



Winnebago County

The Wave of the Future

COUNTY BOARD OF SUPERVISORS

TUESDAY, APRIL 9, 2024 @ 6:00 PM

**DAVID W. ALBRECHT ADMINISTRATION BUILDING - FOURTH FLOOR
112 OTTER AVENUE, OSHKOSH, WISCONSIN**

To join this meeting via Teams, use this link.

<https://us02web.zoom.us/j/88497912746?pwd=QkpoRzZ6UXIyLzBqR1hEdjA2Umw0QT09>

Meeting ID: 884 9791 2746 Passcode: W1NNE

**To join this meeting by telephone, dial (312) 626-6799. Enter the Meeting ID: 884 9791 2746
Passcode: 624684**

A quorum of the Winnebago County Board of Supervisors may be present for the Orientation Meeting of the 2024-2026 County Board of Supervisors Term on Tuesday, April 9, 2024, at 6:00 PM in the Fourth Floor Training Room, David W. Albrecht Administration Building, 112 Otter Avenue, Oshkosh, Wisconsin. The following will be presented:

A. Introductions

B. Overview of the Role of County Government

Director of Administration Mike Collard will provide a brief overview of county government's role in Wisconsin.

C. Panels of County Departments

Department leaders will present a brief overview of their department and projects.

1. Elected Officials: County Executive, County Clerk, County Treasurer, and Register of Deeds
2. Administration: Finance, Information Technology, Human Resources, Purchasing, and Risk Management
3. Land Use: Land and Water Conservation, Planning and Zoning, Parks and Expo, and UW Extension
4. Public Works: Facilities, Airport, Highway, and Solid Waste
5. Public Safety: Corporation Counsel, Sheriff, Clerk of Courts and Judges, Emergency Management, and Medical Examiner
6. Health and Human Services: Human Services, Public Health, Veterans Services, Child Support, Park View Health Center

D. Long Term Planning: Capital Improvement Plan and Strategic Plan

County administration will provide a brief overview of the Capital Improvement Plan and forthcoming Strategic Plan.

F. Introduction to Technology and Voting

County Clerk Julie Barthels and IT Director Patty Francour will provide a brief overview of the technology available to board members and the electronic voting process.

1. Instructional Handouts

G. Presentation on County Board Rules, Organizational Meeting, Meeting Types, and Tour of Facilities

Corporation Counsel Mary Anne Mueller will provide a short presentation on what board members should expect in their first month in office.

H. Questions from Board Members or Board Members-Elect

Attendees will be offered time to ask questions to any of the presenters

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk. Phone Number: (920) 232-3430.

Attached is documentation that board members can reference in regards to Microsoft 365 and the authentication process. Please print and hand out to board members. Old members should already have this documentation but it probably wouldn't hurt to give them another copy since most of the issues we've seen is authenticating with Microsoft.

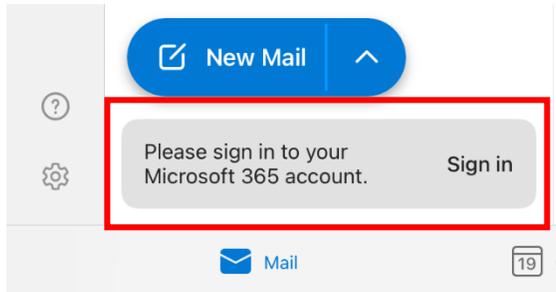
Microsoft 365 Outlook Prompts to Sign In.pdf – they will be prompted to sign in every so often and authenticate with a 6 digit code in order to continue getting emails on their iPads. This document will give them step by step instructions to authenticate.

Microsoft 365 Prompts for Authentication.pdf – Occasionally Microsoft will prompt them to authenticate especially if they use Word and Excel on their iPads. This document provides screenshots and instructions as well as the format for their password.

