



MARATHON COUNTY EXECUTIVE COMMITTEE

AGENDA

Date & Time of Meeting: **Tuesday, March 10, 2020, at 4:00 p.m.**

Meeting Location: Marathon County Courthouse Assembly Room –500 Forest Street, Wausau WI

Committee Members: Kurt Gibbs Chair; Craig McEwen, Vice-Chair; Matt Bootz; Sara Guild, Jacob Langenhahn, Allen Opall, John Robinson, E J Stark, Jeff Zriny

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.*

In addition to attendance in person at the location described above, Executive Committee members and the public are invited to attend by telephone conference. Persons wishing to attend the meeting by phone may call into the telephone conference beginning 5 minutes prior to the start time indicated above using the following number: 715-261-6507.

1. **Call Meeting to Order**
2. **Public Comment**
3. **Approval of the February 11, 2020, Executive Committee Meeting Minutes**
4. **Policy Issues Discussion and Committee Determination**
 - A. Potential Transfer of Adult Protective Services from North Central Health Care to the Aging and Disability Resource Center of Central Wisconsin (Jonette Arms)
5. **Operational Functions Required by Statute, Ordinance, or Resolution**
 - A. Motion to go into Closed Session (Roll Call Vote Suggested) Pursuant to s.19.85(1)(c) Wis. Stats. for the purposes of “[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” to wit: conduct interviews for the County Administrator position.
 - B. Motion to return to Open Session (Roll Call Vote Unnecessary) and possible announcements and/or Action regarding closed session items (approximately 5:00 p.m.)
 - C. Consideration of Proposed Revisions to the Chapter 2 and Section 4.20 of the Marathon County Code of Ordinances from the Rules Review Committee (Vice-Chair McEwen)
 - D. Updated 2020 Administration Work Plan
6. **Educational Presentations/Outcome Monitoring Reports**
 - A. Discussion on the Timeline on Downsizing the County Board
7. **Next Meeting Date & Time, Location, Future Agenda Items**
 - Committee members are asked to bring ideas for future discussion and educational presentations for the County Board.
 - Next Meeting: Tuesday, April 7, 2020 at 4:00 p.m. in the Assembly Room
8. **Announcements**
9. **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 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

SIGNED /s/ Kurt Gibbs
Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages, and
 FAXED TO: Other Media Groups
 FAXED BY: M. Palmer
 FAXED DATE: _____
 FAXED TIME: _____

NOTICE POSTED AT COURTHOUSE
 BY: M. Palmer
 DATE: _____
 TIME: _____



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Monday, February 11, 2020, 4:00 p.m.
Courthouse Assembly Room B-105, 500 Forest St, Wausau WI 54403

Attendance:	Present	Absent
Kurt Gibbs, Chair	X	
Craig McEwen, Vice-Chair	X	
Matt Bootz	X	
Sara Guild	X	
Jacob Langenhahn	X	
Allen Opall		X
John Robinson	By Phone	
E J Stark	X	
Jeff Zriny	X	

Also Present: Lance Leonhard, Kim Trueblood, Becky Frisch, Jon Graveen, Scott Corbett, Mary Palmer, Media

1. Call Meeting to Order

Meeting was called to order by Chair Kurt Gibbs at 4:00 p.m.

2. **Public Comment:** Jon Graveen, 1615 Naugart Drive, District Attorney's need for more Assistant District Attorneys and wants the committee to keep the pressure on the State.

3. Approval of the January 7, 2020, Minutes

MOTION BY MCEWEN, SECOND BY ZRINY, TO APPROVE THE JANUARY 7, 2020, EXECUTIVE COMMITTEE MEETING MINUTES. MOTION CARRIED.

4. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

A. Discussion on Reimbursement of Mileage for County Board Supervisors

Discussion:

Per County Board rules, in order to be reimbursed for mileage County Board Supervisors must provide a copy of their vehicle insurance. Seven supervisors did not provide updated vehicle insurance to the County Clerk. Six reminders were sent via e-mail. Four supervisors declined payment and the other three were notified that the County Board Chair said they would not be paid.

One supervisor said he did not receive any notices and is requesting fourth quarter payment. The Clerk did not get any e-mails returned. Prior quarters are closed for reimbursement, but the Finance Director said they could still pay fourth quarter if directed. One supervisor suggested that perhaps a reminder should be verbally given at County Board meetings.

Action:

MOTION BY BOOTZ; SECOND BY ZRINY NOT TO REIMBURSE FOURTH QUARTER OR PRIOR MILEAGE TO THOSE THAT DID NOT PROVIDE PROOF OF INSURANCE. MOTION CARRIED.

Follow through:

No follow through needed.

B. Input for the 2020 Administrator's Work Plan

Discussion:

Committee members were asked to rank their top ten choices for the 2020 County Administrator's Work Plan. Below is the list which includes the top 12 in order of committee members' recommendations:

- Continue renovation of NCHC campus (7)

- Creating a long term facilities plan (6)
- Open a police communications channel (5)
- Develop a compensation policy for advancing top performs quickly to midpoint (4)
- Update Westside Master Plan (4)
- Expand broadband to communities (4)
- Complete a criminal justice survey (4)
- Continue efforts to obtain land for multi-department facility (Highway, PRF, Sheriff, etc.) (3)
- Develop policy for funding capital improvement (3)
- Develop outcomes based contracts for nonprofits (3)
- Conduct educational reports on financial and budget (3)
- Cost recovery strategy (3)

Others that received two recommendations or less include:

2 recommendations:

- Work on increased student population at UWSP Wausau
- Seek agreement with state office to suspend as opposed to terminate Medicaid for incarcerated individuals
- Move adult protective services from NCHC to ADRC
- Evaluate the need to restructure the Finance Department to include a budget analysis position
- Plan to replace the County's financial system
- Develop long term plan for roads and bridges
- Create partnership to fund facility funds for regional facilities science center (morgue)

1 recommendation:

- Learning strategies for employees professional development
- NCHC facilities and use agreement
- RCA
- Budget methodology
- and more

Interim Administrator Leonhard will reorder the work plan items and group those that are related as subunits underneath and bring to the Board. It was requested that he add a column showing if the item is dependent on other partners.

Action:

MOTION BY ROBINSON; SECOND BY ZRINY THAT THE RANKING ORDER PROVIDED BY THE COUNTY BOARD CHAIR/EXECUTIVE COMMITTEE BE THE TOP PRIORITIES ON THE ADMINISTRATOR'S WORK PLAN. MOTION CARRIED.

Follow through:

Will go to County Board

C. Discussion on Membership to the Downsizing of the County Board and Recommendation to the Board

Discussion:

Each standing committee chair was asked to provide the County Board Chair with a name from their committee to be part of the Task Force. Becky Frisch gave an update on what their department has found to date: Jon Hochkammer from WCA will retire this week, but has provided great information:

- he will provide contact information from several counties he has worked with recently
- 2019 redistricting manual came out today
- downsizing and structure must be done together for better decision making
- NACo is not interested in this topic. They have no information to provide or share since 2009 and is not going to do any updates.
- Could look at states that have commissioners, but it's too different from our structure and it's not recommended.

To role this out in a master plan would be beneficial and looking at the committee structure. This may not be in the charter, but the Executive Committee can give direction to look at this as part of the whole.

Discussion centered on whether the appointments to the Task Force should happen now or wait until the new Board is seated. Will a couple of months make a difference in gathering information? Yet, we don't shut down committees due to a change in the committee makeup.

Consensus, with one descent, is that it would be best to wait to have the Chair, who will be elected in April, appoint the members to the Task Force. The Chair will need to take into consideration that the makeup of the Task Force follows the Charter to include both rural and urban supervisors and those with diverse opinions so that all views are represented. During the next couple of months, staff can continue gathering information to assist the Task Force.

Chair Gibbs is not prepared to bring seven names forward right now.

Action:

MOTION BY ROBINSON; SECOND BY GUILD TO BRING THE NAMES FOR THE TASKFORCE AND DISCUSSION TIMELINES TO THE MARCH, 2020, EXECUTIVE COMMITTEE MEETING.

If we are bringing names forward in March they might as well be appointed.

MOTION TO AMEND BY LANGENHAHN; SECOND BY STARK TO STRIKE, FROM THE ORIGINAL MOTION, BRINGING THE NAMES FOR THE TASKFORCE TO THE MARCH MEETING. MOTION CARRIED – NOT UNANIMOUS.

AMENDED ORIGINAL MOTION: MOTION BY ROBINSON; SECOND BY GUILD TO BRING THE TIMELINE DISCUSSION TO THE MARCH, 2020, EXECUTIVE COMMITTEE MEETING. MOTION CARRIED.

Follow through:

Bring back in March and look at timelines again.

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

6. Educational Presentations/Outcome Monitoring Reports

A. Selected Non-Profit Performance Contracts interplay with County Procurement Rules

Discussion:

In the 2020 budget discussion and approval the Board decided to restore funding to five nonprofits and to pursue outcome and output based performance contracts. Each of the five agencies funding is above \$30,000. County Board is authorized to direct funding for this type of work, but the procurement code directs us to do a request for proposal for business over \$30,000. Unless you say otherwise we will go outside the procurement code and follow the Board's dictate.

Contracts will tell us what we will get for our money. But how do we deal with performance standards? Will these be meaningful? What can we actually measure that will have meaning and will be measurable and actionable in the next budget.

Administrator Leonhard is looking to develop a contract for each to basically do the same things they are doing now by identifying areas where the services align with existing department services. The Historical Society for example does presentations throughout the county. We could tie some of the funding to seeking out and delivering various educational presentations at the libraries throughout the year. They are also in the process of digitizing materials and they can make those available via link on our Library website.

The Women's Community and the District Attorney's office both provide education in various schools. The Women's Community presents on teen dating violence and the DA's office does sexting presentations. We can look to see if there are areas that overlap and have The Women's

Community take on the DA's presentations. This would open up time in the DA's office.

Everyone agrees we do not need to go out for procurement or RFP.

Follow through:

No follow through needed.

B. Update on the Administrator Recruitment

Discussion:

Seventeen candidates applied for the County Administrator position. Background checks will be done later this week and recommendations will be made to the Task Force on selected candidates. After the Task Force has interviewed those selected, final candidates will be referred to this committee and then make a recommendation to the full board.

Follow through:

No follow through needed.

C. Update on Board Chairman Letters on Wisconsin Legislative Bills

1. Supermajority Bill
2. Land and Water Bills

Discussion:

Chair Gibbs - the legislature has had bills coming very quickly in the past couple of weeks. Some of our departments wanted our county to weigh in on some of these bills. The letters followed policy already set through the comprehensive plan, land and water, farmland preservations plans, etc. A handout was given explaining what the four letters were about and whether we supported the bills or not.

There hasn't been time for the bills to be reviewed by committee because the timeline at the state is so fast and furious.

