

EAU CLAIRE COUNTY



YOUTH IN GOVERNANCE HANDBOOK

2015-2016

Acknowledgements

Contributors:

Colleen Bates
County Board Supervisor
Eau Claire County

Sara Donnerbauer
4-H Youth Development Agent
Eau Claire County UW Extension

Erin LaFaive
Horticulture Educator
Eau Claire County UW Extension

Tom McCarty
Former County Administrator
Eau Claire County

Keith Zehms
Corporate Counsel
Eau Claire County

Layout by:

Sara Donnerbauer and Karen Blaeser
Eau Claire County UW Extension

Thanks to the Youth in Governance Planning Committee Members:

Colleen Bates, Karen Blaeser, Sara Donnerbauer, Erin LaFaive, Robin Leary, Tom McCarty, Keith Zehms

The Committee would like to acknowledge the contributions of the following individuals:

Kenosha County Youth In Governance Program, Tedi Winnett, UW Extension
Kenosha County, Matt Calvert, UW Extension 4-H Youth Development

Eau Claire County Youth in Governance is a program of Eau Claire County UW-Extension in partnership with the Eau Claire County Board of Supervisors.

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.

TABLE OF CONTENTS

Welcome	1
What is Youth in Governance?	1
History of Youth in Governance	1
Requirements to Serve	1
Term.....	1
Application Process.....	2
Your Role.....	2
Tips from Youth Leaders for Youth Leaders	2
Youth in Governance Policies	4
Operating Guidelines	5
Understanding the Structure of Government	6
Understanding County Government	7
Explanation of Eau Claire County Board and Government	8
Eau Claire County Board Committees	9
Frequently Asked Questions.....	11
Explanation of Parliamentary Procedure	11
Basic Roberts Rules of Order Motions Chart.....	12
Glossary of Parliamentary Procedure Terms.....	13
UW-Extension Contact Information	14
Resources.....	15
References	16
Appendix A (Directory – Eau Claire County Board of Supervisors)	17
Appendix B (Mentor Position Description).....	24
Additional Insert (County Organizational Chart)	

Welcome!

Congratulations on being selected as a member of Eau Claire County's Youth in Governance Program! As you start this exciting venture, you may have some questions and you may become curious or concerned about some issues throughout the year. This manual was designed to assist you on your journey in Youth in Governance.

What is Youth in Governance?

Friends and family will probably ask you to describe what Youth in Governance (YIG) is all about. If you are unsure about what YIG is or how best to explain it to others, the program could be summarized as:

"Incorporating youth involvement in Eau Claire County government, giving youth the opportunity to learn about local government while expanding their civic engagement and youth development."

History of the Eau Claire County Youth in Governance Program

In 2013 at the Wisconsin Association of County Extension Committees (WACEC) State Conference, Eau Claire County Board Supervisor and County Extension Education Committee member, Colleen Bates, listened to a presentation from Kenosha County Youth in Governance members. The positive results of community youth development, civic engagement, and others influenced Colleen to bring the idea to Eau Claire County. A variety of state and county staff worked together to adapt the program to fit Eau Claire County's needs.

Requirements to Serve

Per Eau Claire County Board, the YIG program consists of no more than two youth members on a county board committee. Youth members will have a non-binding advisory vote on all committees.

The requirements to be appointed to the Eau Claire County Youth in Governance include:

- Youth entering the program must be a high school sophomore or junior
- Youth must have a grade point average of 2.5 or greater on a 4.0 scale
- Youth must be an Eau Claire County resident
- Youth must be able to attend monthly committee meetings
- Youth should attempt to attend additional committee meetings that are combined with other committees
- Youth members will not be paid a stipend or mileage for attending meetings.

Term

Youth will serve a one-year term (September 1 to August 31). There are no term limits, but returning members must meet all the program requirements in order to re-apply.

Application Process

Nomination forms will be sent to every public and private high school in Eau Claire County. High schools will nominate as many students based on the requirements listed above. All youth who are nominated will receive an application. The application consists of basic contact information, school, GPA, and short answer questions about their intended objectives for the YIG program and how the program will increase their civic awareness and leadership skills. The application will include a written recommendation.

The Eau Claire County Extension Education Committee will be responsible for selection of youth members which may include a face-to-face interview. The Extension Education Committee will then recommend youth members to the Eau Claire County Board Chairman for official appointment to the Eau Claire County Youth in Governance program.

Your Role

Your role is to simply represent the youth of Eau Claire County on the committee you have been assigned to. This is no small task, as there are over 24,000 people under the age of 18 who live in Eau Claire County. So how can you be effective in your role as a representative? Here are a few simple suggestions:

- Attend meetings on a regular basis
- Stay up to date on important issues facing Eau Claire County
- Make sure that you seek input of other young people

Other things to keep in mind come from youth who have served in similar roles from around the country. Here are their tips taken from the book: *Youth on Boards*

Tips for Youth Leaders from Youth Leaders

These 13 tips are helpful to young people who serve on boards or other governing bodies with adults. They were developed by young people who have been in these positions and know the pressures involved. (Source: 15 Points: Successfully Involving Youth in Decision-Making)

1. You belong in leadership

You might feel inexperienced at first, or you may think that the adults don't want to hear what you have to say. Remember that your opinions are key to the work the group is doing. As a young person, you have a right and responsibility to be there. Young people are part of their communities, and organizations need to hear from them.

2. Find allies

Find people on the staff and the governing bodies who seem to take young people seriously. Sit next to them at meetings, have lunch with them, or talk to them during breaks. When you forget that your role in the group is important, they can help remind you.

