



GREEN LAKE COUNTY
COUNTY BOARD OF SUPERVISORS ORIENTATION
Tuesday, April 12, 2022 1:00 – 4:00 PM

AGENDA

WELCOME AND INTRODUCTION OF SUPERVISORS: 1:00

BASICS OF COUNTY BOARD STRUCTURE: 1:15

- **Liz Otto, County Clerk**

LEGAL AND ETHICAL CONSIDERATIONS: 1:30

- **Open Meetings Law, Parliamentary Procedures, Public Records and Ethics**
– Dawn Klockow

COUNTY ADMINISTRATOR ROLES AND RESPONSIBILITIES: 2:30 –
Cathy Schmit

- **Role and Responsibilities**
- **Budget Process**
- **Annual Audit of Financial Reports**

PRACTICAL TIPS: 3:00

- **Website navigation and iPad instructions – Bill Hutchison, IT Director**
- **County Board packets – Liz Otto, County Clerk**
- **Agendas – Liz Otto, County Clerk**
- **Mock Resolution and voting procedure – Liz Otto, County Clerk**

INTRODUCTION OF DEPARTMENT HEADS AND CONSTITUTIONAL OFFICERS – 3:30

OVERVIEW OF APPOINTED AND ELECTED COMMITTEES – 3:45