This is just an update to let the Executive Committee know what action was taken by the County Board Chair. More legislation came out today that is potentially controversial. The Assembly has today and one more day and the Senate has 3 days to be concluded before recess by mid-March. Then no legislation coming out of Madison after that.

There is a metallic mining bill out there, but don't anticipate anything will need to be done.

Follow through:

No follow through needed.

7. Next Meeting Time, Location, Agenda Items and Reports to the County Board

- Committee members are asked to bring ideas for future discussion and educational presentations for the County Board
- Next regular meeting: Tuesday, March 10, 2020 at 4:00 p.m. in the Assembly Room

8. Announcements:

9. Adjournment

There being no further business to discuss, **MOTION BY MCEWEN; SECOND BY LANGENHAHN, TO ADJOURN THE MEETING. MOTION CARRIED.** Committee adjourned at 5:43 p.m.

Respectfully submitted by,
Mary Palmer



DUE DILIGENCE REPORT

POTENTIAL ACQUISITION OF NORTH CENTRAL HEALTH CARE'S TRI-COUNTY ADULT PROTECTIVE SERVICES *SERVING LANGLADE, LINCOLN, AND MARATHON COUNTIES*

Updated November 20, 2019 – Highlighted and Bolded areas denotes updates/corrections.

RESEARCHED AND PREPARED BY:

**Jonette N. Arms, Executive Director
Mike Rhea, Director, Resource Center
Steve Prell, Fiscal Director
Angela Hansen, Communication/Administrative Services Manager**

INTRODUCTION

The purpose of this report is to inform the ADRC-CW Board of Directors on the findings related to the potential acquisition of central Wisconsin's tri-county Adult Protective Services (APS) system. On June 26, 2018, the ADRC-CW was approached by North Central Health Care (NCHC) about the possibility of taking possession of APS for Langlade, Lincoln, and Marathon counties. The reason for this discussion and the specific request was that NCHC does not believe the program and its services align with their organizational mission. After careful thought and consideration, the NCHC Board of Directors and Chief Executive Officer, Michael Loy believe APS would be better supported and aligned with the ADRC-CW's mission.

After having several follow up conversations between July and September 2018 with the ADRC-CW Leadership Team, Michael Loy and Brenda Christian, Adult Protective Services Manager, the proposition was shared with the ADRC-CW Board at its October 11, 2018 meeting. A summary of the discussion is outlined in the meeting minutes and the Executive Director's Report. During the October 2018 meeting, the Board granted the executive director and members of leadership permission to continue researching the potential opportunity with the goal of bringing more information back to the Board.

The overall goal would be for the ADRC-CW would take over operations of Adult Protective Services, which would include adopting a staff of seven existing employees –stable and well experienced supervisor, five APS workers, and one specialized administrative support person dedicated solely to APS.

- **Current APS employees would transition from NCHC to Marathon County as directed by an amended ADRC-CW's Intergovernmental agreement.**
- **APS would be housed within the Wausau regional office building, 2600 Stewart Avenue on the first floor.**
- **As per the organization chart on page 13 of this report, APS would be a department or additional unit of the ADRC-CW and the APS supervisor would be a direct report to executive director.**
- **All funds that currently support APS, as noted on the budget page 10 of this report, would follow APS. The funds would be transferred to Marathon County as per contract.**
- **Langlade, Lincoln, and Marathon counties currently designate \$539,177 in tax levy to APS. These funds would remain the same amount regardless of where APS is housed.**
- **Under contracts and WI statutes, we are prohibited from commingling state allocations. In no case will the ADRC-CW supplant State funds to support APS services. Funds for each area will be used solely as designated by State contract and statutes.**

Over the past year, as a part of our investigation, we carefully assessed the viability of procuring Adult Protective Services. Areas of focus included funding, emergency placements, operations, staffing, tri-county agreements, guardianships, technology needs, data storage and maintenance, and after hours crisis response. Our investigation included numerous meetings with Brenda Christian to learn about staffing, finance, and budgeting and overall implementation of operations across the three counties.

However, first and foremost, we considered our mission, which is to *promote 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*. We are living and working in rapidly changing times intertwined with the daily challenges of an increasing older adult population and an underserved

population of adults who are disabled. Our responsibility to look at and consider opportunities that would help the ADRC-CW provide higher quality programs and services to our current and future customers and clients.

MISSION ALIGNMENT

The mission of ADRCs highly supports the mission of Adult Protective Services which is to *protect risk adults who are (or are at risk of) experiencing abuse, neglect or exploitation and provide a means for long-term care and custody to persons who are incompetent and in need of guardianship and protective placements and or services*. Adult Protective Services agencies respond to reports of abusive or neglectful situations involving adults at risk (adults 18 years plus). Adult Protective Services' responsibility is to investigate the occurrences and then, based on discussions with partners such as ADRC staff and local managed care organizations, make recommendations for services to meet the needs of adults at risk.

While APS and ADRCs are distinct from each other, many of each agencies' responsibilities align and overlap. Such as, APS has the responsibility to protect the care and safety of adults at risk by:

- Training and updating of ADRC staff regarding the recognition of neglect, self-neglect, financial exploitation or abuse; legal requirements, and reporting protocols.
- Providing contact information for an APS liaison with the ADRC to respond to inquiries from the resource center staff regarding Adult Protective Services.
- Establishing a process for APS staff to refer clients to the ADRC for functional and financial eligibility screens and options counseling.
- Assisting ADRC staff in gathering information needed to determine functional and financial eligibility.
- Understanding ADRC services and when to refer a client to the ADRC for assistance which includes but are not limited to:
 - Options counseling consultation and advice from the ADRC about the options available to meet an individual's long-term care needs;
 - Working with the ADRC to help clients obtain information and assistance about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health and behavioral health, Adult Protective Services, public benefits, employment and training for people with disabilities, home maintenance, nutrition, assistive technology and other topics;
 - Access to publicly-funded long term care including the administration of the long term care functional screen, and enrollment in publicly funded managed care options (e.g., Family Care, Partnership Program);
 - Benefits counseling to help individuals navigate the complex system of public and private benefits by providing accurate and current information, and assisting individuals to apply for, and address problems with Medicare, Social Security, and other state and federally administered benefits.
- Referring to or asking for assistance from the ADRC in situations in which ADRC staff may provide information about services or programs to assist the adult at risk. This may include services such as transportation, congregate or home-delivered meals, caregiver assistance, support groups, benefits counseling, friendly visitors, or chore services.
- Following-up with the ADRC detailing the response provided to any case referred from the ADRC.

- Providing contact information for an APS liaison with the ADRC.

As well, because ADRCs are a central source of specialized information, assistance, and access to community resources for older people and adults with disabilities as well as their families. ADRCs are also responsible for working with clients as it relates to protecting the care and safety of adults at risk, which includes:

- Training and updating of APS staff regarding ADRC resources, services, and client options.
- Establishing a process for ADRC staff to refer to Adult Protective Services.
- Reporting, in a timely manner, to county APS agencies suspected instances of neglect, self-neglect, financial exploitation, or abuse of ADRC clients.
- Cooperating with APS response, evaluation, reporting, and service plan activities to help ensure that the county has the information needed to investigate a report, develop necessary court documentation, and protect adults at risk.
- Providing the entry point for eligibility determination of publicly funded long-term care services as well as access to other programs needed to protect the health and safety of an adult at risk. Upon referral from the APS agency, the ADRC must gather the information needed to determine functional and financial eligibility and provide options counseling.
- Understanding APS programs, including a general understanding of Wisconsin Statutes and Chapters 51, 54, and 55, as well as when to report abuse, neglect, or financial exploitation.
- Providing contact information for an ADRC liaison with APS agency.

Additionally, both agencies have shared responsibilities which includes ADRC and APS staff consulting and participating with MCO care coordination teams to ensure that a plan of services is in place to address long-term protection needs and comply with court orders or, if needed, to coordinate an urgent services agreement and both Adult Protective Services and ADRC staff may provide short term care coordination when needed.

The above list of individual and shared responsibilities are a few examples. Overall, the accountabilities of both agencies (separate and shared) encompass a more extensive list. However, the objective was to demonstrate within this report how each agency supports the other and how their roles and responsibilities interconnect to support clients and their families.

The above information was referenced from the Wisconsin Department of Health Services, Division of Long Term Care Bureau of Aging and Disability Resources Office on Aging, Adult Protective Services, and Aging and Disability Resource Center Guidelines.

CONSULTATION

ADRCs

There are currently 24 ADRCs throughout the state that operate Adult Protective Services (APS) for their respective counties. ADRC-CW staff consulted with five ADRCs on May 9, 2019, that have APS as a part of their operations. These ADRC's included, Rock County, Columbia County, Waukesha County, Pierce County, and Manitowoc County. The intent of this meeting was to determine the strengths and challenges that each ADRC had with respect to APS and their perspective regarding the fit APS had with the mission of ADRCs. The consensus of all these counties was that having APS as a part of the ADRC was beneficial.

Strengths identified:

- The work of APS and the ADRC overlap very well (see mission alignment section above)
- Having APS and ADRC combined allows for increased collaboration.
 - Staff will work more seamlessly with mutual customers.
 - Partnership opportunities and community connections will be more strategic and benefit each team
 - Opportunity to leverage existing collaborations by each entity to better serve our customers
- Increased efficiencies with workflow and opportunities to get the customer to the appropriate source for support faster.
 - Development of one point of contact to triage calls
 - Simultaneous work on cases to improve the timeliness of action
- Connection led to decreased confusion by customers (they no longer had to guess which agency to call to meet their needs)
- Seamless service to customers

Challenges:

- ADRCs were county-based, and they had to budget for placement costs, which created struggles.
- Legal Fees. Assuring that contracts were developed for legal fees for guardianship proceedings
- No singular documentation system-systems. Data and documentation systems ranged from using Microsoft Word to handwritten notes.
- Having a multi-county APS program and working with different corporation counsels and county governments is challenging.

Refer to page 11 for a list of challenges/threats and strategies to assist with diverting risks.

The overall assessment by the **five ADRC directors consulted** indicate that having APS under the auspices of the ADRC is operationally beneficial to the staff working on these teams, the community referring to each entity, and ultimately the customers being served.

