of their committee if action is required outside of the committee's normal business date and time, as long as Wisconsin Open Meetings laws are followed.~~

~~The Health & Human Services Committee; Environmental Resources Committee; Public Safety Committee; Infrastructure Committee; and Extension, Education & Economic Development Committee shall meet as follows during the week of the first Thursday of each month:~~

- ~~1. Tuesday—Environmental Resources~~
- ~~2. Wednesday—Public Safety; Health & Human Services~~
- ~~3. Thursday—Infrastructure; Extension, Education & Economic Development~~

~~ii. The Human Resources, Finance & Property Committee and the Executive Committee shall meet as follows during the week of the second Thursday of each month:~~

- ~~1. Tuesday—Human Resources, Finance & Property~~
- ~~2. Thursday—Executive~~

(b) Typical Committee Meeting Agendas:

1. Call to order;
2. Pledge of allegiance; followed by a moment of silence/reflection;

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23. Public Comment – Public Comments must relate to a matter under the jurisdiction of the committee/body.;

~~NOTE: Rule (15)(b)2 has been suspended for the purpose of removing the public comment portion of meetings per Resolution #R-29-20. The suspension shall be effective until the voting meeting of the County Board held in July 2020 or as soon thereafter as the next meeting of the full Board is held.~~

34. Educational presentations/outcome monitoring reports;
54. Operational Functions required by statute or delegated by ordinance or resolution, including, but not limited to, public or evidentiary hearings, acceptance of donations, approval of sale of property, expending of funds or ordinance creation or modification;
65. Policy issue discussion and committee determination of policy recommendations to be directed to the appropriate Standing Committee by Program Committees or to the County Board by Standing Committees for its consideration;
76. Next meeting time, location and agenda items;
87. Adjournment.

~~(c) The deadline for posting an agenda for any committee meeting shall be no later than the Friday before the week of the meeting. (To provide sufficient time for staff responsible for posting legal notice, the agenda, written reports, information packet materials (including power point presentations) and minutes of the previous meetings should be provided no later than two days prior to the agenda deadline).~~

~~(cd) Members of any committee, commission, taskforce, or workgroup subordinate body of the county board are permitted to attend meetings of the committee, commission, taskforce, or workgroup said subordinate body in person or by approved audio-visual means; however, only members physically present for a meeting may attend a closed session discussion. must appear in person for all meetings that include discussion of an item in closed session. In all other cases, committee members may participate by phone, or other audio or visual means, as long as the public is afforded comparable access as required by law. Committee mMembers of the body wishing to participate by phone, or other by approved audio or visual means, are required to alert the proper authority in charge of agenda publication far enough in advance to ensure that sufficient notice can be provided to the public, pursuant to the Wisconsin Open Meetings Law.~~

Note: In most cases, Wisconsin Open Meetings Law requires 24 hours' notice to the public.

Note: The typical agenda referenced above may be modified as necessary by the Chair of the respective committee to accommodate committee business.

(16) *Rule 16. Standing Committee and other Committee, Boards, Commissions, Taskforce, etc., Chairperson and Vice-Chairperson Duties and Responsibilities.*

(a) ~~{Duties of Committee, Board, Commission, and Taskforce Chairperson.}~~ Committee, Board, Commission, Taskforce Chairpersons should:

1. Preside at and conduct all meetings consistent with Robert's Rules of Order and in accordance with the County's Value statements. In the event that a quorum is not present, no meeting shall be called to order. The chair will schedule the next meeting.

Note: This rule codifies Marathon County's longstanding practice of conducting meetings only when a quorum of the membership is present. While it is understood that other groups may conduct meetings for "informational purposes only," Marathon County has historically recognized the high risk for a "walking quorum" in this situation and does not permit meetings of Board or subgroups to occur without quorum.

2. Establish the Agenda for all meetings, in collaboration with the appropriate County support staff.
 3. Lead the group's efforts to develop goals, objectives and general policy for its programmatic area of responsibility and monitor outcomes consistent with the County's Strategic Plan.
 4. Generate ideas and resolve policy interpretation issues consistent with the best interest of the entire County.
 5. Understand and utilize the appropriate reporting relationship between and among County Board Supervisors, Committee Chairpersons, the County Board Chairperson, the County Board, County Administrator and other County staff assigned to support the group's work.
 6. Recommend draft policy statements to the appropriate Standing Committee for its consideration and that of the County Board.
 7. Monitor department adherence to County Board policy, and the performance of programs within its area of responsibility.
 8. Represent the group and the group's goals and objectives to the general public and the media in a manner consistent with the County's Core Values.
 9. Monitor Committee, Board, Commission, Taskforce member attendance and participation, encouraging all members to attend and to fully participate in discussions and decisions of the group.
 10. Involve all group members in the process of identifying agenda items to be included in meeting agendas.
 11. Annually, but not later than the May meeting of the committee review the Committee, Board, Commission, Taskforce Mission Statement, Bylaws, Procedures or other documents which guide the functioning of the group.
 12. Recommend removal of committee members who are not attending committee activities.
- (b) *Additional Duties and responsibilities of Standing Committee Chairs.* In addition to the above duties and responsibilities of Committee, Board, Commission and Taskforce Chairpersons, Standing Committee Chairpersons are expected to provide leadership for:
1. The County's Strategic Plan by serving as a member of the Marathon County Executive Committee, and assumes the duties this position entails including, but not limited to, assisting the County Board Chair with the creation of County Board meeting agendas.
 2. Establishment of outcome expectations for the broad areas for which the Standing Committee has responsibility.
 3. Creation of outcome monitoring criteria for the programmatic areas within the committee's purview, and monitor the organization's performance consistent with County expectations.
 4. Standing Committee's establishment of County priorities for the broad based area for which the Standing Committee has responsibility.

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5. Establishing a Standing Committee process for administering/approving education and travel expenditures for County Board Supervisors who request travel as a Standing committee member, and/or as a member for each of the other Committees, Boards, Commissions, Taskforces, etc. which operate within the purview of the Standing Committee.
 6. Establishing a process for the review and approval of all CIP requests submitted by Committees, Boards, Commissions and Taskforces within the Standing Committees purview prior to their being submitted to the CIP Committee for its review and ranking.
 7. Making the necessary arrangement for and present and/or delegate the responsibility for presenting the Standing Committee's policy recommendations to the County Board.
 8. Proactive discussion and research of policies which will result in the improved performance of the County.
 9. Formulating as part of the annual budget, a prioritization of resource allocations within the Standing Committee's areas of responsibilities, and present these priority recommendations to the Executive Committee.
 10. Meeting to confer with the County Board Chair and Vice-Chair in the event that immediate response to proposed state action regarding matters under the jurisdiction of the committee is required. Any such meeting shall be held in accordance with the Wisconsin Open Meetings Law.

(c) Duties and responsibilities of Committee, Board, Commission, and Taskforce Vice-Chairpersons. A Vice-Chairperson of a committee, board, commission, or taskforce shall:

1. Assist the Chairperson of the Committee, Board, Commission, or Taskforce with agenda preparation;
2. Assume the duties of the Chairperson of the Committee, Board, Commission, or Taskforce in the absence, unavailability, or incapacity of the Chairperson, including during periods of time where the position of Chairperson is vacant. Duties of the Chairperson shall return to the Chairperson at the time that the Chairperson is no longer absent, unavailable, or incapacitated, or when the vacancy in a Chairperson's position has been filled. This subsection does not alter the process for filling vacancies pursuant to Section 2.01(13)(b) of this Code.

(d) Additional duties and responsibilities of Standing Committee Vice-Chairpersons. In addition to the duties and responsibilities outlined in subsection (c) above, Standing Committee Vice-Chairpersons shall:

1. Attend and participate in meetings of the Marathon County Executive Committee as a non-voting member;
2. In the event the Standing Committee Chairperson is absent, unavailable, or incapacitated, or the Standing Committee Chair position is vacant, the Vice-Chairperson shall act in the place of the Standing Committee Chairperson as a voting member of the Executive Committee.
3. Act as the Standing Committee's liaison to the Vice-Chair of the County Board as to the Standing Committee's implementation of the County's Strategic Plan and County 25-Year Comprehensive Plan;

(ee) Authority of a standing committee to retain independent counsel. Upon approval by standing committee to engage outside legal counsel, the chair of the standing committee shall contact

Corporation Counsel and act in accordance with policy for procurement of professional attorney services set forth in Chapter 3 of this Code.

- (17) *Rule 17. ~~Committee powers restricted~~Conflict Between Committees.* The Marathon County Governance structure and the Organization Governance Chart have been created for the purpose of providing a clear pathway to facilitate the coordination and prioritization of County services, programs and policy formation. ~~The structure is not intended to preclude any group which is part of the County's formal governance structure from proposing governance policy or other issues for consideration by the Marathon County Board.~~ No standing committee may override the recommendation of any other standing committee. In the event of a conflict, the recommendation of the standing committee from which the matter originated shall be offered to the County Board.

COUNTY BOARD SUPERVISORS

- (18) *Rule 18. Guidelines and expectations for County Board Supervisors.*

- (a) Marathon County Board is a leadership body which makes policy determinations primarily, but not limited to, the following:
1. The mission of the County.
 2. The services and programs the County provides (the range of services currently provided includes programs that foster economic opportunity, public safety, transportation, health, recreation, education, environmental protection).
 3. Resource allocation; levying property taxes, approving borrowings adequate to fund operational and capital expenditures.
 4. Appointing and evaluating the job performance of the County Administrator.
 5. Individual Board members contribute to the policy making through Information gathering and analysis, constituent contacts, public hearings, public debate and voting on policy issues.
- (b) *Attendance at Meetings.*
1. Supervisors are expected to attend all meetings of the bodies to which they are elected or appointed. In the event a supervisor is unable to attend a meeting, that supervisor shall notify both the chair of said body and the Marathon County Clerk of their inability to attend no less than two business days prior to the scheduled meeting, or as soon thereafter as practicable.
 2. County Board members who cannot attend any Board or Committee meeting are expected to be excused by reporting their absence in advance to the County Clerk, County Board Chairperson, Committee Chairperson or staff, as a courtesy to the other members and to assure advance warning of possible lack of quorum. In order to ensure compliance with Wisconsin Open Meetings Law, any supervisor not appointed to a subordinate body who desires to attend a meeting of said body shall notify the chair of said body and the Marathon County Clerk of their intent to attend a scheduled meeting no less than two business days prior to the scheduled meeting.
- (c) Specific Board and individual supervisor duties:
1. Consider and act upon policies in the form of ordinances and resolutions that come before the Board which is charged with setting policy for County Government.
 2. Analyze and adopt the annual budget.

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3. Communicate observations and opinions with regard to the County Administrator's job performance to Board leadership and participating in the establishment of the County Administrator's plan of work.
 4. Establish Board policies and rules.
 5. Review and update public policies already in place.
 6. Consider and act upon statutorily required matters such as **department head appointments**, zoning amendments, farmland preservation agreements, claims against the County, etc.
 7. Communicate with residents and groups with regard to policy preferences and assist residents with individual complaints/problems.
 8. Advocate on behalf of the County with State and Federal officials on policy issues germane to the welfare of the residents of Marathon County.
- (d) Conflicts of Interest.
1. In this section, the following definitions apply:
 - a. "Immediate family," means a county board supervisor's spouse or any relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the supervisor, or from whom the supervisor receives, directly or indirectly, more than one-half of his or her support.
 - b. "Organization," means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.
 2. Except as otherwise provided in Paragraph 3, no County Board Supervisor may:
 - a. Take any official actions substantially affecting a matter in which the Supervisor, a member of his or her immediate family or an organization with which the Supervisor is associated, has a substantial financial interest.
 - b. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the county board supervisor, one or more members of the supervisor's immediate family, either separately or together, or an organization with which the supervisor is associated.
 3. Paragraph 2 does not prohibit the County Board Supervisor from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a supervisor from taking official action with respect to any proposal to modify a County ordinance.
 4. Any person who is elected to serve as a County Board Supervisor or any person whose appointment to serve on any board, commission or task force is approved by the County Board shall, within 60 days of said election or appointment, review his or her economic interests and those of his or her immediate family and sign a sworn statement identifying all known conflicts.
 5. Because conflicts may arise during the course of the term that are not apparent at the commencement of a term, all supervisors and committee, commission, board or task force members shall review the agenda prior to each meeting. At the beginning of the meeting,

or as soon thereafter as they perceive a possible conflict or the appearance of impropriety, the supervisor or commission, committee, board or task force member shall identify any items on the agenda which may create a conflict of interest or the appearance of impropriety. That person will then be excused from all discussion and voting of the identified agenda item. All agendas shall provide an opportunity for supervisors or committee or task force members to identify such conflicts of interest.

6. If the supervisor or committee, commission, board or task force member has a question regarding a possible conflict of interest, he or she may seek an advisory opinion from the Corporation Counsel pursuant to § 19.59(5), Wis. Stats.

State law reference(s)—Note: This section is derived from § 19.44 and § 19.59, Wis. Stats., Code of Ethics for Local Government Officials. It addresses legislative as well as quasi-judicial acts of legislators that have been subject to frequent interpretation by the Wisconsin Ethics Board. This section should be read in conjunction with other Ethics Laws, including § 946.13, Wis. Stats., of the Criminal Code, which prohibits private interests in a public contract and § 1.05 of this Code, which prohibits the receipt of gifts, gratuities or anything of value by all county officials and employees.

(19) *Rule 19. Compensation.*

- (a) Supervisor and Board Chair Salaries. Annual salary for the positions of supervisor and board chair shall be set by the County Board, pursuant to § 59.10(3)(i), Wis. Stats., (Alternative Method of Compensation), which provides as follows: "[T]he board may at its annual meeting [the Tuesday after the second Monday of November], by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services to the county including all committee services ... The board may, in like manner, allow additional salary for the ... chairperson of the board." A vote will be taken in November of odd-numbered years for the next succeeding two-year term. By rule, and unless modified as set forth below, the initial resolution before the board will provide for a three-percent annual increase in salary to County Board members and the chair to be effective the first pay period in April following the Spring Election of supervisors in even-numbered years, and January 1 of odd-numbered years. Any recommended modifications to the initial resolution will be developed and proposed to the County Board by the Human Resources, Finance and Property Committee.
- (b) Vice Chair shall receive an additional \$3,500.00 of annual compensation above base salary.
- (c) Chairs of Standing Committees, excluding the County Board Chair and Vice-Chair, shall receive an additional \$600.00 of annual compensation above base salary.
- (d) Method of Payment. County Board salaries shall be paid in biweekly increments by direct deposit to each supervisor.

(20) *Rule 20. Expenses reimbursements and travel.*

- (a) County Board Supervisors who receive reimbursement for travel or educational expenses from any other sources for attendance at the same event shall not be eligible to receive reimbursement from Marathon County.
- (b) Intent: As leaders in the development of County policy, County Board Supervisors are encouraged to participate in meetings, and to attend educational programs which are germane to the function of the County Board Supervisors role (see Rule 18). The County may reimburse pre-approved education and travel expenses incurred by County Board Supervisors, and as appropriate for community members consistent with this policy and within the County's budget allocations for attendance of the following activities;
 1. Scheduled County Board and its committee, boards, taskforces and commission meetings;

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2. Community meetings which are pertinent to County Board business;
 3. Regional, state and national meetings in which issues of importance to Marathon County are being discussed;
 4. Local, state and national education programs in which County Board Supervisors and/or community members can gain knowledge that improves their ability to develop and recommend policy for Marathon County.
- (c) Budgeting: Budgeting for County Board Supervisor and community member travel and education expenses relative to each of the activities referenced in Rule 20(a), including meetings of the Wisconsin Counties' Association (WCA) and the National Association of Counties (NACo), will be overseen by the Executive Committee of the County Board of Supervisors. On an annual basis, the Executive Committee shall review the previous years' travel and education expense allocation and determine whether any modification is appropriate. In the event the Executive Committee finds a modification to be necessary, it shall recommend the revised allocation for the upcoming year's budget to the Administrator for inclusion in the annual budget.
1. No County Board committee, board, taskforce or commission and no county department shall maintain or reimburse funds for supervisor or community member travel.
- (d) When Pre-approval is required:
1. Supervisor travel to attend scheduled meetings of the County Board or any committee, board, taskforce or commission, of which the particular supervisor is a member, does not require prior approval.
 2. Reimbursement of travel expenses incurred for participating in regional organizations in which Marathon County is a member are deemed to have been approved when the individual supervisor is appointed to serve on that committee, board or commission and will only be paid if the regional organization does not reimburse expenses.
 3. NACo and WCA appointments - at the May meeting of the County Board, held during even years, the County Board Chairperson shall appoint, subject to confirmation by the County Board of Supervisors, up to three supervisors to serve on NACo steering committee(s), up to three supervisors to serve on WCA steering committee(s), and up to three individuals (supervisors and county staff) to serve on the WCA County Ambassador Program (CAP team). By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is approved.
 4. All other reimbursement for travel and education expense, including reimbursement for attendance of (1) county board committee, board, taskforce, or commission meetings of which the particular supervisor is not a member and (2) all non-County Board scheduled local, regional, state and national meetings or educational programs—except for meetings of the Eastern and Western Towns Association— must receive prior approval.
- (e) Pre-approval Process:
1. All requests for pre-approval of expense reimbursement shall be made in writing, or via electronic mail, to the County Board Chairperson no less than two weeks prior to the date of travel, if practicable, for consideration in accordance with Rule 2.01(6). Failure to obtain appropriate prior approval disqualifies the supervisor from receiving County reimbursement for expenses.
- (f) Reimbursement submission:

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1. Supervisors and community members approved to attend a meeting(s) and or educational program shall be reimbursed for expenses based upon the County's current reimbursement policies and practices. Travel reimbursement will be for the most appropriate mode of travel. This includes coach or economy class rate for the least expensive route if traveling by air or mileage for the most direct route reimbursed at the current county rate for the driver of the private vehicle, but not to exceed airfare. Mode of travel must be included in the request for reimbursement and approved as part of the prior travel approval. Supervisors traveling to the same activity are encouraged to combine their travel to contain costs whenever possible. Per diem and lodging reimbursement will not begin until the first day of the conference or meeting, unless schedules require arrival the day before.
 2. Supervisors or community members who receive reimbursement for travel or educational expenses from any other sources for attendance at the same event shall not be eligible to receive reimbursement from Marathon County.
 3. Supervisors and community members seeking reimbursement shall complete an [electronic approved](#) reimbursement form on a quarterly basis, delivering the document and all requisite vehicle insurance information to the County Clerk for verification no later than two-weeks from the close of each quarter (i.e., by April 15, July 15, October 15, and January 15). After reviewing the personal vehicle insurance information provided in accordance with the applicable Marathon County Employee expense reimbursement policies, the County Clerk shall forward the reimbursement request to the County Board Chairperson for review and approval.
 4. Mileage - Supervisor attending any approved meeting will be reimbursed for four (4) miles of travel per meeting or the actual mileage traveled, at the prevailing county rate, whichever is greater.
- (g) National Association of Counties (NACo) and Wisconsin Counties' Association (WCA) travel reimbursement:
1. Supervisors who request reimbursement for attending any NACo or WCA activities must work with the County Clerk's office when making travel arrangements.
 2. NACo and WCA Steering Committee appointments - at the May meeting of the County Board, held during even years, the County Board Chairperson shall appoint, subject to confirmation by the County Board of Supervisors, up to three supervisors to serve on NACo steering committee(s), and up to three supervisors to serve on WCA steering committee(s). By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is deemed pre-approved. Funding for these activities will come from the County Board's designated travel budget.
 3. NACo Summer Conference and NACo Legislative conference - subject to budgetary allocations, up to three (3) supervisors can be selected to attend the NACo Summer Conference and Legislative Conference. Attendees shall be selected in accordance with subsection 1 above. By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is deemed pre-approved. Funding for these activities will come from the County Board's designated travel budget.
 4. WCA Annual Convention - Supervisors shall be eligible for expense reimbursements, with preference first given to the Board Chairperson, Vice-Chairperson, all standing committee chairpersons and the chairpersons of other statutory committees/boards. If a committee chairperson is unable or unwilling to attend, the committee chairperson may recommend an alternate designee from the respective standing committee to the County Board

Chairperson. Those planning to attend should advise the Board Chairperson, who shall confirm that budgetary allocations are sufficient to cover the expenses of those interested in attending. Selections of County Board Supervisors, pursuant to this section, shall be based on the supervisor's interest, and relevance of conference content to the County's interests.