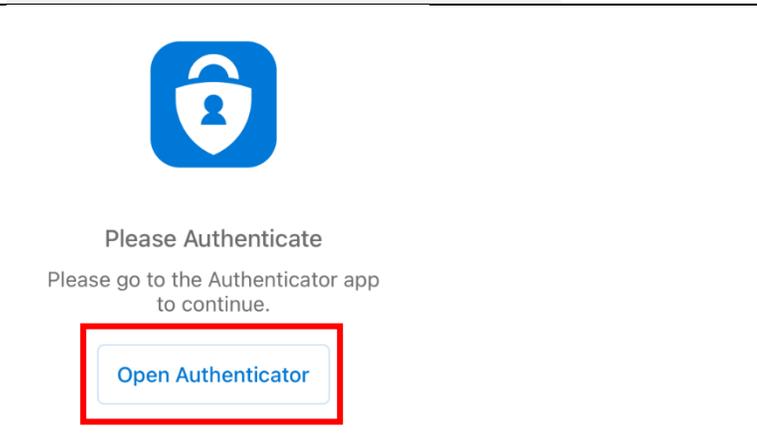
Per Diem Process with Excel.pdf – instructions to complete their per diem with Excel on the iPads.

Microsoft 365 Outlook Prompts to Sign In

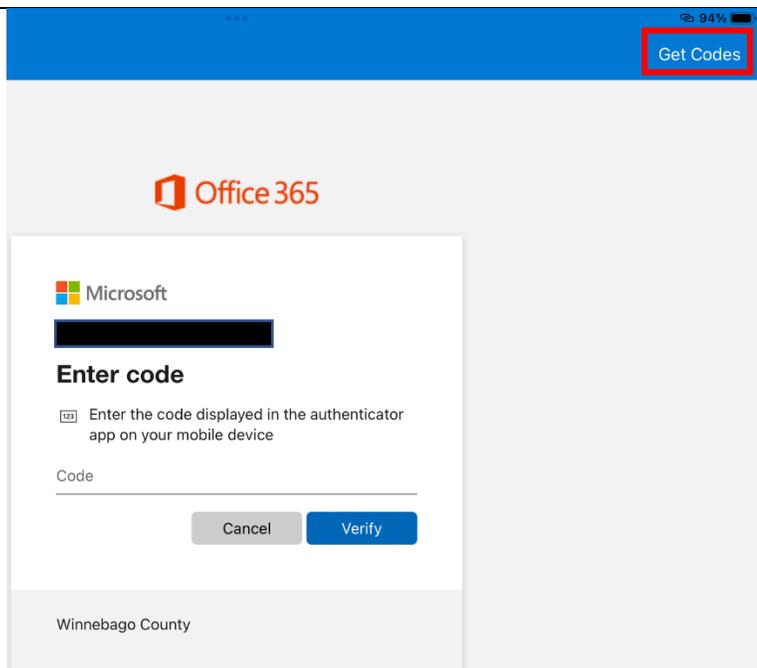
Every so often you will be prompted to sign in. If you are not seeing any new emails come in or if you're not able to send out emails and you have an internet connection, chances are you need to sign in. Below are the prompts you will see when you are asked to sign in to your M365 account.



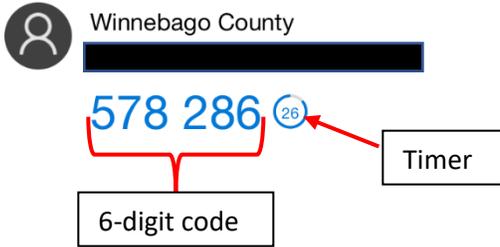
Click Sign In. It will prompt you to open Authenticator.



Click on Open Authenticator.



You will then be prompted to enter a code. Click on Get Codes in the top right-hand corner.

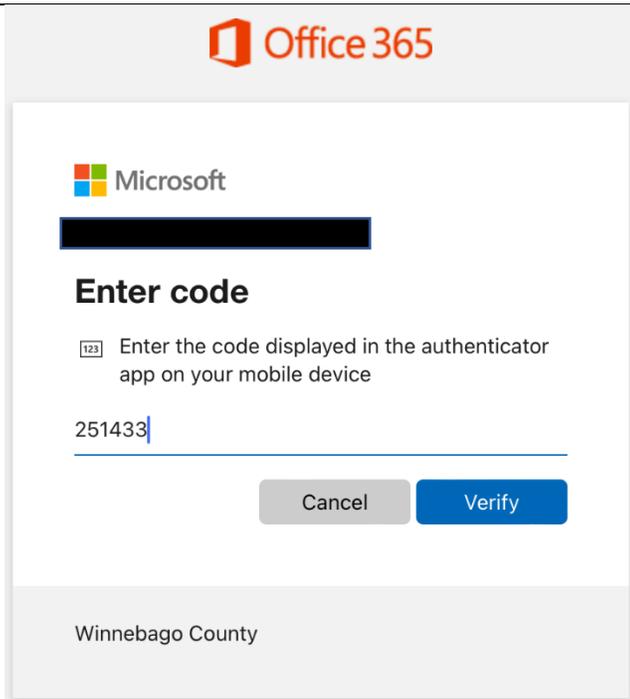


Done

Either tap the code to copy it, memorize it, or write it down. You will need to enter this code into the previous prompt.