Adult protective services operating under ADRCs is not a new concept. There are currently 24 ADRCs that operate APS with **four of them functioning as regional ADRCs:**

- **Ageing and Disability Resource Center of Adams, Green Lake and Waushara Counties***
- **Ageing and Disability Resource Center of Chippewa County**
- **Ageing and Disability Resource Center of Columbia County**
- **Ageing and Disability Resource Center of Dunn County**
- **Ageing and Disability Resource Center of Green County**
- **Ageing and Disability Resource Center of Fond du Lac County**
- **Ageing and Disability Resource Center of Jackson County**
- **Ageing and Disability Resource Center of Jefferson County**
- **Kenosha County Ageing and Disability Resource Center**
- **Ageing and Disability Resource Center of La Crosse County**
- **Ageing and Disability Resource Center of the Lakeshore***
- **Ageing and Disability Resource Center of Marinette County**
- **Ageing and Disability Resource Center of Marquette County**
- **Ageing and Disability Resource Centers of Milwaukee County**
- **ADRC of the North (Serving Ashland, Bayfield, Iron, Price and Sawyer Counties)***

- **Aging and Disability Resource Center of Pierce County**
- **Aging and Disability Resource Center of Racine County**
- **Aging and Disability Resource Center of Rock County**
- **Aging and Disability Resource Center of Sheboygan County**
- **Aging and Disability Resource Center of Trempealeau County**
- **Walworth County Aging and Disability Resource Center**
- **Aging and Disability Resource Center of Barron, Rusk and Washburn Counties***
- **Aging and Disability Resource Center of Waukesha County**
- **Aging and Disability Resource Center of Winnebago County**

***Multi-county regional ADRCs**

GWAAR

ADRC-CW staff consulted with Jayne Mullins, Older Americans Act Consultant and Elder Abuse Program Specialist at the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) Elder Law and Advocacy Center to discuss the opportunity presented. Jayne oversees funding and technical support for all state elder abuse (60 years plus) programs operated through Adult Protective Services units throughout the state. This funding is channeled from the state to GWAAR specifically for Older American Act programs. **Jayne Mullins was clear in informing us that the funding annually allocated for all three counties has been standing at \$73,203 (Langlade-\$13,051; Lincoln-\$14,344; Marathon-\$45,808) which is minimal to cover elder abuse direct care for the three counties.**

Wisconsin Department of Health Services, Department of Public Health, Bureau of Aging and Disability Resources

Jeff Becker, Legal and Protective Services Unit Supervisor at the Office on Aging and his staff provided the following considerations to take into account regarding the ADRC-CW's possible acquisition of Adult Protective Services:

- Must have experienced staff. It will be very important to hire experienced APS staff. There will be a learning curve associated with operating under the new arrangement, and experienced staff will help with that. In addition to the "normal" workload, the central Wisconsin area has experienced abrupt nursing home and assisted living closures that require urgent action to ensure safety for large numbers of residents. These situations can be extra-intense and stressful, and inexperienced staff may struggle. Experienced APS workers will help smooth the transition and deal with these urgent issues that are likely to occur again.
- Response: If the acquisition moves forward, the ADRC-CW will acquire APS' existing staff of seven employees, which includes five full-time APS workers, one part-time administrative specialist, and a manager with over 30 years of experience working in this area.
- Scope of work. You will want to have sufficient staff to cover the anticipated caseload over a three-county region. For 2018, the WITS reports (APS incident reports) were as follows: Lincoln—85; Langlade—68; and Marathon—354. It would be good to have solid numbers on the number of emergency protective placements, protective placements, and guardianships for each county; we (BADR) don't track that information.
- Response: As noted above, the ADRC-CW would maintain all of APS' personnel. The Managing supervisor already has a prepared workload plan and schedule for APS workers to ensure all

counties are sufficiently covered. That plan, which works well for APS' caseload, would stay in place.

- Funding. The elder abuse allocation for the three counties is \$73,203 annually, and the APS allocation is \$152,242 annually. You'll want to ensure adequate staffing within the available state funding plus whatever the counties are able to provide.

Response: With the transfer of APS to the ADRC-CW, as noted above, \$73,203 would be our state elder abuse contracted allocation from the combined three counties, \$152,242 would be our state APS contracted allocation and \$539,177 would be the tax levy allocation from the three counties in addition to \$800 for direct services received by APS. These amounts total \$765,180 and appear to be adequate to cover personnel and operational costs.

These costs are outlined in the budget on page 10 of this report and are the same allocations that support the personnel and operational needs of APS as it currently exists under NCHC.

- Protective placements, guardianships, and Watts reviews. It will be important to consider how the three counties intend to handle these things, including:
 - Designating facilities for emergency protective placements;
 - Standards (income and assets) to be used by all the counties to determine if the county will file for guardianship and/or protective placements;
 - Determining how the counties will handle paying for corporate guardian fees; and
 - Determining how the counties will pay for the annual protective placement reviews (Watts reviews), including any associated travel costs.

Response: Adult Protective Services currently has an existing agreement with Mount View Care Center within North Central Health Care for emergency protective placements; this agreement has been sufficient to cover emergency protective placement needs. During this exploration study, it was discussed with Brenda Christian, APS manager that in the event the ADRC-CW acquires APS, securing additional contracts with facilities throughout the region will be a priority in order to have additional options and assurances that a bed will be available when needed. Corporate guardian fees and fees for Watts reviews are included as a part of budgeted costs within the line item legal fees, as referenced in the APS budget listed below. Any additional fees for ongoing protective placement costs, or legal fees outside of the budget will be the responsibility of the respective county in which the individual resides. The fees and payment for these services will be added to the tri-county agreement for APS services between the ADRC-CW and the counties represented.

- MOUs. There will need to be several MOUs in place between each county and various entities. These would include the law enforcement agencies within each county, the managed care organizations operating within each county, the IRIS consultant, and fiscal employer agencies operating within each county, financial institutions within each county, etc. There can be quite a lot of these types of agreements to put together.

Response: Adult Protective Services currently has MOUs with all of the noted agencies as recommended by the BADR. If an acquisition is approved by the ADRC-CW Board, we would move forward with using the current MOU templates and work with corporation counsel to

develop similar MOUs and would use added language to strengthen partnership roles and responsibilities.

- Interdisciplinary Teams (I-Teams). I-Teams are required in order to receive elder abuse funding (will you have one for all three counties or three separate teams?).

Response: APS currently coordinates I-Team meetings for the three-county region; this would not change with the acquisition of APS by the ADRC-CW.

WHAT'S DRIVING THIS POTENTIAL MERGER?

Adult Protective Services needs a place and location to be housed and call home. Allowing the ADRC-CW to acquire APS would provide a make sense solution to their displacement and allow for the continuance of APS services at a convenient location. Both the ADRC-CW and APS work together closely to ensure the care and safety of adults at risk who have been or are at risk of abuse, neglect, or financial exploitation. North Central Health Care's mission focuses on providing care for mental health, recovery and skilled nursing needs. Additionally, NCHC gets paid to provide protective placements for APS clients, in which operating APS could be viewed as a conflict of interest.

The ADRC-CW's mission fits well with the mission of APS, and many of our clientele are the same, which would work to support the needs of both entities. The ADRC-CW could provide APS with a work environment that is well-established and proficient in serving adults who are aging and disabled. It is our belief that the APS would continue to thrive under the auspices of a supportive cooperative organization, such as the ADRC-CW.

In addition to the strengths listed on pages 4 and 5 of this report, the ADRC-CW is also taking into account that the potential acquisition of APS would create:

- Heightened programmatic impact by integrating complimentary services.
- Stronger strategic positioning with clients, private funders, competitors (other ADRCs), and policymakers.
- Reduced total administrative costs.

To protect against any conflict of interest, APS would function as a separate unit of the ADRC-CW under the leadership of the executive director. Please refer to the attached organization chart, page 13.

LOGISTICS

The ADRC-CW has looked into a location and space needs for APS employees. Office space directly above our current Wausau regional office is available and provides appropriate space for APS employees. The office space also allows the ADRC-CW to have a meeting space for clients who have mobility issues where utilizing the first floor would be more beneficial.

Our current landlord, Ghidorzi, would provide the new office space at the same per square foot rate that we currently receive and would incorporate the new costs into our current rental agreement. Ghidorzi has agreed to provide modifications at no cost to the ADRC-CW (paint, new carpeting, remove walls/drywall, add a reception space, etc.).

Adult Protective Services would bring all of their current office furniture, computers, printer, and fax to support their work and customer service needs.

All costs related to transitioning services, moving and integrating APS into the ADRC-CW regional office would be fully the financial responsibility of North Central Health Care. The ADRC-CW will not incur any costs to acquire APS.

BUDGET

The budget for APS services is on the following page 10.

To be clear, this proposed budget is looking at annual, ongoing expenses. Any possible one-time costs, such as moving or new data systems, are not included.

The revenue in this program comes from two grants and levy appropriations from Marathon, Lincoln, and Langlade counties. As was mentioned earlier, the funding levels from these sources have been consistent over the past several years, and we anticipate this will continue in the future.

Within the anticipated expenses, as with our current programs, personnel costs are by far the greatest expense. Per a costing analysis conducted by Marathon County's Human Resources Department, the current staff in the APS program will receive comparable wages and benefits as they currently receive.

No costs have been budgeted for on-call or afterhours response for APS staff. Just as APS currently functions under NCHC, after-hours calls will continue to go to the Crisis Response Hotline number at no added cost to the ADRC-CW. The current process does not require APS staff to work after hours, weekends or holidays.

The administrative expenses included in the proposed budget are based on staffing in all of our programs including, APS and our current administrative costs. We do not anticipate needing to add to our current administration structure, so what this means is the funds from APS would pay for some of the costs that are currently paid for by our existing resources.

Operating cost estimates are from a variety of sources. Those highlighted in yellow are from the current APS budget as it exists now, just converted to our system. Other expenses in the budget are what we anticipate based on our current experience and history.

The net amount in the proposed budget shows approximately **\$27,239** of funds beyond our expenses. This is the amount we have for contingencies.

CHALLENGES AND THREATS	DIVERSION STRATEGIES
Establishing Protective Placements at no cost to the ADRC-CW.	<ol style="list-style-type: none"> 1. Go before Llanglade, Lincoln, and Marathon county boards to share and impose the importance of their responsibility to cover the costs of protective placements. 2. In collaboration with the ADRC-CW Board and County Board's and Corporation Counsel, develop a tri-county agreement specifying the roles and responsibilities of each party and county involved. 3. The ADRC-CW held a meeting on October 31, 2019 with corporation counsels from Llanglade, Lincoln, and Marathon counties to clarify under state statute that each county is required to cover temporary emergency placements costs. These costs as needed, are outside of current budgeted allocations provided by the State and GWAAR for APS and elder abuse. 4. Collaborate with other long term care facilities within and possibly outside of the region to provide training for the special needs of clientele and negotiate commitments to allocate more beds for placements.
<p>The cost required to cover overall transition and move of APS to ADRC-CW</p> <ol style="list-style-type: none"> 1. Updates/modifications to office space. 2. Physical move of equipment and furniture. 3. Acquisition of new database and documentation system and all IT needs. 	<ol style="list-style-type: none"> 1. Develop a budget for costs. 2. Establish written pre-agreement with North Central Health Care to cover all transitional and move costs. 3. Establish written pre-agreement with North Central Health Care to assist with identifying and covering the cost of the new database and documentation system.
Identifying after-hour crisis response for APS calls.	A meeting was held on November 8, 2019 with North Central Health Care to discuss and confirm that NCHC will continue to provide after-hours response through their crisis hotline.
Legal Fees. Assuring that contracts were developed for legal fees for guardianship proceedings.	Beginning in 2019, NCHC APS contracted with Marathon County Corporation Counsel to provide all legal services. This partnership is working well and would continue after acquisition.
Multi-county APS program having to work with different county corporation counsels and county governments.	<ol style="list-style-type: none"> 1. Establish a written contractual agreement with Marathon County to continue using corporation counsel for all APS legal services. 2. The ADRC-CW currently works very well with our counties and would continue to work well during and after the acquisition of APS. Strategies that will support this effort are: <ul style="list-style-type: none"> • As mentioned in this report, the ADRC-CW, in collaboration with our three counties, will put MOUs clarifying each parties' roles and responsibilities. • Make sure to have a continuous conversation with counties as needed. • Utilize ADRC-CW Board members to ensure they are kept up to date and taking information back to their county boards for discussion.