5. WCA Annual Legislative Conference - up to four supervisors shall be eligible to receive reimbursement for attendance. Preference shall first be given to the Board Chairperson and Vice-Chairperson. If the Board Chairperson and/or Vice-Chairperson are unable or unwilling to attend, alternates may be designated by the County Board Chairperson. Attendance is subject to budgetary allocations. Selections of County Board Supervisors, pursuant to this section, shall be based on the supervisor's interest, conference content, and County issues on the conference agenda.
 6. Other WCA events are subject to the pre-approval process outlined in subsection (d) of this Rule.
- (h) Nothing in the policy shall prohibit County Board Supervisors from attending any educational opportunity, including NACo and WCA events, at their own expense if they are not pre-approved for reimbursement under this section.

COUNTY BOARD/COUNTY ADMINISTRATOR RELATIONS

- (21) *Rule 21. Relationship between County Administrator and County Board.* As the County Board's only employee, the relationship between the County Administrator and the County Board is extremely important to the success of County government. The County Board is charged with providing direction, counsel, supervision, and support to, and conducting performance appraisals with, the County Administrator. The County Administrator serves at the pleasure of the County Board, and is responsible for administering the work of the County organization. The County Administrator has the authority to direct the County workforce and other resources in consultation with the County Board's Executive Committee as required to accomplish the County government's work, goals and objectives as determined by the County Board.
- (a) *Administrator's Plan of Work.* Each year the County Administrator will prepare for approval by the County Board, at its January meeting, a plan of work for the succeeding year (January to December). The content of the plan of work will address the goals and objectives described in the County's strategic plan, and all other Board documents and discussions which identify work to be accomplished that is consistent with the County Administrator's position description. While many plan items will require greater than one year to complete, accomplishments to be made within the fiscal year will be identified in the plan, and progress reports will be provided as requested by the Executive Committee, but no less than annually to the County Board. While it is anticipated that unforeseen work will develop during the course of the year, the Administrator should make their best effort to identify as much as possible all major projects to be undertaken. The Executive committee of the County Board, with the County Administrator, has the responsibility to review and to modify the plan as required during the year, to assure the highest priority work of the county is addressed.
- (b) *Annual Performance Appraisal.*
1. Each January the Executive Committee of the County Board will conduct a performance appraisal of the County Administrator consistent with the pay for performance process established for county employees. The County Administration's evaluation will include: Contribution to organizational culture, demonstration of core values behavior, job deliverables (results and goals) and completion of professional development. Performance Ratings shall be the same as are applied to all other employees (e.g. Exceptional,

Successful, Needs Improvement). In January of each even-numbered year, as part of the performance appraisal process, the Executive committee will conduct a written survey of the entire County Board requesting an evaluation of the County Administrator's performance. The survey will include questions which allow Supervisors to assess the performance of the Administrator on the following criteria for the preceding two years. In December of each odd-numbered year, the Executive Committee shall conduct a training with the County Board to prepare members to make full use of the survey.

- a. Contribution to a strong effective organizational culture.
 - b. Demonstrated ability to model behavior that exemplifies the County's core values.
 - c. Performance of Job Deliverables in the following essential job functions:
 1. Progress in accomplishing the goals included in the preceding two years of work plans;
 2. Effectiveness in administering the county's workforce and fiscal resources;
 3. Effectiveness in building and maintaining relationships with stakeholders.
 - d. Achievement of professional development goals.
2. The County Board will review the Administrator's performance at its February meeting. The purpose of said meeting shall be to review comments received, verify the accuracy of impressions expressed and provide an opportunity for the Board to be educated regarding the process and the relative roles and responsibilities of the parties. The Executive Committee will meet following the full Board's review at the February meeting in order to draft a summary of the appraisal. The Executive Committee of the Board will discuss the draft summary with the County Administrator soliciting comment and feedback. The Board will review and finalize the summary at its March regular meeting. The final summary shall be presented to the Administrator and then shall be released to the public and placed in the Administrator's personnel file.
 3. At all phases of this process, any Marathon County governmental body shall have the option to convene in closed session, pursuant to § 19.85(1)(c), Wis. Stats., (or other applicable or successor statutes) for the purposes of "[c]onsidering employment, promotion, compensation, or performance evaluation data" regarding the Administrator, as long as said sessions are properly noticed in accordance with Wisconsin Open Meetings law. It is the express policy of this Board to make full usage of the closed session procedure cited above and to exclude the Administrator from some discussions to ensure that an accurate and thorough appraisal occurs.
- (c) *Administrator Performance Improvement Plan.* As part of the County Administrator's performance appraisal process, the Executive Committee may elect to draft a written Performance Improvement Plan (PIP) for the Administrator. The purpose of this plan shall be to identify specific improvement(s) and/or establish other criteria to be assessed that address only areas of the appraisal that are identified as "Needs Improvement." The Executive Committee may schedule a follow up appraisal in its discretion. This plan, if any, will be shared with the Board at its March meeting, and with the Administrator, and shall be placed in the Administrator's personnel file along with the appraisal summary described above, but not released to the public.
- (d) *Compensation.* The Administrator's compensation shall be administered in a manner that is consistent with the pay-for-performance model applied to all other County employees.

(22) *Rule 22. Joint Venture Approval Procedure.*

- (a) *Purpose.* The purpose of this rule is to standardize the procedure and criteria to be used by the Marathon County Board and its Administration when considering formation of statutory joint ventures and joint ventures in which Marathon County incurs significant increased liability. The rule applies to proposed joint venture agreements of any form with another/other public or private entities when the joint venture initiative results in the formation of an independent governance structure through the creation of a separate, distinct and independent board of directors for the proposed joint venture.
- (b) *Application.* While adherence to both the procedure and the criteria provided in this rule would be of value when considering all future cooperative/collaborative working relationships with other public and private entities, adherence to this rule is only required in instances as described above. Acceptance of grants and structuring of working relationships with other parties when no formal organizations or increased liability is anticipated are exempt from this rule.
- (c) *Effect on current joint ventures.* Statutory joint ventures formed in the past and currently in force will be expected to adhere to these guidelines when they are modified and/or when renewed at the end on the term of the agreement. Clarification and improvement in current agreement stipulations are always encouraged and should be made when opportunities occur.
- (d) *Phase I. Joint Venture Opportunity Initiation:* This phase can be initiated or responded to by the appropriate standing committee chair or the County Administrator.
 - 1. Description of the shared purpose opportunity:
 - a. Alignment of the participating organizations purposes.
 - b. Aligned/Complimentary expected outcomes.
 - c. Extent to which the opportunity supports the objective of an existing County plan.
 - 2. Description of the proposed form of joint venture organization:
 - a. Joint venture legality and within County's authority, if evident. If not evident, the determination of legality can be postponed to Phase II.
 - 3. Proposed scope of service(s):
 - a. Geographic service area.
 - b. Target customers.
 - c. Service(s) description.
 - 4. Describe the desirable characteristics and experiences of the proposed joint venture participants.
 - 5. Obtain standing Committee support of the proposed joint venture and moving the idea forward to the County Board.
 - 6. Seek approval of the County Board to continue to pursue the opportunity.
- (e) *Phase II. Pursuing Joint Venture Formation:*
 - 1. Determination of who is responsible for the project management role which entails investigating the joint venture formation (staff, or designated Marathon County Board member(s)):
 - a. Point of contact.

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- b. Reports back to the County Board.
 - c. Media contact.
 - d. Responsible for ensuring compliance with open meeting law/local rules.
 - e. Authority to enter into tentative agreements on behalf of the County.
 2. Determination of the need for external consultant assistance and distribution of the costs for the same.
 3. Delineation of the formation process:
 - a. Public meeting requirements.
 - b. Timelines and sequence of activities and events.
 4. Written agreement outlining the formation process which has been agreed to by all parties including assumption of costs to be incurred and allocation among the parties, confidentiality requirements, etc.
 5. Report progress to the Standing Committee and the County Board.
 - (f) *Phase III. Formation Process Implementation:*
 1. Selection of the consultant (if needed).

NOTE: The factors identified in [2] through [5] below must all be addressed (except [4]d.) but it is not necessary that each be addressed in any particular sequence.
 2. Governance:
 - a. Structure and decision-making authority. Clarify the oversight body structure and its decision-making authority.
 - b. Bylaws formation (how and by whom can they be changed?).
 - c. Form of governance (intergovernmental agreement, statutory, partnership, non-profit, etc.).
 - d. Ownership.
 - e. Public reporting of meeting agendas and minutes. Determine whether such public reporting is required by law or desirable as a best practice.
 - f. Targeted outcomes including reporting and monitoring.
 3. Scope of services:
 - a. Geographic service region.
 - b. Specific type of service(s), standards, pricing, subcontracting, bidding requirements, quality auditing, external certification requirement, etc.
 - c. Customers.
 - d. Future expansion opportunities.
 4. Fiscal impacts/risks:
 - a. Required fiscal commitments.
 - b. Financial viability of proposed participants.

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- c. Responsibility for providing for facilities, employees, communications/marketing, insurance, financial investments.
 - d. Assumptions about and alternatives in the event of changed economy, regulations, demographics, changes in state or other external support? (not mandatory)
 - e. Origin of support services i.e. IT, human services, fiscal services.
 - f. Who will be the employer and fiscal agent?
 - g. Standards for employee compensation.
 - h. Transitioning of current employees of participating organizations.
 - i. Fiscal and compliance audit requirements.
5. Agreement duration provisions:
 - a. Term of agreement.
 - b. Agreement to regularly review the agreement and to propose changes and designation of responsibility to see that the review is complete and timely.
 - c. Provisions for expansion of and/or discontinuation of participants.
 - d. Unwind provisions.
 6. Approval by the Standing Committee and referral to the County Board for consideration.
- (g) *Phase IV. Joint Venture Approval:*
1. Development of the schedule to be pursued to obtain participating organization approval.
 2. Preparation of documents required for approval of participating organizations.

(O-12-20; R-29-20; O-17-20; O-23-21; R-58-21)

Sec. 2.02. Fiscal impact-; Bills; Claims; Appropriations.

(1) (1) —Fiscal Impact Estimate.

(a) Fiscal Impact Estimate Required. Every motion, resolution or ordinance which makes an appropriation or which increases or decreases an existing appropriation, fiscal liability or anticipated revenue shall, before any vote is taken on the same by the County Board, have attached to it a reliable written fiscal impact estimate of the anticipated changes in related appropriations, fiscal liabilities or anticipated revenues for the current County budget or budgets to which it relates, along with any known or reasonably ascertainable projections for the impact of such changes in future similar budgets.

(b) (2) —Exceptions. The annual County budget, when under consideration during the regular annual review period, shall be exempt from this requirement. Amendments to the Human Resources, Finance and Property Committee's proposed Annual Budget must be presented and voted upon as individual items by the County Board.

(c) (3) —Board May Not Act. Any proposed report, resolution or ordinance which fails to contain such reliable written fiscal impact estimate may not be affirmatively acted upon by the County Board until such estimate is presented to the full County Board unless a two-thirds majority of the County Board membership present and voting, affirmatively votes to waive the requirement.

(d) (4) Role of County Administrator. The County Administrator or their designee shall work with appropriate department heads and County Board committees in providing such fiscal impact estimates where required.

(2) (5) Bills or Claims Against County. All bills or claims against the County, except claims or bills of the County Board members, and all matters requiring action by the County Board shall be filed with the County Clerk at least five days before the meeting of the County Board and all bills against the County or claims for services rendered shall be itemized fully and completely.

(63) Non-budgeted Appropriations. All reports or resolutions appropriating any money or dealing with expenditures of money not provided for in the adopted County budget shall be passed on a two-thirds vote of the membership of the County Board.

(74) All bills or summary shall be referred to the proper committee without reading but before final allowance, a summary of the bill together with a report of the committee to whom same was referred shall be read by the Clerk.

(85) It shall be in order for any member to call for the reading of any accounts by items and on request a separate vote shall be had on the allowance of any account or item, unless the Board shall be under operation of the previous question.

(6) Receipt of Grants. Grant funds that are not provided for in the adopted County budget shall be approved by the ~~standing committee of jurisdiction and the~~ Human Resources, Finance and Property Committee. Receipt and approval of such grant funds shall begin with the completion of a budget transfer form that is forwarded ~~to the standing committee of jurisdiction for review and approval.~~

(a) Grant-funded Position. If new grant funds are proposed to be utilized to fund a new position, the County Board must approve the use of non-budgeted grant funds to create and fund the position.

(O-12-20)

Sec. 2.03. Supervisory districts.

There shall be 38 Supervisory Districts in Marathon County with one supervisor elected for and from each district, with the districts being specifically outlined and described in ~~the "Description of Marathon County Supervisory Districts, 2011;" Map 1, "City of Wausau/Wausau Urban Area Supervisory Districts, 2011, Marathon County, Wisconsin;" and Map 2, "Marathon County Supervisory Districts, 2011" and attached legal descriptions therefore, attached to Ordinance Resolution~~ No. ~~RO-977-121~~ and made a part hereof by reference as if fully set forth, the locations of said districts being as generally described below:

Supervisory Districts	
Number	Boundary
1	Wards 1 and 2 in the City of Wausau
2	Wards 3, 4, 5, and 95 in the City of Wausau
3	Wards 6 and 8 in the City of Wausau
4	Wards 7 and 12, 10, 11, 12, and 31 in the City of Wausau
5	Wards 13 and 14 in the City of Wausau
6	Wards 15 and 16 in the City of Wausau
7	Wards 17 and 18, 29 and 34 in the City of Wausau
8	Wards 19 and 20 in the City of Wausau

9	Wards 25, 26, 27, 28, 30, 33, 35, 36, and 37 in the City of Wausau, Ward 3 in the Town of Stettin 10 and 11 in the City of Wausau and Ward 3 in the Town of Stettin
10	Wards 21 and 22 in the City of Wausau
11	Wards 4 and 9 23, 24, and 32 in the City of Wausau
12	Towns of Wausau and Easton Texas and Wausau
13	Village of Brokaw, Towns of Texas, Hewitt, Harrison, and Plover Towns of Hewitt, Harrison, Easton, Plover, and Ward 1 Town of Norrie and the Village of Birnamwood
14	Villages of Birnamwood, Hatley, and Elderon, and the Towns of Norrie, Elderon, and Reid Villages of Hatley and Elderon, and the Towns of Elderon and Reid, Ward 11 of the Village of Kronenwetter, and Ward 2 of the Town of Norrie
15	Wards 6—10 in the Village of Kronenwetter
16	City of Schofield and Ward 6 9 in the Village of Weston
17	Wards 1—4 in the Village of Rothschild
18	Wards 5 and 6 in the Village of Rothschild, and Wards 1 and 13 in the Village of Weston
19	Wards 34 and 5, and 10 in the Village of Weston
20	Wards 4, 6, and 78 and 9 in the Village of Weston
21	Wards 2 and 3, 11, and 12 in the Village of Weston
22	Towns of Ringle and Weston, and Ward 7 8 in the Village of Weston
23	Wards 1—5 in the Village of Kronenwetter
24	Towns of Franzen, Bevent, Guenther, Wards 1 and 2 in the Town of Knowlton, and Wards 76 and 8 in the City of Mosinee
25	Towns of Bergen and Green Valley, Ward 3 in the Town of Knowlton, Ward 1 in the Town of Emmet, and Ward 2 in the Town of Cleveland
26	Wards 1— 5 and Ward 7 6 in the City of Mosinee
27	Town of Day, Wards 2 and 3 in the Town of McMillan, Wards 12, 20, 21, 241 — 3 in the City of Marshfield
28	Town of Spencer and Village of Spencer
29	Village of Stratford, Town of Eau Pleine, Ward 1 in the Town of McMillan, and Ward 1 in the Town of Cleveland, and Ward 1 in the Town of Brighton
30	Cities of Abbotsford and Colby, Villages of Unity and Dorchester, and the Towns of Holton, Hull, and Ward 2 of the Town of Brighton
31	Village of Fenwood, Towns of Johnson, Frankfort, Wien, and Rietbrock
32	Village of Edgar, Towns of Rib Falls and Cassel
33	Village of Marathon City, and Wards 1, and 2, and 5 in the Town of Stettin
34	Village of Athens, Towns of Bern, Halsey, and Hamburg, and Ward 2 in the Town of Berlin
35	Towns of Marathon and Mosinee, and Ward 2 in the Town of Emmet
36	Wards 3, 4, 5, 6, and 10 in the Town of Rib Mountain
37	Wards 1, 2, 7, 8, and 9 in the Town of Rib Mountain
38	Ward 1 of the Town of Berlin, and Ward 4 of the Town of Stettin, Village of Maine

(O-12-20)

Sec. 2.04. Standing committees.

(1) *Extension, Education, and Economic Development Committee.*

(a) *Mission/purpose:* Provide the leadership for implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board all policies related to educational and economic development initiatives of Marathon County.

(b) *Statutory responsibilities:* § 59.56(3), Wis. Stats.

(c) *Diversity and Inclusion Responsibilities.* The Extension, Education and Economic Development Committee shall ensure that Marathon County is an open, inclusive, and diverse place to live and work and implement strategies related to Chapters 3 and 10 of the County's 2016 Comprehensive Plan, including but not limited to developing policies that strive to ensure that every person has the opportunity for education and employment to be self-supporting.

~~(d)~~ *Membership:* Shall be comprised of seven County Board supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.

~~(e)~~ *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

~~(f)~~ *Reporting relationship:* The Extension, Education and Economic Development Committee shall have responsibility for outcome monitoring and oversight of the performance of education and economic development initiatives supported by Marathon County. The Committee shall have the primary responsibility of conferring with and acting as liaison for the following County departments:

UW Extension

~~(g)~~ *Duties and responsibilities:* The duties and responsibilities of the Extension, Education, and Economic Development Committee include, but are not limited to:

1. Foster the implementation of the County's Strategic Plan initiatives related to education and economic development.
2. Identify the need for and recommend to the County Board, policies related to education and economic development initiatives appropriately supported by Marathon County.
3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
5. Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County education and economic development.
6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
7. Review and recommend to the County Board programmatic and facility plans consistent with the community's expectations for the UWMC.
8. Serve as the County's Extension and Education Committee by performing the following responsibilities:
 - a. Establish UW County based extension department policy.
 - b. Provide budget oversight for UW County based extension department.

- c. Provide input and monitor their performance on the County based UW Extension programming.
 - d. Create policies and strategies that accomplish educational needs in an efficient and cost effective manner.
 - e. Provide a leadership role with the County Board and other community partners to preserve and enhance access to the resources of the public university.
 - f. Assess future community educational needs.
 - g. Facilitate a partnership between the County and the University of Wisconsin.
9. Additional duties as assigned by the County Board Chairperson.

(hg) *Committee relationships:* The Extension, Education, and Economic Development Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Industrial Development Agency

(ih) *Other organization relationships:* The Extension, Education, and Economic Development Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

Marathon County Public Library Board

North Central Wisconsin Workforce Development Board (NCWWDB)

Wisconsin Valley Library Board (WVLB)

North Central Regional Planning

Northcentral Technical College (NTC)

Marathon County Agriculture Society

Marathon County Development Corporation (MCDEVCO)

Marathon County Historical Society

University of Wisconsin-Stevens Point - Wausau

(2) *Environmental Resources Committee (ERC).*

(a) *Mission/purpose:* Provide leadership for the implementation of the County's Strategic Plan, monitoring program outcomes, reviewing and recommending to the County Board policies related to environmental resource initiatives of Marathon County.

(b) *Statutory responsibilities:* Space reserved.

(c) *Diversity and Inclusion Responsibilities. The Environmental Resources Committee shall evaluate our conservation, land use planning, zoning, and recreation programs to understand the implications of our programs and policies on individuals within our communities with the intent to strive to provide fair and impartial access to services and resources and reduce/eliminate disparities in access.*

(de) *The Environmental Resources Committee shall be comprised of eight (8) County Board Supervisors—two of which are members of the Extension, Education and Economic Development Committee appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years, one representative of the Towns Associations of Marathon County appointed by the County Board Chairperson, and one Farm Service Agency (FSA) Member. [Source: § 92.06(1)(b), Wis. Stats.].*

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1. The representative of the Towns Association of Marathon County is empowered to offer motions, second motions, and speak when recognized by the Committee Chairperson; however, he or she is not empowered to vote and his or her presence does not count toward establishing a quorum.

