

AGENDA ITEM COVER SHEET

Title: Policy Manual Section 100

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

The attached policies were reviewed by a staff task force, approved by department heads, and General Government Committee. Based on County Board resolution, they need Executive Committee approval and are then ready for County Board review.

RECOMMENDATIONS (IF ANY):

Please review the attached policies and direct staff to make appropriate changes. Should policies meet with your approval, please refer them to the County Board for final approval.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☐ No

If yes, please list below:

Policies 101-109 are Attached.

FISCAL IMPACT:

Adopting policies will set specific direction from County Board for staff to follow. There should be no costs at this time.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

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IOWA COUNTY COMMITTEES, COMMISSIONS & BOARDS STRUCTURE

Date Originated: 10/10/15
Date of Modifications: 03/01/2017
Policy Number: 101

1. **PURPOSE:**

To describe the composition, responsibilities and procedures of the committees of the County Board.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to the County Board and to all Iowa County departments, boards, commissions, and the general public.

3. **POLICY:**

It is the policy of the Iowa County Board to utilize committees in performing its duties.

4. **REFERENCES:**

Section Wisconsin Statutes. 59.01-59.02-59.13
Resolution No. 10-1015

5. **PROCEDURES:**

IOWA COUNTY COMMITTEES, COMMISSIONS & BOARDS STRUCTURE

Pursuant to Wisconsin State Statutes Chapter 59, counties are authorized to organize under one of three forms of County government: 1) Executive; 2) Administrator; or 3) Administrative Coordinator. Specific statutes define the relationship between the legislative and executive roles of county government. Iowa County is organized under the County Administrator form (Wis. Stat. § 59.18) to insure clarity in roles and appropriate delegation of authority under the powers given a County Board. Committees created by the County Board are organized pursuant to Wis. Stat. § 59.13(1). Some committees are authorized under separate statutes and are referenced later in this document. Committees, Commissions, and Boards establish priorities.

Supervisors serve primarily a legislative function. The legislative function is largely limited to policymaking, lawmaking, budgetary approval, and cooperative decision making. No operational control resides with individual supervisors. Supervisors' authority is collective versus individual. Direction and decision-making by the Board of County Supervisors shall occur as a Board. Individual members of the Board shall not attempt to exercise independent authority over the County Administrator, director, official, or employee thereof. When elected to a committee chair position, a supervisor has the authority to set the agenda for committee meetings, preside at meetings, and make reports and recommendations on the committee's behalf.

The County Administrator presents the budget based on established priorities. A County Board has overall budget approval authority. The role of a County Board is that of being "visionary." Standing committees have policy oversight for departments, offices, and other entities. They monitor performance, review and participate in development of the budget, and draft ordinances and resolutions. Standing committees develop policy which in turn is recommended to the County Board for action. Standing Committee chairs shall report to the County Board at least every other month.

Department heads and/or other staff members provide input, make recommendations, and serve as a resource for committees. They do not vote. Staff members should be allowed an opportunity to provide input or clarify in a committee meeting, but it is not an appropriate role for staff to engage in committee debate or for a committee

member or Board members to assign tasks to a staff member. As a collective body, a committee/board/commission may assign tasks to a department head/staff member.

Standing Committees: The following standing committees shall be formed after the spring election:

General Government – County Board 1st Vice Chair serves as Committee Chair; Committee elects a Vice Chair and Secretary

Health & Human Services – Chair, Vice Chair and Secretary elected by this committee

Public Safety – Chair, Vice Chair and Secretary elected by this committee

Public Works – Chair, Vice Chair and Secretary elected by this committee

Standing committees shall have not less than three nor more than eight supervisors serving as members. A five member standing committee is preferred. Standing committees may have a supervisor appointed by the County Board Chair as an alternate, and that person is only compensated for attending a meeting if they are filling in for an absent member.

Committees/Boards/Commissions Align with Standing Committees: Wisconsin statutes mandate the existence of certain Committees/Boards/Commissions, and these shall be identified as such when constituted. The statutes spell out the responsibilities. Further, Wisconsin statutes provide counties with autonomy so that they may appoint committees that meet local needs and interests. Iowa County is involved in multi-county or regional arrangements, and usually a member of the County Board or a citizen is appointed to represent the County. Other boards may represent a specific interest, optional involvement may result from a commitment of resources, and usually a member of the County Board or a citizen is appointed. Each committee/board/commission shall align with a standing committee.

Assessment of Committees, Boards, and Commissions: Annually, committee members shall review the purpose, accomplishments, and issues. Assessment shall serve as a means to determine how the purpose and functioning might be improved. Additionally, this is a time when the group determines if the committee/board/commission continues, is modified, or has completed its work. The County Administrator, supervisors, and staff provide input into the discussion.

Committee on Appointments

Purpose: The purpose of the Committee on Appointments is to assist the County Board Chair in selecting supervisors for all County Committees. The County Board Chair retains veto authority for all appointments. Additionally, input is made to the County Administrator for the committee members to be appointed by that position as outlined in the Wisconsin Statutes. Vice Chairs assist and assume an advisory role. The County Board Chair in consultation with Vice Chairs appoints board members to special committees when the need arises.

