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MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1, SPARTA, WISCONSIN 54656

**PHONE: 608-269-8705 FAX: 608-269-8747 www.co.monroe.wi.us**

**Public, you have the option to access this meeting remotely by phone or audio**

**Meeting link:** [**https://monroecountywi.webex.com/**](https://monroecountywi.webex.com/)

**Meeting number:       146 879 8007**

**Password:               mJkQzBaR248**

**Host key:               214720**

**Join by video system**

**Dial** [**1468798007@monroecountywi.webex.com**](mailto:1468798007@monroecountywi.webex.com)

**You can also dial 173.243.2.68 and enter your meeting number.**

**Join by phone** **IT Point of Contact**

**+1-408-418-9388 United States Toll Rick Folkedahl**

**Access code: 146 879 8007** **608-633-2700**

608-633-2700

MONROE COUNTY BOARD AGENDA – SPECIAL MEETING

Wednesday, June 10, 2020

5:00 p.m.

American Legion Post #100

1116 Angelo Road Sparta, WI 54656

\*(Please use the South Parking Lot Entrance)

**COUNTY BOARD / DEPARTMENT HEAD TRAINING SESSION**

**Call to Order/Roll Call**

**Pledge of Allegiance**

**Introduction of Monroe County Department Heads**

**Introduction of Monroe County Board Members**

**WCA Presentation,** Sarah Diedrick-Kasdorf and Andy Phillips

* **Roles of the Board**
* **Roles of the Department Heads**
* **Role of the Administrator**
* **Roberts Rules of Order**
* **Motion Procedures**
* **Open Meetings Law**
* **What Constitutes a Quorum**
* **Walking Quorum – All Types of Media**
* **Conflicts of Interest**

(over)

**Andrew Kaftan, Corporation Counsel**

* **Monroe County Board Rules**
* **Ethics**
* **Resolution Drafting**
* **General Fund, Contingency Fund and Bonding Approvals**

**Diane Erickson, Finance Director**

* **Line Item Transfers**
* **Budget Adjustments**
* **Repurpose of Funds**

**Tina Osterberg, Monroe County Administrator**

* **Department Head Expectations**

**Shelley Bohl, Monroe County Clerk**

* **Monroe County Website, Agenda’s & Minutes**
* **Monroe County Directory**
* **Monroe County Proceedings**
* **County Board Correspondence**
* **County Board Per-Diem Fillable Worksheets**

**Adjournment**

**This Special Board meeting has been called by the Chair and Vice Chair of the Board.**

**Your attendance is required. If you are unable to attend, please contact the Chair at**

**608-269-5228 or** [**district.04@co.monroe.wi.us**](mailto:district.04@co.monroe.wi.us)

**Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.**

**We will keep distancing of at least 6 feet, masks and hand sanitizers will be on location. We ask that if you are running a temperature or are not feeling well, please do not place others at risk.**