
Program Content

The county officials workshops provide new and continuing county officials with a practical educational experience. The curriculum integrates instruction on functional responsibilities with examination of issues likely to be on the agendas of county boards during the next two years. Topics include: Open Meetings, Budgeting, Land Use and more.

Program Instructors

Instructors for the workshops are UW-Extension educators and Wisconsin Counties Association staff. Instructors 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 provides coordination and leadership for local government education programs. Staff produces educational materials including fact sheets, reports, and videotapes. The Local Government Center staff supports county Community Resource Development educators in providing town, village, city and county officials with pertinent and timely information to fulfill their civic obligations. Visit the Center's web site at: www.uwex.edu/lgc/

Any person wishing to attend who requires special accommodations should contact the Local Government Center at (608) 262-9960 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.

DATES & LOCATIONS

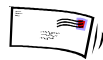
- 5/06/04 Jefferson**
Jefferson County Extension Office
864 Collins Road
- 5/11/04 Rhinelander**
Holiday Inn Express
668 W. Kemp Street
- 5/12/04 Rice Lake**
WITC Rice Lake Conference Center
1900 College Drive
- 5/13/04 Tomah**
Cranberry Country Inn
319 Wittig Road
- 5/19/04 Appleton**
Darboy Club
N9695 County Trunk N
- 5/20/04 Stevens Point**
Holiday Inn
1501 Northpoint Drive

REGISTRATION INFORMATION

Registrations and cancellations **must be received ten (10) days** prior to the workshop participants would like to attend.

Workshop Information Only: (608)262-9960
Registration Info: (608)663-7188
FAX Registration: (608)663-7189

Mail Registration: Wisconsin Counties Association
County Officials Workshop
22 E. Mifflin Street, Suite 900
Madison, WI 53703



Fee:

\$55 each for first three participants from a county
\$45 each for fourth participant or more from same county
\$65 for walk-in registrations day of workshop

Make check payable to: Wisconsin Counties Association

The fee schedule reflects a sliding scale based on the number of participants from a county. To take advantage of the sliding scale, a county must register all participants at the same time and registrations must be received (10) days prior to the workshop.



www.uwex.edu/lgc/

Presents:

COUNTY OFFICIALS WORKSHOPS

Spring 2004



A workshop for new and continuing county officials on the operations of county government and the emerging issues they will face as local leaders.

Sponsored by:

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

**COUNTY OFFICIALS
2004 SPRING WORKSHOPS**

Name: _____
 Title: _____
 County: _____
 Address: _____
 City: _____ State _____ Zip _____
 Telephone: () _____
 E-Mail: _____

**Please make additional copies of this form for each individual registrant. The sliding fee schedule only applies if all forms are submitted together and are received at least (10) days prior to the workshop.*

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing 10 days prior to the workshop. No-shows will not receive a refund.

Make checks payable to: **Wisconsin Counties Association**

I plan to attend the following workshop:

- ___ Jefferson, May 6 ___ Rhinelander, May 11
- ___ Rice Lake, May 12 ___ Tomah, May 13
- ___ Appleton, May 19 ___ Stevens Point, May 20

FEE: \$55 each for first three (3) participants from a county
 \$45 for each additional participant
 \$65 for walk-in registrations day of workshop

TOTAL = \$ _____

Make check payable to: Wisconsin Counties Association

Telephone (information only): 608-262-9960

Mail form and fee to: **Wisconsin Counties Association
 County Officials Workshop
 22 E. Mifflin Street, Suite 900
 Madison, WI 53703**



Fax:  (608) 663-7189

For Office Use Only:

Date Received: _____
 Check Number: _____
 Amount Received: _____



**COUNTY OFFICIALS WORKSHOP
AGENDA - SPRING 2004**

Time	Topic Title	Presenter
8:30 a.m.	On-site Registration with Rolls and Coffee	
8:55 a.m.	Welcome and Introductions	
9:00 a.m.	Structure & Process of County Government	Dan Elsass UWEX Local Government Center
9:45 a.m.	Running Effective Meetings	Dan Hill UWEX Local Government Center
10:30 a.m.	Morning Break	
10:45 a.m.	Open Meetings	Dan Hill UWEX Local Government Center
11:30 a.m.	Ethics	Jim Schneider UWEX Local Government Center
Noon	Lunch	
12:50 p.m.	Budgeting/Finance	Kate Lawton UWEX Local Government Center
1:40 p.m.	Afternoon Break	
1:50 p.m.	Comprehensive Planning & Land Use Update	Jim Schneider UWEX Local Government Center
2:30 p.m.	WCA State-County Issues Update	Staff Wisconsin Counties Association
3:30 p.m.	Adjournment (Collect Evaluations)	

UW-Extension provides equal opportunities in employment and programming, including Title IX requirements