

**COUNTY BOARD ORIENTATION MEETING  
TUESDAY, JUNE 8, 2004**

Chairman David Albrecht called the meeting to order at 6:00 P.M. in the Supervisors' Room, Fourth Floor, Courthouse, Oshkosh, Wisconsin.

The meeting was opened with the Pledge of Allegiance and an Invocation by Supervisor Barker.

Present: Weber, Barker, Griesbach, Hotynski, Scoville, Maehl, Koziczowski, Klitzke, Lauson, Albrecht, Pech, Thompson, Lennon, Machotka, Sundquist, Wingren, Jacobson, Norton, Warnke, Nielsen, Robl, Kline, Lorenz, Schaidler, Finch, Farrey, Sievert, Arne, Diakoff, Brennand, Egan and Rengstorf. Excused: Widener, Kramer, Steineke, Harris and Rankin. Absent: O'Brien.

Motion by Supervisor Robl and seconded to adopt the agenda. CARRIED BY VOICE VOTE

**COMMITTEE REPORTS**

Supervisor Barker reported that the Legislative Committee will be meeting on Monday, June 28. She asked that agenda items for that meeting be given to her by Friday, June 11.

Supervisor Finch reported that he has received thank you notes from two of the scholarship recipients. He will bring them to the next meeting and share them with the Board.

Supervisor Schaidler announced that there will be a WCA seminar on comprehensive land use planning and court cases that impact county planning and zoning on Monday, June 28 in Wausau. Anyone interest in attending the seminar should contact the County Clerk's Office.

**CHAIRMAN'S REPORT**

Chairman Albrecht reported that Supervisor Steineke has suffered a stroke and is hospitalized at the veterans' hospital in Milwaukee. Chairman Albrecht also welcomed back Supervisor Robl after his recent back surgery.

**PAYROLL, INSURANCE & HUMAN RESOURCES CONCERNS**

Fred Bau, Director of Human Resources, and Mary Polishinski, Payroll and Benefits Manager, addressed the Board about per diem & expense sheet procedures and group health & dental insurance opportunities.

Mrs. Polishinski encouraged the supervisors to submit their per diem sheets to Chairman Albrecht after they have attended their last meeting for the month. This will insure timely approval of their per diem and issuance of their pay checks.

Mrs. Polishinski answered questions from the Board and distributed insurance information to interested supervisors.

**BUDGET PROCESS AND COUNTY FINANCES**

Chuck Orenstein, Winnebago County Finance Director, explained the county's budget procedures and practices. He provided the supervisors with a detailed handout explaining the various steps involved in preparing the county's annual operating and capital budgets.

Mr. Orenstein explained the operating budget, which "consists of all general operating expenses of the county" and includes "capital expenditures that are smaller in nature." The operating budget is divided into four categories: Labor, Travel, Capital and Other. The capital items included in the operating budget have a smaller dollar value and a useful life of 3-15 years.

Mr. Orenstein also explained:

- Capital Improvements Program – five-year plan
- Procedures and timetables for the development of department budgets
- The bonding process and when bonding is used
- Per diem and travel expenses

Mr. Orenstein also presented and explained the county's Management's Discussion and Analysis report dated December 31, 2003.

Copies of Mr. Orenstein's handouts are on file with these proceedings in the County Clerk's Office.

### **WINNEBAGO COUNTY ETHICS HANDBOOK & POLICY**

John Bodnar, Winnebago County Corporation Counsel, began his presentation by explaining the purpose and function of his office. Mr. Bodnar told the Board that he represents Winnebago County in all non-criminal cases. He is their contact person when they have legal questions about county issues, policies and procedures.

In his presentation of the county's ethics handbook, Mr. Bodnar explained the purpose and reason for ethics laws and ordinances. He also identified various activities that would be illegal and what the consequences of those actions would be. Some of those illegal activities and ramifications would be: bribery (felony); special privileges from public utilities (felony); misconduct in public office (felony); private interest in public contract (felony); purchasing claims against the county for less than full value (felony).

Mr. Bodnar also explained the ramifications of public officials accepting gifts and voting on issues that may be considered conflicts of interest. He also went through the importance of elected officials avoiding any discrimination or harassment situations.

Copies of the Winnebago County Board of Supervisors Ethics Handbook is on file with these proceedings in the County Clerk's Office

Motion by Supervisor Robl and seconded to adjourn until 6:00 p.m. on Tuesday, June 15. CARRIED BY VOICE VOTE.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,  
Susan T. Ertmer  
Winnebago County Clerk

State of Wisconsin)  
County of Winnebago) ss

I, Susan T. Ertmer, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their orientation meeting held June 8, 2004.

Susan T. Ertmer  
Winnebago County Clerk