~~Membership: The Environmental Resources Committee shall be comprised of eight County Board Supervisors—two of which are members of the Education and Economic Development Committee—appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years and one Farm Service Agency (FSA) Member. [Source: § 92.06(1)(b), Wis. Stats.]~~

- (ed) *Term:* Members shall serve two-year terms concurrent with the terms of office of the County Board of Supervisors.
- (fe) *Reporting relationship:* The Environmental Resources Committee is accountable to the County Board. It shall have the responsibility for outcome monitoring and annual reporting, as well as overseeing the implementation of all policies related to the environmental resources of the County. The Environmental Resources Committee shall have the primary responsibility for conferring with and providing policy guidance to the following County departments:
- Conservation, Planning, and Zoning
 - Parks, Recreation and Forestry
 - Solid Waste
- (gf) *Duties and responsibilities:* The duties and responsibilities of the Environmental Resources Committee will include, but not be limited to:

- Act as Land Conservation Committee pursuant to §§ 92.06 and 92.07, Wis. Stats., and maintain the [following]:
 - Chapter 91 - Farmland Preservation.
 - Chapter 92 - Soil and Water Conservation and Animal Waste Management.
 - Chapter 93 (§ 93.90) - Livestock Facility Siting and Expansion.
- Act as Planning and Zoning Committee and maintain the following:
 - Chapter 59, § 59.69, Wis. Stats., Zoning Ordinance.
 - Chapter 59, § 59.692, Wis. Stats., Shoreland and Shoreland-Wetland Zoning Ordinance.
 - Chapter 59 and § 87.30, Wis. Stats., Floodplain Zoning.
 - Section 145.20, Wis. Stats., Private Onsite Wastewater Treatment System Ordinance.
 - Section 236.45, Wis. Stats., Land Division and Surveying Ordinance.
 - Section 59.69, Wis. Stats., Land Use, Information and Regulation, Environmental Protection, Surveys, Planning and Zoning.
 - Section 59.69, Wis. Stats., Uniform Citation Ordinance.
 - Section 59.54(4) and (4m), Wis. Stats., Uniform Addressing Ordinance.
 - Chapter 295, Subchapter 1, Wis. Stats., Nonmetallic Mining Reclamation Ordinance.
 - Chapter 31, Wis. Stats., Regulation of Dams and Bridges Affecting Navigable Waters.
 - Sections 56.70(8), 66.0103, 92.07, 281.31, 281.35, Wis. Stats.

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3. Promote the implementation of the County's Comprehensive and Strategic Plans relative to environmental protection, waste management, public recreation, forestry and land use.
 4. Identify and recommend to the County Board, policies and long-range plans related to environmental and community resources of the County including land use, forests, soil and water, and outdoor recreation.
 5. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
 6. Facilitate broad based discussion of issues and policies by encouraging involvement and communications with the public and with other standing Committees.
 7. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding County environmental and community resources.
 8. Delegate operational procedures and practices to appropriate program committees, boards and commissions which include Forestry and Recreation, Solid Waste, and Park Commission. Provide policy guidance and oversight to the Conservation, Planning and Zoning; Parks, and Recreation and Forestry departments.
 9. Encourage soil and water conservation research and educational information and public service programs.
 10. Assist in development and administration of the annual and long-range plans and annual reports for the following program activities:
 - a. Land and Water Resource Management.
 - b. Lake Management.
 - c. Parks and Recreation.
 - d. County Forestry.
 - e. Public Transportation.
 - f. Farmland Preservation.
 - g. Solid Waste Management and Recycling.
 11. Administer the wildlife damage and abatement program including approving the annual budget, claims, and fence contracts.
 12. Distribute and allocate federal, state, and county funds made available to the committee for cost-sharing programs and other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, and determine the methods of allocating these funds.
 13. Provide County oversight for Sewer Service Area planning.
 14. Additional duties as assigned by the County Board Chairperson.

(hg) *Committee relationships:* The Environmental Resources Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Forestry/Recreation Committee

County Forest Citizen's Advisory Sub-Committee

Marathon County Park Commission

Solid Waste Management Board

Metallic Mining Committee

(i) *Other organization relationships:* The Environmental Resources Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

Board of Adjustment

Marathon County Land Information Council

[Marathon County Metropolitan Planning Organization](#)

(3) *Executive Committee.*

(a) *Mission and purpose:* The Executive Committee of the Marathon County Board exists for the purpose of providing leadership for the development and implementing the County's Strategic Plan by coordinating policy formation among the Committees, and providing leadership for all County Board policies through supervision of Administrative staff.

(b) *Statutory responsibilities:* Space reserved.

(c) *Diversity and Inclusion Responsibilities. The Executive Committee shall periodically evaluate the work of the Standing Committees relative to the diversity and inclusion responsibilities set forth within the organizational rules and the county's comprehensive and strategic plans. The Executive Committee shall provide leadership in Marathon County's effort under Chapter 12 of the Comprehensive Plan to be a cooperative and collaborative partner with other municipalities and organizations to most effectively and efficiently provide services to all residents.*

(d) *Membership:* The Executive Committee is composed of the Chairperson of each of the County Board Standing Committees, and the County Board Chairperson and Vice-Chairperson. Two County Board Supervisors at large shall be selected by election of the County Board to the Executive Committee. The Executive Committee will be chaired by the County Board Chairperson.

(e) *Term:* Members shall serve two-year terms, concurrent with their being Chairperson of a County standing committee. If for some reason members relinquish their Committee Chairmanship, they will be replaced on the Executive Committee by the new committee Chairperson. If the member at large leaves, then the County Board will elect a new member at large.

(f) *Reporting relationship:* The Executive Committee is accountable to the County Board and provides leadership for and monitors the County Administrator position. The Executive Committee shall have the primary responsibility of conferring with and providing guidance to the following County departments:

County Administrator's Department

(g) *Duties and responsibilities:* The duties and responsibilities of the Executive Committee include, but are not limited to:

1. Provide leadership for the implementation of the County's Strategic Plan.
2. Proactively identify County policy development needs.
3. Request the County Board Chairperson assigns requests for any policy development to the appropriate Committee(s).
4. Identify the need for short-term task forces to address policy formation recommendations.
5. Establish County Board policy goals and monitor the success of the County Board policy implementation, reporting the results to the County Board.

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6. Provide leadership for the development of a biennial County Administrator plan of work, and consult in the completion of the plan. Monitor progress on an ongoing basis and conduct an annual performance review and a biennial survey.
 7. Participate in the selection of a County Administrator, and recommend a candidate for County Board approval. Recommend to the County Board appropriate contract and compensation considerations.
 8. Monitor the County Board's adherence to and progress in implementing its rules and procedures. Appoint a task force to update the County Board rules every two years.
 9. Consult with the County Board Chairperson regarding the content and structure of the County Board meeting agendas.
 10. Provide leadership of the implementation of the County's Strategic Plan core strategies.
 11. Provide leadership for the allocation of County resources by major County function.
 12. Additional duties as assigned by the County Board Chairperson.
 13. It may create task forces as required by its duties and responsibilities.

14. Consider requests from County Board Supervisors pursuant to Rule 3(b) to have an item added to a subsequent agenda of the Board of Supervisors.

(hg) *Committee relationships:* The Executive Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Diversity Affairs Commission

Rules Review

(ih) *Other Organizational Relationships:* The Executive Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

1. None

(j) Standing Committee Vice-Chairpersons.

1. Participation In General. The Vice-Chairperson of a Standing Committee shall attend and participate in meetings of the Executive Committee as a non-voting member.
2. Voting Rights in the Absence of a Standing Committee Chair. If the Chairperson of a County Board Standing Committee is absent, unavailable, or incapacitated, or if the Chair position of a Standing Committee is vacant, the Vice-Chairperson of said Standing Committee shall act as a voting member of the Executive Committee in the place of the Chairperson of said Standing Committee.
3. Quorum in the Absence of a Standing Committee Chair. If a Vice-Chairperson is acting as a voting member of the Executive Committee, that Vice-Chairperson shall be counted in the place of the Standing Committee Chairperson when determining whether a quorum of the Executive Committee exists.
4. Vice-Chair as Chair of Separate Standing Committee. If a Vice-Chairperson is acting as a voting member of the Executive Committee and is also the Chairperson of a separate Standing Committee, that person shall only be entitled to one vote on matters before the Executive Committee and shall not be counted twice for the purpose of determining whether a quorum of the Executive Committee exists.

(4) *Human Resources, Finance and Property Committee.*

(a) *Mission/purpose:* Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to human resources initiatives, finance and property of the County.

(b) *Statutory Responsibilities:* §§ 65.90(5)(b), 893.80, 65.90(5)(a), 59.62[Wis. Stats.], and their successor statutes.

(c) *Diversity and Inclusion Responsibilities.* The Human Resources, Finance and Property Committee shall promote cultural competence in County employment policies (i.e., the ability to understand, communicate with and effectively interact with people across cultures in the design and delivery of County programs and services) and ensure that County employment policies cultivate an inclusive environment where cultural diversity can flourish.

(de) *Membership:* The Human Resources, Finance and Property Committee shall be comprised of seven County Board Supervisors, appointed by the County Board Chairperson and confirmed by the County Board at the April meeting of the County Board in even-numbered years. ~~At least one County Board member of the C.I.P. Committee will be appointed to the Human Resources, Finance and Property Committee.~~

(ee) *Term:* Members shall serve a two-year term concurrent with their terms of office as County Board Supervisors.

(fe) *Reporting relationship:* The Human Resources, Finance and Property Committee shall be accountable to the County Board. It shall have the responsibility for outcome monitoring and overseeing the implementation of all policies related to human resources, financial and property matters of the County. The Human Resources, Finance and Property Committee shall have the primary responsibility of conferring with and providing guidance to the following County departments:

Treasurer's Office

Finance Department

Corporation Counsel's Office

County Clerk's Office

Register of Deeds' Office

Facilities and Capital Management

Employee Resources

(gf) *Duties and responsibilities:* The duties and responsibilities of the Human Resources, Finance and Property Committee shall include, but are not limited to:

1. Consult with County program committees, and in consultation with County Administration, develop annual short-term and multiple year long-term budget assumptions to guide budget development.
2. Provide leadership for the development and implementation of employee compensation, benefits, and working conditions structure which provides internal and external consistency and equality for all County employees, officers, and officials.
3. Review and accept the annual budget proposed by the County Administrator, conduct public listening sessions regarding the proposed budget, and submit with appropriate revisions to the County Board for its consideration, possible modification, and adoption.

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4. Review and on behalf of the County Board act upon claims including all litigation claims against the County.
 5. Monitor and oversee all County financial matters including, but not limited to, bills, audit reports, investments, insurance policies, bonding, contingency funds, property acquired by tax deed, budget amendments and transfers, and risk management programs including collaboration on labor contract negotiation issues. Establish, monitor and appropriately update acquisition policies, use and disposition of non-tax and tax deeded land acquired by the County.
 6. Monitor the implementation of County Human Resources policies including organization compliance with annual budgets for Human Resources.
 7. Establish and monitor the County's policies regarding donations and grants.
 8. Review and approve for submission all grant requests which directly affect the finances of the County.
 9. Review requests for new allocated positions pursuant to § 4.20 of this Code.
 10. Authorize the transfer of funds between budgeted items of an individual County office, or County department, and authorize the transfer of funds from the contingency fund to supplement the appropriation for a particular office, department or activity as long as such transfers do not:
 - a. Exceed the amount set up in the contingent fund, or
 - b. Add up to more than ten percent of the fund originally budgeted to each individual office or department or activity.
 11. Provide for publication of notice of contingent fund transfers pursuant to law.
 12. Recommend to the County Board transfers from the General Fund.
 13. Serve as the County's employee grievance committee, hearing, as required, all employee grievances and issuing decisions, when required by ordinances or labor contracts.
 14. Act as the Trier of Fact in disciplinary hearings, and request, as appropriate, the involvement of County Corporation Counsel to assist in conducting disciplinary hearing.
 15. Monitor organizational culture survey results and assure that employees are managed and led consistent with the County's values.
 16. Monitor the employee health care benefit and establish broad organizational policies that ensure that the plan is part of a compensation package that supports talent attraction and retention; and that cost are well managed to provide the best value available.
 17. Additional duties as may be assigned by the County Board Chairperson.

(hg) *Committee relationships:* The Human Resources, Finance and Property Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communication, and policy recommendations to the County Board with respect to the following:

~~Capital Improvement Program Committee (CIP)~~ None

(ih) *Other Organizational Relationships:* The Executive Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

None

(5) *Health and Human Services Committee.*

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- (a) *Mission/purpose:* Provide leadership for the implementation of the strategic plan, monitoring outcomes, reviewing and recommending to the County Board policies related to health and human services initiatives of Marathon County.
 - (b) *Statutory responsibilities:* §§ 46.22(1m) and 46.23(2g), Wis. Stats., and their successor statutes.
 - (c) *Diversity and Inclusion Responsibilities. The Health and Human Services Committee shall promote health equity (i.e., a state where everyone can attain their highest level of health through fair and impartial access to information and services) and work to reduce and eliminate health and social disparities (i.e., seek to eliminate differences in health and social status between people related to demographic factors such as race, gender, income or geographic region).*
 - (ed) *Membership:* The Health and Human Services Committee shall be comprised of seven County Board supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.
 - (ee) *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.
 - (fe) *Reporting relationship:* The Health and Human Services Committee shall be accountable to the County Board. It shall have the responsibility for outcome monitoring and overseeing the implementation of all policies related to the health and human services of the County, including, but not limited to: long-term care, physical and mental health, socioeconomic needs, AODA, crisis intervention, youth and elderly, and nutrition, as well as state and federally funded programs affecting Marathon County and current legislation or proposed legislation affecting health and human services. The Health and Human Services Committee shall have the primary responsibility for conferring with and providing guidance to the following county departments:
 - Veteran's Services
 - Social Services
 - Health Department
 - (gf) *Duties and responsibilities:* The duties and responsibilities of the Health and Human Services Committee include, but are not limited to:
 1. Foster the implementation of the County's Strategic Plan.
 2. Identify the need for, and recommend to the County Board, policies related to the health and human services of the County that meet the physical and mental health, social and economic needs of individuals and families.
 3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
 4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
 5. Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County health and human services.
 6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
 7. Fulfill all statutory requirements assigned by the County Board.
 8. Develop policies and plans for the delivery of all County-sponsored human services programs.

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9. Develop a coordinated plan and budget, set priorities on program operations within the funding mechanisms provided by Federal, State and County government.
 10. Assess the health status of the citizens and recommend policies that will improve the health of community residents assuring that needed health services are available.
 11. Ensure that public health services include, but are not limited to, nursing, immunizations, health screenings, school health, environmental health, nuisance and hazard complaints, and health education are made available.
 12. Develop partnerships with private or public funded human service agencies, schools and health or social institutions in the County which deal directly or indirectly with the Department of Social Services.
 13. Develop options related to future policies related to the elderly and individuals with disabilities.
 14. Additional duties as assigned by the County Board Chairperson.

(hg) *Committee relationships:* The Health and Human Services Committee shall serve as the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Social Services Board

Veterans Service Commission

Transportation Coordinating Committee

(ih) *Other organization relationships:* The Health and Human Services Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

Marathon County Board of Health

Aging and Disability Resource Center of Central WI (ADRC-CW)

Tri-County 51.42 Board and North Central Health Care Facilities

Community Care of Central Wisconsin (CCCW)

Marathon County Long-Term Care Council

Children with Disabilities Board

North Central Community Action Program (CAP)

Northern Valley Workshop Board

(6) *Infrastructure Committee.*

(a) *Mission/purpose:* Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to technology and infrastructure initiatives of Marathon County which includes, but is not limited to, highways, airways, waterways, etc.

(b) *Statutory responsibilities:* § 83.015, Wis. Stats., and their successor statutes.

(c) *Diversity and Inclusion Responsibilities. The Infrastructure Committee shall:*

[a. As provided in Objective 8.1, evaluate our transportation services and facilities to encourage services and facilities that meet the needs of the transportation disadvantaged—including the elderly, children, people with disabilities, and low-income people—and comply with the Americans with Disabilities Act \(ADA\) and as provided in Objective 10.10, work to ensure that we maintain a safe highway network to provide access to all communities in the county.](#)

[b. As provided for within Chapters 8 and 10 of the Comprehensive Plan, work to support the expansion of broadband infrastructure to strive for fair and impartial access to services.](#)

- (de) *Membership:* The Infrastructure Committee will be comprised of seven County Board Supervisors, appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.
- (ed) *Term:* Members shall serve two-year terms concurrent with their terms of office as County Board Supervisors.
- (fe) *Reporting relationship:* The Infrastructure Committee is accountable to the County Board. It shall have the responsibility for outcome monitoring, and overseeing the implementation of all policies related to the County's infrastructure and technology, including, but not limited to, the airport, highways, communication systems, and all other technology and infrastructure required within Marathon County. The Infrastructure Committee shall have the primary responsibility of conferring with and providing guidance to the following County departments:
- Highway Department
- (gf) *Duties and responsibilities:* The duties and Responsibilities of the Infrastructure Committee will include, but not be limited to:
1. Foster the implementation of the County's Strategic Plan.
 2. Proactively identify the need for, and recommend to the County Board, policies related to the infrastructure and technology of the County.
 3. Establish outcome expectations for technology and infrastructure needs and monitor performance against these expectations.
 4. Review new technology and infrastructure and associated budget requirements, prior to their being considered for inclusion in the County's budget.
 5. Facilitate broad based discussion of issues and policies [to] encourage public involvement and communication with the public.
 6. Facilitate the increase in transparency in County government through the use of technology and encourage greater public involvement and communication.
 7. Review and prioritize requests to utilize new technology within County government.
 8. Identify policies and procedures governing the use of technology to increase the efficiency of County government.
 9. Identify and promote opportunities for departments to cooperate and coordinate the development of new technologies within the County.
 10. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding County technology and infrastructure.
 11. Delegate operational procedures and practices to appropriate administrative committees and departments of County government.
 12. Fulfill all statutory requirements as assigned by the County Board.

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13. Develop and propose for County Board approval plans for the construction and maintenance of all County trunk roads and bridges and the construction, improvement, equipment, maintenance, and operation of the highway department and grounds.
 14. Report to the County Board on all matters under the jurisdiction of the Highway Department including highways, County highway speed limits and traffic control devices.
 15. Advise the board regarding leases, contracts and agreements necessary to implement the controlled access highway statute pursuant to § 83.027, Wis. Stats.
 16. Act as the Highway Committee pursuant to § 83, Wis. Stats.
 17. Oversee the implement of purchasing procedures consistent with County purchasing policies.
 18. Propose for County Board approval, a long-term technology and infrastructure plan.
 19. Provide insight and recommendations on technology related issues to any standing committee of the Marathon County Board of Supervisors through joint meetings and/or referred issues from other committees and/or the County Board.
 20. Additional duties as assigned by the County Board Chairperson.

(hg) *Committee relationships:* The Infrastructure Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Highway Safety Commission

(ih) *Other organization relationships:* The Infrastructure Committee will serve as Marathon County's liaison (non-governance) to the following organizations:

Marathon County Metropolitan Planning Commission

Central Wisconsin Airport Board

Rib Mountain Metropolitan Sewerage District

City/County IT Commission

(7) *Public Safety Committee.*

(a) *Mission/purpose:* Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to public safety initiatives of Marathon County.

(b) *Statutory responsibilities:* Space reserved.

(c) [Diversity and Inclusion Responsibilities. The Public Safety Committee shall periodically review programs, services, and justice system related data to foster the fair and impartial administration of justice in Marathon County.](#)

(de) *Membership:* The Public Safety Committee shall be comprised of seven County Board Supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.

(ed) *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

(fe) *Reporting relationship:* The Public Safety Committee shall be accountable to the County Board. It shall have responsibility for outcome monitoring and oversight for the implementation of all policies relating

to public safety for the County. The Public Safety Committee shall have the primary responsibility of conferring with, and providing guidance to, the following County departments:

Sheriff's Office

Clerk of Courts' Office

District Attorney's Office

Circuit Court Judges

Medical Examiner's Office

(gf) *Duties and responsibilities:* The duties and responsibilities of the Public Safety Committee include, but are not limited to:

1. Foster the implementation of the County's Strategic Plan.
2. Identify the need for, and recommend to the County Board, policies related to the public safety of the County.
3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
5. Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County public safety.
6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
7. Initiate a study to determine the future criminal justice issues.
8. Fulfill all statutory requirements assigned by the County Board.
9. Additional duties as assigned by the County Board Chairperson.

(hg) *Committee relationships:* The Public Safety Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following committees of the County:

Criminal Justice Coordinating Council/Evidence Based Decision Making

Local Emergency Planning Committee

Civil Service Commission

(ih) *Other organization relationships:* The Public Safety Committee will serve as the Marathon County Boards liaison (non-governance) to the following organizations:

Humane Society of Marathon County

Department of Corrections (Probation and Parole)

(O-12-20)

Sec. 2.05. County statutory, program, joint committees and task forces (governance).

