

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: February 14, 2022  
TO: Judiciary and Public Safety Committee  
FROM: Mike Collard, Director of Human Resources  
RE: Committee Structures

## **Background:**

Currently, Winnebago County has thirteen committees which are identified as Standing Committees by Rule 23. In addition, there are three Boards (Human Services Board, Board of Health, and Solid Waste Management Board), which are established by the County Code, and which act as committees of jurisdiction, similar to standing committees.

In 2022, fourteen county board members with over 165 years of collective experience are not seeking reelection. Another five county board members with over seventy-five years of collective experience face opponents or write-in campaigns. Of the sixteen incumbents running unopposed, seven have served one term and four have more than a decade of experience.

Under the current committee structure, the board will need to field a new county board chair, vice-chair, and sixteen committee chairpersons. Additionally, several committees, including JPS, will be losing more than half of the committee members to retirement.

Counties around the state have restructured their committees in recent years. In December, the WCA hosted a webinar on committee structure and rightsizing.

Winnebago County government has repeatedly studied the effectiveness of the administration and board structure. This includes the 1987 organizational study from Arthur Young and the 1990 Task Force on Efficiency and Effectiveness of Winnebago County Government. Both reports are available upon request.

## **Policy Discussion:**

In 1990, the task force recommended six standing committees: administration; health services; human services; plan, development, and education; public safety; and, public works.

The 1990 task force study gave several reasons for a simplified committee structure, including that: "The establishment of committees with broad functional jurisdiction encourages board members to evaluate issues from a broader and more integrated perspective."

A simplified committee structure would not indicate that the board or its committees had less to do, overall. It would just be a different way of dividing up the same tasks and responsibilities. For example, where a particular board member might be on three committees which each meet once a month, under a simplified structure the member might be on one committee which meets twice a month.

A simplified structure would make regular meetings easier to schedule and would allow a regular schedule tied to the board meeting schedule, which would be a particular advantage for matters that need to go first to a jurisdictional committee and then to P&F.

It would also be possible to equalize the number of standing committees that each board member is on. Making committee assignments in such a way that each committee is balanced between more experienced and newer members would be much simpler.

**Requested Action:**

This decision is that of the county board. Staff has no recommendation and will provide information for discussion. This committee needs to decide how to proceed.

**Attachments:**

*Included in packet:*

Summary of current Winnebago County committees and their membership and responsibilities  
A chart of committee structures in counties closest to us in size and geography  
A chart showing the numbers of substantive action items considered by each committee in 2021  
Three examples of committee structures that could be considered

*Available upon request:*

WCA Webinar: Committee Structure and Rightsizing (12/2021)  
Task Force Study Final Report: Efficiency and Effectiveness of Winnebago County Government (11/1990)  
Action Planning and Organization Study Final Report (06/1987)

**CURRENT WINNEBAGO COUNTY COMMITTEES**

<b>Committee Name</b>	<b>Established By</b>	<b>County Board Members</b>	<b>Citizen Members</b>	<b>Committee of Jurisdiction For</b>	<b>Statutes</b>	<b>Notes</b>
UW Education, Extension & Agriculture Committee	Rule 24.1	5	0	University Extension program, County Library Services, County Fair, Scholarships		Share 2 members with Land and Water Conservation Committee
Aviation Committee	Rule 24.2	5	0	Wittman Regional Airport		
Facilities and Property Management Committee	Rule 24.3	5	0	Winnebago County buildings, grounds, & equipment; Purchasing Department, Facilities and Property Management Department		
County Planning and Zoning Committee	Rule 24.4	5	0	County zoning ordinances, development plan, County Planning Department		1 or 2 members from an incorporated area
Legislative Committee	Rule 24.5	14	2	Proposed federal and state legislation and administrative regulations		Includes chairs of standing committees and five boards
Judiciary and Public Safety Committee	Rule 24.6	5	0	Clerk of Courts, Sheriff, DA, Coroner, Corporation Counsel, Family Court Commissioner, Veterans Services, Register of Deeds, County Clerk, Court Commissioner, Law Library, Emergency Management, Child Support, board rules, redistricting	59.97(2)(a)1; 59.95(2)(bm)	
Emergency Management Committee	Rule 24.6; County Code 6.03	5	0	Emergency Management	323.14(1)(a)(3)	Same members as Judiciary & Public Safety, but different chair
Parks and Recreation Committee	Rule 24.7	5	0	County parks and recreation areas		
Park View Health Center Committee	Rule 24.8	5	0	Park View Health Center		

Personnel & Finance Committee	Rule 24.9	5	0	Treasurer, Finance, Personnel, General Services, and Microfilm departments. Salaries, budget transfers, and contingency fund.	65.90(5)
Highway Committee	Rule 24.10	5	0	Highway Department and programs	83.015(2)(b)
Land Conservation Committee	Rule 24.11	5	2	Land and Water Conservation	92.06(1)(b) 2 members of UW Ed Ext & Ag Cmtc, one USDA-FSA member, one other citizen member
Information Systems Committee	Rule 25.12	5	1	Information Systems	
Human Services Board	County Code 11.03	5	4	Human Services	46.23(4); 46.23(5)(m) Include one client or family member. 3 yr staggered terms
County Board of Health	County Code 11.06	5	4	Public Health	4 Oshkosh and 2 Neenah residents. Should include one physician and one nurse.
Solid Waste Management Board	County Code 15.04	5	4	Solid Waste	59.07(135) Geographic distribution of members; 3-yr terms