Please note the timer next to the code. It counts down from 30 and you will only have so many seconds to use the code before it expires and is replaced with another code. When it expires, it is no longer valid and you will not be able to authenticate.

Click Done in the upper right-hand corner. It will take you back to the previous screen where you can enter in that 6-digit code.



Click Verify after you've entered the code. If all was successful, the prompt to sign in should go away, and email should start working again.

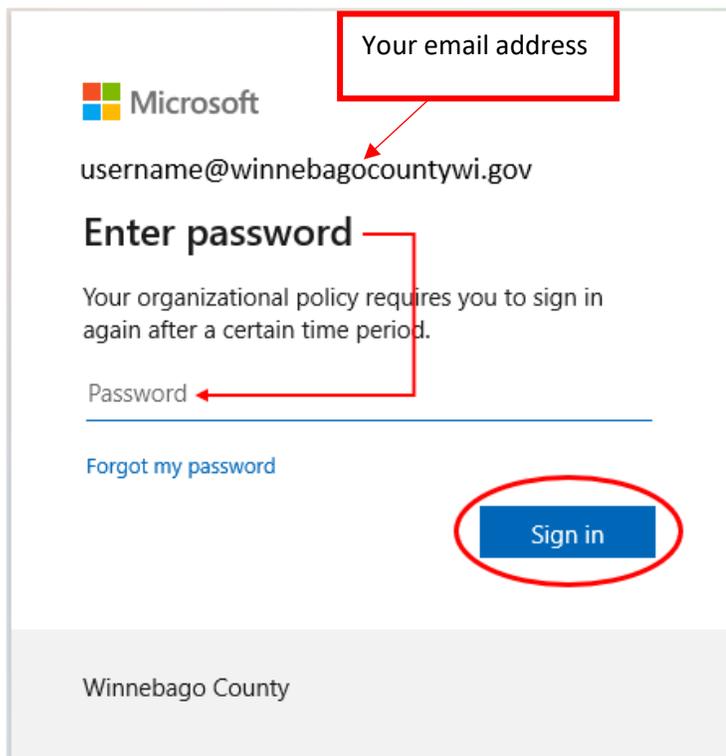
If you run into issues or have questions, please contact helpdesk at:

helpdesk@winnebagocountywi.gov

or by phone 920-303-4357.

Every so often, you will be prompted to sign in and authenticate. Below are the prompts you may see.

If you are prompted to sign in first, use your email address firstname.lastname@winnebagoountywi.gov.



Your password is:

The last 4 digits of your SSN

Your 4-digit year of birth (ex: 1990)

Initials of your first name and last name in capital letters

Your 2-digit district number

Followed by WINN in all capital letters

Should look something like this:

ssssnnnnFLOOWINN

where ssss is the last 4 digits of your SSN

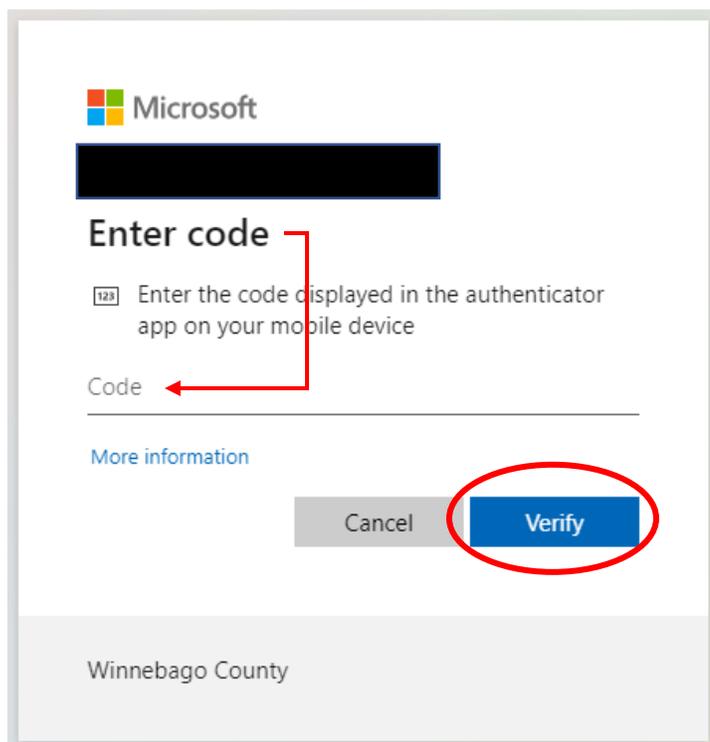
nnnn is your 4-digit year of birth

FL is your first initial last initial in caps

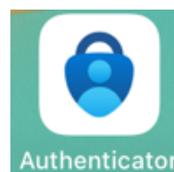
00 is your 2-digit district number

WINN in capital letters

After clicking the Sign in button, you will be prompted for a code.



Press the Home button on the iPad to get to the home screen. Find the Authenticator app and open it.



Tap on the 6-digit code to copy, or memorize it or write it down.

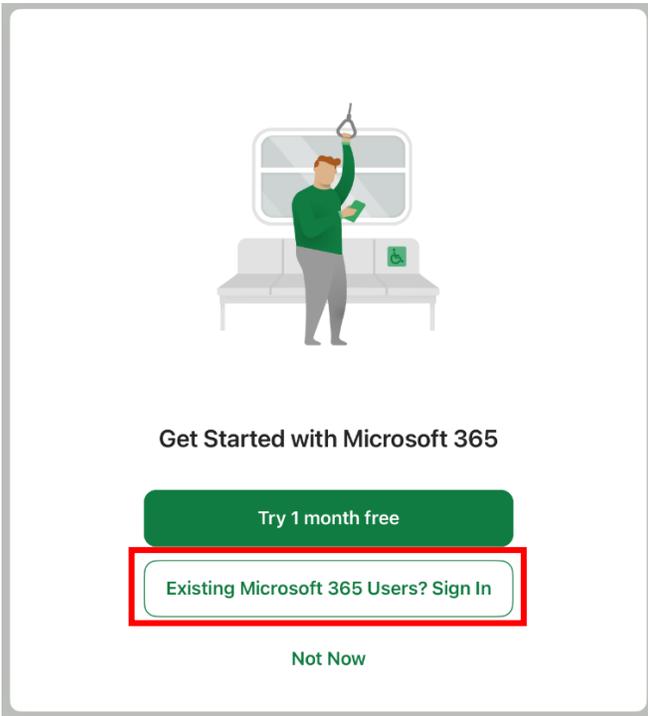
Switch back to the screen prompting for the code and paste or enter in the 6-digit code, then click Verify.

There is a timer next to the code that counts down from 30. Whatever the number is, you will have that much time to use the code before it expires and a new one replaces it.



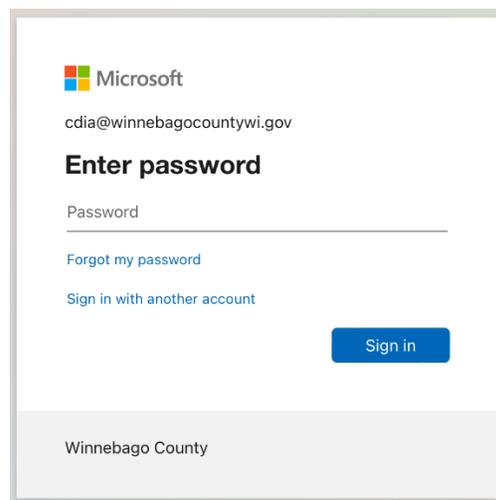
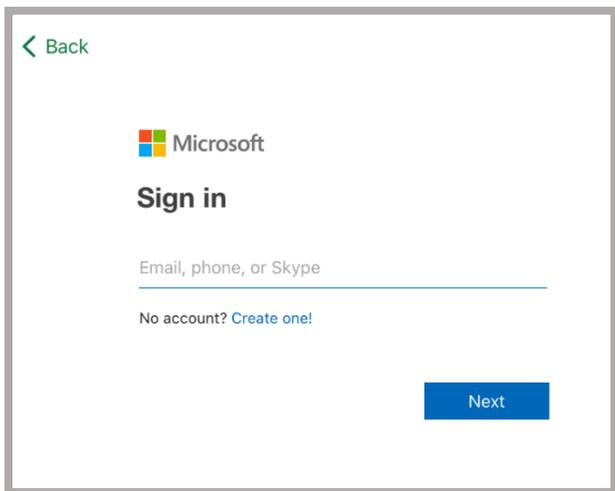
Tap on Excel to launch the app.

