

**JULIE A. BARTHELS**  
**Winnebago County Clerk**  
**112 Otter Avenue, P.O. Box 2806**  
**Oshkosh, WI 54903-2806**  
**(920) 232-3430**

**NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING**

NAME OF COMMISSION,  
BOARD OR COMMITTEE:

JUDICIARY & PUBLIC SAFETY COMMITTEE  
\*\* (SEE BELOW) \*\*

TIME OF MEETING:

6:00 pm

DATE OF MEETING:

Monday, August 7, 2023

PLACE OF MEETING:

Winnebago County Sheriff's Office  
Richard Meyer Community Resource Room,  
First Floor  
4311 Jackson Street, Oshkosh

**To join this Zoom Meeting via video, use this link:**

<https://us02web.zoom.us/j/87315168628?pwd=WEx0TFkxcTM0QVlMYXNOTWJ6MTdwQT09>

**Meeting ID: 873 1516 8628      Passcode – JPS080723**

**To join this meeting by telephone (312) 626-6799 and enter the Meeting ID: 873 1516 8628**

**Passcode 446908893**

**SUBJECT MATTER OF THE MEETING**

1. Call to order.
2. Consideration of Minutes of July 10, 2023, meeting.
3. Chair comments on meeting and agenda organization by Supervisor Stafford.
4. Public comments within jurisdiction of committee.
5. Communications shared by Committee Members.
6. Update from District Attorney's Office – District Attorney Eric Sparr
7. Update on Overdoses, Suicides and Morgue Process - Medical Examiner's Office – Cheryl Brehmer
8. Sheriff's Report
9. Consideration/Vote: Resolution – Amend Section 8.0 "Written Agenda" of the Rules of the Winnebago County Board of Supervisors by Amending Rule 8.5
10. Consideration/Vote: Resolution – Amend Section 0.0 (Role of the County Board Supervisor) of the Rules of the Winnebago County Board of Supervisors to Add Section 0.4 Addressing the Use of Winnebago County Owned Electronic Devices by Winnebago County Board Supervisors and Outlining Consequences for Misuse of Such Electronic Devices – Supervisor Kay Horan
11. Modified Final Report Presentation – Ad Hoc Task Force on the Per Diem Structure – Supervisor Jim Wise (Chair may elect to limit the discussion to a specific amount of time and will allow public comments during discussion.)

12. Consideration/Vote: Resolution – Amend Winnebago County Rules Section 20.0 to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary – Ad Hoc Task Force on the Per Diem Structure – Supervisor Jim Wise
13. Consideration/Vote: Ordinance – Amend Winnebago County General Code Section 1.12 to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary – Ad Hoc Task Force on the Per Diem Structure – Supervisor Jim Wise
14. Consideration/Vote: Resolution – Amend Section 23.0 and 23.1 of the Rules of the Winnebago County Board of Supervisors to Create Eight Standing Committees and Major Boards – Ad Hoc Committee Structure Review Task Force – Supervisor Jacob Floam
15. Consideration/Vote: Resolution – Create Section 23.2 of the Rules of the Winnebago County Board of Supervisors to make the Legislative Committee a Special Committee – Ad Hoc Committee Structure Review Task Force – Supervisor Jacob Floam
16. Consideration/Vote: Resolution – Amend Section 24 of the Rules of the Winnebago County Board of Supervisors – Ad Hoc Committee Structure Review Task Force – Supervisor Jacob Floam
17. Consideration/Vote: Ordinance – Amend Winnebago County General Code Sections 9.17(4) and 9.18(4) relating to the Possession of Marijuana and/or Cannabis and THC Paraphernalia – Supervisor Brian Defferding
18. Next Meeting Date: **Monday, August 28, 2023**, at 6:00 pm
  - **Deadline for agenda items due Monday, August 14, 2023.** Please forward those requests to Chairman Bryan Stafford for approval. Thank you.
19. Adjourn

**\*\*This meeting is also being posted as a committee meeting for:**

- **Ad-Hoc Task Force on the Per Diem Structure**
- **Winnebago County Board of Supervisors**

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk.  
Phone Number: (920) 232-3430

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
**JUDICIARY & PUBLIC SAFETY COMMITTEE**  
**In person & via Zoom/Telephone**

DATE: JULY 10, 2023

TIME: 6:00 P.M.

PLACE: WINNEBAGO COUNTY SHERIFF'S OFFICE  
RICHARD MEYER COMMUNITY RESOURCE ROOM  
4311 JACKSON STREET, OSHKOSH

PRESENT: BRYAN STAFFORD  
JACOB FLOAM  
PAUL EISEN  
BRIAN DEFFERDING  
CONLEY HANSON

ALSO PRESENT: JOHN MATZ – SHERIFF'S  
TODD CHRISTOPHERSON – SHERIFF'S  
LARA VENDOLA-MESSER – SHERIFF'S  
ERIC RASMUSSEN – EMERGENCY MANAGEMENT  
CHERYL BREHMER – MEDICAL EXAMINER  
KAY HORAN – SUPERVISOR  
RALPH HARRISON – SUPERVISOR  
JIM WISE – SUPERVISOR  
MARY ANNE MUELLER – CORPORATION COUNSEL  
VICTORIA KINDERMAN – CORPORATION COUNSEL  
MELANIE BOELTER – CORPORATION COUNSEL  
THOMAS BORCHART – SUPERVISOR  
KAREN POWERS – SUPERVISOR  
MARIBETH GABERT – SUPERVISOR  
AMY GEFFERS – HUMAN SERVICES  
HEATHER FOUST – HUMAN SERVICES  
MADDIE BREAGER – PUBLIC HEALTH  
BILL TOPEL – HUMAN SERVICES  
DOUG GIERYN – HEALTH DEPARTMENT  
STEVEN BINDER – SUPERVISOR  
BETH G. – CITIZEN  
ASHLEE RAHMLow – CITIZEN  
JULIE BARTHELS – COUNTY CLERK  
BETSY ELLENBERGER – SUPERVISOR  
CHUCK FARREY – SUPERVISOR  
MORRIS COX - SUPERVISOR

**1. Call to order.**

Chairman Stafford called the meeting to order at 6:00pm and it was verified that the meeting was properly noticed.

**2. Consideration of Minutes of June 5, 2023, meeting.**

A motion to approve the minutes of the June 5, 2023, meeting was made by Supervisor Floam, seconded by Supervisor Hanson. Carried 5-0.

3. **Chair comments on meeting and agenda organization by Supervisor Stafford.**

Chairman Stafford stated there will be an opportunity for the public to speak on anything within tonight's agenda. Also, today will not be the only time the last two items on the agenda will be discussed. There will be a Special Orders meeting in September to discuss these two topics again.

4. **Public comments within jurisdiction of committee.**

None

5. **Communications shared by Committee Members.**

Supervisor Eisen spoke about item #12 regarding the Ad Hoc Task Force on the Per Diem Structure. He stated no change is warranted to the current committee structure.

Supervisor Defferding spoke about recent NACO meetings he attended with the State of Wisconsin. He also mentioned meetings he has attended with Judge Gibbs, and other members of Winnebago County, regarding the possibility of creating a position that focuses on the mental health of those within the criminal justice system.

Chairman Stafford attend the Fraud School which is taught by members of the Sheriff's Office. He highly recommended everyone to attend.

6. **Public Health Presentation on Substance Use Harm Reduction Vending Machine Grant and Discussion – Public Health Director/Health Officer – Doug Gieryn**

Doug Gieryn of the Public Health Department spoke about the grant regarding public health vending machines for harm reduction. At this time, they are only discussing the budget transfer portion for the grant and have not yet found a machine or purchased anything for inside the vending machines. Doug Gieryn handed out copies of the presentation, which contains the information gathered for the grant. The grant would be \$80,000. The Public Health Department is working together with the Human Services Department and the District Attorney's Office.

Maddie Breager of the Public Health Department gave a PowerPoint presentation regarding the vending machines. Maddie then answered any questions the committee members had about the vending machines and the concept behind the vending machines.

7. **Consideration/Vote: Approval of the acceptance of a mobile morgue unit being donated by the Fox Valley HERC with a value of \$31,560 – Emergency Management Director – Eric Rasmussen**

Eric Rasmussen of Emergency Management spoke about the acceptance of a mobile morgue unit which is being donated by the Fox Valley HERC. During COVID-19, the county saw a mass casualty situation and ran out of storage space for the decedents awaiting autopsies. The county had to borrow the Clark County morgue trailer to assist with the storage of decedents at that time. The mobile morgue unit is another tool Winnebago County can use for any future mass casualty incidents that could occur. This would be a secondary storage unit from the future Medical Examiners building, that will eventually be built with the Sheriff's Office Evidence Garage.

Cheryl Brehmer of the Medical Examiner's Office stated the mobile morgue unit has a 12-decedent capacity and again will be utilized mostly for mass casualty circumstances but will be used in the interim while the Medical Examiners/Evidence Garage building is being built.

A motion approval of the acceptance of a mobile morgue unit being donated by the Fox Valley HERC with a value of \$31,560 was made by Chairman Stafford, seconded by Supervisor Hanson. Carried 5-0.

8. **Consideration/Vote: Approval of County's contract with Konexus/Alertsense for a term of 3-years – Emergency Management Director – Eric Rasmussen**

Eric Rasmussen of Emergency Management explained that the Konexus/Alertsense software is used for mobile alerting and call outs. It's also used for IPAWS system for Amber Alerts, etc. This contract is similar to the last 5 year contract but stated the cost per year goes down \$1,000 per year compared to the last 5 year contract.

A motion to approve the county's contract with Konexus/Alertsense for a term of 3-years was made by Supervisor Floam, seconded by Supervisor Defferding. Carried 5-0.

9. **Consideration/Vote: Approve the transfer of \$21,258 from contingency funds to the Sheriff's office and purchase of an evidence trailer and the necessary equipment with seized asset forfeiture funds. – Sheriff John Matz**

Sheriff Matz discussed the transfer of funds to purchase an evidence trailer with all of the necessary equipment to utilize for large scenes that contain a lot of evidence. The trailer cost would be covered with seized asset forfeiture funds from 2016 to 2018. The trailer comes with a barcode system which allows for all items to be logged and ensure custody of evidence while out on scene.

A motion to approve the transfer of \$21,258 from contingency funds to the Sheriff's office and purchase of an evidence trailer and the necessary equipment with seized asset forfeiture funds by Supervisor Hanson, seconded by Supervisor Floam. Carried 5-0.

10. **Consideration/Vote: Resolution – Winnebago County Sheriff's Office Communication Center be Designated the Public Safety Answering Point for Winnebago County – Sheriff John Matz**

Sheriff Matz discussed the grant process for the NG911 system. He stated a resolution is required for this grant by the state. Captain Lara Vendola-Messer spoke about the labor that has been involved with the NG911 process and that it will all be covered by the grant in the 2024 budget. The application for the grant is due in August and there is zero fiscal impact.

A motion to approve the resolution for Winnebago County Sheriff's Office Communication Center to be the Designated the Public Safety Answering Point for Winnebago County was made by Supervisor Floam, seconded by Supervisor Defferding. Carried 5-0.

11. **Sheriff's Report**

Sheriff Matz discussed:

- \*Fraud School – Individual townships will be hosting a few of the upcoming classes
- \*Sextortion Class – These will be starting soon and are geared more towards teenagers
- \*The jail Count is 228
- \*The Jail Inspection was on June 27th and went well. A report will be provided soon.
- \*The Sheriff's Office is Investigating the Oshkosh Police Department Officer Involved Shooting.
- \*There are currently 8 Corrections Deputy vacancies

12. **Report Presentation, Discussion and Draft Resolution Discussion – Ad Hoc Task Force on the Per Diem Structure – Jim Wise**

**Chair may elect to limit the discussion to a specific amount of time and will allow public comments during discussion.**

Supervisor Wise discussed the objectives for Resolution No. 191-022023. This included using comparisons to arise at a consensus for consideration. They used a collection of data from other sources such as counties and municipalities. He reviewed the reports that were included with the agenda packet.

Supervisor Eisen handed out a document he had compiled and reviewed it with the committee. The documentation contained his questions and concerns regarding the per diem structure. He would like the Ad Hoc Committee to meet again and review the questions and concerns he has presented to them. He would also like the other supporting documentation to be presented to the committee which cites where the information came from.

Supervisor Wise explained the Ad Hoc Task Force was under a tight time crunch to bring this information to the committee for review and discussion. He stated they could certainly meet again but Supervisor Wise stated he would not be able to comment on all of the questions and concerns Supervisor Eisen has as this was the first time he was seeing the document that was handed out by Supervisor Eisen.

Supervisor Gabert asked about salary versus per diem and whether supervisors would then be deemed employees of the county or not. Mary Anne Mueller of Corporation Counsel stated she had asked other counties about supervisors then being deemed employees and she stated it all depends on the interpretation and in some circumstances, they could be considered employees and in some instances they would not. Mary Beth Gabert also asked for the additional documentation to review along with the report of the Ad Hoc Task Force Committee.

Supervisor Ellenberger spoke stating she prepared most of the final report and would like to answer any questions. She addressed the different budgets within the report and the municipality contacts she made for those municipalities who do not have websites with that information readily available. She then answered any other questions the committee members had.

Supervisor Horan asked if the salary pay would be increasing, what the impact would be for the County Clerk's Office. The County Clerk's Office would benefit from this as it would be less work for them in the long run.

Supervisor Harrison stated it took a lot of work going through all the documentation they had received, and it was a lot of work putting it into a report to bring to the committee for discussion. He stated they are trying to set things up for the future generations to come. He also stated going this route would allow those members who want to do more to be more involved with things happening within the county.

Supervisor Binder discussed all of the work that went into the Per Diem Ad Hoc Task Force and stated they will provide the other documentation when it goes to the county board. He stated the Ad Hoc Task Force met on several different occasions and were able to gather a lot of information in a short period of time.

Chairman Stafford wanted to discuss the draft resolutions. Supervisor Defferding stated the wording is well done but he would like more clarification on the employee vs non-employee side of it.

13. **Report Presentation, Discussion and Draft Resolution Discussion – Ad Hoc Committee Structure Review Task Force – Jacob Floam**

**Chair may elect to limit the discussion to a specific amount of time and will allow public comments during discussion.**

Supervisor Floam gave a presentation on the information that was gathered by the Ad Hoc Committee Structure Review Task Force. The full report was provided to everyone in the agenda packet handout.

Supervisor Floam stated they spoke with other counties and asked for feedback from supervisors and departmental stakeholders in the form of questionnaires and digested the information they received. The Task Force wanted to present a solution that flows logically. They came up with 9 standing committees and major boards. Those would be: Public Works, Judiciary and Public Safety, Finance and Administration, Natural Resources, Health and Human Services, Planning and Zoning, Aviation, Legislative and Solid Waste Board.

