



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

# LISTEN. LEARN. LEAD.

## 2022 COUNTY OFFICIALS WORKSHOPS (COWS)

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## 2022 COUNTY OFFICIALS WORKSHOPS (COWS)

Roles & Responsibilities | Budgeting | Open Meetings Law | Public Records Law |  
 Ethics & Conflicts of Interest | Running Effective Meetings | Agendas & Minutes

This one-day workshop is a unique opportunity for newly elected county government officials and veterans of the county board to learn from experienced educators about best practices and how to avoid the pitfalls of governance.

It is brought to you by the University of Wisconsin-Extension Local Government Education Program and the Wisconsin Counties Association.

**\$75**

The fee covers the cost of registration, instruction, materials and lunch.



Presented by the UW Madison, Extension-Local Government Education Program and the Wisconsin Counties Association.



**Extension**  
 UNIVERSITY OF WISCONSIN-MADISON  
 LOCAL GOVERNMENT EDUCATION PROGRAM

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## 2022 COUNTY OFFICIALS WORKSHOPS (COWS)

### AGENDA

This one-day workshop is a unique opportunity for newly elected county government officials and veterans of the county board to learn from experienced educators about best practices and how to avoid the pitfalls of governance.

8:00 a.m.	<b>Registration</b>
8:30 a.m.	Session 1: <b>Who We Are</b>
8:45 a.m.	Session 2: <b>Roles &amp; Responsibilities of County Officials</b>
9:30 a.m.	Session 3: <b>Running Effective Meetings</b>
10:15 a.m.	<b>Break</b>
10:30 a.m.	Session 4: <b>The Ins &amp; Outs of Wisconsin's Open Meetings Law</b>
11:15 a.m.	Session 5: <b>Agendas &amp; Minutes</b>
11:45 a.m.	<b>Lunch</b>
12:30 p.m.	Session 6: <b>County Budgeting</b>
1:30 p.m.	<b>Break</b>
1:45 p.m.	Session 7: <b>Wisconsin's Public Records Law</b>
2:30 p.m.	Session 8: <b>Ethics &amp; Conflicts of Interest</b>
3:30 p.m.	<b>Adjourn</b>

#### Presenters

- UW-Extension Local Government Education Program:
- Karl Green, Program Manager
  - Daniel Foth, Local Government Specialist
- Wisconsin Counties Association:
- Sarah Diedrick-Kasdorf, Director of Outreach & Member Engagement

**FEE: \$75**

### REGISTRATION FORM

Or register online at [wicounties.org](http://wicounties.org)

Yes! I plan on attending the following workshop:

- |  |  |
|--|--|
| <input type="checkbox"/> DeForest • Monday, May 9            | <input type="checkbox"/> Minocqua • Thursday, May 19     |
| <input type="checkbox"/> Eau Claire • Wednesday, May 11      | <input type="checkbox"/> Green Bay • Friday, May 20      |
| <input type="checkbox"/> Wisconsin Rapids • Thursday, May 12 | <input type="checkbox"/> Virtual • June 6, 13, 20 and 27 |
| <input type="checkbox"/> Richland Center • Monday, May 16    | (registration includes all online sessions)              |
| <input type="checkbox"/> Cable • Wednesday, May 18           |  |

Name \_\_\_\_\_

County \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### DATES & LOCATIONS

**Monday, May 9**  
**North Star Conference Center at Comfort Inn & Suites**  
5025 Cty Rd V  
DeForest, WI 53532

**Wednesday, May 11**  
**Sleep Inn & Suites**  
5872 33rd Ave  
Eau Claire, WI 54703

**Thursday, May 12**  
**Hotel Mead & Conference Center**  
451 E Grand Ave  
Wisconsin Rapids, WI 54494

**Monday, May 16**  
**Ramada Richland Center**  
1450 Veterans Dr  
Richland Center, WI 53581

**Wednesday, May 18**  
**Lakewoods Resort**  
21540 Cty Hwy M  
Cable, WI 54821

**Thursday, May 19**  
**Reuland's Conference Center adjacent to AmericInn**  
700 U.S. Hwy 51 N  
Minocqua, WI 54548

**Friday, May 20**  
**Radisson Hotel Green Bay**  
2040 Airport Dr  
Green Bay, WI 54313

#### Virtual Option:

- **Monday, June 6, 8:30-10 a.m.** (Sessions 1 and 2)
- **Monday, June 13, 8:30-10 a.m.** (Sessions 4 and 5)
- **Monday, June 20, 8:30-10:15 a.m.** (Sessions 6 and 7)
- **Monday, June 27, 8:30-10:15 a.m.** (Sessions 3 and 8)

(Virtual registration includes all four online sessions.)



Register online at [wicounties.org](http://wicounties.org) or fax registration form to 608-663-7189. Registration forms and payment (payable to Wisconsin Counties Association) should be mailed to WCA, 22 E. Mifflin St., Ste. 900, Madison, WI 53703.

The fee for this workshop is \$75 for each participant; the fee increases to \$85 for late registrations (less than 7 days prior to the workshop date). The fee covers the cost of registration, instruction, materials 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 can be sent.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and the Americans with Disabilities Act (ADA) requirements. La Universidad de Wisconsin-Extensión, un empleador con igualdad de oportunidades y acción afirmativa (EEO/AA), proporciona igualdad de oportunidades en empleo y programas, incluyendo los requisitos del Título VI, Título IX, y de la Ley Federal para Personas con Discapacidades en los Estados Unidos (ADA).

Any person requiring special accommodations should contact the Local Government Education Program (608-262-9960) at least 72 hours before the scheduled workshop date so that appropriate arrangements can be made.

For more information and to order workshop materials (\$35), call the Local Government Education Program (608-262-9960). For information on registration logistics, call the Wisconsin Counties Association (608-663-7188).