- a. Size of the Committee: 3 (Elected Chair, 1st Vice Chair and 2nd Vice Chair)
- b. Frequency of Meetings: As needed
- c. Assessment of the Committee: County Board

Executive Committee

Purpose: The purpose of the Executive Committee is to act on matters for which no other committee has jurisdiction or, where committee jurisdiction is in question or in conflict, on the recommendation of the County Board Chair, the Chair of the Committee and/or the County Administrator. The Executive Committee is empowered to investigate, report, and act on problems or issues that are brought to its attention. This body provides leadership for the hiring and assessment of the county administrator, establishing performance goals and providing feedback. The Executive Committee provides oversight for the County Board Rules with changes requiring approval by the full County Board. The Executive Committee may also act in emergencies requiring immediate authorization with required subsequent approval of the Board. The Executive Committee has responsibility for the County's real property. The Executive Committee collaborates

with the County Administrator and Finance Director to develop and monitor the budget. If a Committee, Board, or Commission better fits with a different Standing Committee, the Executive Committee shall recommend a change to the County Board for action.

Size of the Committee: 7 or less. The Executive Committee shall consist of the Chair of the County Board who shall serve as chair of the Executive Committee, the 1st Vice Chair, the 2nd Vice Chair and the Chair of each standing committee. Vice Chairs of each of the standing committees shall serve as an alternate to the Executive Committee in the event the Committee chair is unavailable or already serves on this committee. The 1st Vice Chair shall serve as the Chair of the General Government Standing Committee.

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: County Board

Departments reporting to this committee include:

County Administrator

Corporation Counsel

Finance

Appointment to Standing and Other Committees, Boards, and Commissions: The County Board Chair shall make appointment of all Supervisors to Committees created under County Board Rules, subject to confirmation by the County Board. Where Wisconsin statutes provide that other appointments shall be made by the County Board or by the chairperson of the County Board, those appointments to boards and commissions shall be made by the county administrator and shall be subject to the confirmation of the County Board. The preferred length of term to serve on a specific committee, board, or commission shall be six (6) years, however, longer tenure may occur.

GENERAL GOVERNMENT

Standing Committee

Purpose: The General Government Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged with and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, economic development, facilities maintenance, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly and /or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff.

Departments and agencies reporting to this committee include:

County Clerk

Economic Development

Employee Relations

Environmental Services

Information Technology

Register of Deeds

Treasurer

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS OF IOWA COUNTY ALIGN WITH THE GENERAL GOVERNMENT STANDING COMMITTEE –

Iowa County Ethics Board

Purpose: This board reviews and makes recommendations and referrals regarding ethics complaints filed. The Ethics Board primarily focuses on conflict of interest issues.

Size of the Committee: 5 -- individuals from the Iowa County community

Frequency of Meetings: As needed

Assessment of the Board: Annual peer review by the General Government Standing Committee with input from supervisors and staff

Long-Range Planning Committee

Purpose: This committee creates, recommends, and monitors a long-range plan that involves analysis of space, building, and service needs of county departments and agencies as well as planning for future growth/contraction of county services.

Size of the Committee: 5 Supervisors

Frequency of Meetings: At least quarterly and as needed.

Assessment of the Committee: Annual peer review by the General Government Standing Committee with input from supervisors and staff.

Tax Deed Committee

Purpose: The Tax Deed Committee assumes responsibility for the sale of property that has not paid taxes in accordance with state statutes.

Size of the Committee: 3-5 Supervisors

Frequency of Meetings: At least quarterly and as needed.

Assessment of the Committee: Annual peer review by the Economic Development & Property Standing Committee with input from supervisors and staff.

The General Government Standing Committee has three clusters and the goal is to have these clusters communicating around areas of common interest. Clusters include: a) Economic Development, b) Education and c) Recreation & Tourism. Additionally, it will be helpful to have one County Board member serving on one of the committees in a specific cluster. Committees, commissions and/or boards in a cluster will be encouraged to meet at least annually around issues of mutual interest.

CLUSTER - Economic Development

Revolving Loan Fund Commission

Purpose: This Commission has the authority to review, select, and recommend loan applications and make policy recommendations to the County Board for administration of the program including fees. Members shall consist of representatives of broad community interest, and have special expertise and knowledge of commercial lending, accounting, management, business law, and economic development.

Size of the Commission: 5-7 members from the community

Frequency of Meetings: As needed

Assessment of the Commission: Annual peer review by members of the Commission and input from supervisors and staff.

Southwest Wisconsin Housing Region (Required for Participation in Program)

Purpose: Eleven (11) counties created what has become the Southwest Wisconsin Housing Region to provide adequate housing for limited resource households. Programs such as down payment assistance and repair assistance may be available to limited resource households.

Size of the Region: 11 -- one member from each of the 11 counties; staff member

Frequency of Meetings: As needed

Assessment of the Consortium: Annual peer review by members of the Consortium and input from supervisors and staff.

Southwest Wisconsin Workforce Development Board

Purpose: The Southwest Wisconsin Workforce Development Board (SWWDB) is a private, non-profit corporation dedicated to promoting innovation and providing quality local workforce development programs and services to businesses and residents in Southwest Wisconsin.

Size of the Board: 32 members - A majority of the Board members are from private sector businesses and include business owners, chief executives, or operating officers with optimum policy-making or hiring authority. The remainder of the board is from public sector organizations and agencies – one Supervisor/ county.

Frequency of Meetings: At least quarterly and/or as needed

Assessment of the Board: Annual peer Review by the Board with input from supervisors and staff.

Southwestern Wisconsin Regional Planning Commission (Wis. Stat. § 66.0309)

Purpose: The Southwestern Wisconsin Regional Planning Commission collaborates with communities and organizations to build capacity within southwestern Wisconsin, serving as advocates for its residents. Regional Planning create opportunities and develop dynamic solutions to the challenges facing the region. This agency fosters growth by supporting innovative endeavors that provide tangible benefits to those served. The SWWRPC believe in the bold vision of southwestern Wisconsin and works to build the region's future. Counties involved include: Grant, Green, Iowa, Lafayette, and Richland.

