

Title: Clark County Governing Bodies – Roles and Structures	Effective Date: February 26, 2014
	Adoption/Revision Date: March 26, 2026
Custodian: County Clerk	Approving Body: Clark County Board of Supervisors

1. Authority

- a. Wis. Stat. 19, 59.02, 59.03, 59.13, and 59.51

2. References

- a. Adopting Resolution/Ordinance/Motion: Ordinance 224-3-19
- b. Other Resolution/Ordinance/Motion: See Revision History Table for historical action

3. Purpose

- a. To define the structure and the duties and responsibilities of the Clark County committees, commissions, boards, and any other governing bodies.

4. Scope

- a. This policy applies to all Clark County boards, commissions, committees, councils, or any other governing bodies created by constitution, statute, ordinance, rule, or order.

5. Policy Overview

- a. This policy defines the roles and responsibilities of each governing body.
- b. This policy defines the structure of each governing body.

6. General

- a. Each Clark County (County) governing body has the following roles and responsibilities as specifically defined in this policy consistent with Wis. Stat. 59.02, 59.13, and 59.51:
 - i. Provide leadership in implementing the department’s vision, mission, and core values.
 - ii. Provide leadership in implementing a long term strategic plan for the department(s) reporting to the committee consistent with those set by the board for the entire county.
 - iii. Develop annual goals, objectives, and performance measures for the department to enable the prioritization and evaluation of programs.
 - iv. Ensure that periodic evaluations of all major department programs are conducted for effectiveness and efficiency and that recommendation for improvement are implemented.
 - v. Review annual reports for every department reporting to the committee.
 - vi. Formulate, review, and recommend county level policies to the board necessary to ensure effectiveness and efficiency of policy implementation for each department under the direction of the committee.
 - vii. Work to assure broad based discussions of issues by encouraging involvement of the public, other agencies, and other county committees. Act as a conduit for citizens who wish to influence board policy regarding areas under the jurisdiction of the committee.
 - viii. Assign a member as a liaison to regional and state organization as recommended by the committee and authorized by the board (if applicable).
 - ix. Provide input into the annual review conducted by the board of all department heads who report to the committee.
 - x. Provide policy direction and advice relevant to programs implemented by the departments reporting to the committee.

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

- xi. Review the budget submissions from each department, associated work plans, and performance measures and provide recommendations to the county to guide the preparation of the budget.
 - xii. Review and act on budget and work plans proposed by the department that reports to the committee.
 - xiii. Review, at least biannually, each department’s overall expenditures, progress towards objectives, and associated performance measures for the departments that report to the committee.
 - xiv. Review departmental requests for transfer of funds consistent with existing county policy.
 - xv. Act as a resource to the board on any resolutions/ordinances recommended by the committee for passage.
 - xvi. Undertake such investigations or hold such hearings as may be necessary for the completion of the committee’s policy-making or advisory duties.
 - xvii. Any duties and responsibilities as assigned by the Clark County Board of Supervisors (Board).
- b. Unless otherwise noted, all aforementioned county committees, commissions, and boards are governed by the Clark County Governing Bodies - Rules.

7. Structures.

- a. The governing bodies listed in Table 1 are special and statutory governing bodies with the following structures:

Table 1. Special and Statutory Governing Bodies.

Governing Body	No. of Supervisors	No. of Citizens or Employees*
Highway Committee	5	-
Agricultural and Extension Education Committee	5	-
Human Services Board	5	4
Finance and Unjust Tax Committee	5	-
Chapter 980 Placement Committee	-	5

*Number of citizens on a governing body varies based on law and need.

- b. The governing bodies listed in Table 2, and any other governing bodies as deemed necessary by the Board, are standing governing bodies with the following structures:

Table 2. Standing Governing Bodies.

Governing Body	No. of Supervisors	No. of Citizens or Employees*
Law Enforcement and Emergency Management Committee	5	-
Public Property Committee	5	-
Executive, Legislative, and Judicial Committee	5	-
Personnel Committee	5	-

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

Forestry and Parks Committee	5	
Board of Health	5	4
Economic Development Committee	5	-
Land Conservation Committee	3	2
Planning, Zoning, and Land Information Committee	4	1
Board of Adjustments	-	7
Highway Safety Committee	1	4
County Library Planning Committee	1	6
ADRC Board	3	5
Administrative Appeal Board	2	1
Affirmative Action Committee	3	2
Local Emergency Planning Committee	1	5
Fair Liaison Committee	3	-
Veterans Affairs Committee	3	-
Clark County Rehabilitation and Living Center Committee	5	-
Clark County Criminal Justice Coordinating Council	2	7
Clark County Housing Coalition	2	4

*Number of citizens on a governing body varies based on law and need.