As a general rule, Marathon County Program, Statutory, Joint Committees and Task Forces will have no more than three County Board Supervisors appointed to their membership. Exceptions exist in this document, where it isn't yet clear that adjustment of membership down to a maximum of three County Board Supervisors would be in the best interest of the residents of Marathon County.

(1) *Board of Health.*

- (a) *Committee type and reporting relationship:* The Marathon County Board of Health is a body created by statute to exercise the powers and duties detailed below and maintains a coordinated relationship with the County Board through the Marathon County Health and Human Services Committee. ~~coordinates through the Marathon County Health and Human Services committee to the County Board.~~
- (b) *Mission/purpose statement:* The purpose of the Marathon County Board of Health is to develop and recommend for consideration by the Health and Human Services Standing Committee, health policies which create an environment in which individuals can be healthy.
- (c) *Statutory responsibilities:* Wisconsin Statutes, Chapter 251.
- (d) *Membership:* Total of nine members consisting of at least three of whom are not elected County officials and no less than three County Board Supervisors. Board of Health members will demonstrate interest or competence in the field of public health or community health. The membership composition will be in keeping with Wisconsin Statute 251.03.

The Medical Director of the Health Department shall serve as an Ex Officio member of the Board of Health. This position advises the Board, the Health Officer, and the Health Department staff on medical issues. This position shall not vote nor contribute to the quorum requirements of the Board.

- (e) *Member term:* Board of Health members are appointed by the County Administrator and confirmed by the Marathon County Board of Supervisors. Citizen members are appointed for five-year staggered terms. There are no term limits. County Board Supervisors are appointed to serve two-year terms concurrent with their terms of office. Committee vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:*
 - 1. Assure the enforcement of public health statutes and rules. (section 251.04(1), Wis. Stats.).
 - 2. Meet at least quarterly. (section 251.04(5), Wis. Stats.).
 - 3. Assure the local health department meets the requirements of a Level III Health Department as defined by statute. (section 251.04(2), Wis. Stats.).
 - 43. Adopt local public health regulations to protect and improve the public's health which are no less stringent than, and do not conflict with, state statutes or the rules of the State Department of Public Health. (section 251.04(3), Wis. Stats.).
 - 54. Assess public health needs and advocate for the provision of reasonable and necessary public health services. (section 251.04(6)(a), Wis. Stats.).
 - 65. Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs. (section 251.04(6)(b), Wis. Stats.).

~~7. Assure that measures are taken to provide an environment in which individuals can be healthy. (section 251.04(7), Wis. Stats.) Develop policy and provide leadership to meet public health needs.~~

~~6. Assure the local health department collaborates with other public health partners.~~

~~7. Assure accountability of the local health department.~~

~~8. Maintain a coordinated relationship and alignment with the County Board through prompt reporting to the Health and Human Services Committee regarding decisions made and actions taken as well as supporting data and rationale.~~

- (g) *Other organization relationships:* The Board of Health will serve as the Marathon County Boards liaison (non-governance) to the following organizations:

Marathon County Humane Society

~~(2) Capital Improvement Program (CIP) Committee:~~

~~(a) Committee type and reporting relationship: The CIP is a Marathon County subcommittee which reports to the Human Resources, Finance and Property Standing Committee.~~

~~(b) Purpose: The committee is to review and prioritize capital project requests submitted by committees of the County Board. The CIP committee will assemble these requests into short- and long-term capital asset project plans for the review and consideration by the Human Resources, Finance and Property Committee. These plans, as prepared or as modified by the County Administrator, will be included as part of the County Administrator's initial budget submission to the Human Resources, Finance and Property Committee. (Adopted 2008 by County Board.)~~

~~(c) Statutory responsibility: None.~~

~~(d) Membership: Total of seven members consisting of four County Board Supervisors, three citizen members.~~

~~The committee will be chaired by a County Board Supervisor who serves on the Human Resources, Finance and Property Committee.~~

~~Technical support staff will consist of the County Administrator and administrative staff they assign.~~

~~(e) Member term: All members are appointed for a two-year term to coincide with biennial organization of the County Board, appointed by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.~~

~~(f) Duties and responsibilities:~~

~~1. Develop and Recommend allocation/prioritization guidelines to the Human Resources, Finance and Property Committee for incorporation into the budgetary guidelines to be approved by the Marathon County Board.~~

~~2. Review and rank capital project requests submitted by Marathon County Standing Committees consistent with approved guidelines. (All non-county committee/board/commission requests will be submitted through the appropriate standing committee.)~~

~~3. Develop and provide the County Human Resources, Finance and Property Committee with a Capital Plan that includes the annual priorities and a rolling five-year projection, (updated annually) for considered inclusion in the annual budget.~~

4. ~~Monitor the progress of and provide regular status updates, for all major capital projects under construction or installation, to the Human Resources, Finance and Property Committee of the Marathon County Board.~~

~~(g) Other organization relationships: None.~~

~~NOTE: Rule 2.05(2) has been suspended for the remainder of 2021 and the Human Resources, Finance and Property Committee are to perform the duties otherwise performed by the Capital Improvement Committee.~~

~~(23) County Forest Citizens' Advisory Sub-Committee.~~

- ~~(a) *Mission/Purpose:* Assists the Forestry and Recreation Committee in formulating long-range plans for the County Forest, advising the Forestry Committee regarding conflicting recreational use issues, the budget for Forestry and the annual work plan.~~
- ~~(b) *Statutory responsibilities:* None, established by County Ordinance #O-16-98.~~
- ~~(c) *Membership:* The County Forest Advisory Subcommittee shall be comprised of 11 citizens at large and should be representative of geographic Marathon County.~~
- ~~(d) *Term:* Members shall serve a two-year term appointed by the Chair of the Forestry and Recreation Committee. The subcommittee shall elect its officers and adopt its own rules and regulations for carrying out its duties. Meets quarterly or more often as needed.~~
- ~~(e) *Reporting relationship:* The County Forestry Advisory Subcommittee shall report to the Forestry and Recreation Committee.~~
- ~~(f) *Duties and responsibilities:* The duties and responsibilities of the County Forestry Advisory Committee are:
 - 1. Give advice and counsel to the Forestry and Recreation Committee regarding long-range forest and outdoor recreation plans for the county forest.
 - 2. Provide recommendations to the Forestry and Recreation Committee on priorities for development of the Forestry annual budget and work plan.
 - 3. Operate as a focus group on specific problems or questions posed by the Forestry and Recreation Committee.
 - 4. Attends tours of recreation, forestry and wildlife projects in County forests.
 - 5. Prepare an annual report for the Forestry and Recreation Committee of activities and issue addressed in the prior year and goals and activities anticipated in the current year.~~

~~(4) Diversity Affairs Commission.~~

~~(a) *Mission/purpose statement:* The Diversity Affairs Commission exists to ensure that Marathon County is an open, inclusive, and diverse place to live and work (See 2016 Comprehensive Plan Objective 3.8) and to achieve racial and ethnic equity and advocate for minority populations throughout Marathon County, to foster cross-cultural understanding and embrace our diversity.~~

~~(b) *Membership:* The Diversity Affairs Commission shall consist of nine members, three of which shall be County Board Supervisors, appointed by the County Administrator.~~

~~(c) *Statutory responsibilities:* None.~~

~~(d) *Term:* Members shall serve a two-year term concurrent with the terms of the County Board Supervisors.~~

- ~~(e) *Reporting relationships:* The Diversity Affairs Commission shall be accountable to the Executive Committee and should provide reports relative to its efforts no less than annually.~~
- ~~(f) *Duties and responsibilities:* The Commission is charged with making recommendations to the Executive Committee relative to internal Marathon County operating policies and with engaging external entities in support of the following strategies identified within the county's 2016 Comprehensive Plan:

 - ~~i. *Promote health equity (i.e., a state where everyone has the opportunity to attain their highest level of health).*~~
 - ~~ii. *Develop a plan to reduce and eliminate health and social disparities (i.e., seek to eliminate differences in health and social status between people related to demographic factors such as race, gender, income or geographic region).¹*~~

~~¹American Public Health Association (APHA) website, <https://www.apha.org/topics-and-issues/health-equity>, (last accessed on December 1, 2019).~~
 - ~~iii. *Promote cultural competence (i.e., the ability to understand, communicate with and effectively interact with people across cultures in the design and delivery of our programs and services).²*~~

~~²E.g., Western Centre for Research & Education on Violence Against Women & Children website, <http://makeitourbusiness.ca/blog/what-does-it-mean-culturally-competent> (last accessed on December 1, 2019) and U.S. Department of Health & Human Services website, <https://hhs.gov/ash/oah/resources-and-training/tpp-and-paf-resources/cultural-competence/index.html> (last accessed on December 1, 2019).~~
 - ~~iv. *Cultivate an environment where cultural diversity can flourish.*~~~~

(45) Forestry/Recreation Committee.

- (a) *Committee type and reporting relationship:* The Forestry/Recreation Committee is a subcommittee which reports to the Marathon County Environmental Resources Standing Committee.
- (b) *Mission/purpose statement:* The Forestry/Recreation Committee shall have the responsibility to manage and protect the County forests on a sustainable basis for ecological, economic, educational, recreational, and research needs of present and future generations.
- (c) *Statutory responsibilities:* The Marathon County Forestry and Recreation Committee will follow Chapters 26, 28, 29, 59 and 77 of the Wisconsin Statutes.
- (d) *Membership:* Total of three members consisting of three County Board Supervisors.
- (e) *Member term:* All members are appointed for a two-year term to coincide with biennial organization of the County Board - Appointed by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:*
 1. Oversee the County forests program according to Chapters 26, 28, 29, 59 and 77, Wisconsin Statutes.
 2. Implement the County Forest Comprehensive Land Use Plan, prepare amendments and update as required.
 3. Implement the forestry sections contained within the County Comprehensive Plan.
 4. Recommend policy for the management of the County forests.

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5. Negotiate and recommend the acquisition of land within County forests acquisition zones by purchase, gift or bequest or by exchange of County owned lands outside such areas.
 6. Review and recommend for approval to County Board the annual forestry division work plan and budget for the ensuing calendar year.
 7. Review, approve, and close timber sales of the County forests.
 8. Review and/or recommend to the Environmental Resources Standing Committee of the County Board all proposed CIP projects of the County forests.
 9. Make rules and recommend ordinances for the regulation and use of County forests.
 10. Direct the monitoring and protection of the County forests from fire, insects, disease, trespass, invasive species, or from damage by animals or persons, or from other causes, in cooperation with the Department of Natural Resources.
 11. Support the creation and maintenance of valuable habitat types to sustain a variety of wildlife species.
 12. Cooperate with the Department of Natural Resources on all matters pertaining to natural resource management of the County forests.
 13. Direct the preparation and present an annual report of activities to the Environmental Resources Standing Committee and the County Board.
 14. Additional duties as assigned by the Environmental Resources Committee.

(g) *Other organization relationships:* Work with the Marathon County Park Commission.

(56) *Highway Safety Commission.*

- (a) *Committee type and reporting relationship:* The Highway Safety Commission (a statutory commission) coordinates through the Marathon County Infrastructure Standing Committee to the County Board.
- (b) *Mission/purpose statement:* Recommend improvements to elected officials regarding traffic safety problems.
- (c) *Statutory responsibilities:* The Highway Safety Commission will follow Chapters 59, 62, 66, and 83 of the Wisconsin Statutes.
- (d) *Membership:* Total of 15 members consisting of:
 - A. *Required representation.* Each Commission is required to have at least the following nine members:
 1. The County Highway Commissioner or a designated representative.
 2. The Chief County Law Enforcement Officer or a designated representative.
 3. The County Highway Safety Coordinator, designated by the County Board.
 4. An Education Representative designated by the County Board.
 5. A Medical Representative designated by the County Board (e.g., doctor, nurse, hospital administrator, paramedic, etc.).
 6. A Legal Representative designated by the County Board.
 7. A Division of State Patrol Representative designated by Wisconsin Department of Transportation. (WisDOT).

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8. A Highway Traffic Engineering Representative designated by WisDOT.
 9. A Traffic Safety Representative designated by WisDOT (Bureau of Transportation Safety, Regional Program Manager).
- B. *Optional Additional Representation.* Additional representation is encouraged; counties may appoint additional persons:
- Elected officials, representative from citizen organizations and other civic leaders concerned with traffic safety (e.g., Mothers Against Drunk Drivers, Students Against Driving Drunk, Wo/Men Highway Safety Leaders, Railroad representatives, etc.), news media representatives, and county infrastructure committee members.
- (e) *Member term:* All County Board members and other County appointees are appointed for a two-year term to coincide with biennial organization of the County Board except Highway Safety Coordinator. Highway Safety coordinator is appointed by the County Administrator subject to County Board Approval. Appointments are made by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:*
1. Encourage and foster traffic safety activity in the county and its cities and towns. (e.g., bike rodeos, pedestrian safety education, etc.).
 2. Conduct traffic safety assessments and field reviews.
 3. Advocate ~~for~~ on traffic safety issues and legislation.
 4. Recommend specific traffic safety improvements to be included in local agency budgets, federal highway programs, hazard elimination projects, etc.
 5. Alert highway safety professionals, advocates, and when appropriate, elected officials, state or local, to traffic safety problems.
 6. Review traffic crash data from the county/city (e.g., crash reports, spot maps, etc.).
 7. Review other traffic safety related information (citation data, engineering studies, speed studies, etc.).
 8. Prepare and maintain a spot map of traffic crash locations.
 9. Send recommendations for corrective actions in writing to appropriate governmental officials, businesses and other interested groups.
 10. File a report on each meeting with the Bureau of Transportation Safety (BOTS).
 11. Represent the interests of their constituency. (Health, engineering, enforcement, citizen groups, etc.).
 12. Offer solutions to traffic safety related problems that are brought to the Commission.
 13. Report back to their constituency.

(67) *Local Emergency Planning Committee.*

- (a) *Mission/purpose:* The committee exists pursuant to the Federal Emergency Response Community Right-to-Know Act (EPCRA) of 1986. The mission is to protect the community from harmful and possible life-threatening effects of a hazardous materials release. The LEPC's purpose is to develop policies, procedures, and emergency plans for prevention of, and responding to, accidental releases of hazardous materials.

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- (b) *Membership:* Pursuant to Wisconsin Statutes section 59.54(8). The LEPC is required to have members specified within the United State Code and under Wisconsin Statutes Chapter 323.
 - (c) *Duties and responsibilities:* The LEPC exists to perform the duties specific in section 59.54(8) and relevant sections of the United States Code.

(78) *Rules Review Committee.*

- (a) *Committee Type and Reporting Relationships:* The Rules Review Committee is a procedural support committee appointed by the County Board Chair in June of the second year of the County Board Chair's term (odd-numbered years). The committee reports to the Executive Committee of the County Board.
- (b) *Mission/Purpose Statement:* The committee is created for the purpose of reviewing all County ordinances, State statutes and/or Federal laws which pertain to the County Board and/or its committees, structure and/or operating procedures, and recommending proposed changes which will improve the efficiency and effectiveness of the board and/or its committees. The committee is also responsible for surveying County Board members for suggestions and/or requests to modify current county board rules. The committee is further charged with identifying opportunities which position Marathon County as a leadership model of county governance.
- (c) *Statutory Responsibility:* None.
- (d) *Membership:* The committee will be composed of no less than five nor more than seven County Board supervisors.
- (e) *Membership Term:* Members are appointed to serve through the remainder of their current term of office.
- (f) *Duties and Responsibilities:*
 1. Review all current County Ordinances germane to the functioning of the County board and/or its committees, task-forces or other governance structures and procedures, assuring they are in compliance with county ordinances, operational procedures, state and Federal statutes.
 2. Survey all current County Board members for suggested modifications to the current county ordinances which guide the structure and/or operations of the County Board, its committees, task-forces or other governance structures.
 3. Identify and recommend to the County Board Executive Committee no later than March 1, of even-numbered years proposed additions to modifications to County Board ordinances and procedures regarding the structure and/or operating procedures of the County Board and/or its committees, Task-forces or other governance structures.
 4. Recommend no later than March of odd-numbered years, modifications to the County Governance and non-governance organizational chart so as to be consistent with the recommended changes to the structure and operational procedure modifications to the County Board its committees, task-forces and other governance structures.
- (g) *Other Organizational Relationships:* Work cooperatively with all County Board governance organizations in order to accurately capture and represent current governance structures and procedures and to design improved models of County Governance structures and procedures.

(89) *Social Services Board.*

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- (a) *Committee type and reporting relationship:* The Marathon County Social Services Board has statutory authority to exist with guidance from, and reporting relationship to, the Health and Human Services Committee.
 - (b) *Mission/purpose statement:* To establish protective and supportive human services priorities that positively impact the quality of life and independence of Marathon County residents.
 - (c) *Statutory responsibilities:* Pursuant to § 46.22(1m), Wis. Stats., "In any county with a county executive or county administrator which has established a single-county department of social services, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the county social services board, which shall be only for a policy-making body determining the broad outlines and principles governing the administration of programs under this section.
 - (d) *Membership:* Total number and breakdown: Current membership is three County Board Supervisors and two citizen members.
 - (e) *Member term:* Social Services Board members will serve two-year terms. Board members are appointed by the County Administrator and confirmed by the Marathon County Board of Supervisors. County Board Supervisors are appointed to serve two-year terms concurrent with their terms of office. Committee vacancies will be filled according to County Board Rule 13.
 - (f) *Duties and responsibilities:* Pursuant to § 46.22(2g), Wis. Stats., Powers and duties of county social services board in certain counties with a county executive or county administrator shall:
 1. Recommend program priorities, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
 2. Prepare, with the assistance of the county social services director a proposed budget for submission to the county executive or county administrator, a final budget for the submission to appropriate state agencies, as required by Statute.
 3. Advise the county social services director regarding purchasing and providing services and the selection of purchase of service vendors.
 4. Develop county social services board operating procedures.
 5. Comply with state requirements.
 6. Assist in arranging cooperative agreements with persons providing health, education, vocational, or welfare services related to services provided under this section.

(910) *Solid Waste Management Board.*

- (a) *Mission/purpose:* To provide the residents, businesses, and organizations of the region with a cost effective, comprehensive, integrated waste management system. The system consists of programming, education, and consulting services on waste reduction, recycling, composting, and hazardous waste management, along with the landfill disposal, with landfill-gas-to-energy production.
- (b) *Statutory Responsibilities:* Pursuant to § 59.70, Wis. Stats., in any county with a county executive or county administrator which has established a solid waste department, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the county solid waste management board, which shall be only for a policy-making body determining the broad outlines and principles governing the administration of programs under this section.

(c) *Membership:* The Solid Waste Management Board shall be appointed by Marathon County Administrator and be comprised of nine members. Five members shall be Marathon County Board Supervisors, one member shall be a representative of the Town of Ringle Board, and three shall be citizen members.

(d) *Duties and responsibilities:*

1. General policy [making advice and recommendations](#) for the operations of solid waste management.
2. Remain updated on changing legislation regarding waste disposal and recycling and ensure County compliance.
3. Recommend and monitor composting, waste-to-energy, recycling, and household hazardous waste disposal programs.

(101) *Transportation Coordinating Committee.*

(a) *Committee type and reporting relationship:* Statutory Committee as described in Administrative Code Trans 2.10.

(b) *Mission/purpose statement:* To coordinate the county's specialized transportation.

(c) *Statutory responsibilities:* Described in Trans. 2.10 of State of Wisconsin Administrative Code to coordinate the county's specialized transportation.

(d) *Membership:* Per Trans 2.10 membership must include representation from at least the following: County Board; County Aging Unit (ADRC); County Department of Social Services; 51.42 Board member; transportation providers (public, proprietary and non-profit); elderly and disabled citizen advocates; and consumer and agency advocates. A total of nine members consisting of:

Three County Board members

One ADRC Board member

One DSS Board member

One 51.42 Board member

One Transportation provider

One Elderly and disabled advocate

One Consumer and agencies advocate

Members are appointed by the County Board Chair and confirmed by the Marathon County Board of Supervisors.

(e) *Member term:* Committee members will serve a two-year term. County Board Supervisors are appointed to serve two-year terms concurrent with their terms of office. Committee vacancies will be filled according to County Board Rule 13.