Size of the Commission: 15 -- 3 from each county (County Board Chair is an automatic appointment, 1 is appointed by the Governor and County Board, and another appointed by the Governor

Frequency of Meetings: At least quarterly and/or as needed

Assessment of the Commission: Annual peer review by the Commission with input from supervisors and staff.

Local TIF Districts

Purpose: Nine communities (Arena, Avoca, Barneveld, Dodgeville, Highland, Livingston, Mineral Point, Muscoda, Ridgeway) have a Tax Increment Financing (TIF) district that includes a County Board appointment. A TIF is the main vehicle used by Wisconsin Cities and Villages to improve areas of the city/village to attract residential, commercial and industrial growth. A TIF district does not increase or decrease property taxes to residents. A TIF District is set up with contiguous parcels of property and the purpose of a TIF district is generally for infrastructure improvements to attract development.

Size of the Board: Determined by the Municipality

Frequency of Meetings: As needed

Assessment of the Board: Annual peer review by the Board with input from supervisors and staff.

CLUSTER - Education

Iowa County Fair Association Board

Purpose: This board has overall responsibility and oversight for the Iowa County Fairgrounds including the annual fair and other activities that occur throughout the year. The Board provides oversight for operation, improvements, maintenance, priority setting, identifying unmet needs and opportunities, budget development in support of priorities, maintenance of collaborative relationships with the people, businesses, and communities throughout Iowa County, staffing decisions and communicating the value of services and programs to the public.

Size of the Board: 12 members and may include one Supervisor.

Frequency of Meetings: Monthly and/or as needed

Assessment of the Board: Annual peer review by the Board with input from supervisors and staff.

Southwest Wisconsin Library Board (Wis. Stat. §§ 43.19(1)(b)1 & 43.58)

Purpose: This Board has oversight for policies, budget and finances, and services to member public libraries in Crawford, Grant, Iowa, Lafayette, and Richland Counties.

Size of the Board: Approximately 15 -- there is one representative from each County Board of Supervisors and Resource Library Representatives.

Frequency of Meetings: At least 6 times each year and as needed.

Assessment of the Board: Annual peer review by members and input from supervisors and staff.

Iowa County Library Board (Wis. Stat. § 43.11 and Act 150)

Purpose: This Board develops a county wide library plan, makes revisions to an existing plan, or makes changes to the boundaries of a public library system. The goal is to provide for library services for all residents of the county.

Size of the Board: Approximately 12 members including one member of the County Board.

Frequency of Meetings: At least quarterly

Assessment of the Board: Annual peer review by members and input from supervisors and staff.

Local Library Boards

Purpose: Three of the libraries in Iowa County (Barneveld, Dodgeville, Mineral Point) have a board that requires a County Board Supervisor be appointed. These Boards have responsibility for policy making as it relates to use, management, regulation, budgeting, and preservation of the public library system as provided in Wisconsin Statutes, Chapter 43.

Size of the Board: Varies with one County Board Supervisor.

Frequency of Meetings: Established by the local Board

Assessment of the Board: Annual peer review by members.

CLUSTER – Recreation & Tourism

Hidden Valley Committee (Bylaws)

Purpose: Nine counties collaborate to promote tourism in the Hidden Valley region of Wisconsin. This committee provides oversight and support for promotion activities that occur both regionally and within a county.

Size of the Committee: 12-16 -- each county represented by a Supervisor and at least one volunteer who is engaged in the tourism industry.

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review by the Committee with input from supervisors and staff.

Tri-County Trail Commission (formerly Cheese Trail Commission (Bylaws))

Purpose: This commission provides oversight for maintaining and managing the Monroe to Mineral Point railroad right-of-way for use as an all year, all-purpose public recreation corridor.

Size of the Commission: 11 -- 6 Supervisors (Green County), 4 Supervisors (Lafayette County), 1 Supervisor (Iowa County)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review by the Committee with input from supervisors and staff.

HEALTH & HUMAN SERVICES

Standing Committee

Purpose: The Health & Human Services Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and

services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

Aging and Disability Resource Center

Bloomfield Healthcare & Rehabilitation,

Public Health

Seniors United for Nutrition

Social Services

UW Extension.

Veteran's Services

Unified Community Services

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS of IOWA COUNTY ALIGN WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:

Aging and Disability Resource Center, Iowa County Board (Wis. Stat. §§ 46.283(6) & 46.285)
(Formerly known as Commission on Aging)

Purpose: The Aging and Disability Resource Center of Southwest Wisconsin – Iowa County Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced.

Size of the Committee: 15 (3 Supervisors)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Board: Annual peer review by the Health and Human Services Standing Committee with input from supervisors and staff

Bloomfield Commission

Purpose: The Bloomfield Commission provides vision for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, assists in budget development in support of priorities and ongoing monitoring, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered. The Commission also serves as the fiduciary agent for segregated funds such as the Campbell fund and any others that are created for specific needs.

Size of the Committee: 5 –3 Supervisors and 2 community members

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff

Board of Health (Wis. Stat. § 251.04)

Purpose: The Board of Health provides policy direction and oversight with respect to Chapter 250-255 of the Wisconsin Statutes relating to public and environmental health matters. Members of this Board should be engaged and knowledgeable of the programs and services offered through the Department of Health. Assist in priority setting, identifying unmet service needs and opportunities, budget development in support of priorities, development of collaborative relationships within Iowa County and regionally, assess services and programs, and communicating the value of services and programs to all members of the Board and public.

