

# SAUK COUNTY BOARD OF SUPERVISORS MEETING NOTICE/AGENDA

**COMMITTEE:** NEW SUPERVISOR ORIENTATION

**DATE / TIME:** Friday, April 4, 2014

**8:00 A.M.**

**PLACE:** County Board Room  
505 Broadway, Baraboo, WI

**REASON FOR MEETING: SPECIAL**

**SUBJECTS FOR DISCUSSION:**

1. Call to Order and Certify Compliance with Open Meeting Law.
2. Adopt Agenda.
3. *Marty Krueger*, County Board Chair
  - Introductions, opening remarks.
4. *Kathy Schauf*, Administrative Coordinator
  - Basics of County Government
  - The county directory - your who's who in county government
  - Review of Supervisor Manual.
  - Supervisory e-mail and log-on.
  - County Internet site.
5. *Marty Krueger*: What to expect.
  - Committee Appointments (*areas of interest survey – distributed by County Clerk*)
  - Rules of the Board
6. *Kerry Beghin*, Controller
  - Introduction to the budget process (timeline) and book.
  - Getting paid.
7. *Rebecca DeMars*, County Clerk
  - Voting equipment, sample vote. (*Handout*)
  - Supervisory mail boxes
8. *Todd Liebman*, Corporation Counsel
  - A brief introduction to ethics, open meetings, and open records
  - Role of the Parliamentarian, and comments on Robert's Rules of Order
10. Adjourn

**TO:**

County Clerk

Corporation Counsel

Beghin

Liebman

DeMars

County Board Chair

**DATE NOTICE MAILED:** Tuesday, April 01, 2014

**PREPARED BY:** Office of Administrative Coordinator

**Any person who has a qualifying disability that requires the meeting or materials at the meeting to be in an accessible location or format should contact Sauk County (608-355-3269 or TTY 608-355-3490) between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.**

