

The June special meeting of the County Board of Supervisors convened in the Sparta American Legion Post 100 in the City of Sparta, Wisconsin, on Wednesday, June 10, 2020 at 5:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 15 Supervisors present; Supervisor Sherwood absent. The Pledge of Allegiance was recited.

#### COUNTY BOARD / DEPARTMENT HEAD TRAINING SESSION

Introduction of Monroe County Department Heads and 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

Andrew Kaftan, Corporation Counsel

- Monroe County Board Rules
- 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

Chair Schnitzler adjourned the meeting at 8:30 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the June special meeting of the Monroe County Board of Supervisors held on June 10, 2020.