Size of the Committee: 7 -- 3-4 Supervisors and 3-4 community members

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff

Extension & Agriculture Education Committee (Wis. Stat. § 59.56(3)(b))

Purpose: The Committee on Agriculture and Extension Education is to provide oversight and program direction to the UW-Extension Staff. Be engaged and knowledgeable of the programs offered by UWEX, promoting collaborative relationships regionally and within Iowa County. Conduct UWEX staff performance reviews, assist in budget development, participate in interviews for new staff when positions become vacant, communicate the value of UWEX to Iowa County residents and participate in the statewide WI Association of County Extension Committees (WACEC).

Size of the Committee – 5 Supervisors (Fair Board representative serves on this committee)

Frequency of Meetings - quarterly and/or as needed

Assessment of the Committee – Annual peer review with input from supervisors and staff

Veterans Service Commission (Wis. Stat. § 45.81(1))

Purpose: The Veterans Service Commission provides oversight for programs and services for the men and women who have served our country in the Armed Forces of the United States. Programs and services are extended to those serving in times of peace, as well as in times of war, and include those who have served in the National Guard and the Reserves.

Size of the Commission: 3 -- staggered three year terms, no supervisors

Frequency of Meetings: As needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS INVOLVE ONE OR MORE OTHER COUNTIES AND IOWA COUNTY'S PARTICIPATION ALIGNS WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:

Aging and Disability Resource Center, Southwestern, WI Regional Board (Bylaws)

Purpose: Grant, Green, Iowa, and Layette Counties constitute the ADRC SWW. This Committee has oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced. Collaborative efforts are valued and reports directly to State of Wisconsin.

Size of Committee: 12 (one Supervisor per county and an advocate for each of the purposes)

Frequency of Meetings: Monthly or as needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Marsh Country Health Alliance Board (Agreement)

Purpose: The Marsh Country Health Alliance (MCHA) formed in 2010 leases, manages and operates portions of Dodge County's, Clearview, a long term care and rehabilitation center. It operates under an intergovernmental cooperation agreement under which member counties (14 counties-Adams, Columbia, Dodge, Grant, Green, Iowa, Jefferson, Outagamie, Ozaukee, Rock, Sauk, Washington, Waukesha and Winnebago) contribute to the costs of operation. The purpose of forming MCHA is to provide financial resources to offset Dodge County for the inequitable losses Dodge County incurs due to caring for residents from other counties that have specialized physical and mental health needs. Dodge County is financially accountable because it provides the majority of funding and has effective control over the operation of the facility.

Size of the Board: 14-16 -- Official representative must be a County Board Supervisor

Frequency of Meetings: As needed, the County Executive Commissioners meet yearly.

Assessment of the Board: Annual peer review with input from supervisors and staff

Seniors United for Nutrition Board (S.U.N.) (Bylaws)

Purpose: The Seniors United for Nutrition Program, Inc. (SUN) Board provides oversight for services and programs that support and assist seniors 60 and over by providing hot nutritious meals, home delivered or in a group setting, to promote fellowship, reduce isolation, and to provide prevention programming to assist in maintaining independence and involvement in their community. Iowa and Lafayette Counties have a collaborative program.

Size of the Committee: 6 -- three Supervisors from each county

Frequency of Meetings: Monthly or as needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Southwestern Community Action Program Board (SWCAP) (Agreement with state and federal government)

Purpose: The SWCAP Board provides oversight for programs that involve low-income people in developing and carrying out anti-poverty programs. Leadership is provided for planning and evaluating both long and short-range strategies for overcoming poverty in the community. Assist in determining whether to conduct or delegate to other agencies the operation of programs financed through federal, state, local, or other available funds. Counties in SWCAP include Grant, Green, Iowa, Lafayette, and Richland

Size of the Board: 24 – Approximately 1/3 from low-income audiences or individuals representing low-income, 1/3 supervisors, 1/3 general population – 1 Supervisor

Frequency of Meetings: Monthly or as needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Unified Board of Grant and Iowa Counties (Wis. Stat. § 51.42)

Purpose: This board provides oversight for programs that contribute to the development of healthier individuals, families, and communities within Grant and Iowa Counties. The Unified Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that quality of life might be enhanced.

Size of the Board: 10 -- 6 from Grant County and 4 from Iowa County - 2 Supervisors

Frequency of Meetings: Monthly

Assessment of the Board: Annual peer review with input from supervisors and staff

PUBLIC SAFETY

Standing Committee

Definition: Addressing services that protect the wellbeing of the public and keeping residents safe

Purpose: The Public Safety Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

Child Support

Clerk of Circuit Court,

Coroner
District Attorney
Emergency Management
Family Court
Humane Society
Operating While Intoxicated (OWI)
Register in Probate
Sheriff

THE FOLLOWING COMMITTEES AND COMMISSIONS of IOWA COUNTY ALIGN WITH THE PUBLIC SAFETY STANDING COMMITTEE:

Chapter 59 Grievance Committee (Wis. Stat. § 59.26(8)(b)1)

Purpose: This committee hears Sheriff Department Chapter 59 and other union grievances.

Size of the Committee: 5-2 Supervisors from Public Safety Standing Committee, 2 Supervisors from General Government Standing Committee, and Board Chair.