3. *Ask questions*

If you don't understand something, make sure to ask someone. Your questions are important. You need to understand what's going on, and it won't help anyone if you sit quietly without understanding certain discussions. There will be times when you will feel shy or not interested in what's going on. No matter how you're feeling, it's important to ask questions so you can stay involved.

4. *Build a support base for yourself*

Find three young friends who are interested in what you're doing with the group. Talk to them openly about what frustrates you, excites you, or bores you about your work. Choose good listeners who can help you think things through and get some of your feelings out.

5. *Get the word out about your leadership*

You have a responsibility to get the word out about the importance of youth leadership to as many young people as possible. It's not just about serving on your board of committee. It's about giving other young people information they can use to take charge. If you're on a foundation board or any kind of board where you can influence grant policies, encourage the board to fund those organizations that have young people in their governance structures.

6. *Know that you are not alone*

There are many young people out there on boards, advisory boards, student councils, etc., working to make a difference in how things are done. You may sometimes feel that the work of your group isn't important. Connecting with other youth leaders can help remind you that there is a youth voice movement going on and you're part of it.

7. *If you're feeling bored, take responsibility for making the work interesting*

Learn the language of the board or of the organization (e.g., acronyms and jargon). Ask the questions you need to ask. Say at least two things at every meeting, so you always stay engaged in what's going on. If you feel that meetings need to be jazzed up, suggest something different to do, like brainstorming or small group activities. Chances are other people will also be more engaged if meetings are more interactive.

8. *If you don't like how something is going, change it*

You are a member of the group. If you don't think the agenda is interactive enough or you don't like your committee assignment, speak up and work with people to make changes. This may not be easy. You may have to talk it through with people a few times to win them over.

9. *Don't get discouraged*

If it feels like people aren't listening or are disrespectful, keep trying. Change usually takes time. Take notice when adults do listen and try to understand your thoughts. If you feel like someone is talking down to you, don't be quiet about it. Bring it up. The groups need to deal with the issue.

10. Go to all meetings

Find out the dates and write them all down in your calendar. Be prepared for meetings. Read the materials and learn about [how things work](#). Refer to the county board website for information regarding committee agendas and minutes. The website is:

www.co.eau-claire.wi.us/CountyGovernment/countyboardmembers/index.htm. Links to Minutes and Agendas are can be found at:
www.co.eau-claire.wi.us/agenda_and_minutes/county_board.htm

11. Take on leadership

Get involved in the work that happens outside of committee meetings, and make your presence known.

12. Relax, have fun, and be yourself

If you are someone who tells a lot of jokes, then tell jokes. You are a member of the governing body, and you should show who you really are. Think of the other people in the group as your peers.

13. Appreciate adult allies

Recognize that adults are trying their best, even if things aren't going well. Resist the temptation to criticize.

Youth in Governance Policies

1. **Youth participation by grade:**

Youth must be in 10th or 11th grade at the time of the application/appointment.

2. **Non-attending youth participants:**

Mentors should contact the Extension Education Committee chairperson regarding any attendance concerns of youth committee members.

3. **Screening applications:**

Eau Claire County UW-Extension faculty will review applications and select no more than 25 youth to be interviewed by the YIG interview committee, which could include Extension Education Committee members, UW-Extension staff, and County staff.

4. **Youth representation:**

In an effort to strive for representation of the entire county youth population, selection of youth will be based upon equal opportunity.

5. **Attendance:**

Any YIG member not attending at least 50% of their committee meetings within the first four months of their selection will be asked to step down and an alternate will take their place on the committee.

6. Youth committee appointments:

YIG members will not serve on any committee where they have a family member on the committee or employed in the department/division of that committee's oversight.

7. Youth In Governance interviews:

Extension Education Committee members will not participate in the YIG interviews if their family member is a candidate in the process. Another county committee member will sit in on the interview committee in their place.

8. Participation in YIG & YAR:

Eau Claire County YIG is a program of the Eau Claire County Board of Supervisors and is implemented by Eau Claire County UW-Extension. This program was created to give young people opportunity to enhance their leadership skills while providing an environment for youth voice and youth civic engagement.

Operating Guidelines

Time Period:

- Youth will serve on county board committees from September 1 through August 31 of each year.

Attendance:

- Youth are expected to attend all committee meetings. If they are unable to attend a meeting they should contact their mentor and/or the chairperson of the committee.
- If youth develop a pattern of missing meetings, the mentor and/or chairperson of the committee should contact the Chair of the Extension Education Committee for further consideration.

Communications:

- Youth should receive **all** communications sent to committee members. If a meeting is cancelled or location changed – remember to contact youth members.

Meetings:

- Youth are permitted to vote on all motions made at committee meetings. **On roll call** votes their vote should be taken before county board members vote (this is done to avoid any unintended influence by adult members). The youth vote is recorded in the minutes for the record.
- Youth are **NOT** permitted to participate in a closed session

Professional Development:

- If youth choose to attend a conference and/or other meeting related to their role on a county board committee (i.e. Wisconsin Counties Association meeting), they will do so at their own expense and are required to adhere to UW-Extension Youth Development Program guidelines.

Understanding the Structure of Government

It might sound odd, but when it comes to the structure of our government, it might be easier to understand if you think of broccoli. You've seen it, I'm sure. You start with a big hunk of broccoli and notice that it looks like a tree. You break off a smaller chunk, and guess what? It still looks like a tree. No matter how small the pieces get, they still look like trees. Scientists and mathematicians call this phenomenon and others like it, "fractals".