At the *Get Started with Microsoft 365*, tap on *Existing Microsoft 365 Users? Sign In*.

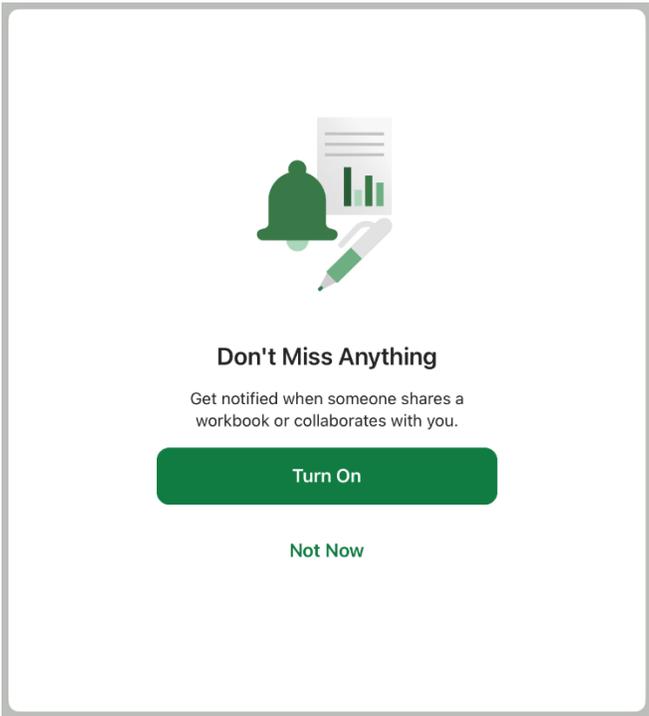


Sign in with your email address (firstname.lastname@winnebagocountywi.gov) and tap Next.

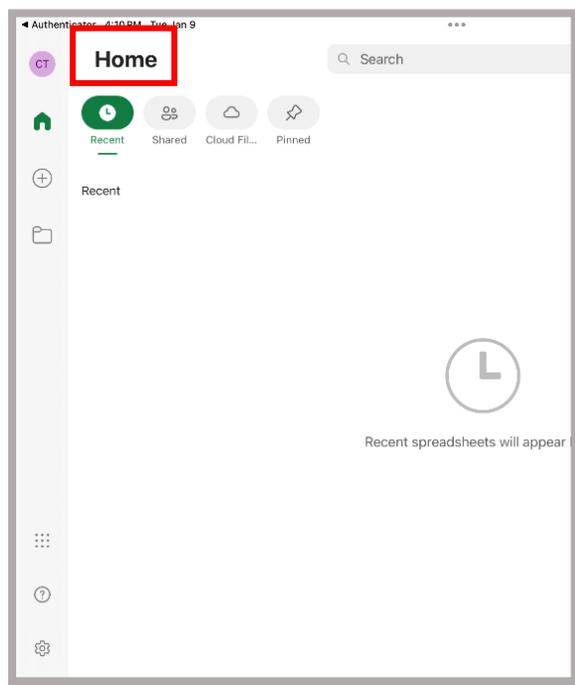
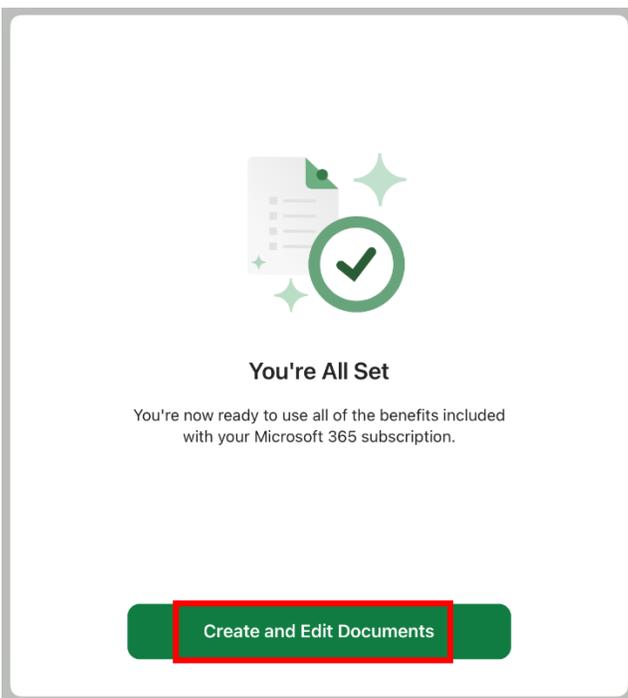
Enter your password if you are prompted for it. Your password is the last 4 digits of your SSN, your 4-digit year of birth, the initials of your first name and last name in capital letters, your 2-digit district number, followed by WINN in all capital letters. Then tap on Sign in.



