

## Past Comments

“I will be more effective because I have a better understanding of roles, rules, and processes.”

- *Supervisor, Kenosha County*

“I am better prepared now to answer supervisors’ questions.”

- *Assistant Corporation Counsel*

“I feel more confident representing my constituents.”

- *Supervisor, Chippewa County*

“I recommend that all county board supervisors attend this workshop.”

- *Supervisor, Winnebago County*

## Teaching Team

J. Michael Blaska, Director of Programs & Services  
*Wisconsin Counties Association*

Sarah Diedrick-Kasdorf, Senior Legislative Associate  
*Wisconsin Counties Association*

Alan Probst and Kate Lawton  
*Local Government Center Specialists*

Philip Freeburg, J.D.  
*Local Government Center Law Educator*

## The Local Government Center

UW-Extension’s Local Government Center (LGC) provides coordination and leadership for education programs benefiting local government. Staff members produce educational materials including fact sheets, reports, and other publications. The LGC supports county Community Resource Development educators in providing town, village, city and county officials with timely, relevant information. Visit LGC at: <http://lgc.uwex.edu/>

*Any person requiring special accommodations should contact the Local Government Center at (608) 262-9961 at least 72 hours before the scheduled workshop date so that appropriate arrangements can be made.*



- 5/8 **Brookfield:** Best Western Midway Hotel, 1005 S. Moorland Rd. From I-94: exit #301A S at Moorland Rd.
- 5/9 **Green Bay:** The Meadows Conf. Center, 850 Kepler Dr. From I-43: exit #183 E to E. Mason/Cty V.
- 5/10 **Wausau:** Stoney Creek Inn, 1100 Imperial Ave. From I-39: exit #185 to Old US Hwy 51. Located at corner of 51 and Imperial Ave.
- 5/15 **Eau Claire:** Sleep Inn & Suites, 5872 33rd Ave. Located at corner of Hwy 29 and Hwy T.
- 5/16 **Cable:** Lakewoods Resort, 21540 Cnty Hwy M. 8 miles east of Cable on Hwy M.
- 5/17 **Rhinelander:** Northwoods Banquet Center, 1540 Pueblo Dr. Located near intersection of Cty W and N. Stevens.
- 5/22 **Richland Center:** Ramada White House, 1450 Veterans Dr. Just off US 14, 1 mile from downtown Richland Center.



# Local Government CENTER

*UW*  
**Extension**

## 2012 County Officials Workshops

### 7 Locations Around Wisconsin



### Sponsored by:

UW-Extension Local Government Center  
Wisconsin Counties Association  
UW-Extension County Offices



## County Officials Workshops Spring 2012

Name \_\_\_\_\_  
County \_\_\_\_\_  
Position \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_  
Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

I plan to attend the following workshop:

- Tuesday, May 8: Brookfield
- Wednesday, May 9: Green Bay
- Thursday, May 10: Wausau
- Tuesday, May 15: Eau Claire
- Wednesday, May 16: Cable
- Thursday, May 17: Rhinelander
- Tuesday, May 22: Richland Center

FEE: \$65.00 each  
\$75.00 for late registrations (less  
than 7 days prior to workshop)

Fee covers the cost of instruction, materials, morning snack and lunch. A full refund will be made if notice of cancellation is received in writing or by fax **7 days** prior to the workshop.

No-shows will not receive a refund, but materials will be sent.

For workshop information or to order materials only (\$35), call the Local Government Center at (608) 262-9961.

Registration is through the Wisconsin Counties Association.

Phone: 1-(866)-404-2700

Fax: (608) 663-7189

MAIL: Make check payable to Wisconsin Counties Association and mail to:

**Wisconsin Counties Association**  
**22 East Mifflin Street, Suite 900**  
**Madison, Wisconsin 53703**

## 2012 COUNTY OFFICIALS WORKSHOPS - AGENDA

**8:15 Registration**

**8:40 Welcome and Introductions**

**8:45 Structure and Process of County Government** - Alan Probst  
*Gain an understanding of the critical roles and responsibilities of the board and other county officials.*

**9:40 Break**

**9:55 Wisconsin Open Meetings Law** - Philip Freeburg  
*Detailed explanation of the spirit, letter, and implications of this fundamental law.*

**10:40 Running Effective Meetings** - J. Michael Blaska  
*Essentials of parliamentary procedures needed to conduct board and committee meetings legally, efficiently, and effectively.*

**11:25: Efficiency Initiatives** - Alan Probst  
*Discover tools that assist counties with running smarter and efficiently, such as Lean Government, bench-marking, outcome-based budgeting and performance measurement.*

**12:15 Lunch**

**1:00 County Budgeting** - Kate Lawton  
*Overview of the budgeting process and the role of the board in the process.*

**1:50 Break**

**2:00 Ethics and Conflicts of Interest** - Philip Freeburg  
*Learn what ethics and conflict of interest laws apply to county officials as they conduct government business.*

**2:45 State and County Issues** - Sarah Diedrick-Kasdorf  
*Keep yourself informed on current issues with this up-to-the-minute briefing on legislative and other issues affecting county government.*

**3:30 Adjourn**