Our system of government in the United States is somewhat similar. Like many other nations in the Western Hemisphere, we have a government structure known as a "federal system". This means that we have three levels of government: national, state, and local. Most other nations in the world have a "unitary system" (notice the root word "un" or "one") which, simply stated, means that they have one national form of government with a small degree of local control.

How is the federal system like broccoli? All three levels – national, state, and local – mirror one another. All three levels have separated powers in the following manner: a legislative branch, an executive branch, and a judicial branch.

The legislative branch makes laws. At the national level, we have senators and members of the House of Representatives. Each state has two U.S. senators. Wisconsin's Senators are Tammy Baldwin and Ron Johnson. The number of members of the House of Representatives (frequently called congressmen) varies depending on the population of the state. Wisconsin currently has eight; Ron Kind serves our district. The number of electoral votes each state has for presidential elections is determined by combining the number of senators and congressmen. Wisconsin, therefore, has 10 electoral votes.

The State also has its own legislative branch made up of state senators and state representatives (also referred to as the Wisconsin Assembly). Our local State Representatives are Kathleen Vinehout and Terry Moulton (State Senate) and Kathy Bernier, Dana Wachs, and Warren Petryk (State House of Representatives). At the local level, the City Council and Eau Claire County Board of Supervisors are our Legislative Branch.

The executive branch "executes", or carries out, the laws that the legislative branch makes. At the national level we have President Barack Obama. Scott Walker, as our State Governor, carries out the laws of Wisconsin. Eau Claire County is served by the County Administrator. Each municipality also has its own executive. For instance, the City of Eau Claire is served by City Council President Kerry Kincaid and City Manager Russell Van Gompel. Towns are served by chairmen and supervisors and villages are served by presidents and trustees.

Finally, the judicial branch makes sure that the laws themselves are fair and that they are carried out in a fair manner. The Supreme Court of the United States has nine justices led by Chief Justice John Roberts, Jr. Wisconsin's Supreme Court has seven justices led by Chief Justice Shirley Abrahamson. Locally, we are served by the 10th Judicial District and we have five circuit court judges.

There are a few other things that everyone should know about our government. For instance, each branch has some control over the other branches. This is known as "checks and balances", an

example of how we limit the power of our politicians. We are also a representative democracy. That means that we elect representatives who make, carry out, and judge our laws for us. So you see, our branches of government can be easier to understand if you compare them to branches on little broccoli trees.

Understanding County Government

The origins of the word “county” go back to our roots in England. Kingdoms were ruled by kings; principalities by princes; and counties by counts. In England, counties also became known as shires (like Yorkshire) and the chief law enforcer in a shire was called “reeve”. We now use the term “sheriff” or “shire reeve”.

Forty-eight states have governmental divisions called counties. Louisiana uses the term “parish” and Alaska uses “borough.” Texas has the most counties with 254 and Hawaii and Delaware have the least with 3 a piece. Wisconsin has 72.

The first three counties in Wisconsin were created back in 1818 when we were still part of the Michigan Territory; they were called Brown, Crawford, and Michilimackinack (whew, we don’t have that one anymore).

Counties can be created at any time. Wisconsin’s newest is Menominee County which was founded in 1961 and there was recently some discussion about forming a new “Centennial County” in the Marshfield area. Some cities, Appleton for example, have their boundaries contained in more than one county.

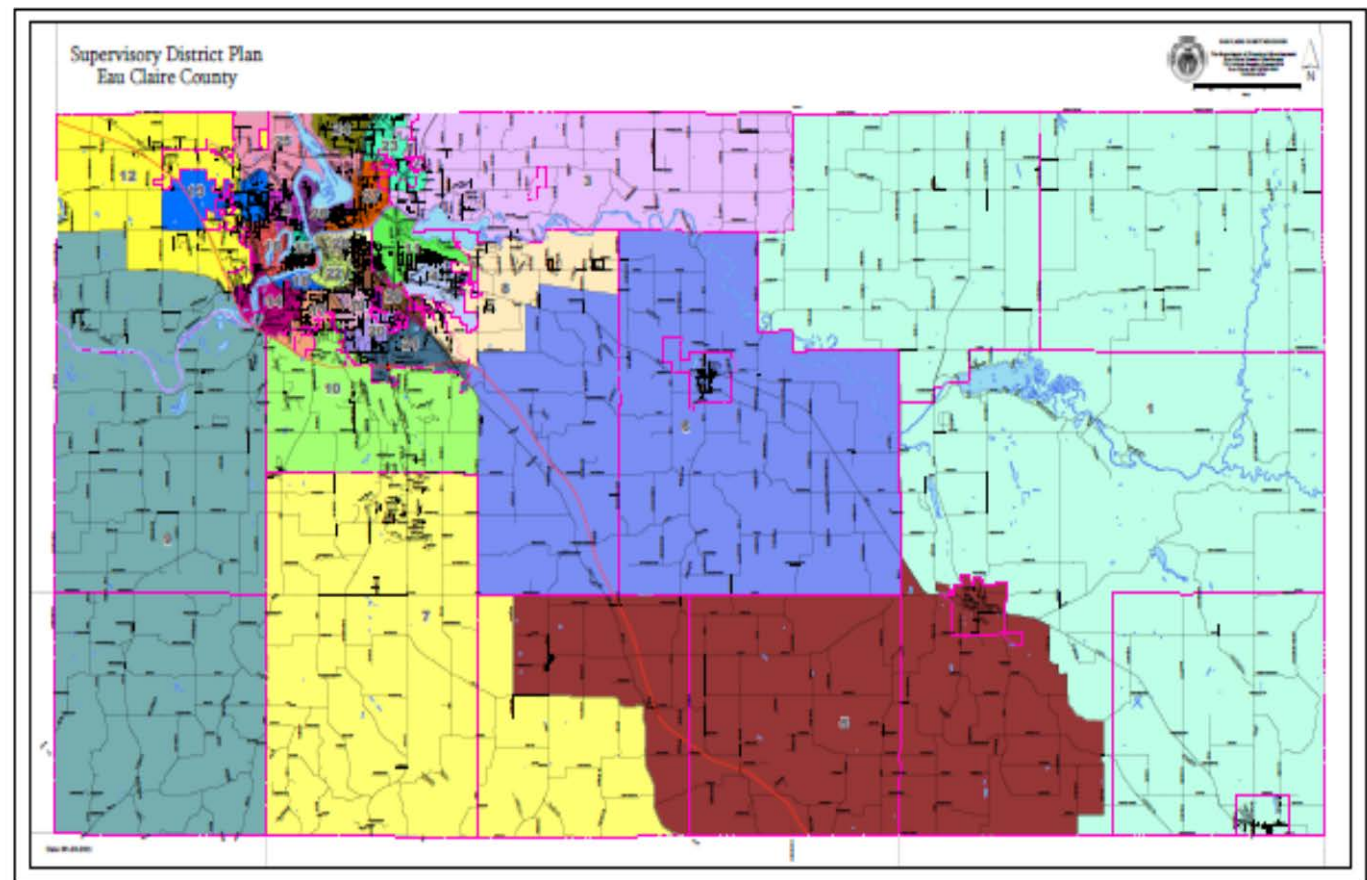
The way county governments are structured sometimes depends on population. For example, the population of Eau Claire County is about 100,667; which means that we fall into the 100,000 - 500,000 population category and our county can have as many as 39 supervisors. We currently have 29. To run for a seat on the county board you must be a citizen of the U.S. who is at least 18 years old and live in the county district in which you are running. Milwaukee is the only county in the state with a full time board of supervisors.