Supervisor Eisen handed out a document he had compiled and reviewed it with the committee. Supervisor Eisen stated he is in opposition with the restructuring of the committees as he feels there is currently more than enough sufficient manpower to service the 15 standing committees, commissions, and boards. He stated if the number of committees decreases then so should the size of the board.

Supervisor Defferding believes in what is being done and agrees that Winnebago County can streamline more of their processes and make positive changes. Supervisor Hanson agreed with Supervisor Defferding.

Chairman Stafford stated what was presented makes sense, but he needs time to think about it more. He wants to ensure the public is still engaging with the departments and to ensure Winnebago County is providing the best efficiencies.

14. **Next Meeting Date: Monday, August 7, 2023 at 6:00 pm**

- **Deadline for agenda items due *Monday, July 24, 2023*. Please forward those requests to Chairman Bryan Stafford for approval. Thank you.**

15. **Adjourn**

A motion to adjourn was made at 9:00 pm by Supervisor Hanson, seconded by Supervisor Defferding. Carried 5-0.

**\*\*This meeting is also being posted as a committee meeting for:**

- **Ad-Hoc Task Force on the Per Diem Structure**
- **Winnebago County Board of Supervisors**

Respectfully Submitted:

Kimberly Delcore  
Winnebago County Sheriff's Office

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**RESOLUTION: Amend Section 8.0 "Written Agenda" of the Rules of the Winnebago County Board of Supervisors by Amending Rule 8.5**

**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, transparency in government affairs is critical to a well-functioning organization; and

**WHEREAS**, Wis. Stat. §19.81 states that " the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business."; and

**WHEREAS**, providing attachments for agenda items for each Committee, Commission, Board, Panel and Task Force meeting furthers transparency; and

**WHEREAS**, Rule 8.5 provides:

"This agenda and attachments shall be furnished to any person so requesting it from the County Clerk."

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it amends Section 8.0 "Written Agenda" of the Rules of the Winnebago County Board of Supervisors by amending Rule 8.5:

Rule 8.5

Written Agenda rules set forth in Rule 8.3 shall apply to all Committees, Commissions, Boards, Panels, and Task Forces and the public for all regularly scheduled meetings.

Fiscal Note:

Respectfully submitted by:

**Supervisor Conley Hanson, District 26**

Committee Vote: \_\_\_\_\_

Vote Required for Passage: **Two-Thirds of Members Present**

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jonathan D. Doemel  
Winnebago County Executive



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3 **RESOLUTION: Amend Section 0.0 (Role of the County Board Supervisor) of the Rules of**  
 4 **the Winnebago County Board of Supervisors to Add Section 0.4**  
 5 **Addressing the Use of Winnebago County Owned Electronic Devices by**  
 6 **Winnebago County Board Supervisors and Outlining Consequences for**  
 7 **Misuse of Such Electronic Devices**

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9 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

10 **WHEREAS**, Winnebago County Board Supervisors have the privilege of being elected and trusted officials;  
 11 and

12 **WHEREAS**, Winnebago County encourages the use of electronic devices by Winnebago County Board  
 13 Supervisors and Winnebago County Board Supervisors normally vote electronically. To that end, Winnebago County  
 14 loans Winnebago County Board Supervisors' electronic devices; and

15 **WHEREAS**, Winnebago County owned electronic devices can be used to read and review meeting material  
 16 and access information pertinent to meeting discussions; and

17 **WHEREAS**, Winnebago County Board Supervisors are required to sign a Winnebago County Computer Use  
 18 Policy at the beginning of their tenure; and

19 **WHEREAS**, every user of the Winnebago County network, including but not limited to elected officials, is not  
 20 assigned credentials for access until the Winnebago County Computer Use Policy is signed and received by Winnebago  
 21 County; and

22 **WHEREAS**, one express mandate of the Winnebago County Computer Use Policy is that "the computer  
 23 system belonging to Winnebago County is to be used for business purposes only"; and

24 **WHEREAS**, Winnebago County Board Supervisors, per Winnebago County Information Technology  
 25 department discretion, are allowed repairs and support during the lifecycle of the device.

26 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it adds  
 27 Section 0.4 to the Rules of the Winnebago County Board of Supervisors to read as follows:

28 0.4 Each supervisor will be issued a county-owned electronic device for use during their term on  
 29 the County Board. Supervisors are to be responsible for the care and safety of the electronic  
 30 device. If an electronic device is damaged and requires replacement, Winnebago County will  
 31 provide a replacement for one such occurrence. Any further purchase of replacement  
 32 electronic device during the life cycle of the device will be the financial responsibility of the  
 33 supervisor.

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35 Winnebago County Board Supervisors may only use Winnebago County owned  
 36 electronic devices for Winnebago County Business. Winnebago County Supervisors shall  
 37 not use such electronic devices to communicate with other Winnebago County Board  
 38 Supervisors during any Winnebago County meeting to discuss, collaborate, or influence a  
 39 vote.

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Winnebago County Board Supervisors use of electronic devices must adhere to all Winnebago County Use Policies, the Winnebago County General Code, the Winnebago County Board of Supervisors Ethics Handbook and Wisconsin State Statute.

Winnebago County reserves the right to disconnect Winnebago County owned devices and disable services without notice or repossess the electronic device if used by a Winnebago County Board Supervisor in any unauthorized manner.

Winnebago County Board of Supervisors shall take such action as allowed by state statute including but not limited to a Resolution of Censure against a recalcitrant Winnebago County Board Supervisor who ignores the rules of Winnebago County Use Policies, the Winnebago County General Code, the Winnebago County Board of Supervisors Ethics Handbook, Wisconsin State Statute, and this Resolution and uses Winnebago County owned electronic devices in any unauthorized manner.

Winnebago County Board Supervisors shall be required to return their Winnebago County electronic devices if violating the rule and pay all costs associated with damages to or loss of the Winnebago County electronic devices.

The Winnebago County Board Supervisors will return their electronic devices within five business days of the end of their tenure to the Winnebago County Clerk. In the event an electronic device is not returned in a timely manner Winnebago County will bill the Supervisor for the current value of the electronic device.

*Fiscal Note: No fiscal impact.*

Respectfully submitted by:

**SUPERVISOR KAY HORAN, DISTRICT 5**

Respectfully submitted by:

**INFORMATION TECHNOLOGY COMMITTEE**

Committee Vote: **6-0**

Respectfully submitted by:

**JUDICIARY & PUBLIC SAFETY COMMITTEE**

Committee Vote: \_\_\_\_\_

Vote Required for Passage: **Two- Thirds of Members Present**

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Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Jonathan D. Doemel  
Winnebago County Executive

DRAFT

## **Outagamie County: Mobile Device (Smartphones/Tablets) Terms of Use Policy**

Outagamie County grants its employees the privilege of using personal and corporate owned smart phones and tablets at work for county related business upon approval by the respective department head. Outagamie County reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Outagamie County's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Outagamie County employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the County network.

### **Acceptable Use**

- The county defines acceptable business use as activities that directly or indirectly support the business of Outagamie County.
- Employees are blocked from accessing certain websites during work hours/while connected to the County network at the discretion of the County.
- Devices may not be used at any time to:
  - Store or transmit illicit materials
  - Harass others
  - Disclose confidential material to unauthorized third parties
- Employees may use their mobile device to access the following county-owned resources: email, calendars, contacts, etc. as long as it is approved by the Department Head. Use of personal devices to conduct County business will subject the device to Open Records Laws as applicable and litigation discovery requests.
- Employees are prohibited from texting or emailing while driving a vehicle while on county business.

### **Devices and Support**

- Smartphones including iPhone, Android, and Windows phones are allowed
- Tablets including iPad and Android are allowed.
- Employees should contact the device manufacturer or their carrier for operating system or hardware-related issues. Only connectivity issues are supported by IT.
- Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

### **Reimbursement**

The county will not reimburse an employee for any costs associated with the use of a personal device including, but not limited to, repair or data retrieval of non-county material.

### **Damaged/Lost/Stolen Devices and Accessories**

It is understood that when using electronic devices and accessories, damage may occur. If a device or accessory is damaged, it will need to be returned for repair. If a device or accessory is lost or stolen, Legislative Services must be notified immediately. The county board supervisor may be responsible for any losses, costs, or damages which are not accidental in nature up to and including possibly the full replacement of the device or accessory.

## Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the County network. This password will consist of 4 or 6 digit lock codes for Apple and Android devices.
- The device will lock itself with a password if it's idle for 15 minutes.
- Smartphones and tablets that are not on the county's list of supported devices are not allowed to connect to the network. Please contact IT prior to purchasing a new device to make sure it will be supported.
- Smartphones and tablets belonging to employees that are for personal use only are not allowed to connect to the network without Department Head or designee approval.
- Employees' access to county data is limited based on user profiles defined by IT and automatically enforced.
- The employee's device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, download of app that created a security concern, a virus or similar threat to the security of the county's data and technology infrastructure.

## Risks/Liabilities/Disclaimers

- While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.
- The County reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the Legislative Services Office within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to all county's Acceptable Use policies and all other Department Policies.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of county and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

Outagamie County reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

The employee's signature signifies that he/she agrees with the terms and conditions of this policy and further agrees to abide by the terms and conditions, herein.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Acceptable Use Policy, version 1.2

Status:  Working Draft  Approved  Adopted

Document Owner: Information Security Committee

Last Review Date: January 2023

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## Acceptable Use Policy

### Purpose

The purpose of the Washington County Acceptable Use Policy is to establish acceptable practices regarding the use of Washington County **Information Resources** in order to protect the confidentiality, integrity and availability of information created, collected, and maintained.

### Audience

The Washington County Acceptable Use Policy applies to any individual, vendor, contractor, or process that interacts with any Washington County information system, computer, and network.

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### Policy

All computing hardware, software, electronic and telephonic media, and networks (Information Resources) provided to you by Washington County are the property of Washington County and are to be used for County business purposes only unless otherwise indicated in this policy. Communications via these Information Resources are not private. Any use of the County's Information Resources constitutes consent by the user to have such use monitored by the County at its sole discretion with or without prior notice to the user. The use of personal devices to conduct county business may be granted by management. Personal device usage for county business may subject the device to the disclosure requirements of Wisconsin's open records laws. Reference 'Bring Your Own Device' policy for further information on using personal devices for county business.

The following pages will provide guidance on the acceptable use of County information resources. If you have questions regarding any aspect of this policy, please contact the IT Help Desk at extension 6869 or email at [ithelpdesk@washcowisconsin.gov](mailto:ithelpdesk@washcowisconsin.gov).

- Acceptable Use Personnel must promptly report events or policy violations involving Washington County computers, networks or information to their supervisor. Events include, but are not limited to, the following:
  - Technology incident: any potentially harmful event that may cause a failure, interruption, or loss in availability to Washington County **Information Resources**.
  - Data incident: any potential loss, theft, or compromise of Washington County information.
  - Unauthorized access incident: any potential unauthorized access to a Washington County **Information Resource**.
  - Facility security incident: any damage or potentially unauthorized access to a Washington County owned, leased, or managed facility.
- Personnel shall not purposely engage in activity that may
  - degrade the performance of Washington County computers, **networks and servers**.
  - deprive authorized Washington County personnel access to a Washington County **networks, services, and information**.
  - obtain additional permissions beyond those allowed;
  - or circumvent Washington County information security measures.
- All inventions, intellectual property, and proprietary information, including reports, drawings, blueprints, software codes, computer programs, data, writings, and technical information, developed by County personnel using Washington County **Information Resources** are the property of Washington County.
- Personnel shall cooperate with incident investigations, including any federal or state investigations.
- Personnel are expected to comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used, or obtained using Washington County **computers and networks**.
- Unless part of specific job duties, personnel shall not intentionally access, create, store or transmit material which Washington County may deem to be offensive, indecent, or obscene.
- Use of the system or network from Washington County facilities to access, view, store or distribute obscene or pornographic materials is prohibited and may result in disciplinary action. The only exception to this is when an employee is authorized to do so in the performance of official duties.
- Files, directories, data, and email shall be maintained in a manner consistent with the County's record/retention policy set forth at section Ch. 94, Article II of the Washington County Code.

### **Access Management**

- Personnel are permitted to use only those network and host addresses issued to them by Washington County IT and should not attempt to access any data or programs contained on Washington County systems for which they do not have express authorization .
- All remote access made to internal Washington County networks and/or environments must be made through approved, and Washington County-provided, virtual private networks (VPNs), or remote access systems.
- Personnel should not disclose any access information to anyone not specifically authorized to receive such information, including IT support personnel.
- Personnel must not share their personal authentication information, including:
  - Account passwords,
  - Personal Identification Numbers (PINs),

## Washington County Acceptable Use Policy

- Security Tokens (i.e. Smartcard),
- Multi-factor authentication information
- Access cards and/or keys,
- Digital certificates,
- Similar information or devices used for identification and authentication purposes.
- Access cards and/or keys that are no longer required must be returned to physical security personnel.
- Lost or stolen access cards, security tokens, and/or keys must be reported by the employee to their supervisor as soon as possible.

### Authentication/Passwords

- All personnel are required to maintain the confidentiality of personal authentication information.
- Any group/shared authentication information must be maintained solely among the authorized members of the group.
- All passwords, including initial and/or temporary passwords, must be constructed, and implemented according to the following Washington County rules:
  - Must meet all requirements including minimum length, complexity, and reuse history.
  - Must not be easily tied back to the account owner by using things like username, social security number, nickname, relative's names, birth date, etc.
  - Must not be the same passwords used for non-business purposes.
  - Must be changed when required by the systems.
- Unique passwords should be used for each system, whenever possible.
- If the security of a password is in doubt, the user must contact the Information Technology Help Desk, and the password should be changed immediately.
- Security tokens (i.e. Smartcard) must be returned on demand or upon termination of the relationship with Washington County, if issued.

### Clear Screen

- Personnel should log off from applications or network services when they are no longer in use.
- Personnel should log off or lock their workstations and laptops when their workspace is unattended.
- Physical and/or electronic keys used to access **confidential information** should not be left on an unattended desk or in an unattended workspace if the workspace itself is not physically secured.
- Laptops should be either locked with a locking cable or locked away in a drawer or cabinet when the work area is unattended or at the end of the workday if the laptop is not encrypted.
- Passwords must not be posted on or under a computer or in any other physically accessible location.
- Remote users must take all necessary precautions off-site to minimize any inadvertent disclosure of information, including but not limited to keeping the computer screen out of sight of others, logging off the computer when tasks are completed, and logging off and securing the computer when it is not being used.



### Data Security

- Personnel should use approved encrypted communication methods whenever sending **confidential information** over public computer networks (Internet). This includes encrypting email, using HTTPS (Secure) websites, and other secure protocols or portals.
- Only authorized **cloud computing applications** may be used for sharing, storing, and transferring **confidential** or **internal information**.
- Information must be appropriately shared, handled, transferred, saved, and destroyed, based on the information sensitivity.
- All electronic media containing confidential information must be securely disposed when no longer in service. Please contact IT for guidance or assistance.
- Users are prohibited from maliciously changing data information, eavesdropping and tapping of telecommunications lines. Employees are put on notice that a violation of this rule is considered of the utmost gravity and may result in termination for first offense.