(f) *Duties and responsibilities:*

1. Provide leadership for the identification of, and propose solutions for, transportation needs of specialized populations residing in Marathon County.
2. Evaluate Marathon County's transportation services policy including, but not limited to, vulnerable populations.

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3. Provide leadership for the development and submit for review and approval by the Marathon County Health and Human Services Standing committee, Marathon County's 85.21 grant application.
 4. Provide leadership for the coordination of transportation services for Marathon County residents who are eligible to participate in services provided by the Marathon County 85.21 grant.
 5. Provide leadership for regional cooperation and coordination of transportation services for eligible populations.
 6. Monitor the expenditures of transportation funds being expended on transportation services for elderly and disable in the service area.
 7. Review passenger transportation plans for the service area.
 8. Review and comment on county aid applications under § 85.21, [Wis.] Stats.
 9. Review and comment on capital assistance applications under § 85.22, [Wis.] Stats.
 10. Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990, 42 USC 1201 et seq.
 11. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disable persons for the purpose of becoming eligible for assistance under the Federal Sec. 5310 Program.

(113) *Regional Morgue Task Force.*

- (a) *Purpose:* Study the needs for and to make a recommendation about the development of a regional morgue to serve the needs of Marathon County and other Counties in Northern Wisconsin. Marathon County and other Northern Counties are currently provided service by morgues in Fond du Lac, Milwaukee and Madison for autopsies conducted by Forensic Pathologists and travel time and service availability have become an issue. In addition to autopsies, facilities are needed for the storage of human corpses awaiting identification, autopsy and disposal by burial or cremation.
- (b) *Membership:* The Task Force shall be chaired by the Chair of the Marathon County Public Safety Committee, or his or her designee, and will include:
 1. Marathon County Sheriff's Department.
 2. Sheriff [of a] regional county.
 3. Medical Examiner or Coroner of a regional county.
 4. Representative of one of the regional health care systems.
 5. Marathon County Emergency Management Director.
 6. Funeral Director.
 7. Representative of the Medical College of Wisconsin.
 8. Person with expertise in business planning.
- (c) *Duties and Responsibilities:*
 1. Quantify the needs for autopsies facilities and staff to perform them.
 2. Identify the need for the storage of human corpses under normal circumstances and in large scale emergencies.

3. Identify the partnerships needed to make a regional morgue work operationally and financially.
 4. Oversee the development of a business plan for a regional morgue including a financial analysis, governance structure and the employment of medical staff.
 5. Pull all of the information together and if the need exists, inform the Marathon County Board of the long-term strategic goals and a shorter term tactical plan for bringing together the resources and support needed to develop a new cooperative venture.
- (d) *Other Organizational Relationships:* The Task Force is expected to be in regular communication with the Marathon County Public Safety Committee, providing reports and getting direction from the Standing Committee. Additionally, the Task Force will need to be in regular communication with our contiguous Counties (Lincoln, Langlade, Portage, Wood, Shawano, Clark) the frequency of communications will depend upon the stage of plan development.
- (e) *Description of Timelines and Expectations:*
1. Meetings will begin in August, 2017.
 2. Members will regularly attend and actively participate in monthly meetings for one to two hours at a time and place to be determined by the Task Force Chair.
 3. The Task Force will deliver a recommendation on the development of a Regional Morgue to the Marathon County Public Safety Committee no later than their December 31, 2022 meeting.

(124) *Broadband Task Force.*

- (a) *Reporting relationship:* Reports to Infrastructure Committee.
- (b) *Mission/purpose:* Development recommendations identifying the potential role of Marathon County in facilitating the expansion of broadband access in Marathon County, Review the report "Broadband for Marathon County Broadband Assessment and Plan," prepared by Design 9, and develop broad policies and partnership recommendations relating to the expansion of broadband/internet services throughout Marathon County.
- (c) *Statutory responsibilities:* None.
- (d) *Membership:* The Task Force shall be comprised of nine members: Four members of the Marathon County Board including members from EEEDC and Infrastructure Committees; and five community members with interest and/or expertise in the internet/broadband services.
- (e) *Member terms:* Concurrent with terms of the County Board.
- (f) *Duties and responsibilities:* By April 1, 2024:
 1. Review the report: Broadband for Marathon County Broadband Assessment and Plan, prepared by Design 9, and information received from Internet Service Providers (ISPs) and identify potential options for the County to pursue relating to expansion of broadband throughout the County.
 2. Identify strategies, partners and potential funding sources that will support the expansion of broadband services to underserved areas.
 3. Make recommendations to the County Board of the role of Marathon County relating to its role in facilitating the expansion of broadband services to the residents of Marathon County.

4. Establish policies for the allocation of resources to meet public safety and access needs for residents in the County.

(135) *Criminal Justice Coordinating Council (CJCC).*

- (a) *Reporting Relationship:* Reports to Public Safety Committee.
- (b) *Mission:* The Criminal Justice Coordinating Council (CJCC) is established to improve the administration of justice and promote public safety through community collaboration, planning, research, education, and system-wide coordination of criminal justice initiatives.
- (c) *Statutory Responsibilities:* None.
- (d) *Membership:* The CJCC shall be composed of not more than 19 voting members). Fourteen voting members are designated as follows:
 - 1. A Marathon County Circuit Court Judge as selected by Marathon County Circuit Court Judges.
 - 2. Marathon County Administrator.
 - 3. Marathon County Board Chairperson.
 - 4. Health and Human Service Committee Chairperson or his/her designee.
 - 5. Public Safety Committee Chairperson or his/her designee.
 - 6. Marathon County Sheriff or his/her designee.
 - 7. Chief of Police of the City of Wausau Police Department or his/her designee.
 - 8. Marathon County District Attorney or his/her designee.
 - 9. Marathon County Clerk of Court or his/her designee.
 - 10. State Public Defender's Office local attorney manager or his/her designee.
 - 11. Department of Community Corrections local office supervisor or his/her designee.
 - 12. Marathon County Department of Social Services Director or his/her designee.
 - 13. North Central Health Care Chief Executive Officer or his/her designee.
 - 14. Women's Community Executive Director or his/her designee.

The remaining five members shall be appointed as follows:

- 1. A municipal law enforcement representative (outside of the Marathon County Sheriff's Office and the City of Wausau Police Department) appointed by the Chair of the CJCC.
 - 2. Not more than four citizen members, as appointed by the Chair of the Council.
- (e) *Member terms:* Citizen Members and the municipal law enforcement representative shall serve two-year terms commencing at the first meeting of even-numbered years following the election of the County Board of Supervisors.
 - (f) *Duties and Responsibilities:* The CJCC shall monitor trends, identify system-wide issues, assess program function and efficacy, develop recommendations for systems improvement, enhancement, and change; serve as a forum for discussions on implementing operational systems change which link current and future adult justice programs to the County's public safety goals; and identify potential policy questions for consideration by the Public Safety Committee, Health & Human Services Committee, and ultimately County Board of Supervisors. The CJCC may also make recommendations to individual or selected members and justice system stakeholders

for consideration. The Council may perform other general functions as requested by the County Board of Supervisors or its subordinate committees and it shall provide updates to the board or its subordinate committees as requested.

(O-12-20; O-14-20; O-10-21; O-22-21; R-40-21; O-26-21)

Sec. 2.06. County non-governance committees, boards, commissions, taskforces and other group relationships.

To accomplish the Mission of Marathon County, the Marathon County governance structure has relationships with many for profit and nonprofit, public and private organizations. These relationships take many forms, none of which include governance authority by the Marathon County Board. In many instances, the Marathon County Board has a statutory responsibility, and/or has agreed to have one or more Marathon County Board Supervisors serve as part of the group. This section provides basic information about each group, describes the relationship of the group to the Marathon County governance structure, and describes the Marathon County Board of Supervisor participation (appointment to) each group.

(1) *Aging and Disability Resource Center Board of Central Wisconsin (ADRC-CW).*

- (a) *Mission/purpose:* The Aging and Disability Resource Center of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.
- (b) *Membership:* The ADRC-CW Board is appointed by the County Board of each respective member county and is comprised of 15 members; two County Board members from each of the four member counties, appointed by the respective County Board; and seven citizen members appointed by all four-member County Boards.
- (c) *Duties and responsibilities:*
 - 1. As per the four-county intergovernmental agreement, the ADRC-CW board shall have the powers common to its Member Counties, and is authorized, in its own name to do all acts necessary to exercise such common powers to fulfill the purposes of this Agreement. In addition, the board shall have the power to establish the annual budget; shall have the authority to hire, supervise, and support the Executive Director; shall have the authority to enter into leases and contracts; and shall provide an annual report to the Member counties.
 - 2. Ensure that disabled and older adults are provided information on options and resources, access to services, and are provided programs that maintain health and independence, such as nutrition, healthy living classes, caregiver support, benefits counseling, and resource services.
 - 3. Ensure that consistent, high quality services are provided to disabled and older adults throughout the service region.
 - 4. Advocate for disabled and older adults in accessing needed services and identify and publicize gaps in services needed.

(2) *Board of Adjustment.*

- (a) *Mission/purpose:* To hear appeals and in appropriate cases and subject to appropriate conditions and safeguards, make special exceptions to the terms of the County's zoning ordinance.

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- (b) *Membership:* The Board of Adjustment shall be appointed by the County Board Chairperson and confirmed by the County Board. It shall consist of five members, one shall be a County Board Supervisor, and two alternates.
 - (c) *Duties and responsibilities:* Pursuant to §§ 59.694(1), (2) and 59.692(4), (5), Wis. Stats., duties and responsibilities include, but are not limited to, the following:
 - 1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an Administrative Officer.
 - 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass.
 - 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interests, public safety, or public welfare.
- (3) *Central Wisconsin Airport Board.*
- (a) *Mission/purpose:* Safe, efficient and economical operation and development of the Central Wisconsin Airport.
 - (b) *Membership:* The Airport Board shall be comprised of seven members, three being Marathon County Board Supervisors, one being a member of the Infrastructure Committee and one being a member of the Education and Economic Development Committee. The Airport Board is appointed by the County Board Chairperson.
 - (c) *Duties and responsibilities:* Pursuant to § 114.14, Wis. Stats., the Airport Board shall have complete and exclusive control and management over the airport.
 - 1. Review and recommend to the Airport Manager leases with airlines, car rental agencies, aircraft hangar tents, restaurant, fixed base operators and other tenants.
 - 2. Promote air service.
 - 3. Assure aviation safety.
 - 4. Procure funding for airport development.
 - 5. Recommend long-term airport projects.
 - 6. Develop and recommend a long-range airport plan.
- (4) *Children with Disabilities Education Board.*
- (a) *Mission/purpose:* Pursuant to Wis. S. 115.86, County Board Resolution #138-85 (11/14/85) County Board Ordinance #311 (11/13/86), participating School Boards, Marathon County Children with Disabilities Education Board agrees to do all necessary activities to provide special education including staff, materials, equipment, and other for those School Boards electing such services to the extent of the joint agreements..
 - (b) *Membership:* The Children with Disabilities Education Board is appointed by the County Administrator.
 - (c) *Duties and responsibilities:* The Children with Disabilities Education Board exists to perform the following:
 - Maintain Board membership knowledge of needs, activities, and options for policy decision-making.
 - Secure and maintain professional staff with appropriate State licensure and expertise for implementation of Board policies.

Secure and maintain appropriate instructional materials and equipment for student benefit with staff direction.

Provide State approved management, fiscal data and word processing expertise for reporting and communications.

Assure adequate facilities for all instructional and management expertise for operational efficiency.

Assess needs and plan appropriate programs for all eligible students.

Maintain fiscally sound management system.

(5) *Community Development Block Grant (CDBG) Central Housing Region Committee.*

(a) *Mission/purpose:* Ensure responsiveness to the needs of citizens with particular emphasis to participation by person of low- and moderate-income (LMI) who are residents of blighted areas and/or targeted neighborhoods in which a community development program will be concentrated.

(b) *Membership:* A representative from Marathon County appointed by the Marathon County Board of Supervisors.

(c) *Duties and responsibilities:* Receive citizen views and provide an explanation of community development needs, objectives and strategies and explain how they address community development needs and objectives.

(6) *City/County IT Commission.*

(a) *Mission/purpose:* Support Marathon County, the City of Wausau and North Central Health Care with high quality, cost-effective technology that enables them to best meet their public service goals.

(b) *Membership:* Membership ~~includes the County Board chair or his/her designee and the County Administrator by virtue of their respective positions. Remaining members on the commission are appointed~~ is established in accordance with the provisions of the intergovernmental agreement creating the commission.

(c) *Duties and responsibilities:* Space reserved.

(7) *Civil Service Commission.*

(a) *Mission/purpose:* Space reserved. (See Section 5.01 of this Code.)

(b) *Membership:* The Civil Service Commission for the Sheriff's Office shall consist of five members who shall be residents of Marathon County. Appointments shall be made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. No person holding any elective or appointive public office of any sort in the government of Marathon County shall be appointed to the Commission. The five members of the Civil Service Commission shall be appointed by the County Administrator.

(c) *Duties and responsibilities:* Space reserved. (See Section 5.01(7) of this Code)

(8) *Industrial Development Agency Board.*

(a) *Mission/purpose:* Space reserved.

(b) *Membership:* The County Administrator will appoint nine members to the Industrial Development Agency Board which shall include the Marathon County Board Chairperson and Vice-Chairperson,

the County Administrator, the County Treasurer, Corporation Counsel, and three representatives from the City of Wausau.

- (c) *Duties and responsibilities:* Space reserved.
- (9) *Marathon County Land Information Council.*
 - (a) *Committee type and reporting relationship:* The Marathon County Land Information Council reports to the Environmental Resources Committee.
 - (b) *Mission/purpose statement:* Space reserved.
 - (c) *Statutory responsibilities:* § 59.72(3m), Wis. Stats., and successor statutes.
 - (d) *Membership:* Register of deeds or designee; county treasurer or designee; county property lister or designee; one member of the county board; GIS coordinator; a realtor or member of the Realtors Association employed within the county; a public safety communications representative employed by the county; the county surveyor; director of City-County IT Commission or designee.

Pursuant to § 59.72(3m)(am), Wis. Stats., in the event a realtor, public safety communications representative or county surveyor are not willing to serve, the council may be maintained and is authorized to act without those designated members.
 - (e) *Member term:* All members are appointed to a two-year term which coincides with biennial organization of county board, appointed by the county board chair and confirmed by the county board. Council vacancies will be filled according to County Board Rule 13.
 - (f) *Duties and responsibilities:*
 - 1. Review the priorities, needs, policies and expenditures of the Marathon County Land Information Office.
 - 2. Oversee application for state-sponsored funding.
 - 3. Advise the county on matters affecting the Land Information Office.
- (10) *Marathon County Public Library Board.*
 - (a) *Mission/purpose:* Enrich lives by promoting lifelong learning; and actively providing the community with access to ideas, information and opportunities to connect.
 - (b) *Membership:* The County Administrator pursuant to § 43.57(4)(b), Wis. Stats., shall appoint a seven-member Library Board which shall consist of at least:
 - 1. One school district administrator of a school district located in whole or in part of the County or this school district administrator's designee.
 - 2. Two County Board Supervisors.
 - 3. Four citizen members.
 - (c) *Duties and responsibilities:* Pursuant to § 43.58, Wis. Stats., the duties are assigned to the Library Board.
- (11) *Marathon County Metropolitan Planning Organization.*
 - (a) *Mission/purpose:* Review studies and recommendations relating to activities including, but not limited to, land use, natural resources, utilities and transportation systems within the metropolitan planning area to promote public health, safety, convenience, and general welfare.
 - (b) *Membership:* Membership will include one County Board Supervisor from the County Infrastructure Committee, the chief elected official or his/her designee of all the municipalities

within the urbanized area of the Metropolitan planning organization boundary; and a representative from the Wisconsin Department of Transportation.

(c) *Duties and responsibilities:*

1. Advisory body to Marathon County Board of Supervisors Infrastructure Committee and Environmental Resources Committee and to local units of government within the metropolitan planning area.
2. Cooperate with, and contribute or accept services from Federal, State or local agencies, public/semipublic agencies, private individuals or corporations and may carry out such cooperative undertaking consistent with the annual Unified Planning Work Program.
3. Develop and recommend an annual Unified Work Program to Marathon County Board for approval.

(12) *Marathon County Park Commission.*

(a) *Mission/purpose:* Provide a park and forest recreation system that will meet the needs of our current and future generations, preserve and protect the County's open space, water, historical, cultural, and natural resources; and provide recreation opportunities that are designed to enhance the County's quality of life.

(b) *Membership:* The Marathon County Administrator shall appoint seven members to the Park Commission. Those members shall be comprised of three Marathon County Board Supervisors, three Wausau City Council members and one citizen member.

(c) *Duties and responsibilities:*

1. Monitor, preserve and protect the County's open space, water, historical, cultural, natural and economic resources.
2. Determine and recommend recreational and tourism programs within the County.
3. Recommend policy and funding for establishing and implementing park and recreation programs and facilities.
4. Monitor and recommend policy for the development and maintenance of recreation trails including County-sponsored trails and State-funded trails.
5. Make rules and recommend ordinances for the regulation of the use and enjoyment of the County parks, trails and recreation lands.

(13) *MCDEVCO Board of Directors.*

(a) *Mission/purpose:* Aggressively foster local business competitiveness; encourage and develop local entrepreneurs; and recruit successful companies and their employees to Marathon County.

(b) *Membership:* Four County Board Supervisors shall be nominated by the County Board Chairperson to the MCDEVCO Board of Directors.

(c) *Duties and responsibilities:* Space reserved.

(14) *North Central Community Action Program Board.*

(a) *Mission/purpose:* Act as an advocate, provider, and facilitator of programs and services for low-income individuals in Lincoln, Marathon, and Wood Counties (WI). NCCAP seeks to create opportunities for people and communities to obtain skills, identify and utilize resources, and explore innovative options necessary to reduce poverty and increase self-sufficiency.

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- (b) *Membership:* Membership will include one County Board Supervisor, the NCCAP representative is appointed by the County Administrator.
 - (c) *Duties and responsibilities:* Space reserved.
County Board Supervisor will provide annual report to Health and Human Services Committee.
- (15) *North Central Community Services Program Board (51.42).*
- (a) *Mission/purpose:* ~~Compassionately serves the community through accessible, specialized care see Joint Agreement for the Sponsorship of Community Programs.~~
 - (b) *Membership:* ~~see Joint Agreement for the Sponsorship of Community Programs. Membership will include three County Board Supervisors.~~
 - (c) *Duties and responsibilities:* ~~see Joint Agreement for the Sponsorship of Community Programs.~~
 1. ~~Prepare for and attend board meetings.~~
 2. ~~Work as a team member and support board decisions.~~
 3. ~~Participate in the review of NCHC's mission and objectives and the development of a strategic plan.~~
 4. ~~Monitor the performance of the organization in relation to objectives and core values.~~
 5. ~~Approve the budget and monitor financial performance in relation to it.~~
 6. ~~Abide by the by laws, code of conduct and other policies that apply to the board.~~
 7. ~~Establish, review, and monitor policies that guide core operational practices.~~
 8. ~~Participate in hiring and releasing of the CEO.~~
 9. ~~Participate in the evaluation of the CEO.~~
 10. ~~Participate in the recruitment of new board members.~~
 11. ~~Participate in the evaluation of the board itself.~~
 12. ~~Participate in committee work.~~
 13. ~~Keep informed about community issues relevant to the mission and objectives of NCHC. At minimum annual report to Health and Human Services and Public Safety Committees.~~
- (16) *North Central Wisconsin Workforce Development Board.*
- (a) *Mission/purpose:* Cultivate a skilled and competitive workforce which meets the demands of employers in the region.
 - (b) *Membership:* The County Board Chairperson shall serve on the NCCWWDB.
 - (c) *Duties and responsibilities:* Space reserved.
The Board meets quarterly and the Counties involved in the District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.
- (17) *Rib Mountain Metropolitan Sewerage District.*
- (a) *Mission/purpose:* Space reserved.
 - (b) *Membership:* In accordance with section 200.09, Wis. Stats., the Rib Mountain Metropolitan Sewerage District is appointed by the County Administrator and is comprised of five members, referred to as commissioners.

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- (c) *Duties and responsibilities:* The commissioners are vested with all of the powers enumerated with Chapter 200 of the Wisconsin Statutes to perform the duties and responsibilities described therein.

(18) *Veterans Service Commission.*

- (a) *Mission/purpose:* Determine aid to needy veterans and their families.
- (b) *Membership:* The County Administrator shall appoint three citizen members to the Veterans Service Commission.
- (c) *Duties and responsibilities:* Determine aid to needy veterans, or to a spouse, surviving spouse, minor and dependent children of veterans and the needy parents of veterans pursuant to §§ 45.10 through 45.15, Wis. Stats.