The only counties that must have a county executive are those with populations over 500,000. In Wisconsin, that county is Milwaukee. However, other counties can opt to have a county executive and eleven have chosen to do so. They are: Brown, Dane, Fond du Lac, Kenosha, Manitowoc, Milwaukee, Outagamie, Portage, Racine, Winnebago and Waukesha. County executives must meet the same basic qualifications as supervisors do. In Eau Claire County, a county administrator position was funded to support an individual who would be qualified to run the day to day operations of the county.

Counties have authority to do whatever their States say they can do. Here, counties must operate the human services system; handle roadwork for state roads; have a Sheriff’s Department; operate a jail; and handle zoning for un-incorporated areas - among other things. Each county is required to have a sheriff, district attorney, register of deeds, treasurer, county clerk, and clerk of circuit court. They may also have a coroner, surveyor and UW-Extension program. Judges are also elected officials. Salaries are determined by the county board.

Explanation of Eau Claire County Board of Supervisors and Government

The Eau Claire County Board of Supervisors consists of 29 members and is nonpartisan (meaning no political party affiliation is identified). Each is elected from a geographic district of about 7,200 people. Those districts are adjusted every ten years after the federal census is complete.



The Eau Claire County Board of Supervisors is the legislative branch of the county government and operates under powers granted by the state legislature. Those powers are listed in Chapter 59 of the state statutes and include the authority to establish the annual county budget and set the property tax rate for county purposes. The Eau Claire County Board creates county policy, approves expenditures and generally serves as the governing body of the county government.

The Eau Claire County Board meets on the first and third Tuesdays of each month in the county board room 1277 on the first floor of the Courthouse at 721 Oxford Avenue in Eau Claire.

The Eau Claire County Board acts by resolutions or ordinances which are typically submitted by one of the committees. Those resolutions and ordinances are generally forwarded to the county board for full consideration.

Eau Claire County Board Committees

The following are very brief descriptions of each of the nine Eau Claire County Board Committees. It does not encompass the full scope of their tasks and work. If you have specific questions, ask your committee chair for a more in-depth description of the committee.

Committee on Administration

The committee shall be responsible to the county board for the departmental policy and oversight of the offices of the County Administrator, Corporation Counsel, Information Systems, Maintenance, Purchasing and Veterans Service. In addition, the committee shall have the following specific duties: oversee the administration of all county insurance matters, including property and casualty insurance, general liability insurance, and group health and life insurance; approve all bonds for county officers and employees; examine and settle on behalf of the county all insured claims and causes of action against the county; develop and administer policies for the operation of the county board office, county board staff, board chambers and committee rooms; act as the general coordination committee of the county board, oversee the management of general county business not under the jurisdiction of another committee or government body; and resolve county board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee. Also, advise the chairperson of the board on all appointments and advise the board on calendar changes. The chair and vice-chair of the county board shall be the chair and vice-chair of the committee, respectively.

Committee on Finance & Budget

The committee shall be responsible to the county board for the departmental policy and oversight of the City-County Board of Health, County Treasurer, County Clerk and Finance Department. The committee will examine and settle all claims, demands or causes of action against the county, exercise those travel expenses duties, exercise control overall non-tax deeded land acquired by the county through any of its departments, agencies, officials and employees.

Committee on Human Resources

The committee shall be responsible to the county board for the departmental policy and oversight of the Human Resources Department. The committee shall act as the collective bargaining representative of the county board and shall oversee the Human Resources Director, and the committee shall act as the grievance committee under the affirmative action plan.

