

Understanding Your Role as a County Board Supervisor

Presented By:

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Elected County Officers

- County Board
- Clerk
- Treasurer
- Sheriff
- Coroner
- Clerk of Circuit Court
- Register of Deeds
- District Attorney



Other County Departments

- Administration
 - Finance
 - Human Resources
- Aging Services
- Highway & Transit
- Corporation Counsel
- Facilities
- Public Health
- Human Services
- Lasata
- UW- Extension
- Veterans Affairs
- Parks
- Community Programs
- Planning, Resources & Land Management
- Emergency Management
- Technology Resources

Basic Department Head Functions

Administrative Duties:

- Administer state and local laws
- Carry out Board and Administrator directives
- Serve county clients
- Bring department spending and revenues in line with annual budget
- Formulate annual budget within guidelines

Basic Department Head Functions

Policy Recommendations:

- Conduct studies of policy options
- Gather data and impacts on existing and proposed programs

County Administrator

- Appointed by the County Board
- Implements Board policy
- Provides oversight of all County Departments
- Formulates annual budget within County Board parameters

County Board Functions

- Involve the Public
- Be accountable to the Public
- Regulate
- Provide Services
- Cooperate with other governments
- Oversee county operations
- Levy taxes
- Set Policy

Board Role in Policy



**Policy Setting:
County Board
Setting Direction**

**Administrative:
Staff Moving the
Boat Forward**



How the Board Sets Policy

1. Ordinances

- a law set forth by a governmental authority

2. Resolutions

- a formal expression of opinion, will, or intent voted by an official body or assembled group

3. Budgets

- a plan for the coordination of resources and expenditures



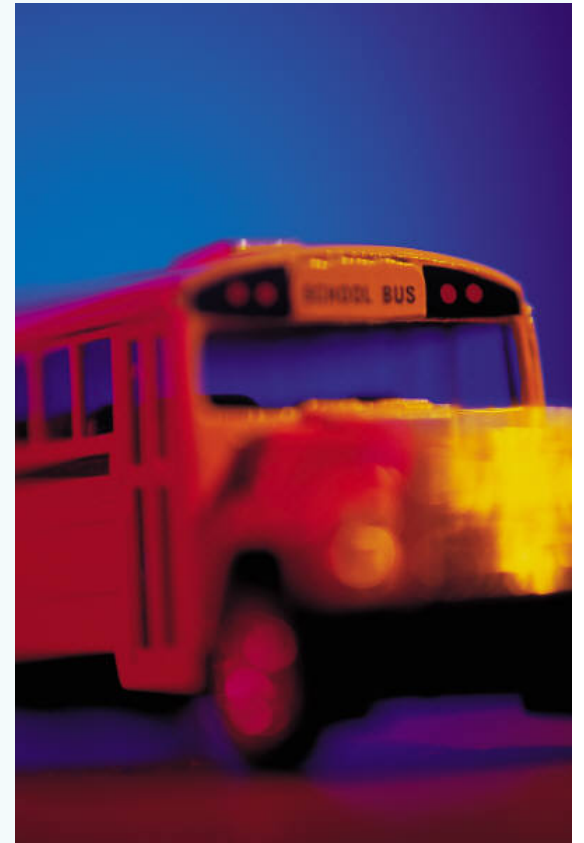
As a policy maker, what timeframe do you use to address policy issues?

- Address issues once a year during the budget process
- Address them in a 2-year time frame (until the next election)
- Address them with vision for the future (10 years+)



How will you address policy issues?

- What is in the driver's seat?
 - Will the budget drive the policy or will the policy drive the budget?
- What process will you use?
 - Mandates
 - Constituent Mandates
 - Program prioritization
 - Strategic planning



Service Decisions

- Will a service be provided?
- At what level will the service be provided?
- How will the service be provided?
- How will the service be paid for?



County Board Quiz

How many Supervisors are on the Ozaukee County Board?

- **31**

What is the estimated 2005 Ozaukee County Population?

- **85,787**

How many County residents does each Supervisor represent?

- **2,767**
- **85,787 (correct answer)**

Basic Rights of Every Board Member

- Right to be included in process
- Right to exchange information
- Right to certainty of procedures
- Access to staff research and information
- Access to outside experts

Basic Responsibilities of Members

- Should attend all required meetings of Board
- Accountable to larger constituency
- Accurately represent policy to public
- Do homework before making decisions
- Be constructive in problem solving
- Maintain high ethics
- Recruit and educate new members

Potential Sources of Board / Staff Conflict

- Poor communication
- Blurred lines of authority
- Highly visible personnel disputes
- Board/Staff “end-runs”
- Financial crisis

“Symptoms of a Troubled Board”

- All Board energy stays focused on one issue
- Minority views are more effective than majority views
- Administrator is only cure or reason for Board problems
- No clear annual Board goals and objectives
- Inner Board bickering and conflict more important than the issues.
- Board values and integrity are compromised, but not recognized.
- Board members “know it all” & constituency not consulted

Strategies for Good Relations

- Regular orientations for new members
- Community/County tours
- Retreats or social events
- Strategic planning sessions
- Annual Board evaluations
- Employee recognition ceremonies
- Ongoing training opportunities





Thank you!

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