(O-12-20)

Sec. 2.07. Assembly room use policy.

- (1) *Use Restricted.* The Assembly Room is distinguished from other meeting or conference rooms or common space located in the Marathon County Courthouse because it contains sensitive meeting presentation and broadcast technology.
 - (a) The Assembly Room is primarily used for County Board meetings and meetings of the Standing Committees.
 - (b) County staff, statutory program committees and task forces are encouraged to use the Assembly Room.
 - (c) The Assembly Room can be used during normal business hours by State, regional and community organizations which Marathon County is a member or a participant.
 - (d) The Assembly Room may not be used for partisan political activity or any for profit activity.
- (2) *Broadcast Equipment.* Only the group under contract to record and broadcast County Board meetings is permitted to use the broadcast equipment of the Assembly Room.
- (3) *Administration.* The County Clerk is the department responsible for administering this rule and developing room reservation policies and practices to ensure that the Assembly Room is available for its primary purpose, to make the room available for other permitted uses and to protect the County's investment in technology.

(O-12-20)

Chapter 4 PERSONNEL POLICIES

TERMS AND CONDITIONS OF NONUNION EMPLOYMENT

(R-5-89)

Secs. 4.01—4.08. Reserved.

Editor's note(s)—Ord. No. O-15-11, adopted Dec. 13, 2011 states: "The Board of Supervisors for the County of Marathon does hereby repeal sections 4.01 through 4.08 of the General Code of Ordinances for Marathon County in favor of a unified set of personnel policies and procedures promulgated by the Marathon County Administrator." Inasmuch said sections pertaining to terms and conditions of nonunion employment have been repealed. See the Code Comparative Table for prior history.

Sec. 4.09. Reserved.

ADMINISTRATION

Sec. 4.10. Reserved.

Editor's note(s)—For provisions pertaining to the Human Resources Committee, user is directed to subs. 2.04(4) of this Code.

Sec. 4.11. Records management responsibility for official personnel documents.

- (1) The "official employee personnel records and files" for regular County employees and temporary/seasonal employees who require post offer medical exams are those which are and shall be maintained and retained by the Employee Resources Department.
- (2) The County Administrator is hereby authorized and empowered to promulgate such administrative rules and regulations as are necessary to effect the provisions of this section and such administrative rules and regulations as are necessary to effect efficient and effective administration and management of the County personnel system, consistent with this and other provisions relating to personnel.

(R-67-02; R-61-04)

Sec. 4.12. Reserved.

Editor's note(s)—Resolution No. R-61-04, adopted Dec. 21, 2004, deleted § 4.12, which pertained to requirement for new personnel positions established during the current budget year, and derived from R-108-91; and O-26-02. See § 4.20 for similar provisions.

Sec. 4.13. Employment communications.

- (1) The Employee Resources Department, respective elected and appointed department heads or their designees, are designated as the authorized County officials for execution of the following:
 - (a) Letters of initial employment to all persons hired for regular County positions.
 - (b) Letters of dismissal or termination to all persons to be separated from regular County employment.
- (2) Letters drafted by department heads or their designee shall be reviewed and approved by the Employee Resources Department prior to providing such letters to the affected person.

(O-7-97; R-66-02; R-61-04)

Sec. 4.14. Position needs analysis procedure.

The County Board orders and directs that the Employee Resources Department shall:

- (1) Maintain an up-to-date control system on every County position, keeping track of the date each position is vacated.
- (2) Determine the need to conduct a thorough evaluation, analysis and study of vacant positions.
- (3) Reserved.
- (4) Recommend the classification and pay level of every position that is to be filled.
- (5) Recommend whether such position shall be full-time, half-time or other status.
- (6) Determine if a position can efficiently be shared by two or more departments.

(R-47-89; O-26-02; R-67-02)

Sec. 4.15. Employment policy.

- (1) All applicants for county employment shall be considered by department heads on the basis of merit without regard to race, creed, marital status, pregnancy, color, national origin, ancestry, disability, sex, age, sexual preference (except where sex or age is a bona fide occupational qualification), or other legally protected class.
- (2) Department heads are prohibited from hiring a person related to them for County employment. No person shall be employed, promoted, or transferred to any department, division, or work unit when as a result s/he would be directly supervising or receiving direct supervision from a related person. Related person shall mean spouse, parents, children, siblings, uncle, aunt, nephew, niece, grandparents, grandchildren, father-in-law, mother-in-law, stepchildren, stepparents, and any person sharing the employee's residence.
- (3) All County officers and employees are prohibited from seeking any unfair advantage for any applicant for County employment or attempting to unduly influence any department head in the selection for County employment.
- (4) If any County officer or employee attempts to seek any unfair advantage or attempts to unduly influence any department head in the selection for County employment, such department head is directed to immediately report the same to the Human Resources Committee.
- (5) Alleged violations of this policy shall be investigated by the Human Resources Committee and appropriate action taken.

(O-7-97; R-67-02; R-61-04; R-12-09)

Sec. 4.16. Diversity management.

- (1) *Purpose.* Marathon County recognizes the value of diversity in our communities and in the County work force. The clients of governmental services are becoming more diverse along the line of race and national origin. As a service organization, we need to recognize and respond to the challenges created by the changes in community demographics. Diversity management strives to:
 - (a) Ensure that County services and programs meet the varied needs of constituents.
 - (b) Enhance the ability of County officials and employees to understand, accept, and respect differences among individuals and respond in a positive, professional manner.

(c) Continue our longstanding commitments to equal opportunity and affirmative action in the County work force.

(2) *Legal basis.* There are certain aspects of managing diversity which at the very least are strongly advised as a matter of law. In the United States, the Civil Rights Act of 1964 (as amended in 1972), the Pregnancy Discrimination Act of 1978, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990 (ADA) collectively outlaw discrimination on the basis of sex, color, race, religion, pregnancy, national origin, age, or physical ability. In addition to the above legislation, the Equal Pay Act of 1963 specifically outlaws pay discrimination on the basis of gender, and Vietnam Veterans Readjustment Act of 1974 expressly outlaws employment discrimination against veterans of the Vietnam War. With regard to the ADA, the act provides that a physical disability cannot be an issue in an employment decision if the individual is qualified or could be made qualified to do the job by a reasonable accommodation on the employer's part. In Wisconsin, residents, also enjoy protection from employment discrimination from the Wisconsin Fair Employment Law on the basis of race, religion, sexual orientation, handicap, marital status, and age.

(O-7-97; R-61-04)

Sec. 4.17. Personnel policies and procedures manual.

The system of personnel administration for the County including policies and procedures for employee hiring, promotion, training, development, position classification, salary administration, employee relations, and related matters are specified in the County Policy and Procedure Manual. This manual which is maintained and updated by the Employee Resources Department shall cover all employment positions, except elected officials, board and commission members, independent contractors, temporary and seasonal employees, administrative interns, Sheriff's personnel covered by civil service law, health care center employees, library employees, City-County Data Center employees, Department of Special Education employees, and any position exempt by law from such policies or procedures or for which another legal appointment procedure exists.

(O-7-97; R-66-02; R-67-02; R-61-04)

Sec. 4.18. Vacant position control.

- (1) Positions which are vacant for a period of 15 months are deleted from the allocation list, unless an extension is granted by County Administration.
- (2) Extensions of up to 12 months can be granted by County Administration in response to requests from department heads which involve special circumstances.

(R-36-90; O-26-02; O-4-07)

Sec. 4.19. Respect for individual differences.

- (1) Each employee has the right to work in an environment free of harassment. Any employee who harasses another employee on the basis of their race, gender, handicap or other protected status will be subject to disciplinary action which may include discharge.
- (2) Under Wisconsin law, the following categories have protective status: handicap, race, sex, creed/religion, color, national origin, ancestry, age and sexual orientation.
- (3) Department heads, manager and supervisor are expected to take timely and appropriate action when they know or have reason to know that harassing behavior or discrimination is occurring. Management employees

are expected to take action to stop inappropriate behavior whether or not an employee files an internal complaint if the conduct is known to management and is clearly unwelcome.

- (4) Employees should report any incidents of violation of this policy to the appropriate supervisor or the Employee Resources Director.

(R-22-91; R-66-02; R-61-04)

Sec. 4.20. Position allocation.

- (1) *Definitions.* In this subsection the following terms have the following meanings:
- (a) "Allocated Position" means any job position created by Marathon County and on Marathon County payroll.
 - (b) "County Administration" means the county administrator, or his or her designee, including members of Marathon County Department of Administration or any other county staff person whose department is supervised by the administrator.
- (2) *Filling Approved and Allocated Positions.* County Administration shall review and decide all requests from all county departments to fill, either on a permanent or temporary basis, any approved and allocated county personnel positions. The decision(s) of County Administration not to fill allocated positions may be appealed to the Human Resources, Finance and Property Committee. The decisions of the Human Resources, Finance and Property Committee shall be final.
- (3) *Requests for new positions.* This procedure shall apply to any positions funded in whole or in part by county tax levy as well as any positions funded in whole or in part by grant funds.
- (a) *Step One.* Any Department Head requesting the creation of a new position shall review the request with the County Administrator. The County Administrator shall make an initial determination whether to forward the request for further consideration. The County Administrator shall not forward the request unless he or she supports the request. County Administration should appear with the Department Head and be prepared to defend the decision to support the request.
 - (b) *Step Two.* The Department Head will present the request to the appropriate Standing Committee for its approval.
 - (c) *Step Three.* Upon approval of a new position request from the appropriate standing committee, the Department Head shall present the request to the Human Resources, Finance and Property Committee. The Human Resources, Finance and Property Committee shall form a recommendation regarding the position(s) request and forward same, pursuant to the procedure set forth below.
 - (d) *Step Four.*
 - 1. If the new position is to take effect prior to the next budget year, the Human Resources, Finance and Property Committee will place the position(s) request on the next County Board agenda. The County Board will make the final decision regarding creating the position(s). In most cases, an amendment to the budget will be required.
 - 2. If the new position is to take effect in the next budget year, the County Board will make the final decision regarding creating the new position(s) at its regular budget meeting.
 - (e) *Grouping of Requests.* The County Administrator ~~shall~~ may group requests effective prior to the next budget year for consideration by the Human Resources, Finance and Property Committee in March and August, unless the position is funded in its entirety by grant funds.

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- (4) [Advisory Opinions to Independent Boards or Commissions.](#) County Administration may review and issue advisory opinions to all independent or semi-independent Boards or Commissions receiving financial support from the County as to any and all vacant allocated positions seeking to be filled.
- (5) [Staff Support to Committee.](#) The Employee Resources Department shall assist the Human Resources, Finance and Property Committee in the performance of its duties herein by providing staff support and investigation/research for the Human Resources, Finance and Property Committee as to position requests under consideration by said Committee.
- (6) [Reclassifications.](#)
- (a) [Role of Administration.](#) The authority of County Administration shall not only be to review vacant positions, but also to work to identify positions that are currently filled and can be reclassified, eliminated, combined or reduced. This process will include creating a strategy for reassigning employees to different positions in order to meet identified operational and financial goals. The transition to a more efficient workforce is to be managed consistent with our core values and commitment to continuous improvement.
- (b) [Reclassifications – No Interdepartmental Budget Transfer Required. If the County Administrator proposes to reclassify an approved and allocated position, the reclassification of said position must be approved by the Human Resources, Finance and Property Committee if reclassification requires no interdepartmental budget transfer.](#)
- (c) [Reclassifications – Interdepartmental Budget Transfer Required. If the County Administrator proposes to reclassify an approved and allocated position, the reclassification of said position must be approved by the Human Resources, Finance and Property Committee and the County Board if reclassification requires an interdepartmental budget transfer.](#)
- (7) [Rule of Procedure.](#) This section of the Code is, and shall be treated for the purposes of amendment and suspension as, a County Board Rule of Procedure.

(O-4-07; R-12-09; O-4-14; O-12-20)

Editor's note(s)—Ord. No. O-4-07, adopted April 17, 2007, amended § 4.20 in its entirety to read as herein set out. Former § 4.20 pertained to Hiring Review Committee and derived from Ord. No. O-26-02 and Ord. No. O-19-05.

GENERAL POLICIES

Sec. 4.21. Child rearing, family illness, and medical leave policy.

The Employee Resources Director is responsible for ensuring the County's compliance with the state and federal family and medical leave act.

(O-7-97; R-66-02)

Sec. 4.22. Reserved.

(O-7-97)

Sec. 4.23. Reserved.

(O-7-97)

Sec. 4.24. Employee safety policy.

- (1) *Intent.* It is the County's policy to support the development, implementation and administration of a proactive Safety and Health Program. The purpose of this program is to improve and assure the safety and health of employees. A proactive program integrating safety and health practices will provide financial savings while improving the morale of employees and provide a safer work environment.
- (2) *Responsibilities.* It is critical to the success of an effective Safety and Health Program to have the involvement of administration and management. Their participation and support of the program demonstrates clearly that the County Board takes safety and health seriously. The objective of this policy is to assign responsibility and control for safety and health. The commitment and success of a Safety and Health Program is a shared responsibility of all employees.
 - (a) *County administrator's responsibilities:*
 1. Prioritizing and delegating specific responsibility for safety/health to Department Heads.
 2. Allocating funding to successfully implement and maintain a Safety/Health Program.
 3. Reviewing and evaluating the safety program.
 - (b) *Department heads' and supervisors' responsibilities:*
 1. Setting the standard for safety by example.
 2. Implementing a safety policy/program.
 3. Considering safety issues in all contracts and special programs.
 4. Being accountable for departmental safety issues.
 5. Establishing performance standards.
 6. Provide access to appropriate safety and health training for employees.
 - (c) *Employees' responsibilities*
 1. Comply with safety rules.
 2. Report unsafe conditions to your supervisor.
 3. Use required personal protective equipment.
 4. Participate in safety and health training.
 5. Report all accidents and injuries to supervisors.
- (3) *Benefits.* The benefits of this Policy are:
 - (a) Meet federal and State laws and administrative rules.
 - (b) Prevent accidents and injuries.
 - (c) Create better labor management relations.
 - (d) Better protect citizens and environment.
 - (e) Reduce absenteeism.

(f) Reduce Workers' Compensation and other insurance costs.

(g) Reduce liability exposures.

(R-50-94)

Sec. 4.25. Reserved.

Editor's note(s)—Resolution No. R-61-04, adopted Dec. 21, 2004, deleted § 4.25, which pertained to the hazard communication program, and derived from R-78-94; and R-67-02.

Sec. 4.26. Take home vehicle.

(a) *Policy.* Take home County vehicles are assigned to specific positions in order to enhance public safety and/or where it can be clearly shown to improve the efficiency of County operations. Take home County vehicles are not intended as an employee fringe benefit.

(b) *Procedures.* County Administrator's Office shall maintain a list of authorized take home vehicles and forward a copy to Financial Systems Specialist, Finance Department. Requests for adding additional positions to the list shall be made in writing to the County Administrator in a document which explains the positive impact the take home vehicle will have on public safety and/or operational efficiency. Additionally, the list of positions authorized a take home vehicle shall be reviewed annually by the County Administrator's Office to determine that each take home vehicle continues to comply with policy.

(c) *Expectations of those with take home vehicle.* The job descriptions for positions that are assigned a take home County vehicle shall contain a section which identifies the assignment and communicates the County's expectations about responding to off duty emergencies, reporting directly to work sites, and requirements for the care, custody and control of the vehicle.

(R-11-04(Att.))

Note(s)—At the time of implementation of this policy (February 24, 2004), the County Administrator shall continue to be provided a take home County vehicle in keeping with the County Board's prior commitments. When the position becomes vacant this issue is subject to reconsideration.

Chapter 2 THE GOVERNING BODY¹

Sec. 2.01. County Board rules of procedure.

COUNTY BOARD

Each newly constituted County Board may amend or renew these rules by simple majority vote at its April organizational meeting following its election to office. After adoption, the County Board Rules of Procedure may only be changed, or suspended, with appropriate notice and a two-thirds vote of a quorum of the County Board members in attendance at a County Board meeting.

- (1) *Rule 1. Hour of meetings; Organizational/Annual meeting, Additional meetings, Telephonic participation of members, Special Meetings, Cancellation of meetings.*
 - ~~(a) The monthly educational meetings of the County Board shall be at 7:00 p.m., unless otherwise ordered.~~
 - ~~(ba) The ~~organizational~~Organizational County Board meeting/~~adjourned, any adjourned~~ organizational/Organizational meetings, and the annual County Board meeting, and any ~~adjourned annual County Board business meetings~~meeting, shall be held at 7:00 p.m. unless otherwise ordered.~~
 - ~~(eb) The ~~annual~~Annual meeting-meeting of the County Board shall be held on the Tuesday following the second Monday in November.~~
 - ~~(ec) The ~~organizational~~Organizational meeting shall be held on the third Tuesday in April.~~
 - ~~(d) Pursuant to Wis. Stat. § 59.11(1)(a), the County Board hereby establishes by rule the following regular meeting dates throughout the year:~~
 - ~~i. Monthly Educational meetings of the County Board shall be held at 7:00 p.m. on the third Tuesday of each month, unless otherwise ordered.~~
 - ~~ii. Monthly Business meetings of the County Board shall be held at 7:00 pm on the fourth Tuesday of each month, unless otherwise ordered.~~

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¹Editor's note(s)—Ord. No. O-12-20, adopted Apr. 21, 2010, amended and renewed Ch. 2 in its entirety to read as herein set out. Former Ch. 2 pertained to the same subject matter, and derived from the following legislation: O-7-87; F; '90; O-39-91; '92; O-6-92; R-66-93; O-6-94; O-4-96; O-18-97; R-94-97; 4-21-98; R-78-99; R-90-99; O-7-00; O-16-01; R-76-01; O-12-02; O-20-02; R-75-03B; R-14-04; O-10-04; O-1-05; O-10-06; O-8-08; O-14-08; O-24-08; O-15-09; O-19-09; O-21-09; O-5-10; O-8-10; O-9-10; O-10-10; O-12-10; O-14-10; O-17-10; O-20-10; O-23-10; O-26-10; O-2-11; O-8-12; O-10-12; O-11-12; O-16-12; O-19-12; O-24-12; O-3-13; O-4-13; O-5-13; O-6-13; O-17-13; O-20-13; O-21-13; O-24-13; O-25-13; O-27-13; O-29-13; O-30-13; O-33-13; O-1-14; O-3-14; O-6-14; O-7-14; O-8-14; O-16-14; O-18-14; O-20-14; O-22-14; O-23-14; O-1-15; O-16-15; O-8-16; O-9-16; O-2-17; O-7-17; O-19-17; O-27-17; O-6-18; O-7-18; O-13-18; an amendment of 4-19-18; O-8-19; O-15-19; O-25-19; O-37-19; O-10-20; and O-11-20.

(e) The County Board Chair shall have the authority to schedule additional meetings for the purpose of discussion and determination of selected agenda items.

(f) Meeting Attendance.

~~Marathon County Board Educational and Voting Meetings. Supervisors are permitted to attend all meeting of the Marathon County Board of Supervisors in person or by phone or audio-visual means until further notice. The public shall be afforded comparable access as required by law.~~

1. Educational Meetings. Supervisors are permitted to attend any monthly educational meeting of the Marathon County Board of Supervisors, or any meeting of a subordinate body of the Board, in person or by approved audio-visual means. Only members physically present for a meeting may attend a closed session discussion.

2. Monthly Business Meetings. Supervisors must attend any monthly business meeting of the Marathon County Board of Supervisors in person. The County Board Chair shall have the authority to permit attendance by approved audio-visual means at a voting meeting in the following circumstances:

- a. Inclement weather;
- b. Other emergency or unforeseen circumstance
- c. Anticipated lack of quorum.

3. Agenda requirements. Any agenda posted for a meeting of the Board, or one of its subordinate bodies, where audio-visual attendance is approved must be properly noticed to provide for audio-visual attendance for supervisors and for the public.

4. Quorum. For any meeting where audio-visual attendance is approved, a quorum of the body shall include the members present in person and the members present by approved audio-visual means.

5. Time for Quorum. In the event a quorum is not present at the scheduled start time for a meeting of the Board or any of its subordinate bodies, the chair of the body is permitted to call the meeting to order no later than fifteen minutes after the duly posted time for the start of the meeting.

(g) The County Board Chair shall have the authority to call special meetings of the Board for determination of one agenda item and to permit supervisors to participate by phone, or other audio or visual means, as long as the public is afforded comparable access as required by law.