Committee on Judiciary & Law Enforcement

The committee shall be responsible to the county board for the departmental policy and oversight of the sheriff's department; the offices of the District Attorney, Clerk of Courts, County Medical Examiner, Register in Probate, Children's Court Services and Family Court Commissioner; secure and non-secure juvenile facilities, Criminal Justice Collaborating Council and law library.

Committee on Parks and Forest

The duty of the committee is to manage the day to day operations of and long-term planning concerning all real and personal properties owned or leased by Eau Claire County for parks and forestry purposes; to have charge and supervision of all county parks, parkways, waysides and special use areas and the Eau Claire County Exposition Center; to negotiate and enter into agreements for timber sales from county forests; and to take options for purchase of lands in the county for authorized park or forest purposes. Also recommends appoints to the Parks & Forest Advisory Committee.

Committee on Planning & Development

The committee shall oversee the administration of the Planning & Development Department and Register of Deeds office, as well as recommend to the board the approval of the annual county surveying program; act as the board liaison with and act on matters pertaining to the West Central Wisconsin Regional Planning Commission; report on all matters relating to town boundaries; oversee county industrial development planning and promotion matters; and oversee and report on county library service matters.

Committee on UW-Extension Education

The committee shall be responsible to the county board for the departmental policy and oversight of the UW-Extension department and the Eau Claire County Fair Committee.

Highway Committee

The committee shall be responsible to the county board for the departmental policy and oversight of the county Highway Department, and oversee the construction and maintenance of all county trunk roads and bridges, report to the board on all matters under the jurisdiction of the department including highways, county highway speed limits and traffic control devices.

Human Services Board

Lay persons with knowledge of/or experience in the field of mental health, alcoholism, drug use, developmental disabilities and other fields of human service endeavors are chosen for the Human Services Board. The board shall be subject to the improvement of the social condition and mental health of residents of the county. The board shall advise the county board on policy matters affecting the Department of Human Services.

Sub-committees of the Human Services Board include; Birth to Three, Coordinated Services Team (CST), Long Term Support Committee, Family Support Committee, and W-2 Community Steering Committee.

Frequently Asked Questions

What do I do if I can't attend a committee meeting?

Youth are expected to attend all committee meetings. If a youth member is unable to attend a committee meeting they should contact their mentor and/or the chairperson of the committee.

As a youth representative, how many committee meetings may I miss?

Any YIG member not attending at least 50% of their committee meetings by November will be asked to step down and an alternate will take their place on the committee.

Where and when are my committee meetings held?

This is a difficult question to answer because each committee is unique. Typically committees meet at the same time and same location every meeting, but there are some committees that change meeting times and location based on the nature of the committee work. For specific details youth members should ask their mentor and/or committee chair.

Is there a dress code for committees?

Once again this is a difficult question to answer because each committee is unique. Please ask your mentor and/or committee chair for guidance in this area. As a general guideline, business casual is expected.

Do I really get to vote?

Youth are permitted to vote on all motions made at committee meetings. **On roll call votes**, youth members should vote before county board members vote (this is done to avoid any unintended influence by adult members). The youth vote is recorded in the minutes for the record but is a non-binding advisory vote per Eau Claire County Board 2007 Resolution #105.

Explanation of Parliamentary Procedure

Parliamentary Procedure is one of the most effective means by which individuals can take orderly action as a group. It is an organized system where the smallest minority (even just one person) can be heard, while preserving the right of the majority to prevail. Parliamentary Procedure helps make meetings be easier, shorter, and more productive. One of the oldest and most popular set of rules in Parliamentary Procedure is Robert's Rules of Order. It is the set of rules used by most legislative bodies. The following information will help you to better understand the process of adhering to Robert's Rules of Order.

❖ Order of Business in Parliamentary Procedure

1. Call to order
2. Roll call
3. Reading minutes
4. Approving minutes
5. Committee reports
6. Accepting the committee reports

7. Unfinished business
8. New business
9. Adjourn

❖ **Steps in Making a Decision in Parliamentary Procedure**

1. Motion – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable. When making a motion, one should say “I move that...” instead of “I make a motion that....”
2. Second – Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.
3. Discussion – The motion “on the floor” is discussed by all members, addressing the pros and cons of the issue.
4. Re-state the motion – The chair re-states the motion before the group votes
5. Vote- The group votes by saying “aye” for yes/approval or “no” for disapproval

Basic Robert’s Rules of Order Motions Chart

Based on Robert’s Rules of Order Newly revised (10th Edition). The motions below are intended to be a basic primer of commonly used motions. They are listed in order of common use – not in order of precedence. Some motions take precedence over other motions.

You Want:	You Say:	2 nd ?	Debate?	Amend?	Vote?
Bring business before assembly (a main motion)	I move that (or “to”)...	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to amend the motion by...	Yes	Yes	Yes	Majority
Lay aside temporarily	I move to lay the question on the table	Yes	No	No	Majority
Take matter from table	I move to take from the table...	Yes	No	No	Majority
Kill main motion	I move that the motion be postponed indefinitely	Yes	Yes	No	Majority
Refer to committee	I move to refer the motion to...	Yes	Yes	Yes	Majority
Limit or extend debate	I move that debate be limited to...	Yes	No	Yes	2/3
Take a break	I move to recess for...	Yes	No	Yes	Majority
Make assembly follow the agenda	I call for the orders of the day	No	No	No	None
Request more information	Point of information	No	No	No	None
Enforce rules	Point of Order	No	No	No	None
Demand a rising vote	Division	No	No	No	None
Close the meeting	I move to adjourn	Yes	No	No	Majority
Parliamentary law question	Parliamentary inquiry	No	No	No	None