- c. The governing bodies listed Table 3 have members appointed by the Board and have independent rules and regulations that govern said governing bodies.

Table 3. Appointed Governing Bodies

Governing Body	No. of Supervisors	No. of Citizens or Employees*
Indianhead Community Action Agency	1	-
Regional Planning Commission	2	1
Veteran Services Commission	3	-
Wisconsin Valley Library Services	-	2
Housing Authority Committee	-	5

*Number of citizens on a governing body varies based on law and need.

8. Highway Committee

- a. The committee shall consist of five members of the Board and the committee shall select and appoint the committee chairperson.
- b. The committee has the powers, duties, and responsibilities as defined in Wis. Stat. 83.015.
- c. The committee shall have charge, supervision, and policy oversight of the County Highway department.
- d. All petitions, resolutions, or request for the improvement, alterations, or increase of the Clark County highway system shall be referred to the committee for study and for the committee’s recommendation before the Board takes any action.
- e. Committee members shall serve terms of two years, beginning the third Tuesday of April in each even-numbered year.

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

9. Agricultural and Extension Education Committee

- a. The committee shall consist of five members of the Board and the committee shall select and appoint the committee chairperson.
- b. The committee shall have charge, supervision, and policy oversight of the UW Extension Department.
- c. The committee shall examine and certify to the Board the sums to be allowed on all dog damage claims presented against the county pursuant to Wis. Stat. 174.11.
 - i. Said certification shall be in writing listing the individual claims showing the amount of claim, the amount certified, and the reasons for the amounts allowed or disallowed.
 - ii. If any claims or demands are disallowed in whole or in part, the Board, if it decides the claim just and proper against the County, may allow the same.

10. Human Services Board

- a. The Human Services Board shall consist of nine (9) total members. Five (5) members shall be members of the Board of Supervisors; four (4) members shall be members of the public at large, who have a demonstrated interest in human services. Each member shall be appointed by the Chairperson of the County Board of Supervisors, subject to a confirmation of a majority vote of the County Board of Supervisors.
- b. The Human Services Board shall select and appoint a Board Chairperson.
- c. Members of the Human Services Board shall serve terms of three (3) years. Terms shall be staggered so that, as nearly as practicable, the terms of three (3) members expire each year.
- d. The committee shall have charge, supervision, and policy oversight of the Department of Human Services, including powers and duties pursuant to Wis. Stat. 46.
- e. The committee shall serve as the Wis. Stat. 51.42 board, and shall have the primary responsibility for the well-being, treatment and care of the mentally ill, developmentally disabled, alcoholic and other drug dependent citizens residing within its county and for ensuring that those individuals in need of such emergency services found within its county receive immediate emergency services.
- f. Members of the Human Services Board may be removed for the following reasons: (1) By a two-thirds vote of each county board of supervisors participating in the appointment, on due notice in writing; or, if the member when appointed was a member of the county board of supervisors and was not reelected to that office, on due notice in writing.

11. Finance and Unjust Tax (Finance) Committee

- a. The committee shall consist of five members of the Board, with one member being the board chair, and the committee shall select and appoint the committee chairperson.
- b. The committee shall have charge, supervision, and policy oversight of the Finance Department.
- c. The committee shall report at the annual meeting of the Board or upon completion of the annual audit and at such other times as the Board may require the financial condition of the several funds of the county as well as prepare and present to the Board at the fall session the annual budget and tax levy together with recommendations of the committee regarding same.
 - i. In preparing the annual budget, the Finance Committee may require any other committee to meet with them.
- d. The committee shall also advise the county treasurer in the matter of investment of County funds and any other matter pertaining to the finances of the County.
- e. The committee shall have supervision over and make transfers from the contingent fund, between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated and to supplement the appropriations for a particular office, department or activity and otherwise comply with the provisions of Wis. Stat. 65.90(5).

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

- f. The committee shall have charge of all county printing except as provided under statute. All contracts for printing shall be let in conjunction with the county clerk.
- g. The committee shall recommend the amount and form of bonds to be furnished by the different officers and employees of the County within the limitations set forth in Wis. Stat. 59.21.
- h. The committee shall have supervision over all claims for unjust taxes which may be referred to them and make recommendations thereon to the Board. This committee shall also receive the audit report from the municipal auditor.
- i. The committee shall confer with the auditor in charge of the audit regarding details of the audit and make such recommendations to the Board as they find necessary.
- j. The committee shall examine and allow or disallow all current accounts against the County “except as otherwise provided by another rule or ordinance of the County” where the amount does not exceed \$5,000 as permitted by Wis. Stat. 59.52(12) when so settled and allowed to authorize the issuance of County orders therefore.
- k. The committee shall set health insurance premiums in conjunction with the Personnel Committee.
- l. The committee shall be responsible for the development and implementation of the County financial and purchasing policies. It shall also have the responsibility to review and explore all tax and revenue programs.