NEXT STEPS

If the ADRC-CW Board approves the ADRC-CW to move forward with acquiring APS, staff will develop a plan that will include further conversations with North Central Health Care about covering the full amount of transition costs, gathering estimates for cost of moving, IT, database/documentation system, and any modifications for new rental space not covered by Ghidorzi. We will work with APS, corporation counsel, county finance directors, law enforcement, placement facilities, and others from each county to develop MOUs. We will go before each board to seek approval and get a commitment for the continuation of current levy allotments. Marathon City/County IT and Lincoln County IT will be consulted and utilized to ensure a smooth transition of data, documentation, and all employee computer and telephone needs. The ADRC-CW will also work with GWAAR and the State of Wisconsin to complete the appropriate applications and contracts to have funding transitioned to the ADRC-CW.

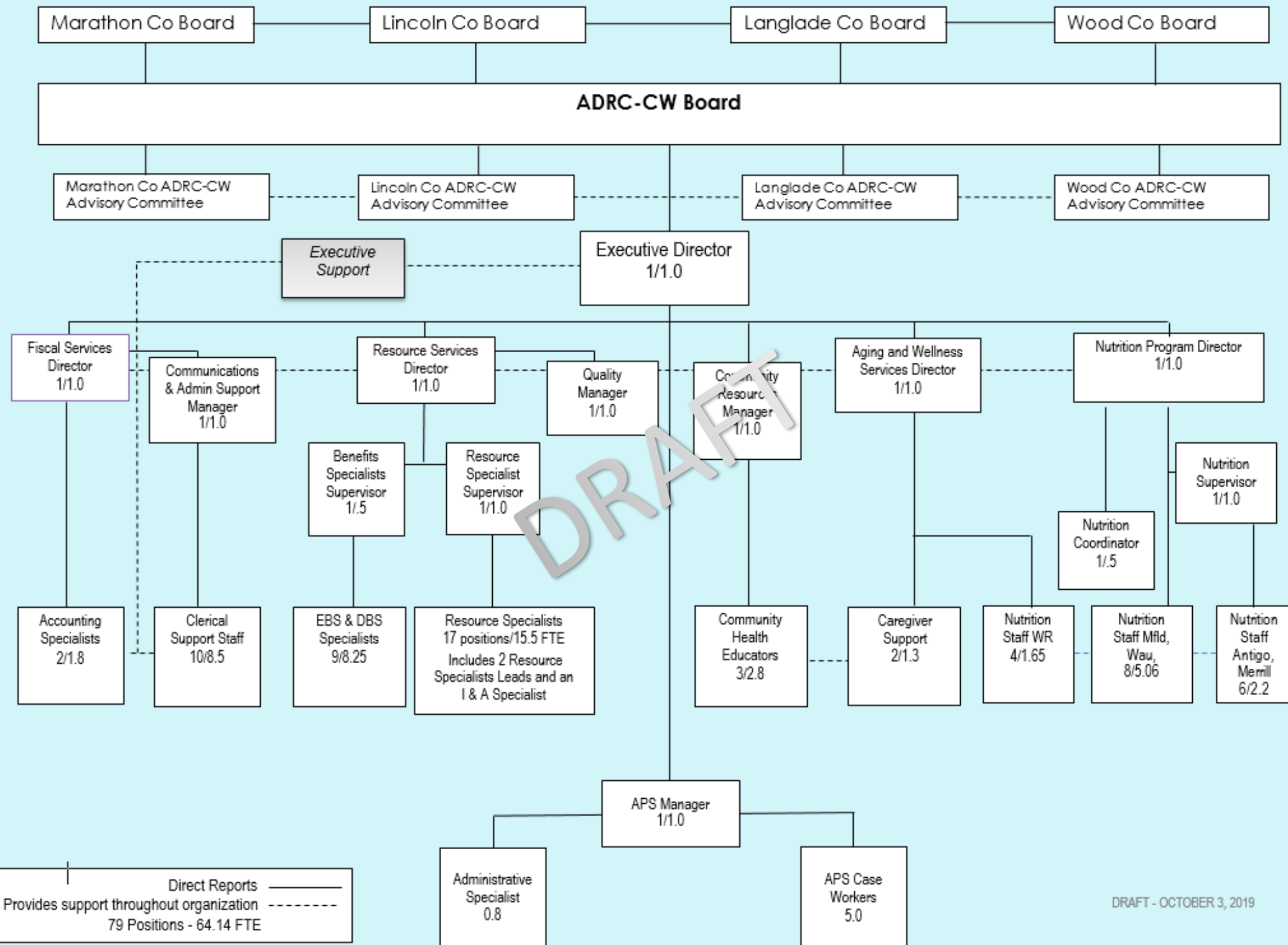
A realistic timeline will be created to inform the ADRC-CW Board of each point of action needed to be conducted to establish a final acquisition date. With Board approval, the final step will be to develop a brand identity and communication plan to inform all shareholders throughout the region of the ADRC-CW's acquisition of APS.

The ADRC-CW executive director requests that the Board:

- 1. Read and thoroughly review this report and consider (beyond why) how the acquisition can happen.**
- 2. Take into consideration the information outlined in this report.**
- 3. Assess “how” the cultures of the ADRC-CW and APS might work well together.**
- 4. Consider the possibility of long-term viability and success for the ADRC-CW.**
- 5. Consider fiduciary responsibility with supporting the ADRC-CW budgetary needs.**
- 6. Think mission and vision for the overall ADRC-CW.**
- 7. Inform staff of approved next steps.**
- 8. Request additional information if needed to ensure you are able to make an informed decision.**

In compiling this report, the ADRC-CW Due Diligence Team worked hard to carefully obtain factual information to help board members make clear and informed decisions. The information used and statements of fact made in this report were obtained from sources we consider reliable, but we neither guarantee nor represent the completeness or accuracy.

ORGANIZATIONAL CHART



Chapter 2 - THE GOVERNING BODY

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) Because of the number of county board members (38), it is likely that one or more members will be absent from any meeting. Participation of supervisors by phone in a meeting of the full board will not be permitted, unless a special meeting has been called by the Board Chair for the purpose of considering one agenda item and the public has been afforded comparable access as required by law.
 - (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 placed on the County Board agenda (which is currently not being considered by any committee) may contact the County Board Chairperson who shall refer the issue to the appropriate 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, any County supervisor may place that item on the County Board agenda.

(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.*

- (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 Clerk and County Administrator, or his designee, shall provide staff assistance to assist~~ in the interview process ~~of candidates for a vacancy on the Board.~~
 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).
- (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 ~~not be a sitting member of any committee except Executives~~ 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.* 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.
- (9) *Rule 9. Recognition by the Chairperson.*
- (a) 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) 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.

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.
- (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;
6. Acknowledgment of visitors;
7. 15-Minute Public Comment Period (Note: Public Comment period to address the full Board occurs only during Educational Meetings);
8. Presentation of awards, proclamations, letters, petitions, communications, appointments, claims and memorials;
9. 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. Adjournment.

~~(a)~~(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;
 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;
13. Adjournment.

(b)(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.

~~(e)~~(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)~~ —*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

~~(d)~~ All other business denoted on the Educational 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.

~~(a)~~ —

~~(e)~~(b) Should a vacancy on a committee, board, or commission occur, or a vacancy in the position of 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.

~~(d)~~(c) The County Board Chairperson shall appoint all standing committees, joint committees, program committees and task forces unless otherwise mandated by state statute.

~~(e)~~(d) The County Administrator shall appoint all statutory committees, unless otherwise mandated by state statute.

~~(f)~~(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.

~~(g)~~(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.

~~(h)~~(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.

~~(i)~~(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. Standing Committee chairpersons are responsible for scheduling the time of each respective meeting.
 - i. 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

(a)(b) Typical Committee Meeting Agendas:

1. Call to order;
2. Public Comment;
3. Educational presentations/outcome monitoring reports;
4. 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
5. 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;
6. Next meeting time, location and agenda items;
7. Adjournment.

(b)(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).

(c)(d) 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 members wishing to participate by phone, or other 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.

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

(a) 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.
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) 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.* 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) 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.
- (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.
 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— 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 ~~the~~ 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. ~~Attendance at~~ scheduled County Board and its committee, boards, taskforces and commission meetings;
 2. ~~Attendance at~~ community meetings which are pertinent to County Board business;
 3. ~~r~~Regional, state and national meetings in which issues of importance to Marathon County are being discussed;
 4. ~~l~~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)~~

(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:

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 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.