Glossary of Parliamentary Procedure Terms

- ❖ *Adjourn* – to end the meeting
- ❖ *Chair* – the presiding officer
- ❖ *Address the chair* – to rise and say “Mr./Ms. Chair”
- ❖ *Quorum* – the number of members necessary to carry on business
- ❖ *Amend* – change or modify a motion
- ❖ *Minutes* – the record of report of each meeting’s work
- ❖ *Majority Vote* – the vote of more than half of the members
- ❖ *To Obtain the Floor* – receive from the chair the right to speak. No one speaks unless recognized by the chair

UW-Extension Contact Information

If you have any questions or concerns, please contact:

**Sara Donnerbauer
Youth in Governance**

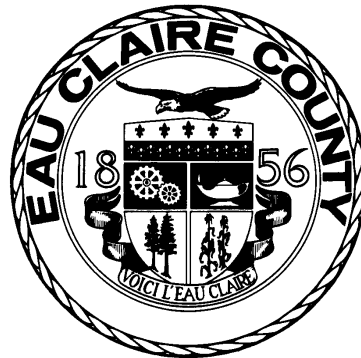
227 1st Street West

Altoona, WI 54720

Phone: 715-839-4712

Fax: 715-839-6277

Web: <http://eauclaire.uwex.edu>



*Eau Claire County Youth in Governance is a program of Eau Claire County UW-Extension
in partnership with the Eau Claire County Board of Supervisors.*

An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity.

Resources

Kenosha County Youth in Governance kenosha.uwex.edu/youth-development/youth-in-governance

Eau Claire County Board www.co.eau-claire.wi.us/CountyGovernment/countyboardmembers

Eau Claire County www.co.eau-claire.wi.us

Activism 2000 Project www.youthactivism.com

Encourages young people to speak up about issues they care about.

Do Something www.dosomething.org

Through its BRICK Awards program, funds innovative projects started by community activists under the age of 30.

Global Youth Action Network www.Youthlink.org and www.TakingItGlobal.org

They are working to create a more involved community of young people on-line to inspire, inform, and involve more young people in creating a better world.

Resource Generation www.resourcegeneration.org

Provides resources, publications, and networks to help young people make positive and creative choices about their lives and their money.

Soundout.Org www.soundout.org

A national online resource center designed to promote meaningful student involvement in school change. They seek to encourage students and adults to work together positively, powerfully, and effectively in order to transform education together.

YouthBuild USA www.youthbuild.org

Encourages youth to take charge of their lives and gain skills that lead to economic independence, while helping rebuild their communities.

Youth Leadership Institute www.yli.org

A community-based institute that joins with young people to build communities that value, honor, and support youth. Offers a wide array of programs, all of which are grounded in a positive youth development philosophy.

Youth On Board www.youthonboard.org

Youth on Board prepares youth to be leaders and decision makers in their communities and strengthens relationships between youth and adults through publications, customized workshops, and technical assistance.

Youth Venture www.youthventure.org

Dream it. Do it. Youth Venture helps young people 12-20 across the U.S. start new youth-led organizations that achieve a lasting benefit for their schools, neighborhoods and communities.

References

Calvert, M. (2006). *Wisconsin Models for Youth Involvement in Local government Decision Making*, Madison, WI: University of Wisconsin-Extension.

Sazama, J. & Young, K. (2006). *15 Points: Successfully Involving Youth in Decision Making*, Fourth Edition. Somerville, MA: Youth on Board, 146-147.

The Innovation Center for Community and Youth Development, (2004). *Learning and Leading: A Tool Kit for Youth Development and Civic Activism*. Takoma Park, MD

Wisconsin Counties Association, (2004). *Wisconsin County Supervisor's Handbook*. Madison, WI

APPENDIX A

DISTRICT 1



Gary G. Gibson
E16934 Scenic Dr.
Fall Creek, WI 54742
715.877.2730
gary.gibson@co.eau-claire.wi.us

Wards:
Bridge Creek-1, Town & Village of
Fairchild, Ludington, Wilson

2014-2016 Committee Appointments:

- Lake Eau Claire Rehabilitation District
- Land Conservation Commission
- Parks & Forest

DISTRICT 2



Paul Reck
2816 4th St.
Eau Claire, WI 54703
715.833.2346
paul.reck@co.eau-claire.wi.us

Wards:
Eau Claire - 9, 29

2014-2016 Committee Appointments:

- Emergency Medical Services Council
- Friends of Beaver Creek Reserve
- UW Extension- Planning & Development

DISTRICT 3



Douglas Kranig
1802 N. 120th Ave.
Chippewa Falls, WI 54729
715.877-2899
doug.kranig@co.eau-claire.wi.us

Wards:
Eau Claire - 36
Town of Seymour - 1,4,5,6

2014-2016 Committee Appointments:

- Judiciary & Law Enforcement
- UW Extension Education
- Veterans Service Commission

DISTRICT 4



Stella Pagonis
1019 Tenth St. W
Altoona, WI 54720
715.835.5007
stella.pagonis@co.eau-claire.wi.us

Wards: Altoona - 1-5

2014-2016 Committee Appointments:

- Aging & Disability Resource Center Board
- Finance & Budget
- Planning & Development

DISTRCT 5



Corey Bauch
524 S. Stone Street
Augusta, WI 54722
715.225-0268
corey.bauch@co.eau-claire.wi.us