(h) The County Board Chair shall have the authority to cancel meetings of the full board due to the following circumstances:

- 1. Anticipated lack of quorum.
- 2. Inclement weather.
- 3. Other emergency or unforeseen circumstance.
- 4. Lack of Agenda items.

(2) Rule 2. Call to order and quorum. The Chairperson shall call the members to order at the hour fixed for the meeting. A majority of the entire membership shall constitute a quorum to do business.

(3) Rule 3. Preserving order and speaking.

(a) The Chairperson of the Board or any committee of the Board shall preserve order and decorum and may speak on points of order in preference to other members. The rules of parliamentary

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5. Because conflicts may arise during the course of the term that are not apparent at the commencement of a term, all supervisors and committee, commission, board or task force members shall review the agenda prior to each meeting. At the beginning of the meeting, or as soon thereafter as they perceive a possible conflict or the appearance of impropriety, the supervisor or commission, committee, board or task force member shall identify any items on the agenda which may create a conflict of interest or the appearance of impropriety. That person will then be excused from all discussion and voting of the identified agenda item. All agendas shall provide an opportunity for supervisors or committee or task force members to identify such conflicts of interest.
6. If the supervisor or committee, commission, board or task force member has a question regarding a possible conflict of interest, he or she may seek an advisory opinion from the Corporation Counsel pursuant to § 19.59(5), Wis. Stats.

State law reference(s)—Note: This section is derived from § 19.44 and § 19.59, Wis. Stats., Code of Ethics for Local Government Officials. It addresses legislative as well as quasi-judicial acts of legislators that have been subject to frequent interpretation by the Wisconsin Ethics Board. This section should be read in conjunction with other Ethics Laws, including § 946.13, Wis. Stats., of the Criminal Code, which prohibits private interests in a public contract and § 1.05 of this Code, which prohibits the receipt of gifts, gratuities or anything of value by all county officials and employees.

(19) *Rule 19. Compensation.*

- (a) Supervisor and Board Chair Salaries. Annual salary for the positions of supervisor, ~~and board chair, and board vice-chair~~ shall be set by the County Board, pursuant to § 59.10(3)(i), Wis. Stats., (Alternative Method of Compensation), which provides as follows: "[T]he board may at its annual meeting [the Tuesday after the second Monday of November], by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services to the county including all committee services ... The board may, in like manner, allow additional salary for the ... chairperson of the board," ~~and § 59.12(2), Wis. Stats., which provides that the board may provide for payment of additional compensation to the vice-chairperson.~~ A vote will be taken in November of odd-numbered years for the next succeeding two-year term. By rule, and unless modified as set forth below, the initial resolution before the board will provide for a three-percent annual increase in salary to County Board members and the chair to be effective the first pay period in April following the Spring Election of supervisors in even-numbered years, and January 1 of odd-numbered years. Any recommended modifications to the initial resolution will be developed and proposed to the County Board by the Human Resources, Finance and Property Committee.
- ~~(b) Vice-Chair shall receive an additional \$3,500.00 of annual compensation above base salary.~~
- ~~(eb) Chairs of Standing Committees, excluding the County Board Chair and Vice-Chair, shall receive an additional \$600800.00 of annual compensation above base salary.~~
- ~~(c) Vice-chairs of standing committees, excluding the County Board Chair and Vice-Chair, shall receive an additional \$200.00 of annual compensation above base salary.~~
- (d) Method of Payment. County Board salaries shall be paid in biweekly increments by direct deposit to each supervisor.

(20) *Rule 20. Expenses reimbursements and travel.*

- (a) County Board Supervisors who receive reimbursement for travel or educational expenses from any other sources for attendance at the same event shall not be eligible to receive reimbursement from Marathon County.

COUNTY BOARD CHAIRPERSON GUIDELINES AND EXPECTATIONS

In recognition that the Marathon County Board of Supervisors has approved a salary to be received by its Chairperson that is over and above compensation which is received by any other member, the Board sets forth the following guidelines and expectations for the performance of the Board Chairperson. This document is intended to supplement and clarify duties and responsibilities established by State Statute and Marathon County Rules of Procedure. Where possible, the time commitment of regularly scheduled meetings and events is provided. All other time commitments should be considered "as needed."

1) Internal responsibilities and relationships.

- a) Chair or attend the following regularly scheduled internal meetings or events:
 1. County Board Meetings (Twice Monthly)
 2. Executive Committee Meetings (Monthly)
 3. HR Finance Committee meetings (Bi- weekly)
 4. Department Head Meetings (Monthly)
 5. Annual recognition and Retirement Banquet for County Employees, Supervisors (Annually usually in April)
- b) Review and Approve Agendas for Executive Committee and Full Board
- c) Make appointments to fill vacancies of: County Board, County Treasurer, County Clerk, per Wisconsin Statutes
- d) Meet with County Administration and be responsible for Administrator's Annual Evaluation
- e) Set up Educational sessions for the Board
- f) Be accessible to Supervisors and Department Heads. (Hold regular office hours at Courthouse to facilitate face-to-face discussions)
- g) Sign Grant Applications

2) External responsibilities and relationships.

- a) Chair or attend the following regularly scheduled external meetings or events:
 - 1. Eastern and Western Town Association Meetings (Qtrly)
 - 2. NTC Board Appointment Meeting and Public Hearings (at least Annually or As Needed)
 - 3. Mid-State Tech Board Public hearing and Appointment meeting (at Least Annually and as Needed)
 - 4. Joint Legislative Committee Meetings at Mosinee Airport conference room (Qtrly)
 - 5. NCWDB (Qtrly)
 - 6. City-County IT Commission (Monthly)
 - 7. Public Events Involving Dignitaries (Governor, Congressmen, etc.)
- b) Attend and vote at both legislative and Annual Conferences for organizations to which the county belongs:
 - 1. WCA (Feb) & (Sept)
 - 2. NACO (Feb or March) & (July)
- c) Maintain communication with local representatives, including
 - 1. Testify on Legislation before Assembly and Senate Committees
 - 2. Lobby on behalf of Marathon County with Local Representatives

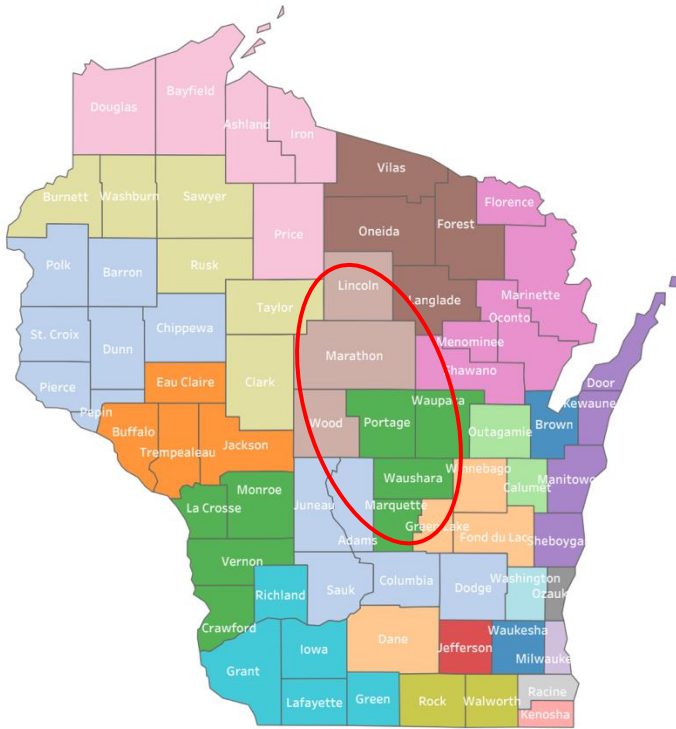
Possible Changes:

- 1. Add to 1a) 6. CJCC Meeting (Monthly)
- 2. Removal of 1) 5. *Annual recognition and Retirement Banquet for County Employees, Supervisors (Annually usually in April)*

North Central and East Central Wisconsin Coalition's YHDP Coordinated Community Plan 2022

1) Introduction

The counties served under this sub-section of the WIBOSCOC's Youth Homeless Demonstration Project Coordinated Community Plan are Lincoln, Marathon, Wood, Waupaca, Waushara, Marquette, and Portage Counties. As seen in the map below, these rural counties are in the north central area of Wisconsin. These counties form the North Central (NCC) and the East Central (ECC) local homeless coalition within Wisconsin's Balance of State CoC. North Central Community Action Program (NCCAP) is the lead organization.



The NCC meets Quarterly via Zoom as does the ECC. Community partners who are dedicated to helping strengthen the North Central and East Central communities with supports such as: housing, food, childcare, education, substance abuse counseling, mental health support, employment, etc. are essential, for lower income households to succeed and thrive. See the table in Statement of Need for involved partners, their roles in the community as well as the assistance they provide. Although 'formally' through the North Central and East Central homelessness Coalition meetings partners meet quarterly, many partners work together daily throughout the community to assist vulnerable residents in the community. Structurally, there is a governing agreement and a formal charter that outlines the requirements and rules for NCC as well as ECC voting, member behavior, partnerships obligations, meeting times, delegates, board members, and such to ensure the smooth operation of the Coalition. A Memorandum of Understanding (MOU) is required to be a voting member of the NCC and ECC. While YHDP committee of the NCC and the ECC continues to take shape, its formal structure will evolve. As the YAB for North Central and East Central completes its formation, it will be a part of the larger NCC and ECC as well as the YHDP Committee. YAB's representatives will attend quarterly meetings and perform all membership functions of the Coalition members.

Acronyms used in this Coordinated Community Plan are:

BIPOC – Black, Indigenous, and people of color
CoC – Continuum of Care
CCP – Coordinated Community Plan
HMIS – Homeless Management Information System
HUD – Dept. Of Housing & Urban Development
LGBTQ+ – Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, plus
NOFO – Notice of Funding Opportunity
NCC – North Central Coalition
ECC – East Central Coalition
TA – Technical Assistance
WIBOSCOC – Wisconsin Balance of State Continuum of Care
YAB – Youth Action Board
YHDP – Youth Homelessness Demonstration Project
YYA – Youth and Young Adults
RHY – Runaway and Homeless Youth

2) Mission and Vision

The NCC and ECC are adopting the WIBOS Mission and Vision. This mission statement was created in partnership with Youth Homeless Demonstration Project-Technical Assistance providers (YHDP-TA) and WIBOSCOC YHDP Core Planning Team in the first quarter for 2022. The members include: Debbie Bushman, NewCAP; Andrew Rasmussen, Black LAX; Stephanie Holt, Community Member; Leigh Polodna, WI-BOS; Matthew Wilkin, Hebron House; Lisa Haen, KHDS; and 2 YAB Members.

The vision statement was also created by YHDP-TA and WIBOSCOC YHDP Core Planning Team in quarter one of 2022.

The North Central CoC originally started in 2012 as the separate Housing and Homelessness Coalitions of Marathon, Lincoln, and Wood Counties to address the needs of the homeless in this region of Wisconsin. In 2019 the coalition was renamed the North Central CoC to focus more inclusively on holistic community needs to address homelessness, not just housing. Additionally, the meeting content and structure was changed to be more educational in nature so partners and residents can be made aware of homelessness programs for referrals and networking. Prior to COVID-19, in-person meetings were held at the Marathon County United Way building because it was centrally located. The East Central Coalition organizational predecessor was the CAP CoC which was originated with the origination of HUD ETH/RRH funding prior to 2016.

The NCC and the ECC have approximately 50 separate agencies who are part of their joint Coalition. Although task forces and work groups are set up as necessary to identified gaps, community challenges remain regarding the securing of support services for: the chronically addicted, persons suffering mental health instability/stigma, as well as the availability of affordable housing and/or transitional housing.

The Youth Advisory Board (YAB) identified the following needs: community awareness and education, engagement from and access to schools (secondary and post-secondary), affordable housing, transportation, child care, as well as real-life skill building to mitigate homelessness. Additionally, they identified larger cultural issues around abuse and trauma that impede healthy relationship that ensure safety and housing security. The specific statement from the YAB follows below.

The NCC Youth Advisory Board (YAB), on behalf of the NCC and ECC identified that an essential need of homeless youth in our region certainly pertains to a lack of advertising and education on both current services and resources available to youth as well as continual developmental education in schools to

maintain a realistic understanding of life skills and responsibilities adulthood entails, no matter what class of life youth come from. The YAB stated during their time homeless they were not aware of more than half of the programs, services, and resources available to them, making advertisement of resources, services, programs and education their key component of need in the community. The YAB identified a need for knowledge provided in the education system regarding real life issues and responsibilities such as living skills, stable and safe housing, food, hygiene and general knowledge regarding finances and credit criteria. Additionally, with that, a large need is for general knowledge regarding what abuse in a family system or relationship can look like and how to recover and find the assistance and tools to overcome trauma and lead a healthy life with learned coping knowledge and skills. The YAB identified this as an essential need as trauma was the core issue that led to their homelessness. The YAB found a need for trauma education in schools essential to solving core issues that lead to homelessness such as mental illness and substance abuse. The YAB also identified a need for affordable and safe housing guidance and direction to assist their housing needs being met. The YAB identified a need for transportation services for youth. The YAB expressed access to transportation assists in paving a way for needed access to education or employment opportunities, which, is essential to driving youth success and growth, overall assisting with the goal to preventing and ending youth homelessness. The YAB identified the need of assistance or program that offers case by case assistance to youth who want to access a high school or college education but may be limited to that experience due to working long hours in order to support themselves, youth parents who do not have access to child care or the many other extenuating circumstances youth may face that could impede their access to high school or higher education.

The NCC and ECC Coalition members have been providing youth services for several decades. The Boys and Girls Club, the Girls Scouts, YMCA- Camp Sturtevant, and HOMME HOME are area non-profits of long-standing serving youth in the community. Also, the Salvation Army has a support group for unstably housed youth. Additionally, these youth specific program have been implemented *within the last three years*: North Central Health Care Center. A behavioral and mental health center, provides outreach and a Youth Crisis Center; Positive Alternatives is a group home that provides counseling to troubled youth and provided necessary living skills; and Mission Grounds is a local non-profit that provides a safe space for youth to congregate, no adults are allowed (only its own non-profit staff)

3) Statement of Need

The NCC and ECC Coalition report that in the most recent Point In Time count (January 2022) there was one young adult in shelter. The PIT data from January 2021 w 3 young adults in shelter. The Coordinated Entry report run for the region on March 15th 2022 is as follows:

- NON-HMIS had 1 household without children and 1 household with children (5 individuals in household) and HMIS had 6 households without children and 3 households with children (10 individuals in households).
- Based on the data in the below chart, there is great unmet need in the Coalition’s region.

North and East Central YHDP: Basic Data Priorities Collected in area of NCC and ECC

Population	Data Source(s)	Estimates of Number of Youth	Needs: Housing, Education & Employment, Social and Emotional Wellbeing
At-risk unaccompanied youth*	Annie E. Casey ¹	1,775	Need Landlords who will rent to young adults without credit history, mentorship, basic needs (food, healthcare)

¹ Annie E Casey Kids Count: County Projections of Population 2020. (2020). Anne E Casey Foundation. <https://datacenter.kidscount.org/data/tables/8208-child-population#detailed/5/7041-7052,7054-7080,7082-7091,7093-7112/true/574/64,6/16726>

	Census ²		
Unaccompanied youth experiencing homeless*	Annie E. Casey ¹ Census ²	4,817	Housing, a safe place to go with social and emotional supports
At-risk pregnant or parenting youth*	WI DHS ³	132	Housing and basic needs support (food, household supplies, access to baby items which are very expensive, social and emotional supports)
Pregnant or parenting youth experiencing homeless*	Coalition Internal Data ⁴	3	Need a safe place to go like a shelter or home who is willing to take a youth in
LGBTQ+ and gender non-confirming youth**	Calculation based on 2019 YRBS ⁵ and Census ²	40,290 (10% est)	Emotional and social support, housing
Youth involved with Juvenile Justice**	WI DOJ ⁶	13,726	Mentorship, emotional and social supports, housing, connection to education and employment
Youth involved with child welfare**	WI DCF 202 Annual Report ⁷	2,042	Need a safe place (counseling agency or support group) to discuss real life experience (what is actually going on in foster care or home life)
Victims of sexual trafficking and exploitation**		0	Although none identified here, community needs to be more involved with the YHDP Committee to explore this issue
Youth with disabilities (including HIV/AIDS)	WI AIDS/HIV Program ⁸ Census ² Calculation Bureau Labor Statistics ⁹	5 HIV+ 14,980 (17.9% est)	Education, employment, connection to emotional support groups and mentorship
Minors (young people under the age of 18)**	Annie E. Casey ¹ Census ²	774	Housing and basic needs supports, KATS can provide this currently

² U.S. Census Bureau QuickFacts: United States. (2020). Census Bureau QuickFacts. Retrieved February 2022, from <https://www.census.gov/quickfacts/fact/table/US/PST045221>

³ WISH Query: Teen Births Module (Teen Birth Rates). (2021, September 28). Wisconsin Department of Health Services. <https://www.dhs.wisconsin.gov/wish/teen-birth/form.htm>

⁴ D. Sennholz, personal communication, March 4, 2022

⁵ McCoy, Katherine. 2019 Wisconsin Youth Risk Behavior Summary Report. Madison: Wisconsin Department of Public Instruction, 2020

⁶ Wisconsin Department of Justice. (2020). Wisconsin Uniform Crime Reporting (UCR) Data Dashboard Center. UCR Arrest Data. Retrieved March 2022, from <https://www.doj.state.wi.us/dles/bjia/ucr-arrest-data>

⁷ Department of Children and Families. (2021, December). Wisconsin Child Abuse and Neglect Report 2020. DCF Child Welfare Research and Analytics Section. <https://dcf.wisconsin.gov/files/cwportal/reports/pdf/can.pdf>

⁸ Y. Ou, HIV Surveillance Supervisor, WI DHS, personal communication, March 28, 2022

⁹ Disability Employment Statistics. (n.d.). U.S. Department of Labor. Retrieved March 2022, from <https://www.dol.gov/agencies/odep/research-evaluation/statistics>

In addition to the above essential HUD population statistics for the Coalition’s region of Wisconsin, these data points are helpful in understanding the region’s challenges:

	Census ² Total population	Poverty ² Rate	Children Living in Poverty ²	Education DPI Report Cards ¹⁰	Unemploy- ment Rate ¹¹	Housing Burden by Total Household ¹²	McKinney- Vento Students 2018-19 ¹³	McKinney- Vento Students 2019-20 ¹³
Portage	70377	8.30%	628	71.10	5.40%	6748	139	163
Lincoln	28415	7.70%	225	72.40	5.90%	2573	61	45
Wood	74207	9.40%	763	72.34	6.70%	6775	337	283
Marathon	138013	6.70%	1192	75.45	5.00%	12078	340	131
Waupaca	51812	8.00%	500	72.64	5.50%	5050	152	190
Waushara	24520	10.50%	246	73.37	6.30%	2427	38	33
Marquette	15592	10.30%	95	67.85	6.70%	1754	1	1
	402936	8.70%	3649	72.16	5.93%	37405	1068	846

In these rural counties there is variation in the data by area but the story the data tells is that poverty and unemployment trouble all residents, in comparison with state averages, 10% and 3.1% respectively (US Census and BLS). Additionally, Child Abuse and Neglect data show that for North Central 34% of the 3,141 reports are screened in while 29% of the 1,940 reports in East Central are screened in for investigation. Nearly 10% of the region’s population has an undue Housing Burden.

Binge Drinking YA ¹⁴		Domestic Violence ¹⁵	Incidents
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Unfortunately, Waushara (49), Waupaca (39), Marquette (33), and Portage (21) are in the 50 Top Drunkest Counties in America per 24/7 Wall St¹⁶ for adults. Young adults seem to be following their elder’s behavior.

Also, Domestic Violence (WI DOJ) data shows an upwards trend as well, with pandemic data not yet included.