12. Chapter 980 Placement Committee

- a. The committee shall consist of a representative from the county department under Wis. Stat. 51.42; a representative of Wisconsin’s Department of Health Services; a local probation or parole officer; the Corporation Counsel or designee; and the Planning, Zoning, and Land Information Administrator or designee. The committee shall select the committee chairperson.
- b. The committee shall be responsible to carry out any authority set forth in Wis. Stat. 980.08(4)(dm).

13. Committee on Committees

- a. The committee shall consist of the chairperson and the vice-chairperson of the Board as well as three Board members selected and appointed by the Board chairperson.
- b. The Board chairperson shall serve as the committee chairperson.
- c. At the organizational meeting, the committee shall select and appoint members of various committees as well as select and appoint the committee chairperson as stated within this ordinance.

14. Law Enforcement and Emergency Management Committee

- a. The committee shall consist of five members of the Board and the Committee on Committees shall select and appoint the committee chairperson.
- b. The committee shall consult with the District Attorney and Sheriff regarding matters pertaining to their departments and also to confer with them on matters affecting law enforcement in Clark County and in addition to correlate all the activities for all law enforcement agencies in the county.
- c. The committee shall make an annual inspection of the county jail per Wis. Stat. 59.54(15).
- d. The committee shall provide necessary books and see that the proper jail records are kept and recommend to the Board the amount to be paid for meals for inmates of the county jail, and charges made to Huber prisoners for meals.
- e. The committee shall carryout the duties, powers, and responsibilities of the Clark County Civil Service System for specific law enforcement positions.
- f. The committee shall confer with and evaluate the needs, powers, and duties of the Sheriff and

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

the deputies and shall present to the Board suggestions that said committee may have concerning law enforcement and other duties required by the Sheriff of the Sheriff's Office.

- g. Subject to the lawful authority of the Sheriff, the committee shall have charge, supervision, and policy oversight of the Sheriff's Office, including corrections and communications.
- h. After the union contracts have been negotiated and entered into, the committee shall represent the County with law enforcement union contracts and take necessary action that is in the best interest of the County.
- i. The committee shall have charge, supervision, and policy oversight of the Emergency Management Department and shall perform said duties pursuant to Wis. Stat. 323.

15. Public Property Committee

- a. The committee shall consist of five members of the Board and the Committee on Committees shall select and appoint the committee chairperson.
- b. The county clerk or designee shall serve as the secretary of the committee.
- c. The committee shall have charge, supervision, and policy oversight over all County property and accounts occurring therewith, except property which comes under the responsibility of any other committees or officials by Board resolution or as otherwise provided by statute.
 - i. All purchases shall be booked in the same manner as any other county business and run through the regular bookkeeping channels as public record. The purchase of lands and construction of buildings shall first receive the approval of the Board.
- d. The committee shall have charge, supervision, and policy oversight of the Maintenance department.
- e. The committee shall have responsibility over any insurance issues or liabilities dealing with county owned property.
- f. Consistent with Wis. SCR 68 as applied to all County facilities and operations, the Public Property committee shall be responsible for the following: 1) developing operations and facility safety and security policies; 2) implementing operations and facility safety and security policies through training and incident review; and 3) developing long-term planning for county safety and security.
- g. The committee shall have charge of all lands now owned or later acquired by the County outside zoned areas which are not under the responsibility of any other committee pursuant to Board resolution or rule and shall classify such lands as to agricultural, grazing and forestry.
 - i. In making such classification, the county treasurer and chairperson of the municipality or his/her designee in which the lands are located shall be consulted. As to agricultural and grazing lands or other property this committee shall recommend to the Board the price at which such lands or other property is to be sold.
- h. The committee shall have charge, supervision, and policy oversight of the tax sales certificates issued pursuant to Wis. Stat. 66 and the sale of tax foreclosed property with the authority set forth in Wis. Stat. 75.35(2)(d), 75.69(1) (including appraising tax foreclosed property), and 75.377.

16. Executive, Legislative, and Judicial (Executive) Committee

- a. The committee shall consist of the Board chairperson; the chairperson of the Finance and Unjust Tax Committee; the chairperson of the Public Property Committee; the chairperson of the Personnel Committee; and the vice-chairperson of the Board.
- b. If either the Board chairperson or the vice-chairperson is a chairperson of one of the named committees, the Board chairperson shall appoint a member to the committee.
- c. The Board chairperson shall serve as the committee chairperson.
- d. The county clerk or designee shall serve as the secretary of the committee.
- e. The committee shall charge, supervision, and policy oversight over county administrative

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

affairs in general with the view of bringing about proper coordination and cooperation between the various departments and agencies of the County to the end that: 1) the best business practices may be observed; 2) that due efficiency may be maintained; and 3) that the interests of the citizens of the County may best be served.