~~Budgeting for County Board Supervisor and citizen travel and education expense reimbursement. Budgeting for all County Board Supervisor travel and education reimbursement will be done by the Executive Committee of the County Board. As part of the County budget development process, each of the standing committees will make a budget request for travel and education expense reimbursement for its members, and the members of each of the program committees, boards, commissions and taskforces within its area of responsibility to the Executive Committee. The Executive Committee will be responsible for requesting an allocation for reimbursement of County Board Supervisors and appropriate community member attendance at the regularly scheduled County Board and its committee, boards and commission meetings, NACo and WCA. The Executive Committee will determine the total budget requested travel and education reimbursement line item for submission in the annual budget. Upon final approval of the budget, the Executive Committee will allocate to each standing committee, that standing committee's annual budget allocation. Each standing committee will administer their annual allocation for their standing committee members and each of the other program committees, boards, and commissions and taskforces included in their area of responsibility as identified on the County's Governance Chart. The Executive Committee will administer reimbursement for regularly scheduled County Board and its committee, boards, taskforces and commission meetings, NACo and WCA. All County Board Supervisor and citizen travel and education reimbursement will be administered through the County Clerk's office.~~

~~(d) Approval of Supervisor travel and education reimbursement. Supervisor travel to attend appropriately scheduled meetings of the County Board or any of its committees, boards, taskforces or commissions and the Eastern and Western Towns Association~~

~~do not require prior approval. Reimbursement for these expenses will be paid out of the Executive Committee's travel account allocation. 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. All reimbursement for non-county Board-scheduled local, regional, state and national travel and education expense reimbursement must receive prior approval. This approval must be given by either the appropriate standing committee or Executive Committee whichever is responsible for administering the reimbursement. Failure to obtain appropriate prior approval disqualifies the supervisor from receiving County reimbursement for expenses.~~

~~(c) 1. Supervisor travel expense reimbursement for supervisors who incur a travel expense to attend at regularly scheduled County Board meeting(s) or a meeting of its committees, boards, taskforces and commissions will be paid at a rate of \$2.00 per meeting or actual mileage reimbursement at the prevailing county rate, whichever is greater.~~

~~(d) 2. Supervisors and citizens 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.~~

~~(e) Appropriate documentation of expenses as required by the current County policies and practices will be required for all reimbursement. Supervisors who request reimbursement for attending any NACo or WCA activities must work with the County Clerk's office when making travel arrangements.~~

~~(f) 3. 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 approved. Funding for these activities will come from the Executive Committee's budget.~~

~~(g) 4. NACo Summer conference and NACo Legislative conference attendance provides an opportunity for up to three Supervisors to be eligible to receive reimbursement for attendance at each of these activities. The attendees shall be selected pursuant to subsection 3 above. Attendance shall be subject to budgetary allocations. Reimbursement for these expenses will be made out of the Executive Committee allocation.~~

~~(h) 5. 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 to the Executive Committee. 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. Nothing in the policy shall prohibit County Board Supervisors from attending the WCA Annual Convention at their own expense if they are not selected pursuant to this section.~~

~~(i) 6.—WCA Legislative Meeting. 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 Executive Committee. 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.~~

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) (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) (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 insure that an accurate and thorough appraisal occurs.

~~(c) (e)~~ — *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)~~ ~~(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)~~ ~~(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)~~ ~~(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)~~ ~~(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)~~ ~~(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)~~ ~~(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.
 - 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)~~ ~~(f)~~—*Phase III. Formation Process Implementation:*

1. Selection of the consultant (if needed).

NOTE: The factors identified in B [2] through E [5] below must all be addressed (except D(4) [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.
 - 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) (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.

Sec. 2.02. - Fiscal impact.

- (1) 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.

- (2) 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.
- (3) 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.
- (4) The County Administrator or their designee shall work with appropriate department heads and County Board committees in providing such fiscal impact estimates where required.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.

('92; O-10-06; O-14-08; O-8-12; O-3-14; O-8-16)

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 No. O-9-11 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 9 in the City of Wausau
3	Wards 6 and 8 in the City of Wausau
4	Wards 7, 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, 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	Wards 21 and 22 in the City of Wausau
11	Wards 23, 24, and 32 in the City of Wausau
12	Towns of Wausau and Easton
13	Village of Brokaw, Towns of Texas, Hewitt, Harrison, and Plover
14	Villages of Birnamwood, Hatley, and Elderon, and the Towns of Norrie, Elderon, and Reid
15	Wards 6—10 in the Village of Kronenwetter
16	City of Schofield and Ward 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 3, 5, and 10 in the Village of Weston
20	Wards 4, 6, and 7 in the Village of Weston
21	Wards 2, 11, and 12 in the Village of Weston
22	Towns of Ringle and Weston, and Ward 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 Ward 7 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—6 in the City of Mosinee
27	Town of Day, Wards 2 and 3 in the Town of McMillan, Wards 12, 20, 21, 24 in the City of Marshfield

28	Town and Village of Spencer
29	Village of Stratford, Town of EauPleine, Ward 1 in the Town of McMillan, and Ward 1 in the Town of Cleveland
30	Cities of Abbotsford and Colby, Villages of Unity and Dorchester, and the Towns of Holton, Hull, and 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 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-14-8; O-10-10; O-9-11; O-8-12; O-3-14; O-8-16)

Sec. 2.04. - Standing committees.

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

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

(c) (c)—*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.

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

(e) (e)—*Reporting relationship:* The 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:

Industrial Development Agency

Marathon County Development Corporation (MCDEVCO)

~~Marathon County Public Library Board~~

UW Extension

~~Marathon County Historical Society~~

~~Work Force Development Board~~

~~Diversity Affairs Commission~~

~~(f)~~ ~~(f)~~—*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.

~~(g)~~ ~~(g)~~—*Committee relationships:* The Extension, Education, and Economic Development Committee shall the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the

~~County Board with respect to the following: provide leadership for the interaction, communication, and policy recommendations to the County Board with respect to the following:~~

Industrial Development Agency

~~(h) (h)~~—*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-~~Marathon County (UWMC)~~Stevens Point – Wausau

~~Diversity Affairs Commission~~

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

~~(a) (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) (b)~~—*Statutory responsibilities:* Space reserved.

~~(c) (c)~~—*Membership:* The Environmental Resources Committee shall be comprised of ten (10) 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.]

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

~~(e) (e)~~—*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

~~(f) (f)~~—*Duties and responsibilities:* The duties and responsibilities of the Environmental Resources Committee will include, but not be limited to:

- ~~1. 1.~~ ~~AA~~ Act as Land Conservation Committee pursuant to §§ 92.06 and 92.07, Wis. Stats., and maintain the [following]:
 - ~~a. a.~~ Chapter 91 - Farmland Preservation.
 - ~~b. b.~~ Chapter 92 - Soil and Water Conservation and Animal Waste Management.
 - ~~c. c.~~ Chapter 93 (§ 93.90) - Livestock Facility Siting and Expansion.
- ~~2. 2.~~ Act as Planning and Zoning Committee and maintain the following:
 - ~~a. a.~~ Chapter 59, § 59.69, Wis. Stats., Zoning Ordinance.
 - ~~b. b.~~ Chapter 59, § 59.692, Wis. Stats., Shoreland and Shoreland-Wetland Zoning Ordinance.
 - ~~c. c.~~ Chapter 59 and § 87.30, Wis. Stats., Floodplain Zoning.
 - ~~d. d.~~ Section 145.20, Wis. Stats., Private Onsite Wastewater Treatment System Ordinance.
 - ~~e. e.~~ Section 236.45, Wis. Stats., Land Division and Surveying Ordinance.
 - ~~f. f.~~ Section 59.69, Wis. Stats., Land Use, Information and Regulation, Environmental Protection, Surveys, Planning and Zoning.
 - ~~g. g.~~ Section 59.69, Wis. Stats., Uniform Citation Ordinance.
 - ~~h. h.~~ Section 59.54(4) and (4m), Wis. Stats., Uniform Addressing Ordinance.
 - ~~i. i.~~ Chapter 295, Subchapter 1, Wis. Stats., Nonmetallic Mining Reclamation Ordinance.
 - ~~j. j.~~ Chapter 31, Wis. Stats., Regulation of Dams and Bridges Affecting Navigable Waters.
 - ~~k. k.~~ Sections 56.70(8), 66.0103, 92.07, 281.31, 281.35, Wis. Stats.
- ~~3. 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. 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. 5.~~ Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
- ~~6. 6.~~ Facilitate broad based discussion of issues and policies by encouraging involvement and communications with the public and with other standing Committees.

~~7. 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. 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. 9.~~—~~EE~~ncourage soil and water conservation research and educational information and public service programs.

~~10. 10.~~—Assist in development and administration of the annual and long-range plans and annual reports for the following program activities:

~~a. a-~~ Land and Water Resource Management.

~~b. b-~~ Lake Management.

~~c. c-~~ Parks and Recreation.

~~d. d-~~ County Forestry.

~~e. e-~~ Public Transportation.

~~f. f-~~ Farmland Preservation.

~~g. g-~~ Solid Waste Management and Recycling.

~~11. 11.~~—Administer the wildlife damage and abatement program including approving the annual budget, claims, and fence contracts.

~~12. 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. 13.~~—Additional duties as assigned by the County Board Chairperson.

~~(g) (g)~~—*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

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

~~Marathon County Park Commission~~

Board of Adjustment

Marathon County Land Information Council

~~Solid Waste Management Board~~

(3) *Executive Committee.*

(a) ~~(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) ~~(b)~~—*Statutory responsibilities:* Space reserved.

—(c) —*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. A-~~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.

(d) —*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.

(e) —*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

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

1. ~~1.~~—Provide leadership for the implementation of the County's Strategic Plan.

2. ~~2.~~—Proactively identify County policy development needs.

3. ~~3.~~—Request the County Board Chairperson assigns requests for any policy development to the appropriate Committee(s).

4. ~~4.~~—Identify the need for short-term task forces to address policy formation recommendations.

5. ~~5.~~—Establish County Board policy goals and monitor the success of the County Board policy implementation, reporting the results to the County Board.

6. ~~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. ~~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. 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. 9.~~—Consult with the County Board Chairperson regarding the content and structure of the County Board meeting agendas.

~~10. 10.~~—Provide leadership of the implementation of the County's Strategic Plan core strategies.

~~11. 11.~~—Provide leadership for the allocation of County resources by major County function.

~~12. 12.~~—Additional duties as assigned by the County Board Chairperson.

~~13. 13.~~—It may create task forces as required by its duties and responsibilities.

(g) 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

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

1. None

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

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

(c) (c)—*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.

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

(e) (e)—*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

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

1. ~~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. ~~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. ~~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.
4. ~~4.~~—Review and on behalf of the County Board act upon claims including all litigation claims against the County.
5. ~~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. ~~6.~~—Monitor the implementation of County Human Resources policies including organization compliance with annual budgets for Human Resources.
7. ~~7.~~—Establish and monitor the County's policies regarding donations and grants.
8. ~~8.~~—Review and approve for submission all grant requests which directly affect the finances of the County.
9. ~~9.~~—Review requests for new allocated positions pursuant to § 4.20 of this Code.
10. ~~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. ~~a.~~—Exceed the amount set up in the contingent fund, or

~~b. b.~~—Add up to more than ten percent of the fund originally budgeted to each individual office or department or activity.

~~11. 41.~~—Provide for publication of notice of contingent fund transfers pursuant to law.

~~12. 42.~~—Recommend to the County Board transfers from the General Fund.

~~13. 43.~~—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. 44.~~—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. 45.~~—Monitor organizational culture survey results and assure that employees are managed and led consistent with the County's values.

~~16. 46.~~—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. 47.~~—Additional duties as may be assigned by the County Board Chairperson.

~~(g) (g)~~—*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)

~~Civil Service Commission~~

~~(h) 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.*

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

~~Transportation Coordinating Committee~~

(f) *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.
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.