Frequency of Meetings: As needed

Assessment of the Committee: Annual peer review with input from supervisors and staff.

Courtroom Security and Facilities Committee (Supreme Court Rule 68.05)

Purpose: This committee assists the county and courts in making decisions regarding the court facilities whether construction, remodeling and security innovations, or relocation. The presiding judge appoints members of this committee.

Size of the Committee: at least 12 as specified in the Court Rule

Frequency of Meetings: At least quarterly

Assessment of the Committee: Annual peer review with input from supervisors and staff.

Criminal Justice Collaboration Council (Resolution 8-0814)

Purpose: This Council has responsibility to explore, establish, and have oversight of innovative and effective programs that could enhance public safety, improve offender accountability and rehabilitation, and/or support the rights and needs of crime victims as well as provide guidance for the Iowa County OWI Intensive Supervision Program.

Size of the Council: 12-14 stakeholders in the justice system including staff, a county board member, and citizens of the county

Frequency of Meetings: At least quarterly

Assessment of the Council: Annual peer review with input from supervisors and staff.

Local Emergency Planning Committee (Wis. Stat. § 59.54(8))

Purpose: This committee provides oversight for Iowa County Hazardous Material Response Planning tracking Haz-Mat spills and identifies needs relative to response to Haz-Mat incidents.

Size of Committee: 11-- 1 Supervisor

Frequency of Meetings: Once every 6 months or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff.

PUBLIC WORKS

Standing Committee

Definition: Addressing infrastructure and land services for the benefit of and use by the public

Purpose: Public Works Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County,

assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff.

Departments and agencies reporting to this committee include:

Airport (including Tri-County)

Highway

Land Conservation

Planning and Zoning

Rural Transit

THE FOLLOWING COMMITTEES AND COMMISSIONS of IOWA COUNTY ALIGN WITH THE TRANSPORTATION & PUBLIC WORKS STANDING COMMITTEE:

Iowa County Airport Commission (Wis. Stat. § 114.14(2))

Purpose: The Iowa County Airport Commission provides oversight for improvements, operation, and maintenance of the airport as well as for the budget. This Commission provides jurisdiction for the Airport Land Use Plan as part of the Iowa County zoning ordinance. Having a county supervisor from the Mineral Point area is desired but not required.

Size of the Committee: 7 - 5 Supervisors and 2 from the aviation community

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input supervisors and staff.

Traffic Safety Commission (Wis. Stat. § 83.013(1))

Purpose: This commission identifies high risk locations and recommends risk mitigation measures with regards to the flow of traffic within the county.

Size of Committee: 9 – 11 – one Supervisor

Frequency of Meetings: Quarterly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

The Public Works Standing Committee has one cluster and the goal is to have this cluster communicating around areas of common interest. Additionally, it will be helpful to have one County Board member serving on one of the committees in a specific cluster. Committees, Commissions and/or Boards in a cluster will be encouraged to meet at least annually around issues of mutual interest.

CLUSTER - Conservation & Land

Board of Adjustment & Administrative Appeal (Wis. Stat. § 59.694(1))

Purpose: The Board of Adjustment receives and acts on appeals related to variances regarding shorelands as found in Wis. Stat. § 59.692(4)(b), floodplain zoning (Wis. Admin. Code NR 116.19) and county zoning (Wis. Stat. § 59.69(2)).

Size of the Board: Not more than 5 members and 2 alternates

Frequency of Meetings: As needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Land Conservation Committee (Wis. Stat. § 92.07)

Purpose: This committee performs the functions and exercises the powers set forth in the statutes and provides administration and oversight for the Farmland Preservation Program. Collaborate with staff having responsibility for both state and federal programs. Members of this committee shall be engaged and knowledgeable of the programs and services offered. Assist in priority

setting, budget preparation, staffing decisions, collaborative relations, and assessment of services and programs. Make decisions on distribution and allocation of federal, state, and county funds made available for cost-sharing programs or other incentive programs for improvements and practices. Provide input to committees that have land rentals and share best agriculture practices. Size of the committee: Maximum of 7 (3-5 Supervisors and two from the community - (At least one Supervisor from the Planning & Zoning Committee))
Frequency of Meetings: Every other month or as needed
Assessment of the Committee: Annual peer review with input from supervisors and staff

Blackhawk Lake Commission – aligns with the Land Conservation Committee (Wis. Stat. § 66.30 & Operations Agreement)

Purpose: The Commission provides oversight for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, budget development and monitoring in support of priorities, maintenance of collaborative relationships with Iowa County and the DNR, staffing decisions and hiring of manager, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered.

Size of the Commission: 5 members from each village (Cobb & Highland) Supervisor from either Cobb or Highland areas (ex-officio)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review by the Land Conversation Committee and members of the commission

Ludden Lake District Commission (Wis. Stat. §§ 33.28 & 66.30)

Purpose: The District Commission provides oversight for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, budget development in support of priorities, maintenance of collaborative relationships with Iowa County and the DNR, staffing decisions, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered.

Size of the District Commission: Bylaws identify and state statute indicates one Supervisor needs to be on this board

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

Land Information Council (Wis. Stat. § 59.72(3m))

Purpose: This council has oversight over any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in Iowa County.