¹⁰ Report Cards - 2018–19. (n.d.). Accountability Report Cards. Retrieved March 2022, from <https://datacenter.kidscount.org/data/tables/7424-unemployment-rate>

¹¹ Annie E. Casey Foundation. (n.d.). Unemployment rate in Wisconsin. Retrieved March 2022, from <https://datacenter.kidscount.org/data/tables/7424-unemployment-rate>

¹² Households with housing costs of more than 30% of income 2010-2019. Retrieved March 2022, from <https://datacenter.kidscount.org/data/tables/8919-households-with-housing-costs-of-more-than-30-of-income>

¹³ Wisconsin Department of Public Instruction. (n.d.). WISEdash Public Portal - Department of Public Instruction. WISEdash Public Portal. Retrieved February 2022, from <https://wisedash.dpi.wi.gov/Dashboard/dashboard/18110>

¹⁴ Wisconsin Department of Health Services. (n.d.). Alcohol: Adult Use Dashboard. Retrieved March 2022, from <https://www.dhs.wisconsin.gov/alcohol/adult-use.htm>

¹⁵ State of Wisconsin Department of Justice. (2019). Domestic Abuse Data. Wisconsin Department of Justice. Retrieved March 2022, from <https://www.doj.state.wi.us/dles/bjia/domestic-abuse-data>

¹⁶ Stebbins, S. (2021, October 8). The 50 Drunkest Counties in America. 24/7 Wall St. Retrieved March 2022, from <https://247wallst.com/special-report/2021/10/08/americas-drunkest-counties/>

Portage	28.30%	Portage	158
Lincoln	17.70%	Lincoln	84
Wood	22.90%	Wood	350
Marathon	22.20%	Marathon	719
Waupaca	21.20%	Waupaca	208
Waushara	18.20%	Waushara	75
Marquette	15.00%	Marquette	47

County	School District	Graduation Rate ¹⁰	County	School District	Graduation Rate ¹⁰
Marquette	Montello	95.20%	Lincoln	Merrill	92.70%
	Westfield	88.30%		Tomahawk	91.30%
Portage	Almond-Bancroft	100.00%	Marathon	Athens	92.90%
	Rosholt	97.90%		D C Everest	95.00%
	Stevens Point	90.10%		Edgar	89.20%
	Tomorrow River	96.60%		Marathon City	95.20%
Waupaca	Clintonville	84.20%	Wood	Mosinee	94.50%
	Iola-Scandinavia	92.00%		Spencer	93.20%
	Manawa	96.70%		Stratford	98.90%
	Marion	94.30%		Wausau	88.90%
	New London	91.90%		Auburndale	94.20%
Waushara	Waupaca	94.30%	Wood	Nekoosa	89.20%
	Weyauwega-Fremont	100.00%		Pittsville	97.70%
	Tri-County	97.40%		Port Edwards	92.60%
	Wautoma	93.50%		Marshfield - Unified	91.80%
	Wild Rose	100.00%		Wisconsin Rapids	93.80%

Graduation rates in the Coalition's region vary from 100% graduation to a low of 84.2%.

Regarding the needs of Youth and Young Adults in the NCC and ECC region, it is markedly apparent that youth are not utilizing Homeless and RHY services at the rate that demographic indicators show they could be and need to be accessing assistance. The high rates of underutilization in rural Wisconsin communities is the reason WIBOSCOC was awarded the YHDP funding from HUD.

In summary, the youth and young adults of the NCC and ECC Coalition communities in some ways compare relatively well to the rest of Wisconsin. School graduation rates, although varying throughout the coalition's districts, are comparable to other Wisconsin districts. 15 of the 32 district's overall performance 'Exceeded Expectations' and the rest 'Met Expectations'¹⁶. Fortunately, according to the Institute on Poverty, all but one of the Coalition's counties are "not statistically different" from Wisconsin's average poverty rate¹⁷, but sadly on average 9.6% of the households have an undue housing burden¹² meaning over 8,000 youth under 18 are living in those households^{2 12} as well as the 3,649 living in poverty². Unfortunately, Domestic Violence is on the rise, per the Wisconsin Department of Justice¹⁵ and alcohol abuse is prevalent in the young adult population the same as it is in the adult population^{14 16}. Add onto this the affects that the COVID 10 pandemic has had on

¹⁶ Anderson, S. (2019, November 12). 2019 School Report Cards: All 419 Wisconsin Districts Ranked. Milwaukee, WI Patch. Retrieved April 2022, from <https://patch.com/wisconsin/milwaukee/2019-school-report-cards-all-419-wisconsin-districts-ranked>

¹⁷ UW-Madison, Institute for Research on Poverty. (n.d.). Who is poor in Wisconsin? – INSTITUTE FOR RESEARCH ON POVERTY – UW–Madison. INSTITUTE FOR RESEARCH ON POVERTY. Retrieved April 2022, from <https://www.irlp.wisc.edu/resources/who-is-poor-in-wisconsin/>

young people: increases in suicidality, poor mental health, and the loss of connectedness¹⁸ and it is obvious that YYA of NCC and ECC Coalitions are in danger. Housing, the basis of basic needs, is not meeting the need; exacerbated by violence, substance abuse/addiction, poverty as well as a lack of coordinated services to meet these and other pressing necessities. As indicated by the goals below, further coordination of and connection to resources in these communities is urgent. Youth and young adults from these communities need access to housing, educational and employment opportunities for self-sustenance, and support from trusted adults which will enable them to attain well-being.

4) Goals, Objectives, Action Steps

Goals on 4 core outcomes

Goal 1: Stable Housing - Youth & Young Adults are connected to resources to support them and assist them with finding safe, affordable, and flexible housing options that reflect their individualized needs and pave the way for long-term, sustainable housing.

Objectives:

Implement landlord engagement strategies to support youth in finding and maintaining stable housing.

Action step 1. Invite Landlord association to be part of the YHDP Committee.

Action step 2. Collect feedback from Landlords as to what potential issues in renting to young adults could be.

Action step 3. Stakeholders commit to Landlords that stakeholders will work intensively with the youth to address known and potential issues.

Provide youth with connections to partners/stakeholders who have available funding or programs to increase housing and emergency/crisis interventions.

Action step 1. Have continual communication with the YHDP Committee and local partners.

Action step 2. Increase awareness of services and resources available to youth through the YAB, Social Media, Partners and Stakeholders.

Action step 3. Case managers and partners will provide referrals for the Youth.

Ensure comprehensive case management is a core component of all youth projects.

Action step 1. Ensure housing grants if written include funding the core component of case management.

Action step 2. Engage all partners/stakeholders to commit to actively providing necessary services to the youth.

Action step 3. Ensure case management is happening by staying connected to partners and youth and being consistently informed about issues encountered.

Offer system navigators who walk alone side youth.

Action step 1. Utilize the YAB to provide support to other youth

Action step 2. Find volunteer mentors (typically found in church ministries) to provide support and help youth independent living skills.

HUD Key Principles

Equity <input type="checkbox"/>	Positive Youth Development <input type="checkbox"/>	Trauma-Informed Care <input type="checkbox"/>	Family Engagement <input type="checkbox"/>
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¹⁸ Jones, S. E. (2022, March 31). Mental Health, Suicidality, and Connectedness Among High School. . . Centers for Disease Control and Prevention. Retrieved April 1, 2022, from https://www.cdc.gov/mmwr/volumes/71/su/su7103a3.htm?s_cid=su7103a3_w

Housing First <input type="checkbox"/>	Youth Choice <input type="checkbox"/>	Community Integration <input type="checkbox"/>	Coordinated Entry <input type="checkbox"/>
Special Populations <input type="checkbox"/>	Unsheltered Homelessness <input type="checkbox"/>	Individualized & Client-driven supports <input type="checkbox"/>	

How will we define success?

- Access to and maintain housing
- Recidivism rates remain low
- 3,6,12 month follow-ups provide positive feedback
- Housing stability (youth choice) at 30 days 90 dates, 6 months, etc. is present

Goal 2: Permanent Connections: Youth & young adults are supported in cultivating consistent, self-identified people who can respectfully guide, support, and advocate with them to get their needs met.

Objectives

Provide access to mentorship training for adults who will be working with YYA

Action step 1. YHDP Committee will research training availability and inform mentors of training opportunities

Action step 2. YHDP Committee/Partners will require mentors to participate in training opportunities

Action step 3. YHDP Committee will track trainings taken by engaging with mentors

Develop expectations to ensure youth have a say in who supports them both in agencies and chosen family or other natural supports.

Action step 1. YAB Coordinator will engage the youth regularly to encourage discussions amongst themselves so they can be more comfortable in identifying and voicing who their supports are.

Action step 2. YAB Coordinator will create a safe space for youth to discuss any and all concerns they have.

Action step 3. YAB Coordinator will connect with YHDP Committee/Partners to address any issues identified by the YYA

Increase staff training opportunities around Positive Youth Development, mentorship ideas, developing community connections outside of the homeless system, mental health crisis training

Action step 1. NCC and ECC coalition leads seek out training opportunities for staff.

Action step 2. Mandate monthly meeting requiring discussion of training opportunities.

Action step 3. Training is documented.

HUD Key Principles

Equity <input type="checkbox"/>	Positive Youth Development <input type="checkbox"/>	Trauma-Informed Care <input type="checkbox"/>	Family Engagement <input type="checkbox"/>
Housing First <input type="checkbox"/>	Youth Choice <input type="checkbox"/>	Community Integration <input type="checkbox"/>	Coordinated Entry <input type="checkbox"/>
Special Populations <input type="checkbox"/>	Unsheltered Homelessness <input type="checkbox"/>	Individualized & Client-driven supports <input type="checkbox"/>	

How will we define success?

- Interview for connections at 3, 6 and 12 month intervals
- Ask about support networks and report a positive if youth can identify at least 1 people older adult who is supportive (excluding staff in the program)
- Engagement with youth mentors in the community

Goal 3: Education & Employment - Youth & Young Adults have support to overcome barriers to be able to access a variety of education and employment opportunities to achieve the personal goals and financial stability necessary to thrive

Objectives

Increase relationships and opportunities that highlight alternative education pathways

Action step 1. Identify and invite more stakeholders to the YHDP Committee.
 Action step 2. Increase awareness by using social media and marketing tactics.
 Action step 3. Provide YHDP Committee members the opportunity to connect with each other using alternative communication methods such as Zoom, e-mail, phone calls, and in person meetings. Open to personal schedules and connecting with one or many persons.

Connect youth with more advanced apprenticeship opportunities as well as flexible internships for youth to explore career paths.

Action step 1. Case managers work with youth to identify interests, strengths, skills, and career goals.
 Action step 2. Case managers will connect with North Central Workforce Development Board to find open opportunities and connect with partners such as community colleges and temp agencies.
 Action step 3. Case managers/mentors provide youth with assistance in resume development as well as interviewing skills and necessary attire and proper grooming.

Increase awareness between the homeless system and education system to provide more access to all education pathways.

Action step 1. Share YAB data with the educators in the community to provide a greater understanding to youth homelessness.
 Action step 2. Facilitating a closer relationship with school educators and counselors by reaching out weekly with information and/or updates collected from YYA we encounter.

HUD Key Principles

Equity <input type="checkbox"/>	Positive Youth Development <input type="checkbox"/>	Trauma-Informed Care <input type="checkbox"/>	Family Engagement <input type="checkbox"/>
Housing First <input type="checkbox"/>	Youth Choice <input type="checkbox"/>	Community Integration <input type="checkbox"/>	Coordinated Entry <input type="checkbox"/>
Special Populations <input type="checkbox"/>	Unsheltered Homelessness <input type="checkbox"/>	Individualized & Client-driven supports <input type="checkbox"/>	

How will we define success?

- Measure the # of youth who enroll in and exit successfully from education and training programs
- Youth who are working report higher wages
- Youth who are enrolled in educational programs report high potential wages
- Employment is considered sufficient to have 1 job in which 30% of income goes to housing
 - Increases in income = livable wages
- Connections to childcare for parenting YYA

Goal 4: Social and Emotional Well-being - The health and well-being of YYA are prioritized by meeting youth where they are and providing them with the resources and supports they need to achieve happiness, health, self-sufficiency, and self-actualization

Objectives

Implementation of culturally sensitive, developmentally appropriate, comprehensive health education (mental, physical, sexual health & AODA) so youth are aware of options and strategies to live their healthiest lives

Action step 1. YAB Coordinator and YHDP Committee members seek to find resources and connections to educational trainings and supports groups for the YYA.

Action step 2. Ensure mentors, staff, and volunteers are properly trained in diversity and other health and social well-being areas.

Offer professional development training on Positive Youth Development and Trauma-Informed practices

Action step 1. YHDP Committee will seek training opportunities to share with staff, mentors, and YAB.

Action step 2. Require staff and mentors to attend training annually.

Action step 3. Document staff and mentor training.

Increase access to resources for YYA who need substance abuse recovery support

Action step 1. Increase YHDP Committee stakeholders to include counseling agencies.

Action step 2. YAB Coordinator and staff/mentors to provide current marketing materials and pamphlets for substance abuse meetings and support groups to the YYA.

Action step 3. YHDP Committee members connect with the YAB members to conduct follow-up on access to resources for the YYA.

Let youth set their own goals - realize youths' power to meet life's challenges, giving them the ability to manage stress, function in their daily lives, and 'bounce forward' when faced with adversity or trauma

Action step 1. Ensure the YAB exists and continues to grow.

Action step 2. YAB Coordinator will stay connected to YAB to support their growth and provide direction when asked.

Action step 3. YAB Coordinator will connect with YHDP Committee members to address gaps and needs of the YYA

Action step 4. If gaps and need are identified, YHDP Committee will respond appropriately by writing additional grants or finding other resources needed to fill YYA needs.

HUD Key Principles

Equity <input type="checkbox"/>	Positive Youth Development <input type="checkbox"/>	Trauma-Informed Care <input type="checkbox"/>	Family Engagement <input type="checkbox"/>
Housing First <input type="checkbox"/>	Youth Choice <input type="checkbox"/>	Community Integration <input type="checkbox"/>	Coordinated Entry <input type="checkbox"/>
Special Populations <input type="checkbox"/>	Unsheltered Homelessness <input type="checkbox"/>	Individualized & Client-driven supports <input type="checkbox"/>	

How will we define success?

- Higher composite score in health, dental health, mental health at exit or at a period of time after entry (HMIS)
- Pre- and post locus of control assessment
 - create assessment and track at certain intervals
- YYA self-reports increased health, mental wellness, social connectedness, self-esteem, etc.

5) Governance

Governance for the NCC and ECC is evolving due to the recent formation of the YAB and the YHDP committee. The North Central Community Action Program (NCCAP) is the lead agency with Diane Sennholz as the lead staff person from that organization. A more formal structure, inclusive of data sharing agreements and MOUs is anticipated for coordination of planning and service provision. Additionally, it is anticipated that the governance configuration would be similar to that of the WIBOSCOC's model of inclusive membership and voting requirements. The only current committee that can be considered active from NCC and ECC is the YHDP committee that will form to collaborate with the Youth Advisory Board (YAB). Other committees and workgroups will be formed on as needed basis. In parallel to the YHDP Committees recent formation, the YAB is also just taking shape with the strong involvement of CW Solutions, due to their role as a direct service provider for vulnerable, at-risk, and RHY YYA in the region. The YAB will have its own separate board from either the NCC/ECC that will coordinate and inform the YHDP committee. YAB members are encouraged to attend the NCC/ECC quarterly meetings as they have a voting voice at these meetings.

6) Stakeholders

Partner	Partner's Name & Role	Involvement
Youth Action Board	CW Solutions North Central and East Central Coalition	Convenes and supports YABs
Public Child Welfare Agencies	Merrill Community Homeless Center, Inc. (MAC Home) Marathon County Social Services Portage County Health and Human Services Lincoln County Social Services Wood County Human Services	Coordinates services between child welfare staff and homeless YYA
Continuum of Care and Emergency Solutions Grant Program Recipients	North Central Community Action Program (NCCAP) Salvation Army	Provides referrals to YYA
Local and State Government	Marathon County Government Wood County Government Lincoln County Government Portage County Government	Provides direction to their social services departments who encounter youth and would refer to homeless services
Runaway and Homeless Youth Program Providers	Keep Area Teens Safe (KATS) Marathon County CAP Services – Portage County	Links homeless youth and young adults to emergency shelter and services
Health, Mental Health, and Substance Abuse Agencies	CAP Services- Mental Health Navigation North Central Health Care Marathon County Public Health Nurses	Navigates and links to mental health services Provides mental health services to YYA Provides Substance abuse services to young adults Linkages to healthcare, limited nursing care provided

Juvenile and Adult Corrections and Probation	Justice System Coordinator – Marathon County CW Solutions	Provides referrals and advocacy for the youth and young adults in the justice system Coordinates re: probation and parole for YYA
Local and State Law Enforcement and Judges	Plover Police Department Stevens Point Police Department Wausau Police Department, Merrill Police Department Criminal Justice Coordinating Council Judge O’Neill	Coordinates on local level re: RHY Advocates for the needs of the youth in the justice system
Public Housing Authorities	Wausau Community Development Authority: FUP Vouchers	Part of the Foster Youth to Independence voucher program, eligible youth are 18-24 yrs., left foster care or will leave within 90 days, and are or at-risk of becoming homeless
Affordable Housing Providers	None	Provides access to affordable housing
Early Childhood Development and Child Care Providers	Marathon County Headstart	Collaborates on referrals
Local and State Educational Agencies	Stevens Point Area School District Wausau Area School District Nekoosa School District Wisconsin Rapids School District Merrill School District	Make referrals to non-profits who can assist with immediate needs
Institutions of Higher Education	North Central Technical College Midstate Technical College UW-Extension	Coordinates necessary access and admissions to post-secondary educational opportunities
Non-Profit Youth Organizations	CW Solutions Keep Area Teens Safe (KATS) Marathon Positive Alternatives	Provides independent living programs for YYA, KATS refer those who turn 18 as they are no longer eligible for teen housing
Landlords	Rausch Properties	Provides housing
Privately Funded Homeless Organizations	Salvation Army	Provides referrals
Local Advocacy, Research, and Philanthropic Organizations	United Way of Marathon County Marshfield Area United Way United Way of South Wood and Adams Counties Merrill Area United Way CW Solutions	Provides diversified funding streams and are referring Partners
Community Development Corporations	Wausau Community Development Authority, Wisconsin Rapids Community Development	Provides access to economic development
Organizations that serve culturally specific (Black, Latino, Indigenous, people with disabilities,	Wausau TransFam – LGBTQ Support group for Youth Hmong American Center	Provides culturally specific feedback on services

LGBTQ, etc.) communities		
Continuum of Care Board	NCC and ECC YHDP Committee with WIBOSCOG	Coordinates HUD homeless services, Convenes and supports YAB

The NCC and ECC YHDP Committee is just beginning to form. Data Sharing Agreements are being identified and constructed. Additionally, areas where MOUs are needed are being identified and will be executed. These two areas are especially needed in the service of 18-24 year old young adults. The leadership anticipates as the Committee body grows and more organizations participate, partnerships will grow and further agreements and MOUs will be needed and executed. In addition to the 4 specific YHDP goals outlined above these future goals have been identified for further consideration as well, locally and state-wide.

Future Goals

Advocacy & Law Changes

Ideas that were named:

Advocacy and Law changes regarding shelters specifically for youth and legal guardian support

Landlord ability to rent to 17 years olds

Advocacy to let minor youth access mental health services without parental/guardian approval.

Work with DCF on licensing requirements for youth Shelter Care facilities, to make the process more streamlined

Engage with DPS to reform expectations of legal guardians.

HUD Key Principles

Equity <input type="checkbox"/>	Positive Youth Development <input type="checkbox"/>	Trauma-Informed Care <input type="checkbox"/>	Family Engagement <input type="checkbox"/>
Housing First <input type="checkbox"/>	Youth Choice <input type="checkbox"/>	Community Integration <input type="checkbox"/>	Coordinated Entry <input type="checkbox"/>
Special Populations <input type="checkbox"/>	Unsheltered Homelessness <input type="checkbox"/>	Individualized & Client-driven supports <input type="checkbox"/>	

Community Engagement

Ideas that were named:

Increasing awareness in all 4 core outcomes

Reducing the stigma of youth homelessness

Reducing the stigma of youth homelessness and mental health.

HUD Key Principles

Equity <input type="checkbox"/>	Positive Youth Development <input type="checkbox"/>	Trauma-Informed Care <input type="checkbox"/>	Family Engagement <input type="checkbox"/>
Housing First <input type="checkbox"/>	Youth Choice <input type="checkbox"/>	Community Integration <input type="checkbox"/>	Coordinated Entry <input type="checkbox"/>
Special Populations <input type="checkbox"/>	Unsheltered Homelessness <input type="checkbox"/>	Individualized & Client-driven supports <input type="checkbox"/>	

7) Signature Pages

Organization	Names of signatories	Date signed	Attached
Coalition Leadership – Board Member & Coalition Chair			
Public Welfare Agency			
Local Government Agency (s)			
YAB			
RHY Provider (s)			
Other			