Wards:
Bridge Creek - 2
Clear Creek - 1
Otter Creek
Augusta

2014-2016 Committee Appointments:

- Judiciary & Law Enforcement
- Friends of Beaver Creek Reserve

DISTRCT 6



Katy Forsythe
E10851 US Highway 12
Fall Creek, WI 54742
715.829.9261
katy.forsythe@co.eau-claire.wi.us

Wards:
Lincoln, Washington 10-11, Fall Creek

2014-2016 Committee Appointments:

- Highway Committee
- Groundwater Advisory Committee

DISTRCT 7



Steve Chilson
4855 County Road HH
Eleva, WI 54738
(715)878-9650
steve.chilson@co.eau-claire.wi.us

Wards:
Clear Creek - 2, Pleasant Valley

2014-2016 Committee Appointments:

- Highway Committee
- Planning & Development

DISTRCT 8



Kevin Stelljes
9926 Pine Rd.
Fall Creek, WI 54742
715.877.2085
kevin.stelljes@co.eau-claire.wi.us

Wards:
Washington - 9,12,13
Eau Claire - 39
Altoona - 2

2014-2016 Committee Appointments:

- Parks & Forest

DISTRICT 9



Gordon C. Steinhauer
W4945 Langdell Road
Eau Claire, WI 54701
715.834.6596
gordon.steinhauer@co.eau-claire.wi.us

Wards:
Brunswick, Drammen, Union -2

2014-2016 Committee Appointments:
- Aging and Disability Resource Center Board
- Planning & Development
- Land Information Council Planning and Development
- Metropolitan Planning Organization
- West Central Wisconsin Regional Planning Commission

DISTRICT 10



Michael Conlin
5240 Sunset View Dr.
Eau Claire, WI 54701
(715)579-8388
michael.conlin@co.eau-claire.wi.us

Wards:
Washington - 2,5,8
Eau Claire - 27,28, 52, 56

2014-2016 Committee Appointments:
- Chippewa Valley Business Innovation Center
- Finance & Budget
- Human Resources
- Eau Claire County Industrial Development Agency

DISTRICT 11



Ray Henning
1603 Spooner Ave.
Altoona, WI 54720
715.832.4971
ray.henning@co.eau-claire.wi.us

Wards:
Altoona 6-11

2014-2016 Committee Appointments:
- Advanced Disposal Seven Mile Creek Landfill, LLC
- Chippewa Valley Business Innovation Center
- Highway Committee
- Eau Claire County Industrial Development Agency
- Land Conservation Commission

DISTRICT 12



Colleen A. Bates
405 Skyline Drive
Eau Claire, WI 54703
715.835.9813
colleen.bates@co.eau-claire.wi.us

Wards:
Union - 1,3
Eau Claire - 19,22,42,51,55

2014-2016 Committee Appointments:
- Administration
- Building Committee
- Human Services Board
- Joint Commission on Shared Services
- Shared Services Commission
- UW-Extension Education Committee
- West Central Wisconsin Counties Consortium Board of Commissioners

DISTRICT 13



Kathleen M. Clark
2014 Linda Lane
Eau Claire, WI 54703
715.839.8885
kathy.clark@co.eau-claire.wi.us

Wards:
Eau Claire - 23,45,50,60
Union - 4

2014-2016 Committee Appointments:

- Administration
- Building Committee
- Highway Committee
- Human Resources
- West Central WI Regional Planning
- Commission

DISTRICT 14



Jean D. Schlieve
2115 Sherman Creek Road
Eau Claire, WI 54703
715.832.6911
jean.schlieve@co.eau-claire.wi.us

Wards:
Eau Claire 4, 21

2014-2016 Committee Appointments:

- Indianhead Federated Library Board of Trustees
- Judiciary and Law Enforcement
- Western Dairyland EOC

DISTRICT 15



Nick Smiar
320 Broadway St.
Eau Claire, WI 54703
715.833.0550 (H)
nick.smiar@co.eau-claire.wi.us

Wards:
Eau Claire 2, 6

2014-2016 Committee Appointments:

- Finance Committee
- Human Services Board
- Western Dairyland EOC
- Woodland Enhanced Commission

DISTRICT 16



Joel Mikelson
702 Water Street
Eau Claire, WI 54703
715.833.2120
joel.mikelson@co.eau-claire.wi.us

Wards:
Eau Claire - 5,7

2014-2016 Committee Appointments:

- Human Services Board

DISTRICT 17



Gregg Moore
428 E. Tyler Ave.
Eau Claire, WI 54701
715.832.7109
gregg.moore@co.eau-claire.wi.us

Wards:
Eau Claire 17, 26,57,59
Washington 3,4

2014-2016 Committee Appointments:

- Administration
- Building Committee
- Eau Claire Area Economic Development Corporation
- Joint Commission on Shared Services

DISTRICT 18



James A. Dunning
164 Wold Ct
Eau Claire, WI 54701
715.839.0039
jim.dunning@co.eau-claire.wi.us

Ward:
Eau Claire - 20

2014-2016 Committee Appointments:

- Building Committee
- Finance and Budget
- Groundwater Advisory Committee
- Metropolitan Planning Organization
- Planning and Development
- Wisconsin Gateway Corridor

DISTRICT 19



Gerald (Jerry) Wilkie
3114 Coltman Lane
Eau Claire, WI 54701
715.834.1495
gerald.wilkie@co.eau-claire.wi.us

Wards:
Eau Claire - 25,35

2014-2016 Committee Appointments:

- Administration
- City-County Board of Health
- Joint Commission on Shared Services