Size of the Council: Not less than 8 members; one is a Supervisor (a list of who needs to be on this Council is in the statute)

Frequency of Meetings: As needed

Assessment of the Council: Annual peer review with input from supervisors and staff

Planning and Development Committee (Wis. Stat. § 59.69(2))

Purpose: This committee provides oversight for direction and oversees enforcement of land use regulations within shore lands (Wis. Admin. Code NR 115), food plains (Wis. Admin. Code NR 116), and non-metallic mining areas (Wis. Admin. Code NR 135). Provides oversight for the enforcement of all matters related to zoning, private sewage systems, subdivision control, comprehensive planning, mapping, land records modernization, and land use ordinances and statutes. Members of this committee shall be engaged and knowledgeable of the programs and services.

Size of the Committee: 5 Supervisors (Represent townships)

Frequency of Meetings: Hearings are held monthly

Assessment of the Committee: Annual peer review with input from supervisors and staff

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS INVOLVE ONE OR MORE OTHER COUNTIES AND IOWA COUNTY'S PARTICIPATION ALIGNS WITH THE PUBLIC WORKS STANDING COMMITTEE:

Pecatonica Rail Transit Commission (Wis. Stat. § 59.968)

Purpose: Green, Iowa, and Lafayette Counties are served by a branch line commencing at Janesville and ending in Mineral Point. The purpose of this commission is to oversee operations and maintain as much right-of-way and rail as possible.

Size of the Commission: 9 --Three commissioners from each county for staggered three year terms and may be a Supervisor

Frequency of Meetings: Quarterly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

Tri-County Airport Commission (Wis. Stat. § 114.14(2))

Purpose: The Tri-County Airport Commission consists of Iowa, Richland, and Sauk Counties. The Tri-County Airport Commission provides oversight for improvements, operation, and maintenance of the airport as well as for the budget. This Commission provides jurisdiction for the Airport Land Use Plan as part of the Iowa County zoning ordinance. The Sauk County Department of Conservation, Planning and Zoning provides the administrative support for the tri-county airport.

Size of the Commission: 3- one Supervisor from each county

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

Wisconsin River Rail Transit Commission (Wis. Stat. § 59.968)

Purpose: Crawford, Dane, Grant, Iowa, Richland, Rock, Sauk, Walworth, and Waukesha Counties are served and therefore are members of this commission. The purpose of this commission is to oversee operations and maintain as much right-of-way and rail as possible. A branch from Madison to Prairie du Chien with spurs to Mazomanie and Lone Rock is included.

Size of the Commission: Three commissioners from each county for staggered three year terms and may be a Supervisor

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff.



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Date Originated:

Date of Modifications:

Policy Number: 102



COUNTY BOARD CHAIR DUTIES

Date Originated: 06/1/16
Date of Modifications: 08/08/16
Policy Number: 103

1. PURPOSE:

To describe the role of the presiding officer of the County.

2. ORGANIZATIONS AFFECTED:

This policy applies to the County Board and to all Iowa County departments, boards, commissions, and the general public.

3. POLICY:

It is the policy of the County Board of the Iowa County to be governed by policies and procedures in regard to that body's presiding officer. The presiding officer is the County Administrator, President of the County Board or the presiding member of it.

4. REFERENCES:

5. PROCEDURES:

It shall be the duty of the County Board Chair to:

- a. Clear the Board floor when adjourning to executive session.
- b. Announce, at the conclusion of the roll Call, the fact of the presence of a quorum, or not, as the case may be.
- c. Receive and submit, in proper manner, all motions and propositions presented by members.
- d. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result.
- e. Restrain the members while engaged in debate within the rules of order.
- f. Ensure that no signs, placards, banners, or other similar items are displayed in the Board Room during a Board meeting. Any person failing to remove such items shall be considered to have caused a disturbance.
- g. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. He/she may speak to points of order in preference to others and seek the advice of the Corporation Counsel on such points of order or practice. He/she shall decide questions of order, subject to an appeal by any member.
- h. Authenticate, by signature, when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the Board over which they preside.
- i. Name the members who are to serve on committees when directed to do so in a particular case, or when it is a part of his general duty by these rules, or on any other occasion when it becomes necessary to do so.
- j. May call a member to the chair, but such substitution shall not extend beyond an adjournment.
- k. In the absence of the County Board Chair, the Vice-Chair, and then Second Vice Chair in that order may preside temporarily until the return of the County Board Chair.



RULES OF PROCEDURE

Date Originated: 6/1/16
Date of Modifications: 8/11/16
Policy Number: 104

1. PURPOSE:

To describe the rules of procedure for the County Board.

2. ORGANIZATIONS AFFECTED:

This policy applies to the County Board and to all Iowa County departments, boards, commissions, and the general public.

3. POLICY:

It is the policy of the Iowa County Board to be governed by standard rules of procedure.

4. REFERENCES:

Section §59.01-59.15, §19.81-19.98, Wisconsin Statutes
Section 100.01 Iowa County Ordinances

5. PROCEDURES:

1. RESPONSIBILITY

The County Board shall have the management and control of the County property, finances, highways, navigable waters, and the public service. The County Board shall have the power to act for the government and good order of the County, for its commercial benefit, and on behalf of the general public. The County Board may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means, as authorized by State statute. In carrying out these duties, the County may exercise any organizational or administrative power, subject only to the constitution and to any enactment of the State legislature which is of statewide concern and which uniformly affects every county.

2. RULES OF PROCEDURE

- i. The County Board shall be governed by the Iowa County Board Rules set forth in Iowa County Ordinance 100.01, as amended.
- ii. Except as modified by Iowa County Ordinance 100.01, County Board procedure shall be governed by the most current edition of Robert's Rules of Order, Newly Revised.
- iii. The County Board shall operate within the committee structure established by Iowa County Resolution 10-1015, as amended.



