

Ad Hoc Structure Review Task Force Recommendation to the Judiciary and Public Safety Committee

The Ad Hoc Structure Review Task Force, since its establishment in March, has endeavored to do the research and input necessary to propose a right-sized suite of solutions for 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 Judiciary and Public Safety Committee, a solution that flows logically. 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.

Nine Standing Committees and Major Boards

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

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's makeup will remain unchanged. However, The following departments will have their jurisdiction laterally transferred out 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's makeup will remain unchanged. However, it will gain jurisdiction over the County Clerk from JPS. The Microfilm Department will also be removed in the rules as it no longer exists.

*The task force recommends that the citizen member spot on Information Technology not be carried over. The duties of Information Technology would be simply transferred to Personnel and Finance. This is not a statute mandated position.

IV.) Natural Resources

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

Membership: This committee will consist of seven members five of which will be supervisors, one USDA Farm Service Agency representative (as per statute), and one citizen member.

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 must fill the requirements by statute. It will gain jurisdiction over Veteran Services from JPS.

VI.) Planning and Zoning

Membership: This committee's makeup and jurisdiction will remain unchanged. However, it will gain jurisdiction over the Register of Deeds from JPS.

VII.) Aviation

Membership: This committee's makeup and jurisdiction will remain unchanged.

VIII.) Legislative

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

IX.) Solid Waste Board

Membership: This committee's makeup and jurisdiction will remain unchanged.

The total number of County Board member slots on standing committees will go from 70 down to 41 (excluding Legislative).

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. We asked Corporation Counsel and Legislative Counsel in Madison to review and confirm what may or may not need to be maintained in terms of citizen members in such a consolidation. For example, Wisconsin Statute outlines that a member of the USDA's Farm Service Agency must be a member on a Land Conservation Committee. The Task Force is under the impression that this would have to be maintained in any consolidation involving Land Conservation. 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.

Other Committees, Commissions, and Boards

Our review did not involve the more minor commissions and boards of jurisdiction (for example the Winnefox Library System, 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 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 Dzwinel.
- 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 summary report serves as a good basis for the Judiciary and Public Safety Committee 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.