### Email and Electronic Communication

- The electronic mail (email) system hardware, software, and data are County property. All messages composed, sent or received on the electronic mail system are and remain the property of the County. Email messages are not the private property of any user. All communications may be public records subject to disclosure under Wisconsin's Public Records law.
- The County reserves the right to access, monitor and disclose the contents of all messages created, sent or received using its email system without the consent of the user. Users are expected to communicate in a professional manner reflecting positively on them and Washington County.
- Auto-forwarding electronic messages outside the Washington County internal systems is prohibited.
- Electronic communications should not misrepresent the originator or Washington County.
- Individual accounts must not be shared without prior authorization from Washington County IT, with the exception of calendars and related calendaring functions.
- Any personal use of Washington County provided email shall not:
  - Involve solicitation.
  - Be associated with any political entity.
  - Forward chain emails.
  - Contain or promote unethical behavior.
  - Violate local, state, federal, or international laws or regulations.
  - Result in unauthorized disclosure of Washington County **confidential information**.
  - Or otherwise violate any other Washington County policies.
  - Be considered offensive or disruptive. Offensive or disruptive content includes, but is not limited to images or language that may reasonably be considered to be obscene, harassing, illegal, or otherwise inappropriate for the workplace.
- Personnel should use caution when responding to, clicking on links within, or opening attachments included in electronic communications.
- Personnel should not disclose **confidential information** in Out of Office or other automated responses.

### Hardware and Software

- All hardware must be formally approved by IT Management before being connected to Washington County networks.
- Software installed on Washington County equipment must be approved by IT Management and installed by Washington County IT personnel.
- All Washington County computers and networking equipment taken off-site should be physically secured at all times.
- Employees should not allow family members or other non-employees to access Washington County **Information Resources**.
- No user-owned or non-County purchased/owned software is to be installed on County owned computer equipment. Demonstration software needs prior approval from the Information Technology department.
- Violation of software licensing agreements is a serious action and will subject the violator to appropriate discipline. Unauthorized software will be deleted upon discovery with or without prior notice from the Information Technology department.

### Internet

- Personal use of the Internet service furnished by or through the County shall be extremely limited, tempered by good judgement at all times, shall not interfere with work responsibilities or impact network performance.
- Unapproved Internet activities include, but are not limited to:
  - Recreational games,
  - Streaming media,
  - Personal social media,
  - Accessing or distributing pornographic or sexually oriented materials,
  - Attempting or making unauthorized entry to any network or computer accessible from the Internet.
  - Or otherwise violate any other Washington County policies.
- Access to the Internet from outside the Washington County network using a Washington County owned computer must adhere to all of the same policies that apply to use from within Washington County facilities.
- The County has the right to monitor internet websites visited by all users while using County computers and the County network.
- Use of copyrighted materials shall be done with the express written permission of the owner.
- The Internet is an unsecured network. Confidential or privileged information shall be protected and secured at all times, by using encryption and/or secure methods of transfer such as SecureFTP, or HTTPS sites.
- All use of the Internet shall be in conformity with local, state, and federal laws as well as Washington County policies and procedures.
- Installation and use Social Media application TikTok, is prohibited from use on Washington County devices, and Washington County's networks and systems.

## Physical Security

- Personnel must badge in to access-controlled areas.
- Visitors accessing card-controlled areas of facilities must be accompanied by authorized personnel at all times.
- Eating or drinking are not allowed in data center or network closets.

## Privacy

- Systems Administrators, Washington County IT, and other authorized Washington County personnel may have privileges that extend beyond those granted to standard business personnel. Personnel with extended privileges shall not access files and/or other information that is not specifically required to carry out an employment related task.
- All information received by the user that is confidential in nature shall be protected and secured at all times in accordance with applicable federal, state and local laws and regulation, and departmental policies. Confidential information shall not be disclosed or re-disclosed by the user except as allowable or required by law.

## Removable Media

- The use of **removable media** for storage of Washington County information must be supported by a reasonable business case.
- All **removable media** use must be approved by Washington County IT prior to use.
- **Personally owned removable media** use is not permitted for storage of Washington County information.
- Personnel are not permitted to connect **removable media** from an unknown origin without prior approval from the Washington County IT.
- Confidential and internal Washington County information should not be stored on **removable media** without the use of encryption.
- All removable media must be stored in a safe and secure environment.
- Employees must report the loss or theft of a **removable media** device that may have contained any Washington County information. Loss or theft must be reported to the Washington County IT and the employees supervisor immediately.

## Security Training and Awareness

- All new personnel must complete an approved **security awareness** training class prior to, or at least within 30 days of, being granted access to any Washington County **Information Resources**.
- All personnel must complete the annual security awareness training.

## Voicemail

- Personnel should not disclose **confidential** in voicemail greetings.
- Personnel should not access another user's voicemail account unless it has been expressly authorized.

## Incidental Use

- As a convenience to Washington County personnel, incidental use of **Information Resources** is permitted. The following restrictions apply:

## Washington County Acceptable Use Policy

- Incidental personal use of electronic communications, Internet access, fax machines, printers, copiers, and so on, is restricted to Washington County approved personnel; it does not extend to family members or other acquaintances.
- Incidental use should not result in direct costs to Washington County.
- Incidental use should not interfere with the normal performance of an employee's work duties.
- No files or documents may be sent or received that may cause legal action against, or embarrassment to, Washington County or its customers.
- Storage of personal email messages, voice messages, files and documents within Washington County **Information Resources** must be nominal.
- All information located on Washington County **Information Resources** are owned by Washington County, may be subject to open records requests, and may be accessed in accordance with this policy.

### **Wireless Network (WIFI)**

- Washington County will make available wireless access to the Internet for employees and guests, at certain enabled location which have been equipped with wireless access points.
- Washington County may grant access to this resource as a privilege.
- All users are expected to use this wireless access in a legal and responsible manner.
- Any user activity which violates local, state or federal law is strictly prohibited.
- The use of wireless access to the Internet and Information Resources is at the sole discretion of Washington County.
- Washington County may cancel access or discontinue offering wireless at any time without notice for any reason.
- Anyone who use wireless access to the Internet does so at their own risk.
- Any information transmitted over the network may be viewed by others.
- Washington County does not guarantee the privacy of any network communication.
- Washington County reserves the right to monitor activity and to disconnect the user at any time without notice for any reason.
- Washington County will not provide any technical support or assistance whatsoever unless it is on Washington County issued equipment and related to the conduct of official County business.
- Users should be aware that there is security, privacy and confidentiality risk inherent in wireless communications and associated technology and Washington County does not make any assurances or warranties related to such risks.
- Washington County reserves the right to deny or restrict access to any user who abuses the network, such as by excessive bandwidth consumption or acts that deliberately waste computer resources or unfairly monopolize resources to the exclusion of others.
- Washington County reserves the right to deny or restrict any type of activity or purpose deemed by Washington County to be unlawful, harassing, abusive, criminal or fraudulent.

## Enforcement

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

Any vendor, consultant, or contractor found to have violated this policy may be subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

## Version History

Version	Modified Date	Approved Date	Approved By	Reason/Comments
1.0	June 2021		Joel Woppert	Document Origination
1.1	April 2022		J. Woppert	Use of personal device may be granted by management.
1.2	January 2023		J. Woppert	Added verbiage on blocking TikTok.

# Calumet County

## Tablet Usage Policy

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### A. General

1. All tablets are the property of Calumet County.
2. Unless specifically exempt, information stored, saved, or maintained on a county tablet is considered public information and is therefore subject to public disclosure laws. The user of the tablet will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information.
3. Incidental personal use, in accordance with this Policy, is permissible.
4. Information Services will create a media library account as applicable using the users county email address and will provide a password to the user. This password should be changed when the tablet is delivered.
5. Information Services will initially load predetermined settings and applications to tablets. These will include:
  - i. Setup for Wi-Fi access using county network access points.
  - ii. Mobile Device Management (used to monitor, security and to support desired applications)
  - iii. County email access.
  - iv. Agenda and document file management for Board and committee meetings.
  - v. Other applications that are appropriate for county functionality.
6. Each tablet shall be numbered to ensure that it is consistently provided to, and used by, the same user.
7. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the county, remain the property of Calumet County.
8. The county retains the right to access, inspect, monitor, and/or disclose any data stored on any tablet owned by the county, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any other means of data input. Users have no right or reasonable expectation of privacy in anything they create, store, send or receive using the tablet.
9. Assigned tablets shall be used in an appropriate and professional manner at all times.
10. Assigned tablets may not be used in any way that:
  - i. Is contrary to or damages the county's interest.
  - ii. Results in any incremental costs to the county.

### B. Prohibitions and Restrictions on Use.

Users may not use a County owned tablet:

1. To create or transmit defamatory material, harass, make discriminatory remarks or engage in other behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort.  
Personal attacks based on a person's race national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or any other legally protected status not mentioned is strictly prohibited.
2. To conduct personal business for monetary gain or engage in any "for profit" communications or activities.
3. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
4. For any purpose that would be a violation of any county work rules, county ordinance, State or Federal laws or regulations.

# Calumet County

## Tablet Usage Policy

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### C. Tablet Applications

1. All applications running on county tablets must be properly licensed.
2. For purposes of this Policy, applications fall into one of the following categories:
  - i. Initial Applications are applications loaded onto the tablet at the time the tablet is provided.
  - ii. Additional applications may be made available at a later time. These applications will be made available through MDM (Mobile Device Management). A notification will be sent to the user that an application is available for download and request user installation.
3. The user will not add personal payment information that is tied to an app store account using the county id. If it is found that a personal payment account has been tied to a county user id:
  - i. The county will not reimburse the user for any applications that the user has personally purchased using a credit card, gift card, store credit, PayPal or any other method of personal payment.
  - ii. Any funds remaining when the tablet is returned to the county that are attached to a county user id will not be reimbursed.
  - iii. Applications purchased using the county id will become the property of the county when the tablet is returned to the county
4. The MDM tool has the capabilities to monitor tablet usage and compliance.

### D. Connections

1. Use of wireless connections should be used with caution and should not be considered secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

### E. Security.

1. As part of the setup, Information Services will provide a password to the user. This password should be changed when the tablet is delivered. Passwords should not be shared, nor should they be posted.
2. Users will be expected to take reasonable precautions to protect any tablet assigned to them from damage, destruction, or theft.
3. Any suspected breach of security, damage, destruction, or theft of any tablet owned by the County should be reported to the Information Services Department as soon as possible. Information Services will determine the extent of damage and provide an estimate of the cost to repair or replace. The user department or area of responsibility will be requested to cover the cost of repairs or replacement.

# Calumet County

## Tablet Usage Policy

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### F. County Board of Supervisors

1. Paragraphs A-E of this policy also apply to County Board Supervisors.
2. iPads are provided to the County Board of Supervisors to establish a secure, reliable, maintainable, and supportable method of communicating information.
3. Information Services will create an iTunes account (**without credit card information**) using the county email address.
4. All iPads are assigned to County Board members for their term of office, and remain the property of Calumet County and shall be surrendered to the Information Services Department upon termination of such member's office or upon a request by the County Board Chairperson. The iPad will be reset to factory defaults which will result in all applications uploaded, installed and all information present, personal or work related, being deleted.
5. Information pertaining to scheduled meetings (i.e. meeting "packets") will be transferred to the iPad using an Information Services application.
6. Once meeting information has been made available, Board members shall be individually responsible for reviewing the meeting packet in advance of the scheduled meeting.
7. It is the intent that electronic meeting packets will replace paper materials.
8. All provisions of the 'Rules of Order of the Calumet County Board of Supervisors' Rule XX: Code of Ethics (M) Use of Technology During Board and Committee Meetings (3)&(4) shall be adhered to.
9. The Board member is the custodian of their records. As such, they are responsible for maintaining a copy of their records.
10. The iPad User Guide can be found in Safari under a dropdown in 'Bookmarks'. The User Guide contains information about iPad use as well as a section on Safety, Handling, & Support.



# Calumet County

## Tablet Usage Policy

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### RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS

#### RULE XX: CODE OF ETHICS

##### M. Use of Technology During Board and Committee Meetings.

###### 1. Cellular Phones

- a) Unless a Supervisor is expecting a call on an important matter, e.g. sick family member, impending birth of child; all cellular telephones shall be turned off during meetings. “Turned off” means powered off and does not include “airplane” or “flight” mode.
- b) If a Supervisor is expecting a call on an important matter,
  - i. The Supervisor shall inform the Chair before the meeting is called to order.
  - ii. The cellular telephone shall be placed on vibrate.
  - iii. Cellular phones in vibrate mode shall not be placed on the Supervisor’s work station, as the vibration will cause noise and disrupt the meeting.
- c) If a Supervisor must take a call on an important matter during a County Board Meeting, he shall mark himself absent, and immediately leave the County Board Room or meeting room before answering the telephone call.
- d) In no instance shall any Supervisor answer a cellular telephone call while present in the County Board Room while the Board is in session.
- e) In no instance shall any Supervisor answer a cellular telephone call while present in a Committee meeting.

###### 2. Smart Phones

- a) Smart Phones may remain powered on during meetings; however the rules for receiving telephone calls in paragraph 1 apply. “Airplane” or “Flight” mode may be used.
- b) Smart Phones may be used to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- c) All notifications/alerts (audible and vibrating) for phone functions shall be turned off during meetings, e.g. incoming calls, text messages, emails, SMS messaging, etc.
- d) Smart Phones shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph “b” above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

###### 3. Laptops, Tablets, iPads, and other computing devices.

- a) Laptops, Tablets, iPads and other computing devices may be used during Board and Committee meetings to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- b) Laptops, Tablets, and iPads shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph “a” above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

###### 4. Email, Instant or Text Messaging.

# Calumet County

## Tablet Usage Policy

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- a) All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his voice due to illness, injury or disability.
  - b) A Supervisor shall not engage in any email, instant messaging or text messaging during any Board or Committee meeting with County Employees.
  - c) "Email" means a system for sending and receiving messages electronically or over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email. Also, a message or messages sent or received on such a system.
  - d) "Instant Messaging" means real-time direct text-based chatting communication between two or more people using personal computers or other devices.
  - e) "Text Messaging" means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.
5. Violation of these rules could result in censure by the Board.

# Calumet County

## Tablet Usage Policy

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### ACKNOWLEDGEMENT FORM

I acknowledge receipt of the Tablet Usage Policy.

I understand that acceptance of the Tablet Usage Policy is a condition of using the assigned iPad or tablet.

I understand that by accepting this policy, I am responsible for the assigned equipment and adherence to this policy in its use. I understand that misuse of this equipment may result in the equipment being taken away.

I also understand that any subsequent revisions to this policy will supersede those contained herein.