SERVICE REQUESTS AND CONCERNS

Date Originated: 6/1/16
Date of Modifications: 04/06/2017, 09/19/17
Policy Number: 105

1. PURPOSE:

To describe the policies and procedures followed by County Departments dealing with concerns and requests for service.

2. ORGANIZATIONS AFFECTED:

This policy applies to all departments of Iowa County.

3. POLICY:

It is the general policy of Iowa County to respond courteously and promptly to all requests for service and concerns.

4. REFERENCES:

5. PROCEDURES:

A. RESPONSIBILITY

Iowa County Departments shall be responsible for administering appropriate responses to requests for service and concerns.

B. GENERAL POLICIES - FIELD SERVICES

- Individual departments have the authority to develop their own process for handling concerns and request for service. Each department must offer a written concern/appeal process when an issue cannot be resolved.
- All written concerns/appeals shall be routed to the Department Head responsible for the area of concern. In absence of a Department Head, or when it is not clear which department is responsible, the concern and/or request for services should be routed to the County Administrator.
- Any serious or egregious concerns must be relayed to the County Administrator immediately.
- A record shall be made of all concerns written on the Iowa County Concern Form submitted to Department Heads and reported via annual memorandum to the County Administrator by January 31.

C. Service/Concerns Requested by Elected Officials.

- A Department Head must notify the County Administrator of a concern registered by a County Supervisor or a State Official.

IOWA COUNTY CONCERN FORM

Name: _____ Telephone: _____

Address: _____

Name of program and/or employee against whom the concern is filed: _____

Describe the action or treatment about which you are filing the concern. Include information about who was involved, what happened and where and when it happened. Include names, addresses and phone numbers of witnesses if you know them. (You may attach additional pages, if necessary.)

What do you want Iowa County to do in response to your concern?

Signature: _____

Date: _____



AGENDA ITEM FORM

Date Originated: 08/09/2016
Date of Modifications: 04/05/2017, 9/19/2017
Policy Number: 106

1. PURPOSE:

It is the purpose of an agenda item form to explain to the reader why a particular item is on the agenda, what impacts it will have on Iowa County, and other pertinent information needed to help the committee or board member make an informed decision on a matter of public interest.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies, and divisions of Iowa County. Anyone adding an agenda action item to Standing Committee or County Board meeting will need to have a completed form accompany the agenda request.

3. POLICY:

It shall be the policy of Iowa County to inform elected officials, volunteers, and staff serving on boards, committees, and commissions completely. In order to ensure all relevant decision making information is included in their packets, an "Agenda Item Form" must be completed for Standing Committee and County Board agenda action items.

The form serves as documentation and historical perspective as to what was known at the time official government action was taken. The Agenda Item Form should be filled out completely and with as much information as needed to make a sound defensible judgement.

4. REFERENCES:

Agenda Item Form attached.

5. PROCEDURES:

- A. All persons submitting information for consideration to a Standing Committee the Iowa County Board must complete an Agenda Item form. Typically, prior to County Board discussion or approval, agenda items are discussed at a committee level. The form must be provided in order to have an agenda item added to a committee or county board agenda.
- B. Should the form and supporting documentation not be provided, committee and board members would not have all the information needed to make an informed decision in the best interest of the Iowa County public.

AGENDA ITEM FORM

Title:

Original

Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed) Yes No If yes, please list below:

FISCAL IMPACT:

LEGAL REVIEW PERFORMED: Yes No PUBLICATION REQUIRED: Yes No

PRESENTATION?: Yes No How much time is needed?

COMPLETED BY: DEPT:

2/3 VOTE REQUIRED:



FLYING FLAGS AT HALF MAST

Date Originated: 6/1/16
Date of Modifications: 8/08/2016
Policy Number: 107

1. PURPOSE:

To establish a standard procedure to follow for flying County flags at half-mast.

2. ORGANIZATIONS AFFECTED:

This policy applies to all departments of Iowa County.

3. POLICY:

Iowa County also follows the State of Wisconsin guidance.

4. REFERENCES:

"Our Flag: How to Honor it and Display it." Printed 1988 by the National Flag Foundation.

"The United States Flag: Federal Law Relating to Display and Associated Questions", by Atty. John R. Luckey, issued April 14, 2008.

5. PROCEDURES:

A. FLYING THE FLAG OF THE UNITED STATES AT HALF-MAST

1. The United States Flag is to be flown at half-mast only when the entire country is in mourning for designated, principal government leaders and upon Presidential or Gubernatorial order. It is not lowered to half-mast for occasions of local mourning.
2. On Memorial Day the flag is displayed at half-mast until noon and at full staff from noon to sunset.
3. To place the flag at half-staff, hoist it to the peak for an instant and then lower it to a position halfway between the top and bottom of the staff. The flag is to be raised to the peak for an instant before it is lowered.

B. FLYING THE FLAG OF THE STATE OF WISCONSIN AT HALF-MAST

1. The flag of the State of Wisconsin is to be flown at half-mast only on occasions when the entire State is in mourning upon Gubernatorial order. It is not flown at half-mast for occasions of local mourning.

C. EXCEPTIONS TO POLICY

1. Upon Gubernatorial order, the flags of the United States and the State of Wisconsin may be flown at half-mast for occasions of local mourning. A request must be made to the Governor's Office for each occasion. Upon Gubernatorial order, flags at specified locations may be flown at half-mast.