- (g) *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

- (h) *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)~~ ~~[Reserved.]~~

~~(76)~~ *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) *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.
- (d) *Term:* Members shall serve two-year terms concurrent with their terms of office as County Board Supervisors.
- (e) *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

City/County IT Commission

Central WI Airport

- (f) *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.
 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.

- (g) *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

- (h) *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

~~(78)~~ *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) *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.
- (d) *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.
- (e) *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 Department Office

Clerk of Courts' Department Office

District Attorney's Department Office

Circuit Court Judges

Medical Examiner's Office

- (f) *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.
- (g) *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:

~~Justice Advisory Committee~~ Criminal Justice Coordinating Council/Evidence Based Decision Making

Local Emergency Planning Committee

Civil Service Commission

- (h) *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

~~Elected County Public Safety Officials:~~

~~Sheriff~~

~~Judges~~

~~District Attorney~~

~~Clerk of Courts~~

Department of Corrections (Probation and Parole)

(O-14-08; O-24-08; O-10-10; O-12-10; O-26-10; O-8-12; O-24-12; O-3-14; O-16-14; O-23-14; O-8-16; O-7-17)

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 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. A good faith effort to include at least one physician, one registered nurse, one dentist, and one veterinarian will be made.

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.
2. Assure the local health department meets the requirements of a Level III Health Department as defined by statute.
3. 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.
4. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
5. 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.

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

~~will work with the Marathon County Health and Human Services Standing Committee to develop County-wide Health policies.~~

~~Work with other County Board Committees, as the needs arise. 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.

(3) *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 ~~be accountable~~ 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.

~~(g) *Committee relationships:* The County Forestry Advisory subcommittee is a subcommittee of the Forestry and Recreation Committee.~~

~~(h) *Other organization relationships:* The County Forestry Advisory Subcommittee also works with Parks, Recreation and Forestry in an advisory capacity.~~

(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) ~~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. ~~should be comprised of seven members 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. ~~Education and Economic Development Committee.~~
- (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
- 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
 - ~~—Cultivate an environment where cultural diversity can flourish. Each of the Commission members will function as a leader or co-leader for one of the core strategies of the Commission's Strategic Plan which will be adopted by the County Board. Commission members are responsible for creating and updating its Strategic Plan developed in support of its Mission. Commission meetings are an opportunity to coordinate efforts, share information, request resources by Commission members who are expected to provide leadership to teams of community leaders, key stakeholders and residents in moving forward strategic priorities. Examples of strategic priorities are:~~
 - ~~—• Expanding visibility of the Diversity Affairs Commission and developing a liaison with new and existing minority groups.~~
 - ~~—• Fostering diversity leadership that attracts and retains young adults in our communities.~~
 - ~~—• Promoting equal and fair access to public services.~~
 - ~~—• Promote school success for minority group children in the K—12 educational system.~~
- iv. Report at minimum annually to the Education and Economic Development Committee.

(5) *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.

¹ American Public Health Association (APHA) website, <https://www.apha.org/topics-and-issues/health-equity>, (last accessed on December 1, 2019).

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

- (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.
 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. ~~Encourage work with other County Board Committees, as the needs arise.~~
- (6) *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).
 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.

~~(g) Other organization relationships:~~

~~Public Safety Committee~~

~~County Sheriff~~

(7) *Local Emergency Planning Committee.*

- (a) *Mission/purpose:* ~~Space reserved.~~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.
- (b) *Membership:* ~~Space reserved~~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:* ~~Space reserved~~The LEPC exists to perform the duties specific in section 59.54(8) and relevant sections of the United States Code.

(8) *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.

(9) *Social Services Board.*

- (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.

~~(g) *Other organization relationships*: (Limited to relationships within the Governance chart.)~~

~~• *The Social Services Board will work with the Marathon County Health and Human Services Standing Committee to develop County wide Social Services policies.*~~

~~• *Work with other County Board Committees, as the needs arise.*~~

(10) *Solid Waste Management Board.*

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

(cb) *Membership:* The Solid Waste Management Committee 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.

(de) *Duties and responsibilities:*

1. General policy making 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.

(11) *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.

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.

~~(g) — Other organization relationships: Reports to the Health and Human Services Committee of County Board.~~

~~(12) — Mount View Care Center (MVCC):~~

~~(a) — [Reporting relationship.] Reports to the Health and Human Services Committee.~~

~~(b) — Mission/Purpose. Develop broad policies that guide the operation of the Mount View Care Center, a public, skilled nursing home currently serving:~~

- ~~• — People in need of short-term rehabilitation.~~
- ~~• — People needing post-acute care with complex physical needs.~~
- ~~• — People needing ventilator dependent care.~~
- ~~• — People needing long-term skilled nursing care.~~
- ~~• — People needing specialized nursing care of dementia, psychiatric and neurological diseases, or behavioral needs.~~

~~(c) — Statutory Responsibilities: None.~~

~~(d) — Membership: Five members of the Marathon County Board and two ex-officio community members with expertise in the nursing home industry or health care.~~

~~(e) — Member terms: Concurrent with terms on the County Board.~~

~~(f) — Duties and Responsibilities: Establish policies for Mount View Care Center and monitor performance:~~

- ~~1. — Assess community needs and determine services offered.~~

- ~~2. Right size facility to best meet market demand and maximize operational efficiencies.~~
- ~~3. Establish goals with regard to payer mix including:

 - ~~— Medicaid~~
 - ~~— Medicare~~
 - ~~— Private insurance~~
 - ~~— ICF/MR rates (Intermediate Care Facility for the Mentally Retarded)~~
 - ~~— Bed taxes~~
 - ~~— Intergovernmental Transfer (IGT)~~~~
- ~~4. Recommend changes to the physical plant to improve financial performances and/or patient care.~~
- ~~5. Monitor survey results and oversee operational changes made to improve patient care.~~
- ~~6. Monitor the financial success of the facility.~~
- ~~7. Make recommendations to the County Administrator relative to the operation of Mount View Care Center.~~

(13) *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 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 be beginning 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 August-December 31, 2020 meeting.

(O-14-08; O-15-09; O-5-10; O-8-10; O-9-10; O-14-10; O-20-10; O-23-10; O-2-11; O-8-12; O-16-12; O-3-13; O-4-13; O-5-13; O-6-13; O-17-13; O-21-13; O-25-13; O-30-13; O-1-14; O-3-14; O-6-14; O-7-14; O-8-14; O-9-14; O-16-14; O-18-18; O-20-14; O-8-16; O-2-17; O-7-17; O-19-17)

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.

(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. Space reserved.

- (b) *Membership:* The Children with Disabilities Education Board is appointed by the County Administrator.

- (c) *Duties and responsibilities:* Space reservedThe 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) Citizen Participation Committee^[LL1].

- (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 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 five members of the Civil Service Commission shall be appointed by the County Administrator.
 - (c) *Duties and responsibilities*: Space reserved.

~~(8) *Community Care of Central Wisconsin (CCCW)*.~~

- ~~(a) *Mission/purpose*: Coordinates quality, cost effective, and individualized long-term care supports available through Wisconsin's Family Care program that support member strengths, needs, and the development of meaningful community connections that lead to full citizenship in their communities.~~
- ~~(b) *Membership*: Membership will include two County Board Supervisors.~~
- ~~(c) *Duties and responsibilities*:~~
 - ~~1. Appoint a Chief Executive Officer, who shall serve at the pleasure of the Board.~~
 - ~~2. Develop and implement a personnel structure and other employment policies for employees of CCCW consistent with Long-Term Care statutory provisions.~~
 - ~~3. Assure compliance with the terms of any contract with the State of Wisconsin Department of Health Services.~~
 - ~~4. Establish a fiscal operating year and annually adopt a budget for CCCW.~~
 - ~~5. Contract for any legal services required for CCCW.~~
 - ~~6. Procure liability insurance covering its officers, employees, and agents with insurance against any loss in connection with its property and other assets and other necessary insurance; establish and administer a plan of self-insurance; or subject to an agreement under § 66.0301, Wis. Stat., participate in a governmental plan of insurance or self-insurance.~~

~~{(9)} *[Reserved.]*~~

~~(10) *Historical Society*.~~

~~(a) — Mission/purpose: Space reserved.~~

~~(b) — Membership: Space reserved.~~

~~(c) — Duties and responsibilities: Space reserved.~~

~~(11) — Humane Society of Marathon County Board of Directors. Solely Advisory.~~

~~(a) — Mission/purpose: Inspire and engage the community to end animal suffering and commit to responsible pet ownership.~~

~~(b) — Membership: Membership may include one county board supervisor at the discretion of the organization.~~

~~(c) — Duties and responsibilities: Space reserved.~~

(12) *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.

(13) *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.

~~(g) — Other organization relationships: Space reserved.~~

(14) *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.

(15) *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 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.

(16) *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 [LL2] 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.

(17) *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.

(18) *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.
- (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.

(19) *North Central Community Services Program Board (51.42).*

- (a) *Mission/purpose:* Compassionately serves the community through accessible, specialized care.
- (b) *Membership:* Membership will include three County Board Supervisors.
- (c) *Duties and responsibilities:*
 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.

(20) *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.

~~(21) *Northern Valley Workshop.*~~

- ~~(a) *Mission/purpose:* Whether in the community or our facility, the goal for each individual is to have a vocational experience that fits their individual needs.~~
 - ~~(b) *Membership:* Membership will include one County Board Supervisor.~~
 - ~~(c) *Duties and responsibilities:* Space reserved.~~
- ~~Annual report to Health and Human Services Committee.~~

(22) *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.
- (c) *Duties and responsibilities:* ~~Space reserved~~ 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.

~~(23) *The Women's Community.*~~

- ~~(a) *Mission/purpose:* Space reserved~~
- ~~(b) *Membership:* Space reserved.~~
- ~~(c) *Duties and responsibilities:* Space reserved.~~

~~Annual report to Health and Human Services Committee.~~

(24) *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.