\_\_\_\_\_  
Board / Committee or Employee Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board / Committee or Employee Signature

# Calumet County

## Tablet Usage Policy

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### RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS

#### RULE XX: CODE OF ETHICS

##### M. Use of Technology During Board and Committee Meetings.

###### 1. Cellular Phones

- a) Unless a Supervisor is expecting a call on an important matter, e.g. sick family member, impending birth of child; all cellular telephones shall be turned off during meetings. "Turned off" means powered off and does not include "airplane" or "flight" mode.
- b) If a Supervisor is expecting a call on an important matter,
  - i. The Supervisor shall inform the Chair before the meeting is called to order.
  - ii. The cellular telephone shall be placed on vibrate.
  - iii. Cellular phones in vibrate mode shall not be placed on the Supervisor's work station, as the vibration will cause noise and disrupt the meeting.
- c) If a Supervisor must take a call on an important matter during a County Board Meeting, he shall mark himself absent, and immediately leave the County Board Room or meeting room before answering the telephone call.
- d) In no instance shall any Supervisor answer a cellular telephone call while present in the County Board Room while the Board is in session.
- e) In no instance shall any Supervisor answer a cellular telephone call while present in a Committee meeting.

###### 2. Smart Phones

- a) Smart Phones may remain powered on during meetings; however the rules for receiving telephone calls in paragraph 1 apply. "Airplane" or "Flight" mode may be used.
- b) Smart Phones may be used to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- c) All notifications/alerts (audible and vibrating) for phone functions shall be turned off during meetings, e.g. incoming calls, text messages, emails, SMS messaging, etc.
- d) Smart Phones shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph "b" above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

###### 3. Laptops, Tablets, iPads, and other computing devices.

- a) Laptops, Tablets, iPads and other computing devices may be used during Board and Committee meetings to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- b) Laptops, Tablets, and iPads shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph "a" above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

###### 4. Email, Instant or Text Messaging.

# Calumet County

## Tablet Usage Policy

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- a) All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his voice due to illness, injury or disability.
  - b) A Supervisor shall not engage in any email, instant messaging or text messaging during any Board or Committee meeting with County Employees.
  - c) "Email" means a system for sending and receiving messages electronically or over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email. Also, a message or messages sent or received on such a system.
  - d) "Instant Messaging" means real-time direct text-based chatting communication between two or more people using personal computers or other devices.
  - e) "Text Messaging" means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.
5. Violation of these rules could result in censure by the Board.

## WAUPACA COUNTY ELECTRONIC COMMUNICATIONS POLICY

### BOARD OF SUPERVISORS and COUNTY CLERK

**PURPOSE:** To allow efficient access to electronic information (Internet and E-mail) necessary to conduct county business and make informed decisions.

#### ROLE OF COUNTY:

Waupaca County Information Technology Department will research and purchase tablet type computers for use by the Waupaca County Clerk and Board of Supervisors. The Information Technology Department will also research and recommend any and all accessories for use with the tablet type computers.

Waupaca County will maintain ownership of tablet computers. Waupaca County will set up the tablet computer, install any necessary software, and maintain the tablet computer including installing upgrades. Each tablet computer will have a passcode, password, and PIN security so that no unauthorized software may be installed.

Waupaca County will retain the County Clerk's and individual Supervisor's email correspondence (sent and received) on its network when communication is through the county-issued email address in accordance with the County's record retention policy.

Waupaca County will provide each Supervisor with user credentials (username and password) for use with the tablet. Effective June 1, 2017, the County Clerk's office will use email communication as the primary means of communicating county business to the Supervisor, including but not limited to agendas, packets and minutes. In the event that printed materials are needed, the Clerk's office may elect to mail materials via the United States Postal Service.

Information Technology Department will provide training, including individual sessions, at the request of the Waupaca County Board of Supervisors or the Waupaca County Clerk.

#### RESPONSIBILITY OF ELECTED OFFICIAL:

The County Board Supervisor will return the tablet within five business days of the end of her/his tenure to the Waupaca County Clerk. In the event a tablet computer is not returned timely, Waupaca County will bill the Supervisor for the replacement cost of the tablet.

The care of the tablet is the responsibility of each County Board Supervisor. Waupaca County has purchased a three year accidental damage warranty plan for each tablet. This warranty covers two incidents of accidental damage per year for three years.

In the event the tablet is stolen, damaged, lost, or compromised the County Board Supervisor will notify the Waupaca County Clerk and Information Technology Department so that necessary measures to protect confidential information can be taken.

Waupaca County encourages the tablet computer to be used by the Supervisor. However, Waupaca County will not be liable or responsible if the tablet computer is used for personal reasons and personal data is removed in the process of providing service or upgrades to the tablet. Waupaca County will remove any personal information as needed to allow proper functionality of the tablet for Waupaca County business. Any personal information stored on the Waupaca County tablet computer may be subject to public records requests and may be disclosed in accordance with Wisconsin's Public Records Law.

Effective with the term beginning April, 2018, in the event a Supervisor elects not to use the county provided tablet, s/he will be charged for postage cost. All County Board Supervisors will not be charged for paper copies relating to their job responsibilities if they request the copies 24 hours in advance and pick them up.

#### DIGITAL COMMUNICATION DURING COUNTY BUSINESS:

County Supervisors are advised that electronic or digital communication between and among supervisors regarding County business could constitute a walking quorum. Supervisors should take precautions not to use "reply all" to emails and to reduce the number of sequential emails on any one topic.

#### Laptops, Tablets, iPads and other computing devices

Laptops, Tablets, iPads and other computing devices may be used during Board and Committee meetings to read and review meeting materials and access information pertinent to the items being discussed at a meeting.

Laptops, Tablets, iPads shall not be used during Board and Committee meetings to surf the web, email, engage in instant or text messaging of any kind or to engage in non-county related business.

#### Email, Instant or Text Messaging

All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his/her voice due to illness, injury or disability.

A Supervisor shall not engage in any email, instant messaging or text messaging during any Board or Committee meeting with County Employees.

“Email” means a system for sending and receiving messages electronically or over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email. Also, a message or messages sent or received on such a system.

“Instant Messaging” means real-time direct text-based chatting communication between two or more people using personal computers or other devices.

“Text Messaging” means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.



## Waushara County Board Electronic Device Use Agreement

This agreement is prepared to define terms, conditions and acceptable usage of the Waushara County Board Microsoft Surface Go from here on referred to as electronic device.

1. I understand that the electronic device provided to me is to assist in my duties as a board member of the Waushara County Board and the primary purpose of this device is for communicating, reading and sharing of subjects, documents and data pertinent to the Waushara County Board and will use it in such a manner.
2. I understand that as a matter of convenience I may use the electronic device for personal use on an incidental basis.
3. I understand that all information stored on the device or in a storage system created by this device is subject to public open records laws and I will abide by these laws.
4. I will not engage in any activity that is illegal under local, state, federal or international laws while using the electronic device.
5. I will abide by software copyrights and the terms of all licenses.
6. I will not communicate offensive or disruptive messages on the electronic device this includes, but is not limited to, any messages which are sexually explicit or contain sexual implications, racial slurs, gender offensive comments, profanity, or any other comment that offensively addresses someone's age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record, or any comment which in any way defames another person, or is intended to frighten, intimidate, threaten, abuse, annoy, or harass another person.
7. I will not view pornographic or other offensive content on the electronic device.
8. I will not solicit, advertise or expound on commercial ventures, religious, political or other causes, or any other non-Waushara County Board related issue(s).
9. I will not participate in chain letters, junk email, or any other type of widespread distribution of unsolicited email.
10. I will not participate in any hoaxes with the intention to mislead or trick others into believing/accepting/doing something.
11. I will not knowingly transmit a computer virus, worm, spyware, or any form of malware.
12. I will not knowingly create, modify, forward or receive confidential or proprietary information about the Waushara County Board its employees, clients, suppliers, and other business associates unless authorized to do so. This includes but is not limited to copyrighted materials, trade secrets, proprietary financial information, client lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, computer id's and passwords.
13. I understand that I have no expectation of privacy while using the electronic device and while using it for internet or email services.
14. I understand that the electronic device provided to me is property of Waushara County and will return it when my term ends.
15. I understand that any violation of this agreement or unlawful use will be reported to and reviewed by Waushara County on a case-by-case basis. Depending upon the severity and impact of the violation any one or more of the following may occur: the return of the electronic device, loss of internet privileges, disciplinary action up to and including removal as a Supervisor, employment termination and report of violation to legal authorities
16. If lost, stolen, or broken I will immediately contact Barry West at 920-787-6586.

### Acknowledgement Statement

I acknowledge that I have read, understand, and will comply with the above terms, conditions and usage requirements.

Electronic Device Provided to User: Microsoft Surface Go

Electronic Device Users Name: \_\_\_\_\_

Electronic Device Users Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Douglas County ELECTRONIC TABLETS POLICY**

### **A. Issuance of Electronic Tablets**

Each supervisor will be issued a county-owned electronic tablet (iPad) for use during their term on the County Board. Supervisors are to be responsible for the care and safety of the iPad. If an iPad is damaged and requires replacement, Douglas County will provide a replacement for one such occurrence; similarly, if an iPad is lost or stolen, Douglas County will provide a replacement for one such occurrence. Any further purchase of replacement iPads will be the financial responsibility of the supervisor. Supervisors may also purchase, at his or her own expense, an additional 2-year warranty that will cover up to two incidents of accidental damage due to handling (loss or theft of the iPad is not covered).

### **B. Required Use**

Supervisors will receive all Douglas County Board and committee meeting agendas and minutes solely by electronic format accessed through the iPad. These documents will no longer be mailed to supervisors. Supervisors will be required to utilize iPads at board and committee meetings in order to view agendas and attachments however, during a transition period paper copies of committee and board agendas (excluding attachments) will be provided to supervisors at the meetings. Supervisors may also provide paper copies of agenda attachments at their own expense.

Use of the iPad will also allow supervisors to access county e-mail, calendar, and other county documents (budget, plat book, policies, reports, etc.). Supervisors are encouraged to utilize the iPad to the fullest extent possible.

### **C. Electronic Communication**

All communication created, sent, received, or stored in Douglas County systems and/or equipment are the property of Douglas County and are subject to Wisconsin Open Records Law and open to disclosure under the provisions of that law. Douglas County reserves the right to monitor systems and/or equipment with or without notice and will have the right to access all information to which an employee has gained access.

All communication via the network and Internet should be consistent with the public service mission or image of Douglas County. Each user is responsible for the appropriateness and content of material he/she transmits or publishes on the network or Internet.

Any personal use of county communication systems and/or equipment should be limited, should never interrupt county business, and should occur during non-work time, unless extenuating circumstances arise. Use of county communication systems and/or equipment for union business is prohibited, with the exception of transmitting union meeting notices.

County communication systems and/or equipment should not be used by employees to engage in any illegal activities or any other inappropriate use, or for any use which is in violation of any federal, state, or local laws, or other county policies. County communication systems/equipment may not be used to create any offensive or disruptive messages or documents.

All employees have a duty to report any discovered or suspected unauthorized or improper use of county communication systems/equipment.

**D. Maintenance/Repair**

For security reasons, only authorized county personnel are allowed to perform maintenance/repairs and troubleshooting on county-owned iPads.

**E. Return/Purchase of iPad**

If a supervisor resigns, or is not re-elected to the office of County Board Supervisor, he or she will relinquish their iPad to Douglas County or be allowed to purchase his or her iPad at the current value determined by the IS Director.

## 800 TECHNOLOGY

### 801 - ELECTRONIC COMMUNICATIONS

The County provides a variety of technological resources to its employees to improve public service and maximize efficiency. The purpose of this policy is to advise users regarding the use of information technology resources and the information that is created, transmitted, received, or stored on these resources. Information technology resources include, but are not limited to, desktop and laptop computers, the local and wide area networks, application software, data, electronic mail, Internet access, printers, fax machines, voice mail, cellular phones and telephones.

All employees who have access to information technology resources are required to read and comply with the County policy. Failure to do so may result in 1) revocation of access to information technology resources and/or 2) disciplinary action ranging from a reprimand to immediate discharge.

#### General Use

Information technology resources are the property of Sheboygan County and should be used for valid County business in an effort to improve public service and efficiency. Use of any of these resources should be treated like use of the telephone. Although occasional and limited personal use is acceptable, particularly in the case of emergencies, employees may **not** use any County information technology resources in any way that:

- interferes with employee work performance;
- denigrates the credibility or reputation of the County;
- interferes with County contractual relationships;
- disrupts service to the public;
- adversely impacts network performance;
- relates to political causes not related to County business; or
- is intended for personal monetary gain.

The County reserve the right to monitor Internet use, email, and other information stored on County computing resources to ensure that public resources are not being misused and to ensure that the information systems are operating as efficiently as possible.

Employees should not expect privacy with respect to information stored on County information technology resources. The County has the right and the ability to access all computer files and mobile devices, including and not limited to email messages, Internet activity, and voice mail files, without prior notification. The County may scan messages for the presence of viruses or to maintain system integrity. Supervisors, managers and department heads may access an employee's computer files, mobile devices, email messages, Internet activity or voice mail files if approved by the Human Resources Director and there is a business need.

Employees who leave employment, whether voluntarily or involuntarily, have no rights to the contents of their computer files, mobile devices, voice mail messages, or email messages and are not allowed access to the voice mail or email system.

### **Access and Passwords**

Access is granted to individual users to secure information and maintain accountability. Passwords, codes, and user names are the means by which individual access is granted and security is maintained. The use of passwords and codes to gain access to another employee's files is prohibited. To preserve security, users shall:

- limit computer and network access to properly authorized individuals;
- verify that any individual doing computer maintenance is authorized to do so;
- protect passwords and change them every 120 days;
- use passwords that contain a minimum of 8 mixed characters (upper and lowercase letters; numbers);
- avoid using passwords that contain names of persons, places or things that are closely identified with the user;
- refrain from sharing passwords or posting them in public view;
- change passwords if they become known to others;
- refrain from using another employee's sign-on;
- use the "Ctrl/Alt/Delete" keys to lock their screen when away from their desk; and
- sign off or log off when the PC or terminal is not in use.

Unauthorized access will be recorded and investigated. Any suspected misuse should be reported to a supervisor.

### **Software**

A standard suite of software is provided on all County computers to facilitate efficient support and compliance with copyright laws and license agreements. Only licensed and approved software will be supported. The installation and use of personal software, including screen savers and email backgrounds, on County computers is prohibited unless specifically authorized by the Information Technology Department.

### **Data**

Data is critical for effective decision-making and conducting business in a timely and effective manner. Electronically stored data and information, including email, is an asset of the County. Employees should strive to protect the integrity, accuracy, and confidentiality of data, as well as protect data from unauthorized access, use or destruction. Users of information technology resources should follow these data management practices:

- Refrain from accessing and using data and information in unauthorized ways.