At the *Don't Miss Anything* screen, it's up to you what you want to pick. If a file is shared with you, you will get an email notification whether you turn this option on or not. If you turn on this option, it will prompt you to allow Excel to send you notifications. File sharing is only available internally, meaning you can only share Office documents with other users who have Winnebago County email addresses.

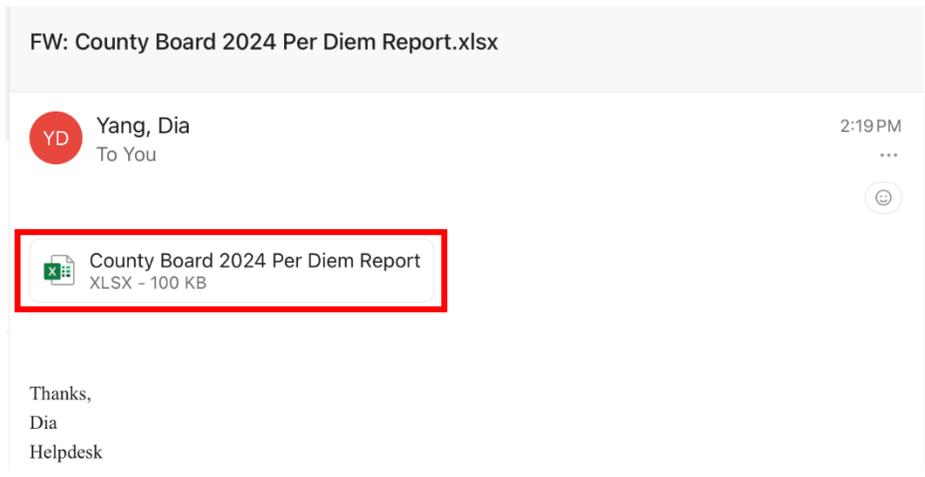


If you are successful, you should see the screen below. Tap on Create and Edit Documents. This will bring you to Excel's Home screen.





Open Outlook and find the email that contains the per diem report. Open the email and tap on the Per Diem Report.