~~(25) *Zoning Comprehensive Revision Task Force.*~~

- ~~(a) *Reporting Relationships:* Make recommendations to the Marathon County Land Conservation and Zoning Committee (LCZC).~~
- ~~(b) *Mission/Purpose:* Lead a community engagement process that ensures the revised Zoning Code implements the policy and administrative recommendations in a manner consistent with Marathon County and local comprehensive plans, develops zoning district maps in partnership with town officials and the community, and identifies trackable outcomes of the zoning program.~~
- ~~(c) *Membership:* The Task Force will be chaired by a representative of the LCZ committee and facilitated by Conservation Planning and Zoning staff. Membership will be limited to 12 members representing the following interests: County Board member, Board of Adjustment member, Town Board/planning committee member(s), farmer(s), local business owner(s), and developer(s)/builder(s), and other community organizations.~~
- ~~(d) *Member Terms:* Task Force sunsets on May 1, 2016.~~
- ~~(e) *Duties and Responsibilities:*~~
 - ~~1. Understand the intent and purpose of current Marathon County zoning policy.~~
 - ~~2. Review and assess existing zoning code.~~
 - ~~3. Develop Zoning Code recommendations that support and promote balanced land use strategies, economic health, and a sustainable natural environment.~~
 - ~~4. Ensure the new Zoning Code is consistent with other land use related ordinances.~~
 - ~~5. Incorporate communication tactics such as graphics and tables to help illustrate regulations and to streamline implementation and use by staff and all citizens.~~
 - ~~6. Identify and incorporate innovative zoning provisions where appropriate.~~
 - ~~7. Present report(s) to the LCZC and Environmental Resources Committee (ERC) of the findings and a final recommendation of zoning code to the LCZC and County Board.~~
- ~~(f) *Description of timeline:*~~
 - ~~1. Begin meeting by March 1, 2015.~~
 - ~~2. Present recommendations for Zoning Comprehensive Revision to the LCZC by January 1, 2016.~~

~~3. — Assist LCZ with final draft recommendation to ERC; to be submitted to County Board for approval by March 2016.~~

(O-9-10; O-17-10; O-2-11; O-8-12; O-11-12; O-3-14; O-16-14; O-1-15; O-8-16)

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-16-15; O-8-16)

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) 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. The County Administrator shall 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.
- (4) 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) 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) 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.
- (7) 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)

Editor's note— 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.



COUNTY ADMINISTRATION 2020 WORK PLAN – Prioritized by Executive Committee

Activity	What We have Already Done	Outcomes	Time Line	Dependencies	Progress
1. Continue Renovation of NCHC Campus	<ul style="list-style-type: none"> ▪ Construction of pool, CBRF, Youth Hospital, Nursing Home underway ▪ Contractor retained for construction of nursing home tower 	<ul style="list-style-type: none"> ▪ NCHC in position to service debt at time of first payment ▪ Campus renovated in a way that 	<ul style="list-style-type: none"> ▪ Construction complete on NCHC occupied portion of building by March 2022. ▪ Aquatic therapy pool opens by Q2 of 2020 with a Grand Opening ▪ CBRF and Youth Hospital 2020 openings ▪ 18 month construction period on tower ▪ DSS transition from current location to campus complete by September 2023 	<ul style="list-style-type: none"> ▪ General construction dependencies 	
A. Revise NCHC Lease and Facility Use Agreement	<ul style="list-style-type: none"> ▪ Met with auditors (NCHC & County) to discuss changing accounting rules to incorporate into document ▪ Have draft lease and use agreement (90% complete) 	<ul style="list-style-type: none"> ▪ Lease that incorporates debt service payments into occupancy of building, while also ensuring that expectations on debt service are reasonable from NCHC financial perspective 	<ul style="list-style-type: none"> ▪ Signed lease in place by June 1, 2020 		
B. Complete planning for DSS move to NCHC Campus	<ul style="list-style-type: none"> ▪ Identified DSS as most appropriate department to occupy space vacated by NCHC 	<ul style="list-style-type: none"> ▪ Increased efficiency of operations ▪ Improved coordination for clients seeking service ▪ Improved coordination between DSS and Community Programs 	<ul style="list-style-type: none"> ▪ Construction/remodel complete by May 2023 ▪ Transition staff by September 2023 	<ul style="list-style-type: none"> ▪ Allocation of funding for DSS transition ▪ Construction dependencies, including permit approval 	
2. Create a long term facilities plan.	<ul style="list-style-type: none"> ▪ Commenced NCHC project ▪ Completed significant Jail project ▪ Participated in South Riverfront Master Plan with City, WPS, and other stakeholders ▪ Have identified an opportunity and need to move the Highway, Parks, CPZ and other potential departments 	<ul style="list-style-type: none"> ▪ Policy-makers prioritize projects and align around a time line for addressing each. 	<ul style="list-style-type: none"> ▪ Initial High level facilities plan complete by December 2020 <ul style="list-style-type: none"> – Plan will need to be updated periodically with information from subordinate facility plans referenced below ▪ Plan will identify time-line for subordinate facility planning and construction projects 		
A. Complete Acquisition of property adjacent to Marathon County Courthouse pursuant to 2012 Courthouse Master Plan	<ul style="list-style-type: none"> ▪ Completed the 2012 Master Plan for the Courthouse Property ▪ Obtained appraisal of one adjacent property in 2019 ▪ Engaged in discussions with property owner and continued discussions with HR, Finance & Property Committee relative to appropriate purchase price and ongoing property occupancy 	<ul style="list-style-type: none"> ▪ Acquire property ▪ Update Master Plan due to potential of 6th circuit court judgeship and ongoing facility consolidation planning 	<ul style="list-style-type: none"> ▪ Acquire property by June 1, 2020 ▪ Complete lease for continued occupancy by June 1, 2020 ▪ Update Courthouse Facility Master Planning, begin effort in 2021, complete effort by December 2022. 	<ul style="list-style-type: none"> ▪ Identification of funding source for acquisition of property ▪ Identification of funding source for Master Planning in 2021 budget 	

3. Update the Westside Masterplan	<ul style="list-style-type: none"> ▪ Met with UWSP leadership to better understand need for improved student housing ▪ Purchased property adjacent to current highway department set forth in previous Westside Plan ▪ Funded Sports Development Study – potential location for indoor facility within existing county-owned property 	<ul style="list-style-type: none"> ▪ Comprehensive plan relative to property that considers the future needs of the park, UW property, and stakeholders in developing 30-50 year vision for the property 	<ul style="list-style-type: none"> ▪ Funding for the updated Master Plan to be identified in the 2021 budget process ▪ RFP for Master Plan to be prepared and ready for release in January 2021 	<ul style="list-style-type: none"> ▪ Allocation of funding for planning ▪ Completion of Housing study or sufficient information from UW to inform plan ▪ Indoor Sports Facility – identification of whether the facility should be sited within Westside Master Plan property ▪ Acquisition of property for multi-department (Highway/Parks/CPZ) facility and relocation of county staff 	
A. Acquire Property for Multi-Department (Highway/Parks/CPZ) Facility	<ul style="list-style-type: none"> ▪ Completed study and assessment of properties in greater metro area ▪ Previously reached purchase agreement with property owner 	<ul style="list-style-type: none"> ▪ Consolidate heavy equipment maintenance operation ▪ Consolidate Park management and Park Operations ▪ Co-locate departments with significant adjacencies ▪ Reduce number of stand-alone facilities ▪ Re-develop or divest vacated department property 	<ul style="list-style-type: none"> ▪ September 2020 	<ul style="list-style-type: none"> ▪ Identify suitable property at reasonable cost for facility, reach purchase agreement with property owner, and approval of purchase by County Board. ▪ Requisite zoning modifications and site suitability must be obtained prior to purchase 	
4. Open an Additional Police Communications Channel	<ul style="list-style-type: none"> ▪ 4 of 6 necessary positions have been created 	<ul style="list-style-type: none"> ▪ Police communications operate to enhance officer and public safety. 	<ul style="list-style-type: none"> ▪ Fund 2 new positions in 2021 budget, for hiring beginning in 2021 		
A. Update Dispatch Handling System and Facility	<ul style="list-style-type: none"> ▪ Updated Radio Maintenance Contract and radio console dispatching service ▪ Improve NG911 Readiness ▪ RFP for communications center furniture (expansion of consoles from 8 to 12) 	<ul style="list-style-type: none"> ▪ Reliable dispatch and radio communications ▪ Redundant radio communication system ▪ Brick-and-mortar backup dispatch facility at NCHC 	<ul style="list-style-type: none"> ▪ Existing dispatch area remodel to be complete in May 2020 ▪ Redundant system is multi-year project ▪ NCHC back up facility completion in connection with NCHC renovation – March 2023 	<ul style="list-style-type: none"> ▪ Need to identify sustainable funding strategy for radio system upgrades 	
5. Develop a Compensation Policy for advancing top performers quickly to mid-point	<ul style="list-style-type: none"> ▪ Created strong culture of Pay-for-Performance within staff and management ▪ Dept. Heads and the CWA Board have expressed frustration with underfunding of the performance-based pay plan 	<ul style="list-style-type: none"> ▪ Improved ability to attract and retain top-tier talent ▪ Sustainable compensation funding for top-performing employees 	<ul style="list-style-type: none"> • Incorporate funding plan into 2021 budget process 	<ul style="list-style-type: none"> • Identified funding sources • Significant efficiencies realized through IDEAS Academy • Controlled/sustainable workforce growth 	
6. Expand Broadband to underserved communities	<ul style="list-style-type: none"> • Secured Broadband Assessment and Plan in January of 2020 • Allocated \$54,000 in 2020 budget for continued work • Engaged providers with plan • Engaged Greater Wausau Prosperity Partnership leadership 	<ul style="list-style-type: none"> • To be determined by policy makers 	<ul style="list-style-type: none"> • To be determined by policy makers 	<ul style="list-style-type: none"> • Allocation of requisite funding • Allocation of requisite staff resources 	
7. Complete a Criminal Justice System Study		<ul style="list-style-type: none"> • Identify potential avenues for increased efficiency and revenues and opportunities to implement best practices in Justice System (Clerk of Courts, Judicial System, District Attorney's Office, Sheriff's Office) 	<ul style="list-style-type: none"> • Develop scope of study and plan of action by July 1, 2020 (this document will clarify deliverables, set future timelines for work completion and identify projected budget) 	<ul style="list-style-type: none"> • Allocation of funding in Q3/4 of 2020 or 2021 budget for completion of project 	