- Handle copyrighted and licensed data and information appropriately.
- Refrain from storing confidential or sensitive data (including but not limited to health information, personally identifiable information and credit card numbers) on mobile devices (laptops, tablets, phones, iPads).
- Develop and maintain data according to established County standards.
- Follow procedures for dissemination of data.
- Store data on the network (S or H drive) whenever possible, and back up any data or files stored on PCs on a regular basis.
- Avoid storing County data on personal storage devices like jump drives or personal “Cloud” services like Dropbox.
- Inform supervised staff of data policies and proper data practices.

### **Hardware**

Computers and other electronic hardware are very expensive and should be properly maintained to prolong their life. Users of information technology resources should follow these measures to maintain hardware:

- Whenever possible, secure rooms in which computer equipment is located.
- In public or other highly accessible areas, computing resources should be secured or otherwise monitored to deter and prevent theft.
- A separate electrical outlet should be used for each computer.
- Locate computer hardware away from windows.
- Food and drink should be consumed and stored away from computer hardware.
- Keep computer hardware free of dust and dirt.
- Use anti-static sprays, carpets, and mouse pads to minimize static electricity.
- Report hardware issues to the Help Desk as soon as they are detected.

### **Email**

Employees are expected to conduct County business using the email accounts provided to them rather than their personal accounts.

Email is intended to facilitate effective communication. Email correspondence and communication should reflect appropriate workplace conduct and enhance employee performance. Messages stored on the County’s computer network are the property of the County and may be accessed by authorized personnel to monitor workplace efficiency and productivity.

Employees do not have a right to privacy with respect to email messages.

Email messages should not be used for personal gain, partisan political activity, the harassment of others, or any illegal activity. Users should also avoid sending and receiving or opening email that could be construed as scandalous, defamatory, libelous, sexually explicit, obscene, or in violation of intellectual property rights such as copyrights and trademarks. Users may not send email messages with the sender's identity forged or send email anonymously.

All email should be viewed as being written under County letterhead. Employees should refrain from discussing topics or conveying opinions that they would not put in written form or share with a wider audience. Keep in mind that public record laws generally apply to electronic transmissions in the same manner as they would to paper correspondence.

The County will not add personal email addresses to network distribution lists. It is up to the department to ensure delivery to such recipients.

### **Email Storage and Retention**

As part of the County's ongoing commitment to ensure full compliance with the state's public records law, the County implemented a new email archival system on June 28, 2006. All email activity in the employee's County email account from this date forward is being archived for a standard period of seven (7) years, unless otherwise governed by the County's record retention ordinance.

Items Archived: Inbox (email from both Internet and internally, including all attachments)

Items Not Archived: Calendar, Contacts, Drafts, Journal, Notes, Any Personal Folders, Tasks

Since this includes ALL messages, employees may want to notify their friends and family that any email they send you will be archived and kept for seven (7) years. Deleting messages and "emptying the trash" will not keep these messages from being archived.

### **Internet**

Internet access is provided to employees to use as a resource to perform their jobs more effectively and efficiently and as such, may be monitored by authorized personnel.

Permissible uses of the internet at the County include:

- disseminating information to the public;
- improving communications with the public;
- maintaining currency on professional standards, regulations, and training; and
- conducting research and analysis for work related projects.

Non-permissible uses of the internet at the County include:

- accessing web sites that are not work related;
- accessing a web site where a fee is charged without the explicit consent of an employee's supervisor or a department head;
- accessing or distributing sexually explicit, pornographic or other indecent or obscene material;
- streaming audio or video (including but not limited to Pandora and Netflix) that is not work related; or
- violating copyright and trademark laws and regulations.

### **Web Page Maintenance**

The accuracy and currency of information is critical to the utility of the Sheboygan County website. Departments should keep their webpages updated and review them on a regular basis. The Information Technology Department will assist departments with more complex or major page changes.

### **Telephone**

Employees are provided access to telephones for work-related communication. Occasional and limited personal use is acceptable, particularly in the case of emergencies, but it should not, in any way, affect work performance or service to the public.

- Employees shall not use County telephones for personal monetary gain.
- Employees should never make personal long distance phone calls that are charged to the County.

### **Cellular Telephones and other Mobile Devices**

Some County employees' responsibilities may require them to carry a cellphone. So they do not have to carry a second cellphone for personal use, that employee's department head may approve the issuance of a County phone for both official and personal use. All expenses incurred due to the employee's personal use will be reimbursed to the County.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Following additional safety rules:

- Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safety stop the vehicle before placing or accepting a call.
- Ask a passenger to place or take a call, or let calls go into voice mail.
- Wait until you are stopped to make a call.
- Never take notes or look up phone numbers while driving.
- Never engage in texting or emailing while driving.

Any employee using a County cellular telephone or other mobile device capable of



voice or data transmission (e.g. iPad) must sign a Cellular Telephone Usage Agreement, which must also be approved by the employee's department head, or by the County Administrator. The Cellular Telephone Usage Agreement will specify whether the device will be used strictly for County business or whether any personal use will be allowed.

If the Usage Agreement specifies the device be used strictly for County business, monthly logs will be provided to the employee's direct supervisor, manager or department head. An employee who uses a device for personal use must reimburse the County for any personal use and may also be subjected to disciplinary action.

If the Usage Agreement provides for personal use, the employee will provide a good faith estimate of the personal use as opposed to County business. This estimate will be reviewed at least annually and may be revised from time to time as needed. The Agreement will also provide for a payment through payroll deduction by the employee to the County, based on the good faith estimate.

If charges for personal use incurred for any quarter are substantially higher than the good faith estimate (approximately 20% or more), the employee will reimburse the cost of the excess personal use for that quarter, and the estimate will be revised for future use.

Use of a County telecommunications device remains subject to all of the privacy expectations described elsewhere in this policy, and employees are reminded that data resulting from both personal and County uses of the device, including call records, data transmission records, voice mail, and texts, may all be considered public records subject to possible disclosure, and are all available for review by management at any time.

Nothing in this policy or in the Cellular Telephone Usage Agreement should be construed to permit an employee to conduct any personal business on County time. No use of any County communications device for a for-profit business of any type will be permitted even if personal use is allowed under this policy. Violation of either of these provisions may subject an employee to disciplinary action.

This policy provides only for reimbursement to the County for non-County uses of equipment. No reimbursement will be provided to employees for use of employee-owned telecommunications equipment for County purposes.

To ensure the security and integrity of County data, all County issued cellphones and mobile devices must be protected with a passcode. If a County issued cellphone or mobile device is lost or stolen, its owner should immediately contact the Help Desk to report the loss.

An employee who possesses a County-owned cellular telephone or other electronic device will return the device to the person designated before leaving County employment for any reason.

### **Personal Use of Social Media**

Any creation or use of County-sponsored social media must comply with the Sheboygan County Social Media Policy.

If an employee identifies himself or herself as a County employee through use of social media on a personal level, the employee's profile and any related content should be consistent with how the employee wishes to present himself or herself to colleagues, supervisors, and the public.

Employees may not use their Sheboygan County email address for their login to their personal social media profiles, unless approved by the department head and the Information Technology [Director](#).

Employees shall not use Sheboygan County logos, marks, or insignia on personal social media.

### **Personal Cell Phones**

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for company phones. Excessive personal calls, texts and emails during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The County encourages a reasonable standard of limiting personal calls during work time. Employees are therefore asked to make personal calls on non-work time when possible and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate attention. The County will not be liable for loss of personal cellular phones brought into the workplace.

## Policy C-4 Washburn County Board Supervisor iPad Policy

### Purpose

To enhance access to information necessary to make informed decisions and to achieve operational efficiencies Washburn County will provide committee information in electronic format. Washburn County will provide members of the county board electronic tablet devices to retrieve and view this information.

### Guidelines

The Information Technology Department will procure tablet devices and all accessories.

The tablet devices are the property of Washburn County. At the end of a County Board Supervisor's tenure, the device shall be returned to the Washburn County Information Technology Department within 10 days or be billed for the replacement cost.

The cosmetic care of the tablet device is the sole responsibility of the user. Damages due to misuse or negligence will be the responsibility of the individual County Board Supervisor.

The tablet device will come preloaded with core applications which will be owned by Washburn County and be centrally managed by the Information Technology Department.

In the event the device is lost, stolen, or damaged the County Board Supervisor shall notify the Information Technology Department immediately (715-468-4660). The Information Technology Department shall take appropriate measures to protect sensitive and confidential information.

Washburn County reserves the right to clear data and/or personal applications on any county owned device that is lost, stolen, or not functioning properly.

Washburn County is not responsible for loss of personal information while in the process of providing maintenance and upgrades to the devices operating system or applications.

Training shall be provided to County Board Supervisors initially and as needed or requested.

County Board members who chose not to accept a tablet device shall be responsible for reproducing county information as hard copies will no longer be distributed. County Board members can choose to use their personal devices.

Washburn County iPad Acknowledgement of Receipt

- Tablet devices are provided by Washburn County and are intended for county business.
- Tablet devices remain the property of Washburn County and will be returned at the end of the Supervisor's tenure with the county.
- Core applications will be centrally managed and owned by Washburn County.
- Upgrades to the tablet device operating system and core applications may affect any personal information that is stored on that device.
- Washburn County reserves the right to clear any device that is lost, stolen, or not functioning properly.
- Personal information is allowed but backup is the responsibility of the individual user.
- Any personal information stored on the tablet device is subject to open records requests and as a result may be made available to the public.

Supervisor Name: \_\_\_\_\_ District: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WINNEBAGO COUNTY

## COMPUTER USE POLICY

The computer system belonging to Winnebago County is to be used for business purposes only. Any employee who has access to the Winnebago County computer system must abide by state and federal laws, administrative directives and department policies and work rules regarding the use of Winnebago County computer systems.

Any employee who has access to the Internet via the Winnebago County computer system is advised that any and all Internet activity may be monitored, recorded, and reviewed and that he/she is responsible for all Internet activity that occurs under his/her logon credentials. All documents and e-mail communications produced on any computer owned by Winnebago County may, by definition, be public records and subject to public and media access in accordance with the terms of the Wisconsin Open Records Law.

Winnebago County e-mail is accessible from the Internet (Web Outlook). Access will be setup on an individual basis if required by your job duties and recommended by your Department Head. Protected login credentials are crucial in the security of both your individual e-mail and general access to the Winnebago County network. For hourly employees, any time spent using Web Outlook outside regular work hours is not compensable unless pre-approved by your Department Head.

## CONFIDENTIALITY POLICY

Winnebago County maintains a policy of strict confidentiality regarding all business activity and records except for business activity that has been properly designated as public business or records that have been properly designated as public records.

Communication of personal information regarding any County business (whether it be patient, client, staff, associate or other person having dealings with Winnebago County) must be regarded as confidential unless duly authorized as public information. Any records, including but not limited to such things as a patient's medical records, employee medical records, family histories, disease or illness, ongoing investigations or juvenile court records must **NEVER** be communicated to unauthorized persons or to persons who may be authorized to have access to such information but who have no need to know such information in the course of their present duties. (Any questions or concerns regarding the release or sharing of confidential information with another person, should be presented to and resolved by the employee's supervisor prior to the release or sharing of such information.)

Information regarding the practice, policies, types of cases, internal problems, etc., should not be discussed with other employees, family members, personnel of other organizations, news media, or the general public except by those individuals who are directed to communicate such information at the appropriate times. (This includes information that may be discovered by an employee who is not normally responsible for dealing with such information as part of his/her assigned job duties.)

## VIOLATIONS OF THESE POLICIES

Violation of these policies may result in disciplinary action, up to and including dismissal from County employment and could also result in various legal actions. Any employee who has any question or concern regarding any aspect of these policies or his/her responsibilities under them is to bring such question and/or concern to the attention of his/her immediate management supervisor on a timely basis.

## CERTIFICATION

I have read and understand the Winnebago County policies contained herein regarding **computer use** and **confidentiality** and I agree to abide by these policies.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

> > This form must be received by Information Systems to complete the account setup < <

**For Department Head Only – Sign below ONLY IF THIS EMPLOYEE should have Web Outlook**



I authorize Web Outlook access for the user listed above.

\_\_\_\_\_  
Department Head Signature

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## SALE, DISPOSAL OR TRANSFER OF COUNTY PROPERTY

NUMBER: P060  
EFFECTIVE: May 31, 2005

REPLACES: NA  
DATED: NA

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**PURPOSE:** Establish procedures for departments to use for the proper sale, disposal or transfer to another department of surplus or obsolete County property.

**DEFINITIONS:**

**Surplus property** – can be any property in a County department that is no longer of use to that department.

**Obsolete property** - Can be any property owned by the County no longer needed for County use.

**Transfer** – Any transfer of County property from one County department to another.

**POLICY:** Winnebago County recognizes that obsolete property acquired with taxpayer dollars ought, as a right to be offered to that electorate in open competition when such property is disposed. As such, all County obsolete property will be disposed of by one of the following methods; 1) Consignment for sale 2) Online auction or 3) Advertisement and sale.

A disposal of County assets may only be made with the permission of the Purchasing Agent. If a disposal of assets is determined by the Purchasing Agent to be in the best interest of Winnebago County, the Purchasing Agent shall determine the manner of disposal.

No obsolete/surplus assets may be sold, traded-in, or transferred without prior notification of the Finance Director, in order that all fixed asset and other reporting requirements may be met.

No County assets shall be sold to any County employee or official outside the procedures outlined above. Employees must be mindful that transactions among County employees or officials may lend the appearance of unethical practice.

**PROCEDURE:** The following procedures will be followed for disposals under all three methods.

1. A Surplus Property Disposal Form should be completed and sent to the Purchasing Agent as soon as an item is determined to be obsolete property. The form can be found on the Intranet under Purchasing Forms or follow this link: [..\Purchasing Forms\Surplus Property Disposal Form.xls](#).
2. Included in the description of the item, should be any pertinent information such as age, model #, size (measurements), and anything else that a buyer would find helpful.
3. Transfers of assets between departments will be accomplished through an online auction site. See the procedures for transfer of assets on the following page.
4. Consult the Purchasing Agent if you have items that logically would be considered scrap or junk. If agreed, the items will be disposed of right away. A work order must be submitted to the Facilities & Property Management Dept. to dispose of any large items.
5. Please hold onto the items until contacted by the Purchasing Agent.
6. If you cannot store items in your department until the time of the sale, indicate this on your Surplus Property Disposal Form. Purchasing will arrange for the Facilities & Property Management Dept. to transport the items to a storage facility by submitting a work order.
7. If items are not sold, the Purchasing dept. will determine the method of disposal. See next page for policy on items that may contain hazardous materials.

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**TRANSFERS:** Surplus items will be offered to all departments before being offered for sale to the general public. These items will be listed on the [publicsurplus.com](http://publicsurplus.com) website for 7 days before they are offered to the public. To view and acquire these items follow the following steps:

- 1) Go to <http://www.publicsurplus.com/sms/winnebago/wi/register/internal>
- 2) The first time you use this site you will have to register as a user. Enter this registration code **FIRM 16 OLD 58**. Then select a user name & password. Read the user agreement and click on "I agree". Your account is now active.
- 3) On future visits to the site, select LOGIN at the top of the page and use the user name & password you set up.  
  
