

Ad Hoc Structure Review Task Force Recommendation to the Winnebago County Board

The Ad Hoc Structure Review Task Force, since its establishment in March, has endeavored to do the research necessary to propose a right-sized suite of solutions for the structure of the Winnebago County Board. We spoke with other counties, asked for feedback from supervisors and departmental stakeholders in the form of questionnaires, and digested this information thoughtfully. As per our charter, we are recommending to you, the Winnebago County Board, a structure that is uniquely tailored for our county. It is laid out below. Just a reminder, we currently have twelve standing committees and three boards of major departments. These fifteen bodies are the only ones that have been considered in our rightsizing efforts.

Ten Major Committees and Boards

This is a structure that is unique for Winnebago County. The new committees/major boards are laid out below with the proposed member makeup and with what other bodies may be consolidated and jurisdictional transfers.

I.) Public Works

- a.) Highway
- b.) Facilities/Property Management

Membership: This committee will consist of five supervisors.

II.) Judiciary and Public Safety

Membership: This committee will consist of five supervisors.

Jurisdictional Changes: The following departments will transfer **out** of the jurisdiction of JPS.

- County Clerk to Finance and Administration
- Veterans Services to Health and Human Services
- Register of Deeds to Planning and Zoning

III.) Finance and Administration

- a.) Information Technology*

Membership: This committee will consist of five supervisors.

Jurisdictional Changes: The following departments will transfer **into** the jurisdiction of Finance and Administration.

- County Clerk

*The task force recommends that the citizen member spot on Information Technology not be carried over as this is not a statutorily mandated position. NOTE: The Microfilm Department will also be removed in the rules as it no longer exists.

IV.) Natural Resources

- a.) UW Education/Extension/Agriculture
- b.) Parks/Recreation

Membership: This committee will consist of five supervisors.

V.) Health and Human Services

- a.) Human Services Board
- b.) Board of Health
- c.) Parkview Health Center

Membership: This committee will consist of nine members six of which will be supervisors and three citizen members. The citizen members should fill the requirements by statute (doctor and nurse).

Jurisdictional Changes: The following department will transfer **into** the jurisdiction of Health and Human Services.

-Veterans Services

VI.) Land Conservation

Membership: This committee will consist of five supervisors and two citizen members. One of the citizen members must be involved in agriculture as defined by statute.

VII.) Aviation

Membership: This committee will consist of five supervisors.

VIII.) Planning and Zoning

Membership: This committee will consist of five supervisors.

Jurisdictional Changes: The following department will transfer **into** the jurisdiction of Planning and Zoning.

-Register of Deeds

IX.) Solid Waste

Membership: This board will consist of nine members five of which will be supervisors and four citizen members.

X.) Legislative

Membership: The task force recommends that the Legislative Committee no longer be a standing committee, but it should become a special committee which will consist of the major committee/board chairs and the Winnebago County Board Chairman.

The total number of County Board member slots on major committees and boards will go from 70 down to 46 (excluding Legislative, Committee on Committees, and other minor commissions and boards).

Citizen Participation and Service/Statute Considerations

You will note that this solution still provides for citizen input and expertise that is both mandated by state statute and is ideal for continuity of citizen service. We reviewed the statutes and made our recommendations based on what they require. Any consolidation must maintain the statutorily mandated citizen-members that a new committee or board absorbed. For example, state law outlines that a doctor and nurse should be on a board of health. So, the task force kept the doctor and nurse citizen slots on the new Health and Human Services body.

However, since citizen members would now sit on ostensibly more powerful committees and boards, the task force recommends a rule change that citizen members not be able to chair these specific new major standing committees and boards (ie. that rule would not include Solid Waste).

Other Committees, Commissions, and Boards

Our review did not involve the smaller, yet important committees, commissions, and boards of jurisdiction (for example the Committee on Committees, Board of Adjustment, or ADRC). The task force's work focused on the bodies of jurisdiction over major departments.

The task force recognizes these numerous other committees, commissions, boards, and ad-hoc bodies that exist in Winnebago County government, and we recommend their review in the not too distant future.

Summary of our Research and Outreach

As a task force, we committed to doing as much research and outreach as we possibly could have. We reviewed the following documents and reached out to the following individuals.

- JPS invited WCA Attorney and former Ozaukee County Supervisor Jacob Curtis to present the *County Board Committee Organizational Options* presentation in September

of 2022. A member of the task force followed up with Ozaukee County Administrator Jason Dzwiniel.

- The task force invited Fond du Lac County Executive and former Fond du Lac County Board Chairman Sam Kaufman to present on the Fond du Lac County committee, commission, and board structure as well as the Fond du Lac County Board rules in April of 2023.
- A member of the task force conferred with Legislative Counsel in Madison via the Wisconsin State Assembly to review legal considerations and statute mandated committees and boards and their membership. The task force also conferred with Corporation Counsel.
- The task force reviewed the following documents and reports from prior committees and task forces:
 - 1987 Arthur Young Report
 - 1990 Task Force on Efficiency and Effectiveness
 - 2001 Winnebago County Exploration Committee
 - 2007 Personnel Function Committee
 - April, 2021 UW Extension document - *An Overview of Wisconsin County Committee Structures and a Snapshot of County Committee Structures*
 - December, 2021 WCA *Committee Structure and Rightsizing* presentation
 - February, 2022 Judiciary and Public Safety Committee meeting packet

The task force also reached out to all 36x Winnebago County Supervisors and major department heads in the form of a questionnaire. We heard back from 20x supervisors and 20x department heads. We are pleased with the volume of participation from both supervisors and department heads and their candid thoughts. The responses are confidential. Names were not required to complete the questionnaire. Two data points of note are listed below from these questionnaires.

- Department heads' responses estimate a range of 204x to 264x hours a month are dedicated to committee prep and meeting time.
- Department heads' responses estimate a range of 49x to 54x county employees who dedicate time each month for committee prep and meetings.

Conclusion

We hope that this report serves as a good basis for the Winnebago County Board to act. We feel that this proposed committee and board structure adequately reflects a right-sized solution for Winnebago County.

Please do not hesitate to reach out to any of the task force members if you have any questions.