8. Develop a sustainable strategy for funding Capital Improvements	<ul style="list-style-type: none"> Implemented a revenue “set-aside” policy relative to rental income to fund upgrades within spaces leases to non-county entities (Department of Corrections, Special Education) 	<ul style="list-style-type: none"> Standard budgeting practices that allow us to perform all necessary routine maintenance on building infrastructure and components Budget planning practices that forecast necessary technology system upgrades and/or replacements (ERP, law enforcement technology, emergency dispatch radio systems, land records, etc.) 	<ul style="list-style-type: none"> Work to develop practices for implementation in the 2022 budget 	<ul style="list-style-type: none"> Identification of staff capacity (see item A. below) 	
A. Evaluate the need to restructure the Finance Department to provide for a Budget Analyst Position to improve County Budgeting		<ul style="list-style-type: none"> Improved budget forecasting expertise Further integrate Priority-Based Budgeting into our annual budget process 	<ul style="list-style-type: none"> Complete feasibility assessment and planning by 2021 budget 		
B. Cost Recovery Strategy – develop a common methodology for determining service costs and implement a schedule for the updating of charges/fees		<ul style="list-style-type: none"> Improved cost recovery for services we provide Increased consistency of cost recovery practices 	<ul style="list-style-type: none"> Strategy to be developed in 2021 by budget analyst (see item A. above) 	<ul style="list-style-type: none"> Approval of creation of budget analyst position in 2021 budget 	
9. Develop Outcome-based contracts for five (5) non-profits identified in the 2020 Annual Budget	<ul style="list-style-type: none"> Reached out to non-profits to obtain outcome data to form basis of contracts 	<ul style="list-style-type: none"> Contracts that align work of non-profits to work done by existing county departments Annual reporting requirements for non-profits relative to the value of their respective services 	<ul style="list-style-type: none"> Complete all contracts by July 1, 2020 		
10. Conduct educational reports for the County Board on financial issues and concepts before the budget is presented		<ul style="list-style-type: none"> Increased understanding amongst board members on county budgeting principles, issues, and concepts 	<ul style="list-style-type: none"> To be determined in connection with Executive Committee 		
11. Work with UW Officials to increase student population at UWSP Campus	<ul style="list-style-type: none"> Met with UW officials to identify (1) opportunities for increased partnership and (2) learn what UW views as barriers to student population growth 	<ul style="list-style-type: none"> Increase in student population and a more stable future for UW presence in Marathon County Deliverable – memorandum with proposed next steps to increase student population 	<ul style="list-style-type: none"> Memorandum delivered to Extension, Education, & Economic Development Committee by November 2020 		
12. Seek Agreement with State Office of Medicaid to suspend, as opposed to terminate, Medicaid benefits of incarcerated persons	<ul style="list-style-type: none"> Conducted initial meetings with staff and state representatives Staff are currently engaged with state officials to evaluate need for, and viability of, agreement with State Office of Medicaid 	<ul style="list-style-type: none"> Improved continuity of care for incarcerated inmates upon release Decreased costs for inmate medical/mental health care during incarceration 	<ul style="list-style-type: none"> Evaluate need for agreement with State Office of Medicaid by July 1, 2020 Evaluate viability of agreement with State Office of Medicaid by September 1, 2020 Enter into agreement – if necessary and viable – by January 1, 2021 		

13. Transfer of Adult Protective Services from NCHC to ADRC-CW	<ul style="list-style-type: none"> ▪ Evaluated transfer at Retained County Authority Committee ▪ Administration met with ADRC Board to discuss positive aspects of transfer ▪ Convened meeting of ADRC leadership, NCHC leadership, and county leadership to develop tentative plan to pursue transfer discussions with other ADRC member counties 	<ul style="list-style-type: none"> ▪ Improved coordination of care for at-risk population aging and disabled populations ▪ Improved financial condition of ADRC-CW 	<ul style="list-style-type: none"> ▪ To be determined 	<ul style="list-style-type: none"> ▪ Transfer is contingent upon the approval of each of the four (4) ADRC-CW member counties, absent a reformulation of membership 	
14. ERP Replacement Project – continue planning effort to replace financial system (Cayenta) with comprehensive financial, HR, learning management application (joint project with City of Wausau)	<ul style="list-style-type: none"> ▪ Evaluating vendors to assist in RFP creation for ERP system 	<ul style="list-style-type: none"> ▪ Replace outdated financial system ▪ Obtain comprehensive solution that will replace separate, unintegrated system with comprehensive solution 	<ul style="list-style-type: none"> ▪ Milestones to be determined 	<ul style="list-style-type: none"> ▪ Identification of funding sources for initial vendor assistance and ultimate ERP solution ▪ Appropriate financial contribution from City of Wausau 	
15. Develop a long-term plan for road and bridge capital maintenance and construction funding	<ul style="list-style-type: none"> ▪ Workgroup formed to develop charter for 2050 Transportation System Capital Plan (Administration, Highway Dept, CPZ, NCWRP, Infrastructure Chair) ▪ Draft charter in progress 	<ul style="list-style-type: none"> ▪ Increased understanding of asset condition and long-term capital funding needs ▪ Identified funding strategies to aid in budget decision-making 	<ul style="list-style-type: none"> ▪ To be determined 	<ul style="list-style-type: none"> ▪ Identification of staff capacity/resources ▪ Identification of appropriate funding to complete planning process 	
16. Create partnerships relative to Regional Forensic Science Center	<ul style="list-style-type: none"> ▪ 2019 – Task Force formed, initial financial projections relative to facility construction and operational costs completed ▪ 2020 – met with local hospital system representatives and other county government representatives to discuss potential partnerships 	<ul style="list-style-type: none"> ▪ Complete Business Plan to engage in meaningful discussions with potential operational and funding partners 	<ul style="list-style-type: none"> ▪ Business Plan complete by July 1, 2020 ▪ Task Force recommendation to County Board on how to move forward by October 1, 2020 		
17. Complete education and engagement proscribed by the June Pride Resolution A. Educational Presentations	<ul style="list-style-type: none"> ▪ LGBTQ+ informational presentation ▪ Hmong refugee informational presentation ▪ Native American Boarding Schools informational presentation 	<ul style="list-style-type: none"> ▪ a common understanding of the terminology for discussing the status of minority and marginalized groups, ▪ an accurate understanding of the history of minority and marginalized groups in Marathon County, and ▪ a solid understanding of the dynamics of implicit and explicit bias and institutional and structural discrimination that can lead to health disparities and other outcomes that are inconsistent with our commitment to diversity and inclusion and our goal of being the healthiest, safest, and most prosperous county in Wisconsin 	<ul style="list-style-type: none"> ▪ Presentation to the full board by June of 2020 on the dynamics of implicit and explicit bias and institutional and structural discrimination that can lead to health disparities and other outcomes that are inconsistent with our commitment to diversity and inclusion and our goal of being the healthiest, safest, and most prosperous county in Wisconsin 		

B. Assist the Board in Carrying out Public Engagement strategy to learn how specific County government policies and practices can be changed to ensure that Marathon County is living up to its goal of being welcoming and inclusive to all people (proscribed by June Pride Resolution)	▪ See A. above	▪ Public forum to receive input relative to opportunities to improve our existing policies and practices ▪ Summary report of information learned	• Public Forum to be conducted no later than September of 2020 • Additional engagement efforts to be determined by County Board		
18. Develop and Implement an Employee Learning Strategy, encompassing leadership, management, and other professional development components		• Improved retention of our top performers • Improved performance by employees • Develop curriculum for incorporation into our ERP solution (see above)	▪ Milestones to be developed		
19. Evaluate the benefit of expanding our vehicle leasing program to include DSS and Health Department	▪ Have existing program in place with CPZ and FCM	▪ Decrease costs associated with employee travel	▪ To be determined		
20. Develop “system budgeting” methodology (as referenced in 2020 budget discussion)	• County Board has expressed a desire to utilize a “system budgeting” strategy to further encourage cooperation • Criminal Justice System identified as first system to adopt this strategy	• Enhanced collaboration and better understanding of upstream and downstream impacts of practice/policy changes by departments	• Criminal justice system departments to have system budgeting discussions in connection with 2021 budget	▪ Creation of Budget Analyst position (see above)	
21. Evidence Based Decision Making – chair the large group and provide staff coordination and leadership for initiatives - Pretrial Case Management & Supervision - Evaluation of Court Mediation Program					
NON RANKED, PREVIOUSLY IDENTIFIED PRIORITIES					
22. Annual Update to 2018-2022 Strategic Plan	▪ Departments submitted information relative to efforts undertaken in 2019 based on strategic plan objectives	▪ Improved understanding of efforts made and impact realized	▪ Annual update to be presented to the County Board at April or May 2020 meeting		

23. Revise the Library Facility and Maintenance Agreement	<ul style="list-style-type: none"> Engaged Corporation Counsel and Library Director to understand statutory framework relative to library board funding and existing library maintenance agreement requirements 	<ul style="list-style-type: none"> Compliance with state statutes Compliance with state library accreditation requirements Compliance with library facility and maintenance agreement 	<ul style="list-style-type: none"> 2021 budgeting practices will be completed in accordance with existing agreement, or a revised agreement will be in place prior to adoption of 2021 budget 		
24. Fully Implement IDEAS Academy Program	<ul style="list-style-type: none"> “Awareness” training delivered to approximately 40% of staff with strong positive survey results from participants 	<ul style="list-style-type: none"> Internal efficiency gains Revenue generation from external course offerings (2020 budget discussion) Target - \$250,000 in increased efficiency per year 	<ul style="list-style-type: none"> Deliver “Awareness” training to 75% of staff by January 2021 Develop mechanism for generating revenue from external course offerings by June 1, 2020 		
25. Complete needs assessment relative to county-wide Naloxone use policy					
26. Develop and Pilot Telework Policy	<ul style="list-style-type: none"> Social Services Department identified as pilot site, work has begun on telework policy 	<ul style="list-style-type: none"> Expand pool of candidates for positions (non-resident applicants) Limit facility expansion needs Improved ability to attract and retain top-tier talent 	<ul style="list-style-type: none"> Milestones to be developed 		
27. Closeout Implementation of Uniform Addressing, make necessary revisions to ordinance relative to enforcement and ongoing maintenance	<ul style="list-style-type: none"> Implementation is complete. 	<ul style="list-style-type: none"> Have system set up to ensure ease of maintenance and enforcement. Report to board on lessons learned from implementation 	<ul style="list-style-type: none"> Any necessary code revisions adopted by the Board at May 2020 meeting Report on lessons learned delivered at May 2020 meeting 		
28. Evaluate Revenues at the Juvenile Detention Facility	<ul style="list-style-type: none"> Ordinance revisions made effective on 1/1/2020 to raise revenues in attempt to fund new dispatch channel 	<ul style="list-style-type: none"> The facility fills 16 beds out of its 20 bed capacity. 13 from other counties. The cost per child should be the same or less for Marathon County kids as it is for kids from other counties. 	<ul style="list-style-type: none"> Prior to 2021 budget 		
29. Develop a Tax Deed Property Maintenance Plan/Policy	<ul style="list-style-type: none"> Convened meeting of Administration, PRF Director, Facilities Director, and County Clerk to discuss issues raised by HR, Finance & Property Committee – developed short-term plan to deal with current property of concern 	<ul style="list-style-type: none"> Develop a long-term solution to county held tax deed property maintenance needs 	<ul style="list-style-type: none"> To be determined 		
30. Develop a Tax Deed Property Status Tracker					
UNFORESEEN PRIORITY PROJECTS					
31. Update County Continuity of Operations Plan (COOP) in light of Covid-19	<ul style="list-style-type: none"> Existing plans have not been updated recently Initial meetings are scheduled to engage Department Heads 	<ul style="list-style-type: none"> Improved preparedness in the event of significant Covid-19 impact on workforce Improved strategies to mitigate risk of workplace exposure and transmission 	<ul style="list-style-type: none"> Individual Department Plans updated by June 1, 2020 		
32. Landline 911 service information gathering	<ul style="list-style-type: none"> Joint Infrastructure & Public Safety Meeting held 				