To be notified of all Winnebago County auctions:
  - After you log in go to **My Stuff**
  - Choose **Profile**
  - Pick **Interest List** from the choice on the left-hand side of the screen
  - Select the categories from the list you want to receive notification on (for all categories, hold down the shift key as you scroll down the list) then click Add
  - Pick the Region of Wisconsin (you will also get notification of some other WI Cities and Counties this way. Their items are not available for free.
  - Save-Now you will be automatically notified about new items
- 4) You can view and "bid on" items very similar to the way you would on Ebay. There is no cost associated with the items so the first department to place a bid will win the item.
- 5) You will receive an email notifying you that you are the successful bidder. When you receive this message, contact Purchasing to arrange pick up of your item.
- 6) It will be expected that the "winning bidder" will pick up the items from the pickup location in the item listing. For very large items, a work order may be sent to Facilities requesting their assistance in transporting the item(s).
- 7) The items will be available to departments for 7 days at which time if there are no bids they will be offered to the general public and sold to the highest bidder.

**PLEASE NOTE!** This procedure is to be used **ONLY** to acquire items for use in your department. If you are interested in items for personal use, you can register as a bidder by going to [www.publicsurplus.com](http://www.publicsurplus.com). Click on REGISTER and fill in the information requested using your **PERSONAL** information.

**DISPOSAL OF HAZARDOUS ITEMS:** Items containing materials that may be considered hazardous that are not sold will have to be disposed of in the proper manner. This includes items such as microwaves, refrigerators, computer monitors, tires, batteries, and many others.

If there are fees associated with the disposal of these items, it will be the responsibility of the Department to cover these fees. The Facilities Department will be able to transport the items, unless a transportation permit is required, but will not cover the disposal fees.

#### **REVENUE FROM SURPLUS**

For individual items over \$1000, the revenue will go back to the dept.

For "bulk sales" over \$5000, the revenue will go back to the dept.  
All other revenue from sales goes back to the general fund under misc. & unclassified.

1  
2 **xxx-072023**

3  
4 **RESOLUTION: Amend Winnebago County Rules Section 20.0 to Adopt a Compensation Package**  
5 **to Pay Winnebago County Board Supervisors a Monthly Salary**

6  
7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, organizational reform for the Winnebago County Board of Supervisors has been discussed a  
9 number of times over the years; and

10 **WHEREAS**, an ad-hoc task force of Winnebago County Board Supervisors has investigated many types of  
11 compensation packages of surrounding counties over a population of 100,000; and

12 **WHEREAS**, this ad-hoc task force has reached out to 16 other counties to compare its current proposed  
13 compensation package; and

14 **WHEREAS**, the finding of this ad-hoc task force is that Winnebago County Board supervisors would be best  
15 served with being paid a monthly salary; and

16 **WHEREAS**, mileage reimbursement would remain as is.

17 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it recommends  
18 replacing 20.0 of the Winnebago County Rules in its entirety with the following language:

19 20.1 Authorized meeting means:

20 (1) the convening of a standing select or special committee of the county board or subcommittee  
21 thereof for duly authorized purposes pursuant to Wis. Stats. §§ 19.81—19.98 (open meetings of  
22 governmental bodies) and the rules of the county board wherein an agenda is published, quorum is present,  
23 and regular business is conducted; or

24 (2) The attendance by a supervisor at any ~~school, institute,~~ conference, meeting, ~~or event~~ which the  
25 ~~county board or the~~ chairperson of the county board, or the vice chairperson in the chairperson's absence,  
26 directs him or her to attend

27 20.2 ~~All supervisors shall submit claims for compensation and expenses pursuant to Winnebago County~~  
28 ~~Code 1.12. Subject to the approval of the county board chairperson, or the vice chairperson if the chairperson is~~  
29 ~~unavailable, claims for expense reimbursement shall be paid by the county, except those claims which are in excess~~  
30 ~~of sums permitted by Winnebago County Code or state law. Claims for expense reimbursement not submitted to the~~  
31 ~~office of the County Clerk before the first Monday of each month shall not be processed for payment in that month.~~  
32 No claim shall be made by any supervisor for expense reimbursement which the supervisor has not actually incurred  
33 or earned.

34 20.3 Each Board Member shall be responsible for compiling their own expense sheet for payment by the  
35 County of mileage and other expenses.

36 20.4 Supervisors shall be eligible for-expense reimbursement for attending the following:

37 (a) Authorized meetings of the county board of supervisors;

38 (b) Authorized meetings of any committee of jurisdiction of the county board in addition to any board,  
39 commission, task force, or consortium to which the supervisor has been duly appointed;

40 ~~(c) Any "authorized meeting" as that term is defined within this article;~~



41 20.5 A monthly salary shall be paid and expenses shall be reimbursed to a Supervisor while attending  
42 authorized meetings ~~described in (6)~~ as follows:

- 43 (a) Monthly Salary
- 44 County Board Supervisor's Monthly Salary..... \$500
- 45 Committee Chairperson.....additional \$75 per month per committee
- 46 County Board Chairperson Monthly Salary.....\$1400
- 47 County Board Vice-Chairperson Monthly Salary.....\$700
- 48 (b) Mileage, Lodging, and Meals..... **Section 3.05 of the Winnebago County**  
49 **General Code.**

50 20.6 Non-supervisors who are duly appointed to serve on committees, boards, commissions, who are not  
51 acting within the scope of their employment or office in so doing, shall be eligible for a \$50 payment for a half day  
52 meeting (4 hours or less) but not more than \$75 per day and expense reimbursements.

53 20.7 Reimbursement for general items of expense and attendance at meetings shall be governed by Section  
54 1.12 and Section 3.05 of the Winnebago County General Code.

55 20.8 Board members attending seminars or conventions shall submit a written report as to the seminar or  
56 convention to the County Board within 30 days following its conclusion.

57 20.9 All Board members shall be paid by an electronic funds transfer unless the Board member provides a  
58 signed affidavit to the County Clerk that said board member does not own or possess a bank account so as to allow  
59 such electronic payment.

60  
61 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that said amendments to the  
62 Rules of Winnebago County Board of Supervisors shall become effective for the County Board Supervisors elected  
63 and/or re-elected in 2024.

64  
65 Fiscal Note:

66 Respectfully submitted by:

67 **JUDICIARY & PUBLIC SAFETY COMMITTEE**

68  
69 Committee Vote:

70 Vote Required for Passage: **3/4 of Members Present**

71

72 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

73

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\_\_\_\_\_  
Jonathan D. Doemel  
Winnebago County Executive

1 xxx-062023

2

3 **ORDINANCE: Amend Winnebago County General Code Section 1.12 to Adopt a Compensation**  
4 **Package to Pay Winnebago County Board Supervisors a Monthly Salary**

5

6 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7 **WHEREAS**, organizational reform for the Winnebago County Board of Supervisors has been discussed a  
8 number of times over the years; and

9 **WHEREAS**, the Judiciary and Public Safety Committee has an opportunity to examine how it can better  
10 serve the people of Winnebago County in an efficient and effective manner; and

11 **WHEREAS**, an ad-hoc task force of Winnebago County Board Supervisors has investigated many types of  
12 compensation packages of surrounding counties over a population of 100,000; and

13 **WHEREAS**, this ad-hoc task force has reached out to 16 other counties to compare its current proposed  
14 compensation package; and

15 **WHEREAS**, the finding of this ad-hoc task force is that Winnebago County Board supervisors would be best  
16 served with being paid a monthly salary; and

17 **WHEREAS**, mileage reimbursement would remain as is.

18 **NOW, THEREFORE, THE WINNEBAGO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS**

19 **FOLLOWS:**

20 Section 1.12 is replaced in its entirety with the following language:

21 (1) **AUTHORITY.** This section of the Code is adopted under the authority granted by Wis. Stats. § 59.10(3)(f)  
22 through ~~(h)~~(i) and Wis. Stats. § 59.13(2).

23 (2) **DEFINITIONS.**

24 (a) ~~COMMITTEE~~**AUTHORIZED MEETING** shall mean:

25 (1) The convening of a standing select or special committee of the county board or  
26 subcommittee thereof for duly authorized purposes pursuant to Wis. Stats. §§ 19.81—19.98 (open  
27 meetings of governmental bodies) and the rules of the county board wherein an agenda is published,  
28 quorum is present, and regular business is conducted; or

29 ~~(b)~~(2) The attendance by a supervisor at any school, institute, conference, meeting, **or event**  
30 which the chairperson of the county board, or the vice chairperson in the chairperson's absence,  
31 directs him or her to attend; or

32 ~~(c) The attendance by a supervisor at any school, institute, conference, or meeting which the county~~  
33 ~~board or the chairperson of the county board, or the vice chairperson in the chairperson's absence, directs~~  
34 ~~him or her to attend; or~~

35 ~~(3) The attendance by a supervisor at any school, institute, conference, or meeting which the county board or~~  
36 ~~the chairperson of the county board, or the vice chairperson in the chairperson's absence, directs him or her to~~  
37 ~~attend; or~~

38 ~~(4)~~(3) Claims for expense ~~or for per diem~~ reimbursement not submitted to the office of the county board  
39 chairperson ~~clerk~~ before the first Monday of each month shall not be processed for payment in that month.

40 ~~(5)~~(4) The county's finance department shall develop an expense and per diem reimbursement sheet, subject  
41 to the approval of the personnel and finance committee, which shall be used by all supervisors to submit **All**

42 ~~supervisors shall submit~~ claims for compensation and/or expenses pursuant to this article. Subject to the approval of  
43 the county board chairperson, or the vice chairperson if the chairperson is unavailable, claims for expense ~~and per~~  
44 ~~diem~~ reimbursement shall be paid by the county, except those claims which are in excess of sums permitted by the  
45 Winnebago County General Code or state law. No claim shall be made by any supervisor for expense ~~or per diem~~  
46 reimbursement which the supervisor has not actually incurred or earned.

47 ~~(6)~~(5) Supervisors shall be eligible for ~~per diem and~~ expense reimbursement for attending the following:

- 48 (a) ~~Regular~~ **Authorized** meetings of the county board of supervisors;
- 49 (b) ~~Regular~~ **Authorized meetings of any committee of jurisdiction of the county board in addition to**  
50 **any board, commission, task force, or consortium to** which the supervisor has been duly appointed;
- 51 (c) ~~Attendance of any "committee meeting"~~ **Any "authorized meeting"** as that term is defined within  
52 this article, or requested presence by the county board chairperson, to represent the county;
- 53 (d) ~~Attendance at a conference~~ **A meeting** with the county executive at the specific request of the  
54 county executive.

55 ~~(7)~~(6) ~~Per diem~~ **A monthly salary shall be paid** and expenses shall be reimbursed **to a Supervisor while**  
56 **attending authorized meetings described in (5)** for the county board of supervisors as follows:

- 57 (a) ~~Per diem~~ **Monthly Salary**
  - 58  $\frac{1}{2}$  day meeting (One or more meetings totaling 4 hours or less)
  - 59 Full day meeting ..... \$ 75.00
  - 60 Monthly county board meeting ..... \$ 75.00
  - 61 Maximum allowable per diem per day ..... \$ 75.00
  - 62 **County Board Supervisor's Monthly Salary ..... \$500**
  - 63 **Committee Chairperson ..... additional \$75 per month per committee**
  - 64 **County Board Chairperson Monthly Salary ..... \$1400**
  - 65 **County Board Vice-Chairperson Monthly Salary ..... \$700**

66 (b) Mileage, Lodging, and Meals ..... Section 3.05 of the Winnebago  
67 County General Code.

68 ~~(8)~~ No county board supervisor may claim more than one per diem for each day of service as a county board  
69 supervisor.

70 ~~(9)~~ In addition to the per diem eligibility set forth above, the county board chairman shall receive an annual  
71 salary of \$5,000.00 and the vice chairman shall receive an annual salary of \$1,500.00 for performing duties required  
72 by those positions.

73 ~~(10)~~(7) ~~Non-supervisors who are duly appointed to serve on the following committees, boards, and~~  
74 ~~commissions who are not acting within the scope of their employment or office in so doing, shall be eligible for the~~  
75 ~~same per diem payments and expense reimbursements as supervisors:~~ **Non-supervisors who are duly appointed to**  
76 **serve on committees, boards, commissions, who are not acting within the scope of their employment or office in so**  
77 **doing, shall be eligible for the same a \$50 payment for a half day meeting (4 hours or less) but not more than \$75 per**  
78 **day and expense reimbursements as supervisors.**

- 79 a. ~~Board of adjustment~~
- 80 b. ~~Land conservation committee~~
- 81 c. ~~Solid waste management board~~

- 82 ~~d. Committee on aging~~
- 83 ~~e. Health board~~
- 84 ~~f. Public safety building board — members at large~~
- 85 ~~g. Information systems technology committee~~
- 86 ~~h. Grievance review board~~
- 87 ~~i. Veterans service commission~~
- 88 ~~j. Housing authority Human Services Board~~
- 89 ~~(11) EFFECTIVE DATE. This article shall be effective as of September 1, 2001.~~
- 90 ~~(Code 1974, § 1.12; Ord. of 11-13-2007; Ord. of 11-21-2017)~~

91 **BE IT FURTHER ORDAINED** by the Winnebago County Board of Supervisors that said amendments to the  
92 General Code of Winnebago County shall become effective for the County Board Supervisors elected and/or re-  
93 elected in 2024.

94 **Fiscal Impact:** \$252,900 (approximate task force calculation prior to potential committee structure. Current budget is  
95 \$125,000 for Supervisor wages.)

96

97

98 **JUDICIARY & PUBLIC SAFETY COMMITTEE**

99 Committee Vote:

100

101 Vote Required for Passage: **Majority of Members Present**

102

103 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

104

105

106 \_\_\_\_\_

107 Jonathan D. Doemel

108 Winnebago County Executive

109

1 -082023

2

3 **RESOLUTION: Amend Section 23.0 and 23.1 of the Rules of the Winnebago County Board of Supervisors**  
4 **to Create Eight Standing Committees and Major Boards**

5

6 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7 **WHEREAS**, the Ad Hoc Structure Review Task Force (hereafter "Task Force") was established in March  
8 2023 to propose a right-sized suite of solutions for structure of the Winnebago County Board; and

9 **WHEREAS**, the current structure consists of twelve standing committees and three boards associated with  
10 large departments; and

11 **WHEREAS**, the Task Force members have spoken with other counties and asked for feedback from the  
12 Winnebago County Board Supervisors and Winnebago County Department heads in the form of questionnaires; and

13 **WHEREAS**, the Task Force has reviewed the responses; and

14 **WHEREAS**, the Task Force recommends that Winnebago County have eight standing committees and major  
15 boards and make the Legislative Committee a special committee.