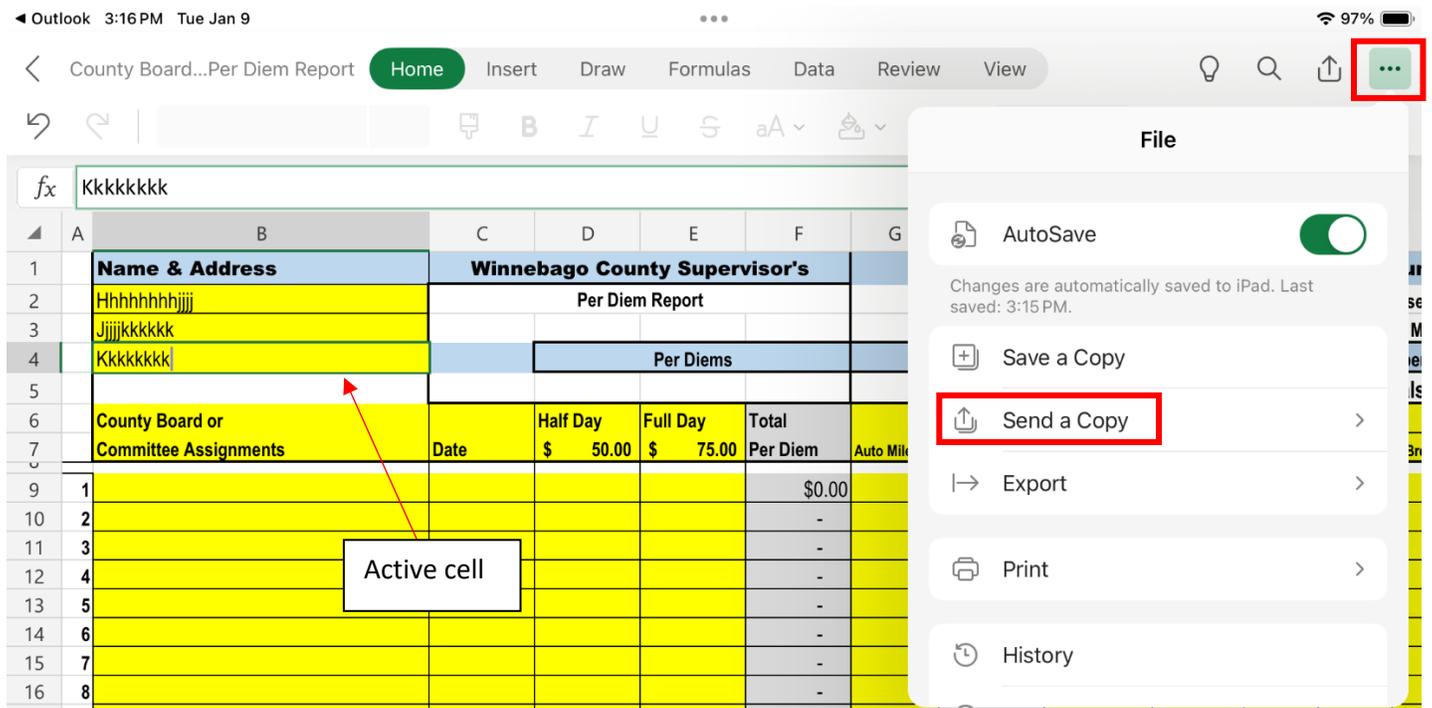


Tap on Open Excel.

January														February			March			April			May			June			July			August			September			October			November			December		
Name & Address		Winnabago County Supervisor's Per Diem Report										Winnabago County Supervisor's Expense Report																																		
												Month: JANUARY Year: 2024																																		
		Per Diems										Expenses																																		
		Meals										Meals																																		
County Board or Committee Assignments		Date	Half Day	Full Day	Total Per Diem	Auto Miles	Rate	Lodging: Paid Receipts	Non-taxable			Taxable Meals			Description of Misc		Misc Exp.	Total Expense																												
			\$0	75			0.670		Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner																																
1					\$0.00		\$0.00										\$0.00																													
2					0		0										\$0.00																													
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Totals			\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00																													
		Meals										Meals																																		
Unassigned or Other Meetings		Date	Half Day	Full Day	Total Per Diem	Auto Miles	Rate	Lodging: Paid Receipts	Non-taxable			Taxable Meals			Description of Misc		Misc Exp.	Total Expense																												
			\$0	75			0.670		Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner																																
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Grand Total			\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00																													
County Board Chairman:		2024 County Board of Supervisors Report										Winnabago County Board of Supervisors Per Diem Report																																		
County Board Chairman Signature		Date										Explanatory Remarks: I certify that this travel is in compliance with the Winnabago County Travel Policy. I certify the above is true and correct.																																		
		Email to: countyclerk@winabagocountywi.gov										County Board Supervisor Signature																																		
		Date										Date																																		



Make your changes to the report by tapping in a cell to activate it. Once activated, you can start typing. A cell is active if it has an outline surrounding the cell. When you are done making your changes, click on the three dots in the upper right-hand corner. You can *Save a Copy* to your iPad and/or if you're ready to send, *Send a Copy* to County Clerk.



Choose *Email with Outlook*. This will create a new message in Outlook where you can address it to County Clerk, type in a Subject, and a message in the body of the email. When you are done, click the Send arrow to send.