NAMING AND RENAMING OF PUBLIC BUILDINGS, FACILITIES, BRIDGES, AND OPEN SPACES

Date Originated: 08/01/16
Date of Modifications: 8/30/16, 9/19/17
Policy Number: 108

1. PURPOSE:

This policy is formed to give a consistency to the formation of names for public buildings, lands, bridges, meeting rooms, or any other naming of public spaces of Iowa County. The naming of public highways, roads, and streets; whether public or private, are governed by County Ordinance 400.14; and, therefore excluded by this policy.

2. ORGANIZATIONS AFFECTED:

This policy pertains to all Departments, Commissions, Boards, and the general public of Iowa County.

3. POLICY:

It is the policy of the County Board of Iowa County to commemorate individual's accomplishments and contributions through the naming of public buildings, lands, bridges, meeting rooms, or other public spaces in Iowa County.

4. REFERENCES:

Iowa County Ordinance 400.14 Iowa County Address and Road Name Ordinance; Wisconsin State Statutes CH 59.

5. PROCEDURES:

The naming of sites shall be the function of the Iowa County board by recommendation of the County Administrator. The County Administrator will consider area, history, diversity, balance, character, and creativity when recommending a name for Iowa County property.

A. CRITERIA

1. The names must be: purposeful, suitable, symbolic, uncontroversial, and must fall under one of the classifications provided within this policy.
2. If at all possible, names of facilities should be adopted before dedication of a facility or before development begins on a new facility.
3. Names will not be for a living person except when substantial donations are offered to the County and/or wherein the donor stipulates a name as being a consideration of that donation.
4. Names for public officials will not be used without thorough justification and in most cases the person should be honored posthumously.
5. Names of individuals will be considered only if that person was actively involved in civic affairs, giving unselfishly of themselves for the betterment of the County, fiscally or as a volunteer. It will be necessary that this individual have strong community support.

B. CLASSIFICATIONS

A. PLACES AND FEATURES

Recognizable area or dominant feature of area
Assumed name (common usage)
National phenomenon
Rivers
Horticultural
Descriptive

B. PERSONS NAMES

- Large donors
- Historic groups
- Local war heroes
- National war heroes
- National official
- Local official
- State official
- Local individuals

C. ORGANIZATIONS

- Civic
- Veterans
- Fraternal
- Other

D. HISTORIC EVENTS

- Battles
- Explorations
- Treaty signing
- Discoveries
- First occurrences

E. GREAT IDEAS OR CAUSES

- Ecological
- Friendship
- Independence
- Peace

C. SPONSORSHIP

A group may ask to sponsor a property, building, bridge, meeting facility, or public space and in return, the area or facility be named after that group. A written agreement should be reached as to how and in what form the group will fulfill this sponsorship.

D. NAME CHANGES

When names become ineffectual and/or inappropriate due to lack of public acceptance, then changing of park and/or facility names should be undertaken. The new name must follow the criteria allowed herein and must be accepted by the County Administrator and approved by the County Board. Only those names that are detrimental to the community will be changed.

E. NAMING OF SECTIONS WITHIN BUILDINGS

Special names for new facilities or areas within a building will be allowed. The County Administrator must ensure that named spaces have clear separation and are distinctly apart from other named areas to avoid confusion.

F. USE OF PLAQUES AND MARKERS

This means of recognition will be used to honor individuals and organizations in the building or on the property to designate history of a particular area. The criteria used will be for individuals and organizations who may or may not qualify in the categories of section 5:2:b; but have made substantial contributions under these same categories. All plaques, markers, memorials, or monuments placed on county property must be approved by the County Administrator as to design and placement prior to the erection of such.

G. CONTESTS

Contests may be used for naming of facilities, providing they meet the criteria set forth in this policy. The final selection is subject to the provisions of section 5.0 Procedures, herein listed.

H. GROUNDBREAKING AND DEDICATIONS

When a new building, facility, property, public space, room remodel, or other project is constructed and ready for public use, a certain amount of fanfare may accompany the occasion. The purpose is to bring awareness to the public of a new property or facility for public use and to recognize contributions that made such project possible.



Media Policy

Date Originated: 8/17/17
Date of Modifications: 09/19/17
Policy Number: 109

1. PURPOSE:

To identify Public Information Officers for Iowa County

2. ORGANIZATIONS AFFECTED:

All County Departments with media contacts.

3. POLICY:

To insure the public is informed by the most qualified county staff. The county will maintain a pool of trained Public Information Officers (PIO) to address issues outside of normal operations.

4. REFERENCES:

5. PROCEDURES:

A. Authority:

- 1) The County Administrator will determine the need for Public Information Officers and shall maintain a list of designated Public Information Officers.
- 2) A Public Information Officer must complete the Basic PIO Training offered by Wisconsin Emergency Management or by FEMA.

B. Responsibilities:

The Public Information Officer is responsible for the public information function of agencies within Iowa County Government. This responsibility will include but is not limited to the following:

- 1) Develop and coordinate press releases with incident commander or Department Head approval.
- 2) Field media inquiries, including media inquiries via the phone, on-site media visits (personal interviews – Print, radio and TV) and news/press conferences.
 - All media inquiries shall be routed to a designated/trained Public Information Officer. All responses to the media (written or in interview form) shall be performed by the Public Information Officer.
- 3) Records of media releases authored by Iowa County shall be maintained by the department issuing statements, with an electronic copy to the County Administrator.

C. Incidence involving multiple agencies:

- Agencies involved shall coordinate their responses.

D. Confidentiality:

- Confidentiality of individuals and/or clients information shall be maintained at all times.