16 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it amends  
17 Sections 23.0 and 23.1 of the rules of the Winnebago County Board of Supervisors by deleting the current wording in  
18 its entirety and replacing it with the wording below:

19 **23.0 STANDING COMMITTEES AND MAJOR BOARDS**

20 **23.1** Standing Committees and Major Boards of the Winnebago County Board and their membership shall  
21 be:

22 I) Public Works

- 23 a. Highway Committee
- 24 b. Facilities/Property Management Committee

25 This committee consists of 5 County Board Supervisors.

26 II) Judiciary and Public Safety

- 27 a. Clerk of Courts
- 28 b. Sheriff
- 29 c. District Attorney
- 30 d. Medical Examiner
- 31 e. Corporation Counsel
- 32 f. Family Court Commissioner
- 33 g. Court Commissioner
- 34 h. Emergency Management
- 35 i. Child Support Agency

36 This committee consists of 5 County Board Supervisors.

37 III) Finance and Administration

- 38 a. Personnel/Finance Committee
- 39 b. Information Technology Committee
- 40 c. County Clerk

41 This committee consists of 5 County Board Supervisors.

- 42 IV) Natural Resources  
43 a. UW Education/Extension/Agriculture Committee  
44 b. Parks/Recreation Committee  
45 c. Land Conservation Committee

46 This committee consists of 5 County Board Supervisors, one who is the Chairperson of the  
47 County Farm Service Agency Committee or other County Farm Service Agency Committee member designated by  
48 the Chairperson of the County Farm Service Agency Committee, and one citizen member

- 49 V) Health and Human Services  
50 a. Human Services Board  
51 b. Board of Health  
52 c. Parkview Health Center Committee  
53 d. Veteran Services Commission

54 This Board consists of 6 County Board Supervisors and 3 citizen members (per statute).

- 55 VI) Planning and Zoning  
56 a. Winnebago County Planning Department  
57 b. Winnebago County Zoning Department  
58 c. Winnebago County GIS Department  
59 d. Winnebago County Property Lister  
60 e. Winnebago County Board of Adjustment  
61 f. Register of Deeds

62 This committee consists of 5 County Board Members.

63 VII) Aviation

64 This committee consists of 5 County Board Members

65 VIII) Solid Waste Management Board

66 This Board consists of 5 County Board Supervisors and 4 citizen members

67 Fiscal Note:

68

69 Respectfully submitted by:

70 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

71 Committee Vote: \_\_\_\_\_

72

73 Vote Required for Passage: **Majority of Members Present**

74

75 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

76

77

78 \_\_\_\_\_  
79 Jonathan D. Doemel  
Winnebago County Executive

1 -082023

2

3 **RESOLUTION: Create Section 23.2 of the Rules of the Winnebago County Board of Supervisors to make**  
4 **the Legislative Committee a Special Committee**

5

6 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7 **WHEREAS**, the Ad Hoc Structure Review Task Force (hereafter "Task Force") was established in March  
8 2023 to propose a right-sized suite of solutions for structure of the Winnebago County Board; and

9 **WHEREAS**, the Task Force members have spoken with other counties and asked for feedback from  
10 Winnebago County Board Supervisors and Winnebago County Department heads in the form of questionnaires; and

11 **WHEREAS**, the Task Force has reviewed the responses; and

12 **WHEREAS**, the Task Force recommends that Winnebago County have eight standing committees and boards,  
13 and make the Legislative Committee a special committee.

14 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it creates  
15 Section 23.2 of the Rules of the Winnebago County Board of Supervisors by adding the following language:

16 **23.2 LEGISLATIVE COMMITTEE**

17 The Committee shall be composed of the chair of committees and boards listed in Sections 23.1 of these  
18 Rules (Public Works, Judiciary and Public Safety, Finance and Administration, Natural Resources, Health and  
19 Human Services, Planning and Zoning, Aviation, and Solid Waste Management) as well as the County Board  
20 Chairperson, or the Vice Chairperson in the absence of the County Board Chairperson.

21 The Legislative Committee reviews proposed federal and state legislation and administrative regulations  
22 impacting Winnebago County and provides and informs area legislators and Wisconsin Legislative Committees of the  
23 recommendations of the Winnebago County Board. The Committee reports its actions and any pertinent information  
24 relating to legislation to the Winnebago County Board.

25  
26 Fiscal Note:

27 Respectfully submitted by:

28 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

29 Committee Vote: \_\_\_\_\_

30

31 Vote Required for Passage: **Majority of Members Present**

32

33 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

34

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36

37

\_\_\_\_\_  
Jonathan D. Doemel  
Winnebago County Executive

1 -072023

2

3 **RESOLUTION: Amend Section 24 of the Rules of the Winnebago County Board of Supervisors**

4

5 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

6 **WHEREAS**, the Ad Hoc Structure Review Task Force (hereafter "Task Force") was established in March  
7 2023 to propose a right-sized suite of solutions for structure of the Winnebago County Board; and

8 **WHEREAS**, the Task Force members have spoken with other counties and asked for feedback from  
9 Winnebago County Board Supervisors and Winnebago County Department heads in the form of questionnaires; and

10 **WHEREAS**, the Task Force has reviewed the responses; and

11 **WHEREAS**, the Task Force recommends that Winnebago County have eight standing committees and major  
12 boards.

13 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it amends  
14 Sections 24.0 through 24.12 of the Rules of the Winnebago County Board of Supervisors by deleting the sections in  
15 their entirety and replacing them with Sections 24.0 through 24.8 and the language set forth below.

16 **24.0 GENERAL DUTIES OF STANDING COMMITTEES AND MAJOR BOARDS**

17 **24.1 NATURAL RESOURCES COMMITTEE**

18 Natural Resources includes UW Education, Extension, and Agriculture Committee, Parks and Recreation  
19 Committee, and Land Conservation Committee. See Wis. Stats. 59.56(3), 92.06, 92.07, 92.09. The committee  
20 consists of seven members, five who are Winnebago County Board Supervisors, one who is the Chairperson of the  
21 County Farm Service Agency committee created under 16 USC 590h (b) or other County Farm Service Agency  
22 committee member designated by the Chairperson of the County Farm Service Agency committee, and one citizen  
23 member. The terms of the members who are not Winnebago County Board Supervisors shall expire on June 30 of all  
24 even numbered years.

25 A. At least two members of this Committee are members of the Land and Water Conservation Committee.  
26 Two members of this committee are members of the UW Education Extension and Agriculture  
27 Committee.

28 B. The committee reviews policy issues relating to the Winnebago County University Extension Program,  
29 Winnebago County Library Services, and the Winnebago County Fair and shall revise and recommend  
30 appropriate policy goals and legislative actions to be taken by the Winnebago County Board.

31 C. The committee establishes procedure and makes recommendations to the Winnebago County Board of  
32 Supervisors as to the award of college scholarships from the College Scholarship Fund to students who  
33 are Winnebago County residents.

34 D. The committee is responsible for policies and development of all Winnebago County parks and  
35 recreation areas, including boat landings, recreational greenways, general parkland, Sunnyview  
36 Exposition Center, and associated programs and wildlife preservation areas. It recommends to the  
37 Winnebago County Board the necessary rules and regulations for all Winnebago County owned  
38 recreational areas.

39 E. The committee:

40 1. Develops and adopts standards and specifications for management practices to control erosion,  
41 sedimentation and nonpoint source water pollution throughout the county.



- 42 2. Distributes and allocates federal, state and county funds made available to the committee for cost  
43 sharing programs or other incentive programs for improvements and practices relating to soil and water  
44 conservation on private or public lands.
- 45 3. Carries out prevention and control measures and works of improvement for flood prevention and for  
46 conservation, development, utilization and control of water within Winnebago County. These preventative  
47 and control measures and works of improvement may be carried out on lands owned or controlled by the  
48 state or any of its agencies, with the cooperation of the agency administering and having jurisdiction over  
49 the land, and on any other lands within Winnebago County upon obtaining the consent of the landowner  
50 or the necessary rights or interests in the land.
- 51 4. Prepares long-range plans which include inventories of natural resources in Winnebago County, a  
52 description of present natural resource uses and a projection of future trends, an assessment of resource  
53 conservation problems in relation to use practices and actions necessary to correct those problems  
54 including specific goals and provisions for the development, management and conservation of soil, water  
55 and related natural resources.
- 56 5. Enters into agreements with, or furnishes financial, technical, planning, or other assistance to any  
57 agency, governmental or otherwise, or any landowner, or land user, within the incorporated or  
58 unincorporated parts of Winnebago County, in carrying out resource conservation operations and  
59 works of improvement for flood prevention or for the conservation, development, utilization and  
60 protection of soil and water resources within Winnebago County.
- 61 6. Encourages soil and water conservation research and educational information and public service  
62 outreach programs.

63 The committee is a policy-making body determining the broad outlines and principles governing  
64 administration of Winnebago County soil and water conservation.

65 The committee reviews policy issues relating to the Winnebago County soil and water conservation  
66 programs and advises and recommend appropriate policy goals and legislative action to be taken by the Winnebago  
67 County Board.

#### 68 **24.2 AVIATION COMMITTEE**

69 The Aviation committee consists of five Winnebago County Board Supervisors. The committee reviews  
70 policy issues relating to Wittman Regional Airport and other aviation matters of concern to Winnebago County and  
71 advises and recommends appropriate policy goals and legislative action to be taken by the Winnebago County  
72 Board.

#### 73 **24.3 PUBLIC WORKS COMMITTEE**

74 Public Works includes the Highway Committee and Facilities and Property Management Committee. See  
75 Wis. Stat. 83.015. The committee consists of five Board Supervisors. The committee:

- 76 1. Reviews policy issues related to buildings, grounds, office equipment, furniture and fixtures in all  
77 Winnebago County owned or leased facilities;
- 78 2. Develops long range plans for buildings and office space;
- 79 3. Reviews policy goals relating to the Facilities and Property Management Department;
- 80 4. Recommends appropriate goals and legislative action to be taken by the Winnebago County Board;

- 81 5. Determines the broad outlines and principles governing administration of Winnebago County Highway  
82 programs;
- 83 6. Reviews policy issues relating to the Winnebago County Highway Department and other highway  
84 matters of concern to Winnebago County and advises and recommends appropriate policy goals and  
85 legislative action to be taken by the Winnebago County Board.

86 **24.4 PLANNING AND ZONING COMMITTEE**

87 Planning and Zoning includes the Winnebago County Planning Department, Winnebago County Zoning  
88 Department, Winnebago County GIS Department, Winnebago County Property Lister, Winnebago County Zoning  
89 Board of Adjustment, and the Register of Deeds. See Wis. Stats. 59.43, 59.694, 59.69. The committee consists of  
90 five Winnebago County Board Supervisors, at least one but not more than two from an incorporated area. The  
91 committee:

- 92 1. Determines the broad outlines and principles governing the administrative powers and duties, See Wis.  
93 Stat. 59.69, and is a quasi-judicial body with decision-making power including, but not limited to  
94 conditional use, planned unit development and rezoning.
- 95 2. Bears responsibility for all matters of procedure relating to the Winnebago County Zoning Ordinance  
96 including but not limited to basic zoning provisions, floodplain/shoreland provisions and airport zoning  
97 provisions, except those designated to Zoning Board of Adjustment's jurisdiction.
- 98 3. Creates and maintains Winnebago County's development plan.
- 99 4. Reviews policy issues relating to the Winnebago County Zoning Department, Winnebago County  
100 Planning Department, and Winnebago County Register of Deeds and advises and recommends  
101 appropriate policy goals and legislative action to be taken by the Winnebago County Board.

102 **24.5 JUDICIARY & PUBLIC SAFETY COMMITTEE**

103 Judiciary and Public Safety includes the offices of Clerk of Courts, Sheriff, District Attorney, Medical  
104 Examiner, Corporation Counsel, Family Court Commissioner, Court Commissioner, Emergency Management and  
105 Child Support. See Wis. Stat. 323.14. The committee consists of five Winnebago County Board supervisors. The  
106 committee:

- 107 1. Reviews policy issues and advises and recommends appropriate policy goals and legislative action to be  
108 taken by the Winnebago County Board relating to departments under its jurisdiction.
- 109 2. Submits recommendations for Winnebago County Board rules to be considered at the Winnebago  
110 County Board organization meeting or at other Winnebago County Board meetings.
- 111 3. Submits recommendations for apportionment of supervisory districts in Winnebago County.

112 **24.6 HEALTH AND HUMAN SERVICES BOARD**

113 Health and Human Services Board includes the Winnebago County Human Services Board, the Winnebago  
114 County Board of Health, Park View Health Center, and Veteran Services. See Wis. Stats. 46.23(4), 45.81 and  
115 251.03. The committee consists of nine members, six of whom are Winnebago County Board Supervisors and three  
116 members who are citizens, all appointed by the Winnebago County Executive and confirmed by the Winnebago  
117 County Board of Supervisors. The Chair of the Health and Human Services board shall be a Winnebago County  
118 Board Supervisor. At least one member of the Board should be a physician and registered nurse, and if unable to  
119 locate, a good faith effort to appoint a physician assistant and nurse practitioner, or both. Additionally, one member  
120 shall be an individual who receives or has received services from the Human Services departments or a family

121 member of the same. The Board determines the broad outlines, principles and policies governing the administration  
122 and scope of the Health and Human Services array of public health, human services, nursing home services, veteran  
123 services, and recommends budgetary and legislative action to be taken by the Winnebago County Board as it relates  
124 to the departments under its jurisdiction.

#### 125 **24.7 FINANCE AND ADMINISTRATION COMMITTEE**

126 Finance and Administration includes the Winnebago County Department of Administration, Winnebago  
127 County Treasurer, Winnebago County Finance Department, Winnebago County Human Resources Department,  
128 Winnebago County Clerk, and Information Technologies. The committee consists of five Winnebago County Board  
129 Supervisors. The committee reviews policy issues and advises and recommends appropriate policy goals and  
130 legislative action relating to the aforementioned departments. The committee:

- 131 1. Receives all personnel requests for study and recommendation.
- 132 2. Reviews proposed personnel policies and amendments as submitted by the Director of Human Resources  
133 and Winnebago County Executive and submits recommendations to the Winnebago County Board for consideration  
134 and legislative action.
- 135 3. Reviews personnel actions in all Winnebago County departments as reported by the Director of Human  
136 Resources.
- 137 4. Recommends to the Winnebago County Board, prior to the earliest time for filing nomination papers, a  
138 salary schedule for elected officials, appointed officials and other employees of Winnebago County unless otherwise  
139 determined by agreement or law.
- 140 5. Authorizes budgetary alterations as permitted in Wis Stat. 65.90(5). in either of the following  
141 situations:
  - 142 a. A transfer of funds between budgeted items of an individual county department if such budgeted  
143 items have been separately appropriated, and
  - 144 b. Supplementation of appropriations for a particular office or department by transfer from the  
145 Contingency Fund. The limitation on the dollar amount set aside in the budgetary alteration  
146 shall be the amount set aside in the Contingency Fund or the sum of \$40,000.00, whichever  
147 is the lesser sum, and
  - 148 c. Notwithstanding subsection (b), above, to accept gifts from the Oshkosh Area Community  
149 Foundation's Park View Health Center Pass-Through Fund into the Contingency Fund and  
150 to appropriate monies received from said gifts to the Park View Health Center construction  
151 project for additions, enhancements, landscaping or furnishings in relationship to said  
152 project, provided that the total amount of said appropriation does not exceed 10% of the total  
153 amount of funds budgeted for said project for that budgetary year.