**STANDING COUNTY BOARD COMMITTEES**

<i>Winnebago - Current</i>	<i>Waukesha</i>	<i>Brown</i>	<i>Racine</i>
<b>16</b>	<b>7</b>	<b>6</b>	<b>6</b>
Personnel & Finance Information Systems	Finance	Administration	Finance and Human Resources
	Human Resources		
Judiciary & Public Safety	Judiciary and Law Enforcement	Public Safety	Governmental Services
Emergency Management			
Aviation Facilities & Prop Mgt	Public Works	Planning, Development & Transportation	Public Works, Parks & Facilities
Highway			
Solid Waste Board *			
Human Services Board *	Health and Human Services	Human Services	Health and Human Development
Board of Health * Park View Health Center			
Planning & Zoning	Land Use, Parks, and Environment		Economic Development and Land Use Planning
Land Conservation			
UW, Ext, & Ag Parks and Recreation		Education and Recreation	
	Executive	Executive	Executive
Legislative			

\* Not designated as standing committee

<i>Outagamie</i>	<i>Kenosha</i>	<i>Rock</i>	<i>Washington</i>
<b>8</b>	<b>7</b>	<b>13</b>	<b>6</b>
Finance	Finance and Administration	Finance General Services	Administrative
Legislative/Audit and Human Resources			
Public Safety	Judiciary & Law Enforcement	Public Safety & Justice	Public Safety
Highway, Recycling & Solid Waste	Public Works and Facilities	Public Works Rail Transit Commission Southern Wisconsin Regional Airport Board	Public Works
Property, Airport, Recreation, & Economic			
Health and Human Services	Human Services		Human Services
		Board of Health Health Services	
Agriculture, Extension Education, Zoning and Land	Planning, Development & Extension Education	Planning & Development Agricultural/Land Conservation Education, Veterans and Aging Services	Land Use & Planning
Committee Chairperson Committee	Executive  Legislative	County Board Staff	Executive

<b>Marathon</b>	<b>Fond du Lac</b>	<b>Waushara</b>	<b>Waupaca</b>
<b>7</b>	<b>5</b>	<b>6</b>	<b>15</b>
Human Resources, Finance, and Property	Finance, Personnel and Economic Development	Executive Personnel	Finance
Public Safety	Public Safety		Law Enforcement Emergency Management, Terrorism & Safety
Infrastructure	Highway, Airport and Facilities		Highway Local Emergency Planning
Health and Human Services	Human Services	Commission on Aging	Public Property Solid Waste Management Board Health & Human Services Board
		Veterans Service Committee	Commission Land Information Council
Environmental Resources		Planning & Zoning	Planning and Zoning
Extension, Education and Economic Development	UW-Extension Education, Agriculture, and Recreation	Board of Adjustments	Land & Water Conservation Agriculture, Extension & Education Parks and Recreation
Executive			Legislative, Judicial, Ethics, Safety & Security

**Calumet**

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Administrative Services

Protection of Persons &  
Property

Highway  
Local Emergency Planning

Landfill

Aging & Disability  
Aging & Disability/Long  
Term Support

Planning, Zoning and  
Farmland Preservation

Land & Water Conservation

Agriculture & Extension  
Winnebago Waterways

Committee on Rules



## WINNEBAGO COUNTY STANDING COMMITTEES AND BOARDS

### Substantive Action Items at Meetings During Calendar 2021

*Informational items, discussion items, reports, and routine items such as approval of minutes excluded*

<b>Name of Committee or Board</b>	<b>Number of Action Items</b>	<b>No. Meetings</b>	<b>Action Items Per Meeting</b>
<b>Aviation Committee</b>	<b>21</b>	<b>11</b>	<b>1.91</b>
<b>Board of Health</b>	<b>6</b>	<b>5</b>	<b>1.20</b>
<b>Emergency Management Committee</b>	<b>1</b>	<b>4</b>	<b>0.25</b>
<b>Facilities &amp; Property Management Committee</b>	<b>10</b>	<b>12</b>	<b>0.83</b>
<b>Highway Committee</b>	<b>30</b>	<b>13</b>	<b>2.31</b>
<b>Human Services Board</b>	<b>6</b>	<b>12</b>	<b>0.50</b>
<b>Information System Committee</b>	<b>2</b>	<b>4</b>	<b>0.50</b>
<b>Judiciary &amp; Public Safety Committee</b>	<b>29</b>	<b>14</b>	<b>2.07</b>
<b>Land Conservation Committee</b>	<b>25</b>	<b>11</b>	<b>2.27</b>
<b>Legislative Committee</b>	<b>21</b>	<b>4</b>	<b>5.25</b>
<b>Park View Health Center Committee</b>	<b>6</b>	<b>12</b>	<b>0.50</b>
<b>Parks and Recreation Committee</b>	<b>26</b>	<b>13</b>	<b>2.00</b>
<b>Personnel &amp; Finance Committee</b>	<b>82</b>	<b>13</b>	<b>6.31</b>
<b>Planning &amp; Zoning Committee</b>	<b>104</b>	<b>40</b>	<b>2.60</b>
<b>Solid Waste Board</b>	<b>36</b>	<b>15</b>	<b>2.40</b>
<b>UW, Extension, &amp; Agriculture Committee</b>	<b>1</b>	<b>11</b>	<b>0.09</b>
<b>All Committees and Board Combined</b>	<b>406</b>	<b>194</b>	<b>2.09</b>