DISTRICT 20



Bruce Willett
3204 Blakely Ave.
Eau Claire, WI 54701
(715) 834-9418
bruce.willett@co.eau-claire.wi.us

Wards:
Eau Claire - 15,43,58
Washington - 7

2014-2016 Committee Appointments:

- Building Committee
- Lake Altoona Rehabilitation District
- Land Conservation Commission
- Parks & Forest

DISTRICT 21



Mark Beckfield
4245 Meadowwood Dr.
Eau Claire, WI 54703
715.828.4441
mark.beckfield@co.eau-claire.wi.us

Wards:
Eau Claire - 18,38,48,49,53

2014-2016 Committee Appointments:

- Aging & Disability Resource Center Board
- County Housing Authority
- Human Resources

DISTRICT 22



Sue Miller
209 Washington St.
Eau Claire, WI 54701
(715)834-0750
sue.miller@co.eau-claire.wi.us

Wards:
Eau Claire - 3, 24

2014-2016 Committee Appointments:

- Aging & Disability Resource Center Board
- Human Resources
- Judiciary and Law Enforcement

DISTRICT 23



Robin J. Leary
2104 Providence Court
Eau Claire, WI 54703
715.832.3741
715.836.5630(Work)
robin.leary@co.eau-claire.wi.us

Wards:
Eau Claire - 11, 37, 47
Seymour - 3

2014-2016 Committee Appointments:

- County Housing Authority
- Finance and Budget
- Land Conservation Commission
- UW-Extension Education Committee

DISTRICT 24



John Manydeeds
2807 Wellington Dr., W.
Eau Claire, WI 54703
(715)832-6434
john.manydeeds@co.eau-claire.wi.us

Wards:
Eau Claire - 12, 13

2014 - 2016 Committee Appointments:

- Administration
- Airport Commission
- Building Committee
- Judiciary & Law Enforcement

DISTRICT 25



Mark A. Olson
1628 Aylmer Court
Eau Claire, WI 54703
715-839-7512
mark.olson@co.eau-claire.wi.us

Wards:
Eau Claire - 8, 14

2014-2016 Committee Appointments:

- Human Resources
- Human Services Board

DISTRICT 26



Tami Schraufnagel
529 Hobart Street
Eau Claire, WI 54703
715.835-2604
715.835-3616(Work)
tami.schraufnagel@co.eau-claire.wi.us

Wards:
Eau Claire - 1, 46

2014-2016 Committee Appointments:

- Human Services Board
- Land Conservation Commission
- UW-Extension Education Committee

DISTRICT 27



Paul A. Lokken, Sr.
1167 E. Madison Street
Eau Claire, WI 54703
715.834.3762
paul.lokken@co.eau-claire.wi.us

Wards:
Eau Claire - 10, 34, 54
Seymour - 2

2014-2016 Committee Appointments:

- Local Emergency Planning Committee
- Parks and Forest

DISTRICT 28



Stephannie Regenauer
706 1/2 Gray St.
Eau Claire, WI 54701
(715) 651-4927
stephannie.regenauer@co.eau-claire.wi.us

Ward:
Eau Claire - 31,32

2014-2016 Committee Appointments:

- Aging & Disability Resource Center Board
- Human Services Board



Patrick L. Lavelle
1925 Laurel Avenue
Eau Claire, WI 54701
715.835.6613
715.577.0900(Cell)
pat.lavelle@co.eau-claire.wi.us

Wards:
Eau Claire - 30,33,34
Washington - 1,6

2014-2016 Committee Appointments:

- Building Committee
- Highway Committee
- Local Emergency Planning Committee
- Parks and Forest

APPENDIX B

MENTOR POSITION DESCRIPTION

The mentor position is critical to the success of the YIG Program. Simply stated the role of the mentor is a liaison between the youth committee members and the county board supervisors and staff. Mentors should have experience in county government or similar, and must pass a required background check. Mentors should be willing to devote time to assist the youth as well as a half day of training. More specifically, the mentors ensure that the youth selected to serve receive the full benefits from participation including:

- **Youth Voice and Representation:** Mentors should help youth find their own voice by providing information and resources so the youth can have meaningful input into discussions and decisions. Youth should be encouraged to share their ideas and opinions. This may mean from time to time that youth may disagree with their mentor's opinions.
- **Community Improvement:** Mentors should advocate for youth committee members to make sure that their ideas are heard. Providing a welcoming and respectful environment is critical for youth to add their insight and perspective (i.e. for the first 2-3 meetings all committee members and staff introduce themselves). Youth could have a lot to add but sometimes they may need to be asked.
- **Positive Youth Development:** Mentors should keep in mind that this is a learning experience for young people. Mentors should reinforce skill development among youth members by helping youth improve their communication skills, organization skills, and decision making skills. Mentors should communicate with youth on a regular basis and follow-up with youth members who are not fulfilling their responsibilities.
- **Civic Development:** Mentors should provide basic information about Eau Claire County government and committee information (i.e. Roberts Rules of Order, committee protocol, etc.). In addition, mentors should encourage youth members to be responsible representatives and share information with other young people. Our civil society is strengthened when youth become informed and thoughtful citizens.

In order to keep youth safe and to protect mentors, UW-Extension recommends the following best practices when serving as a mentor:

- ✓ Always meet your YIG members in open, public places
- ✓ Respect privacy of YIG members and keep the relationship professional
- ✓ When possible, have at least three people present when meeting with YIG members
- ✓ Avoid transportation of YIG members
- ✓ In order to avoid role conflict, YIG members should not participate on campaigns of Eau Claire County Board Supervisors.