154 The committee may refuse to authorize a budgetary alteration in whole or in part or may grant any such  
155 alteration conditionally as it deems appropriate.

- 156 6. Reviews all financial reports submitted to the Winnebago County Board by the County Executive, by  
157 County officials and by auditors retained by Winnebago County. (The County Executive is charged with the  
158 responsibility to examine, settle and allow all general accounts against Winnebago County and to have issued  
159 Winnebago County orders therefor.)

160 7. Advises the Winnebago County Director of Finance and Winnebago County Executive in the matter of  
161 investment of county funds and reports to the Winnebago County Board from time to time regarding county finances.

162 8. Examines all claims filed against the Winnebago County for illegal taxes of any kind and shall make a  
163 report to the Winnebago County Board and submit a recommendation on all matters pertaining to illegal taxes.

164 9. Performs such responsibilities as are indicated in Sec. 3.03 of the General Code of Winnebago County  
165 Ordinances concerning properties taken by Winnebago County on tax deeds.

166 10. Advises with the Winnebago County Insurance Administrator and Winnebago County Executive in  
167 matters establishing appropriate insurance coverages for Winnebago County.

168 11. Reviews all claims filed against Winnebago County pursuant to Wis Stats. 59.76 and Sec. 893.80 and  
169 submits its recommendation to the Winnebago County Board for consideration and legislative action. Submits an  
170 annual report on the disposition of all claims.

171 12. Reviews and adopts affirmative action plans submitted by the Affirmative Action Committee.

172 13. Studies, recommends, and forwards all grant applications to County Board.

173 14. Reviews all proposals and needs relating to Winnebago County's present and future information systems  
174 and technologies related thereto.

#### 175 **24. 8 SOLID WASTE MANAGEMENT BOARD**

176 This Board consists of nine members, five of whom are Winnebago County Board Supervisors and four  
177 citizen members, all appointed by the Winnebago County Executive and confirmed by the Winnebago County Board  
178 of Supervisors. See Wis. Stat. 59.70 and Winnebago County General Code 15.04. The terms are staggered for  
179 three-years length. Membership includes: two members from the Neenah-Menasha area, two members from the  
180 Oshkosh area, one member from the North/Central area, one member from the South/Central area, one member  
181 from the Western area, two members at large. The Board:

182 a) Develops a plan for a solid waste management system.

183 b) Collects, transports, disposes of, destroys or transforms wastes, including without limitation because of  
184 enumeration, garbage, ashes or incinerator residue, municipal, domestic, agricultural, industrial and commercial  
185 rubbish, waste or refuse material, including explosives, pathological wastes, chemical wastes, herbicide and  
186 pesticide wastes.

187 c) Acquires lands within Winnebago County by purchase, lease, donation or eminent domain for use in the  
188 solid waste management system.

189 d) Authorizes employees or agents to enter upon lands to conduct reasonable and necessary investigations  
190 and tests to determine the suitability of sites for solid waste management activities whenever permission is obtained  
191 from the property owner.

192 e) Acquires by purchase, lease, donation or eminent domain such easements or other limited interests in  
193 lands as are desired or needed to assure compatible land uses in the environs of any site that is part of the solid  
194 waste disposal system.

195 f) Establishes operations and methods of waste management that are considered appropriate. Waste burial  
196 operations shall be in accordance with sanitary landfill methods and the sites shall, insofar as is practicable, be  
197 restored and made suitable for attractive recreational or productive use upon completion of waste disposal  
198 operations.

- 199 g) Acquires necessary equipment, uses equipment and facilities of the Winnebago County Highway  
200 Department; and constructs, equips and operates incinerators or other structures to be used in the solid waste  
201 management system.
- 202 h) Adopts and enforces ordinances necessary for the conduct of the solid waste management system and  
203 provides forfeitures for violations.
- 204 i) Contracts with private collectors or transporters or municipalities to receive and dispose of wastes.
- 205 j) Engages in, sponsors or co-sponsors research and demonstration projects intended to improve the  
206 techniques of solid waste management or to increase the extent of reuse or recycling of materials and resources  
207 included within the wastes.
- 208 k) Accepts funds derived from state or federal grant or assistance programs and enters into necessary  
209 contracts or agreements.
- 210 l) Appropriates funds and levy taxes to provide funds for acquisition or lease of sites, easements, necessary  
211 facilities and equipment and for all other costs required for the Solid Waste Management System except that no  
212 municipalities which operates its own solid waste collection management program under Wis. Stat. 287.09(2)(a) or  
213 waste collection and disposal facility or property therein shall be subject to any tax levied hereunder to cover the cost  
214 of operation of these functions. Such appropriations may be treated as a revolving capital fund to be reimbursed from  
215 proceeds of the system.
- 216 m) Makes payments to any municipality in which Winnebago County disposal sites or facilities are located to  
217 cover the reasonable costs of services rendered to such sites or facilities.
- 218 n) Charges or assesses reasonable fees, approximately commensurate with the costs of services rendered  
219 to persons using the services of the Winnebago County Solid Waste Management System. Fees may include a  
220 reasonable charge for depreciation which shall create a reserve for future capital outlays for waste disposal facilities  
221 or equipment. All assessments for liquid waste shall be assessed by volume.
- 222 o) Creates service districts which provides different types of solid waste collection or disposal services.  
223 Different regulations and cost allocations may be applied to each service district. Costs allocated to such service  
224 districts may be provided by general tax upon the property of the respective districts or by allocation of charges to the  
225 municipalities whose territory is included within such districts.
- 226 p) Utilizes or disposes of by sale or otherwise any and all products or by-products of the solid waste  
227 management system.
- 228 q) Imposes fees, in addition to the fees imposed under Wis. Stat. 289, upon persons who dispose of solid  
229 waste at publicly owned solid waste disposal sites in Winnebago County for the purpose of cleaning up closed or  
230 abandoned solid waste disposal sites within Winnebago County, subject to all of the following conditions:
- 231 1. The fees are based on the amount of solid waste that is disposed of by each person.
- 232 2. The fees may not exceed 20 percent of the amount that is charged for the disposal of the solid waste.
- 233 3. The effective date of the fees and any increase in the fees is January 1 and such effective date is at least  
234 120 days after the date on which the board adopts the fee increase.
- 235 4. The cleanup of the site is conducted under the supervision of the department of natural resources.
- 236 5. The board may prevent the implementation of, or may terminate, fees imposed by the solid waste  
237 management board.
- 238

239 Fiscal Note:

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241 Respectfully submitted by:

242 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

243 Committee Vote: \_\_\_\_\_

244

245 Vote Required for Passage: **Majority of Members Present**

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248 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Jonathan D. Doemel  
Winnebago County Executive

DRAFT

1 **XX-XX2023**

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3 **ORDINANCE: Amend Winnebago County General Code Sections 9.17(4) and 9.18(4) relating to the**  
4 **Possession of Marijuana and/or Cannabis and THC Paraphernalia**

5

6 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7 **WHEREAS**, criminalizing cannabis use has failed to curb its use, and more than 100 million Americans say  
8 they have used cannabis; and

9 **WHEREAS**, marijuana and paraphernalia are subject to penalties per state statutes found in sections 9.17,  
10 9.18, 9.33 and 25.04(5) of the Winnebago County Code; and

11 **WHEREAS**, the Winnebago County Code already includes an exception of penalty for medical and dental  
12 use of synthetic cannabinoids under section 9.33, subsection (3); and

13 **WHEREAS**, in a 2016 poll, 59 percent of Wisconsinites said that marijuana should be "fully legalized and  
14 regulated like alcohol," and recent polls show a majority of Americans favor legalization of adult recreational use of  
15 marijuana; and

16 **WHEREAS**, a Pew Research Study conducted in 2021 found that 91 percent of U.S. adults believe that  
17 marijuana should be legal for medical and recreational use; and

18 **WHEREAS**, according to the Non-partisan organization the Prison Policy Institute in a report in 2019, "Drug  
19 offenses still account for the incarceration of almost half a million people, and nonviolent drug convictions remain a  
20 defining feature of the federal prison system"; and

21 **WHEREAS**, FBI data states in 2016, 15,000 people were arrested in Wisconsin annually for marijuana  
22 offenses; and

23 **WHEREAS**, the cost of incarceration is \$60 a day to most counties in 2018 including probation revocations,  
24 and have increased since then; and

25 **WHEREAS**, University of Wisconsin-Madison concludes in a 2016 study that it costs taxpayers  
26 \$439 per marijuana arrest, meaning that the annual cost to arrest for marijuana offenses is \$6.5 million per year; and

27 **WHEREAS**, according to the Vera Institute of Justice in 2015, the average cost per incarcerated persons in  
28 Wisconsin annually is \$38,644 in state prisons, with marijuana compounding to other sentences; and

29 **WHEREAS**, marijuana offenses are still considered subject to felony conviction in the state of Wisconsin;  
30 and

31 **WHEREAS**, according to Vera Institute of Justice using data from the Wisconsin Department of Corrections, the  
32 average cost of incarcerating first-time marijuana offenses is \$19,000 for a six month sentence; and

33 **WHEREAS**, according the economic analytics company New Frontier in 2019, "the impact of federally legal  
34 marijuana suggests that nationwide legalization could generate 1.1 million jobs by 2025," and additional labor income will  
35 further economic growth almost immediately; and

36 **WHEREAS**, the Wisconsin State Legislature will be taking up cannabis legalization legislation in this  
37 forthcoming term; and

38 **WHEREAS**, Connecticut, Alaska, California, Colorado, Maine, Massachusetts, Nevada, Oregon, New York,  
39 Illinois, and Washington have legalized adult personal use of marijuana, and regulate the production, distribution, and  
40 sale of cannabis, while Vermont and the District of Columbia have legalized limited personal possession and cultivation  
41 of cannabis by adults; and

42           **WHEREAS**, the states of Minnesota, Arizona, Pennsylvania, Louisiana, Missouri, Utah, Montana, North  
43 Dakota, Oklahoma, Arkansas, West Virginia, Rhode Island, Delaware, New Jersey, and Florida have all legalized  
44 medical cannabis; and

45           **WHEREAS**, the time law enforcement spends enforcing existing cannabis laws and ordinances negatively  
46 impacts the time available to solve more serious crimes and apprehend more dangerous criminals; and

47           **WHEREAS**, cannabis prohibition makes product quality control and sales regulation impossible, leaving  
48 cannabis sellers free to target children as potential customers and to peddle potentially adulterated products; and

49           **WHEREAS**, according to the National Center for Biotechnology Information, THC from cannabis has shown in  
50 studies to alleviate from heroin and opioid addiction, thereby assisting in ending the opioid crisis; and

51           **WHEREAS**, our current elected Governor recognizes the medical benefits of legal marijuana; and

52           **WHEREAS**, a 2018 study by the National Center of Biotechnology Information focused on youth in Washington  
53 State found, “no evidence that policy change influenced heavy-using adolescents’ rates of use nor the proposed risk  
54 factors associated with problematic use patterns”; and

55           **WHEREAS**, an April 2020 poll found 71% of Coloradans and 65% of Washington state residents viewed  
56 legalization as a success or more of a success than a failure; and

57           **WHEREAS**, a survey in Washington state, that spanned from 2012 to 2016, by the Washington State Healthy  
58 Youth Survey, suggests either no change or modest decreases in current marijuana use for every grade surveyed — 6th,  
59 8th, 10th, and 12th graders; and

60           **WHEREAS**, states such as Washington have shown cannabis legalization has had no effect on student  
61 graduation rates, per the Office of Superintendent of Public Instruction - and for the fifth year in a row, the 4-year  
62 statewide graduation rate has grown, breaking another record; and

63           **WHEREAS**, in 2019, investigative reporting from KREM news in Washington state took a look at marijuana use  
64 in the school, and despite one Sheriff making claims that students now have been bringing in more cannabis into the  
65 schools - they found through their research, across all grade levels, marijuana usage rates have stayed almost exactly  
66 the same in Washington, and there was no significant hard data jump at all to support such claim; and

67           **WHEREAS**, Washington state, just like Colorado, saw a significant drop in their incarceration rates, and the  
68 Prison Policy Initiative also shows their historic trend of incarceration has been the lowest it has been since before  
69 the turn of the century, with their current incarcerated rate is around 30% less than the national average; and

70           **WHEREAS**, according to the Highway Loss Data Institute's study in 2017, there was no conclusive evidence  
71 stating a direct link to higher automotive collision rates and drivers who were noticeably high on cannabis in states where  
72 cannabis was legalized.

73  
74           **NOW, THEREFORE, THE WINNEBAGO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS**  
75 **FOLLOWS:**

76           That Sections 9.17(4) and 9.18(4) of the Winnebago County General Code be amended to reduce the  
77 penalties for possession of marijuana and/or cannabis and to provide that cannabis, marijuana, and THC  
78 paraphernalia not be subject to penalties set forth by this section. (see attached Exhibit A- amendments in bold type)

79           **BE IT FURTHER ORDAINED**, by the County Board of Supervisors of the County of Winnebago that said  
80 amendments to the General Code of Winnebago County shall become effective on the date following the date of  
81 publication.



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*Fiscal Note: No fiscal impact.*

Respectfully submitted by:  
**BRIAN DEFFERDING, District 6**

Committee Vote: \_\_\_\_\_

Vote Required for Passage: **Majority of Members Present**

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jonathan D. Doemel  
Winnebago County Executive

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EXHIBIT A

9.17 (4) Penalties. Penalties for violations of this section shall be assessed **at \$1.00 for up to and including 25 grams of marijuana/cannabis**. Penalties for violations of this section shall be assessed as set forth in Wis. Stats. §§ 961.41, 961.42, 961.43 **for quantities of marijuana/cannabis greater than 25 grams**.

**(a) Medical or Dental Use Allowed: Acts and/or possession of any amount of marijuana, cannabis, and/or THC substances that is otherwise prohibited under Section 9.17 of the Winnebago County General Code, in conjunction with Section 9.33(2) of Winnebago County General Code, shall not be unlawful if done by or under the direction or prescription of a licensed physician, dentist, or other medical health professional authorized to issue such prescriptions under state and federal laws.**

9.18 (4) Penalties. Penalties for violation of this section shall be assessed as a set forth in Wis. Stat. §961.573.

**(a) Cannabis and marijuana paraphernalia allowed: Any paraphernalia determined to be used solely for cannabis, marijuana or THC purposes shall not be subject to penalties set forth by this section.**