**COMMITTEE STRUCTURE EXAMPLE A**

*(Minimum number of Committees)*

<b>Committee Name</b>	<b>County Board Members</b>	<b>Citizen Members</b>	<b>Replacing Current Committees</b>	<b>Jurisdictional Committee for Departments</b>
<b>Administration Committee</b>	8	0	Personnel & Finance Information Systems	Finance Human Resources Information Systems County Clerk County Treasurer
<b>Law Committee</b>	7	0	Judiciary & Public Safety Emergency Management Legislative	Sheriff Emergency Management Coroner/Med. Examiner Circuit Courts Clerk of Courts District Attorney Corporation Counsel Child Support
<b>Public Works Committee</b>	7	0	Highway Aviation Facilities & Prop. Mgmt Solid Waste Mgmt Board	Highway Airport Facilities & Prop. Mgmt. Solid Waste
<b>Health &amp; Human Services Committee</b>	6	3	Human Services Board Board of Health Park View Health Center	Human Services Health Park View Health Center Veterans Service
<b>Land Use, Education, and Recreation Committee</b>	7	2	UW Educ, Ext. & Agr. County Planning & Zoning Parks and Recreation Land Conservation	UW Extension Planning & Zoning Parks Land and Water Conserv. Register of Deeds

Total	35
Board Chair	1
County Board	<u>36</u>

**COMMITTEE STRUCTURE EXAMPLE B**

*(Based on 1990 Task Force Study)*

<b>Committee Name</b>	<b>County Board Members</b>	<b>Citizen Members</b>	<b>Replacing Current Committees</b>	<b>Jurisdictional Committee for Departments</b>
<b>Administration Committee</b>	6	0	Personnel & Finance Information Systems Facilities & Prop. Mgmt	Finance Human Resources Information Systems County Clerk County Treasurer Facilities & Prop. Mgmt
<b>Public Safety Committee</b>	6	0	Judiciary & Public Safety Emergency Management Legislative	Sheriff Emergency Management Coroner/Med. Examiner Circuit Courts Clerk of Courts District Attorney Corporation Counsel
<b>Public Works Committee</b>	6	0	Highway Aviation Solid Waste Mgmt Board	Highway Airport Solid Waste
<b>Human Services Committee</b>	6	3	Human Services Board	Human Services Veterans Service Child Support
<b>Health Services Committee</b>	6	3	Board of Health Park View Health Center	Health Park View Health Center
<b>Planning, Development, and Education Committee</b>	6	2	UW Educ, Ext. & Agr. County Planning & Zoning Parks and Recreation Land Conservation	UW Extension Planning & Zoning Parks Land and Water Conserv. Register of Deeds

Total 36  
 Board Chair  
 County Board 36

**COMMITTEE STRUCTURE EXAMPLE C**

*(Seven Committees of Equal Size)*

<b>Committee Name</b>	<b>County Board Members</b>	<b>Citizen Members</b>	<b>Replacing Current Committees</b>	<b>Jurisdictional Committee for Departments</b>
<b>Administration Committee</b>	5	0	Personnel & Finance Information Systems	Finance Human Resources Information Systems County Clerk County Treasurer
<b>Public Safety Committee</b>	5	0	Judiciary & Public Safety Emergency Management	Sheriff Emergency Management Corporation Counsel Coroner/Med. Examiner Circuit Courts Clerk of Courts District Attorney Child Support
<b>Public Works Committee</b>	5	0	Highway Aviation Solid Waste Mgmt Board Facilities & Prop. Mgmt	Highway Airport Solid Waste Facilities & Prop. Mgmt
<b>Human Services Committee</b>	5	4	Human Services Board	Human Services Veterans Service
<b>Health Services Committee</b>	5	4	Board of Health Park View Health Center	Health Park View Health Center
<b>Education, Conservation, and Recreation Committee</b>	5	2	UW Educ, Ext. & Agr. Parks and Recreation Land Conservation Legislative	UW Extension Parks Land and Water Conserv.
<b>Planning and Zoning Committee</b>	5	0	County Planning & Zoning	Planning & Zoning Register of Deeds

Total	35
Board Chair	1
County Board	<u>36</u>