

What Past Participants Have Said

"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 will be better able to serve the public."

- Supervisor, Grant County

"I recommend that all county board supervisors attend this workshop."

- Supervisor, Pewaukee County

Program Instructors

Instructors are UW-Extension educators and Wisconsin Counties Association staff. They have experience with state and county governments and bring a practical knowledge of the role and function of government to the program.

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 videotapes. The LGC supports county Community Resource Development educators in providing town, village, city and county officials with timely, relevant information. Visit LGC on the web at: <http://lgc.uwex.edu/>

If you have a disability and desire accommodations, please contact the Local Government Center at (608) 262-9961 at least 72 hours before the workshop.

The University of Wisconsin provides equal opportunities in employment and programming including Title IX requirements.

Dates, Locations and Driving Directions

Thursday, May 8, 2008 - **Richland Center**. White House, 1450 Veterans Dr. East of downtown Richland Center off US 14.

Tuesday, May 13, 2008 - **Eau Claire**. The Plaza Hotel & Suites, 1202 W. Clairemont Ave. I-94 to exit #65, take WI-37 towards Eau Claire, continue on Hendrickson 1.3 mi, left on Clairemont/US 12.

Wednesday, May 14, 2008 - **Cable**. Lakewoods Resort, 21540 County Hwy M. From US 63 in Cable, take CR M east 10 miles.

Thursday, May 15, 2008 - **Rhineland**. Holiday Inn Express, 668 W. Kemp St. (Business Rte. 8). Near the intersection of US 8 and SR 47 west of downtown.

Tuesday, May 20, 2008 - **Whitewater**. Randy's, 841 E. Milwaukee St. (US 12 Bus. Rte.). On the east end of downtown Whitewater.

Wednesday, May 21, 2008 - **DePere**. SC Grand Banquet & Conf. Ctr., 1250 Mid Valley Rd. From I-43, take WI-172 West to US-41 South. Exit US-41 at Main St. DePere exit (#163) to W. Frontage Rd (Mid-Valley Rd).

Thursday, May 22, 2008 - **Stevens Point**. Ramada Stevens Point (formerly Country Springs), 1501 North Point Dr. I-39 S to Exit 161, or Business 51 North 2 miles past Hwy 10. At traffic lights - N. Point Drive.



Local Government CENTER

UW
Extension

COUNTY OFFICIALS WORKSHOPS

May 2008



7 Locations Around Wisconsin

Sponsored by:

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



County Officials Workshops
Spring 2008

SPRING 2008 COUNTY OFFICIALS WORKSHOPS
Local Government Center *and* Wisconsin Counties Association

Name _____
 County _____
 Position _____
 New Official Continuing Official
 Address _____
 City _____ Zip _____
 Phone (_____) _____
 E-mail Address (optional) _____

I plan to attend the following workshop:

- Thursday, May 8: Richland Center
- Tuesday, May 13: Eau Claire
- Wednesday, May 14: Cable
- Thursday, May 15: Rhinelander
- Tuesday, May 20: Whitewater
- Wednesday, May 21: DePere
- Thursday, May 22: Stevens Point

FEE: \$60.00 each for the first three participants from a county
 \$50.00 for each additional participant
 \$65.00 for late registrations (less than 7 days prior to workshop, and walk-ins the day of the 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

Time	Presenter	Topic
8:30 a.m.On-Site Registration with Rolls and Coffee.....	
8:55 a.m.Welcome and Introductions.....	
9:00 a.m.	Alan Probst UW-Extension Local Government Center	Structure and Process of County Government <i>Gain an understanding of the critical roles and responsibilities of the board and other county officials.</i>
9:55 a.m.Morning Break.....	
10:10 a.m.	Dan Hill UW-Extension Local Government Center	Wisconsin Open Meetings Law <i>Detailed explanation of the spirit, letter, and implications of this fundamental law.</i>
10:55 a.m.	Dan Hill UW-Extension Local Government Center	Running Effective Meetings <i>Essentials of parliamentary procedure needed to conduct board and committee meetings legally, efficiently, and effectively.</i>
11:40 a.m.	Alan Probst UW-Extension Local Government Center	Media Relations <i>Learn simple, useful ways of assuring that your message comes across through print and broadcast media.</i>
12:10 p.m.Lunch.....	
1:00 p.m.	Kate Lawton UW-Extension Local Government Center	County Budgeting – Statutory Requirements <i>Overview of the budgeting process and the role of the board in the process.</i>
1:50 p.m.Afternoon Break.....	
2:00 p.m.	Jim Schneider UW-Extension Local Government Center	Ethics and Conflicts of Interest <i>Learn what ethics and conflict of interest laws apply to county officials as they conduct government business.</i>
2:45 p.m.	Sarah Diedrick-Kasdorf Wisconsin Counties Association	State-County Issues Update <i>Keep yourself informed on current issues with this up-to-the-minute briefing on legislative and other issues affecting county government.</i>
3:30 p.m.Adjourn (Collect Evaluations).....	