- f. The committee shall confer and advise with the officials and committees of the various departments of the County on official matters where such conference is deemed advisable by this committee.
- g. The committee shall foster and promote all matters of legislation to both the state and federal governments pertaining to the interests of Clark County.
- h. All claims of a general nature shall be referred to this committee and this committee is specifically authorized to exercise any authority the Board itself may exercise with respect to claims, demands or causes of action against the County where the amount does not exceed \$5,000 pursuant to Wis. Stat. 59.52(12).
- i. The committee shall have charge and investigate legal matters involving the county and shall have charge, supervision, and policy oversight of the Corporation Counsel.
- j. The committee shall have charge, supervision, and policy oversight of the following departments: Register in Probate, Treasurer, Clerk of Court, District Attorney, Victim Witness, Register of Deeds, County Clerk, Coroner, and Child Support.
- k. The committee shall have charge, supervision, and policy oversight of Clark County Information Technology Services.
- l. The committee shall be responsible for development of county Information Technology (IT) policies, long-term planning for county IT, and shall collaborate with IT personnel to review and address county IT requirements, performance, and issues.
- m. The committee shall have charge, supervision, and policy oversight of the Administrative Coordinator.
- n. The committee shall have oversight of Clark County's risk management program.
- o. The committee shall review the Clark County Board of Supervisors Rules & Regulations every two years.

17. Personnel Committee

- a. The committee shall consist of five members of the Board and the Committee on Committees shall select and appoint a committee chairperson.
- b. The committee shall have charge, supervision, and policy oversight of the Personnel Department.
- c. The purpose of the committee is for fair and equal treatment of all county employees. The committee shall prepare and present to the Board at the spring session preceding the election of any county officers, the following: 1) a recommended schedule of salaries to be paid to such officers for the ensuing term; 2) starting salaries for all newly hired employees and 3) salary increases to maximum level according to the classification plan for all County employees under union contracts or existing classification and salary plans.
- d. The committee shall approve salaries, fringe benefits, health insurance, and worker's compensation before being put into effect. The committee is authorized to settle worker's compensation claims.
- e. The committee shall set health insurance premiums in conjunction with the Finance Committee.
- f. The committee shall hear and adjust grievances of said employees with reference to discipline and unsafe working conditions and to act as an advisory grievance committee.
- g. The committee shall prepare an estimate of salary changes for the following year and present it to the Finance Committee before the budget is made up for that year. Across the board salary adjustments shall be subject to approval by the Board.

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

- h. The committee shall be responsible for the development and implementation of personnel policies and procedures for all County employees.
- i. The committee is authorized to negotiate union contracts with assistance from Corporation Counsel (if requested) and recommend adjustment of non-union salaries for Board approval as good fiscal judgment and personnel policies would dictate.
- j. The committee is authorized to administer the classification and salary plan and personnel policies including, if applicable, reclassification and grade changes.
- k. The committee may develop and administer a “Program of Excellence”. The intent of this program will be for the purpose of training county board members as well as department heads (elected and non-elected) to be effective managers of county government. Local sources of training material and personnel will be utilized to the maximum and other resources available from the University Extension Office, universities, technical colleges, and other private sources may be used as budget allows. The program shall also consider the motivation and well-being of employees so maximum service can be delivered to the citizens of Clark County.

18. Forestry and Parks Committee

- a. The committee shall consist of five members of the Board and the Committee on Committees shall select and appoint a committee chairperson.
- b. The committee shall have all of the power set forth in the Forestry Ordinance and amendments thereto and shall have charge, supervision, and policy oversight of the Forestry and Parks Department, all county forests, parks, dams, fairgrounds, and recreational areas unless otherwise specified by Board resolution.
- c. The committee shall prepare, update, and oversee implementation of the 15 Year County Forest Comprehensive Land Use Plan.
- d. The committee shall have the power to lease and let county forest, fair grounds, and park land as well as layout, improve, maintain and govern all such parks and recreational areas, including the right to establish roadways, camping sites, beaches, parking areas, trails and any other improvements deemed in the public interest. The committee shall make rules for the regulation of the use and enjoyment thereof by the public subject to the statute or Board resolutions.
- e. The committee shall have charge of all accounts and accounting under the Forestry Ordinance and Park Regulations, and shall audit all claims under these departments.
- f. The committee shall be authorized to enter into agreements with any cooperating service clubs or organizations for the purpose of maintaining or developing recreational properties or facilities, including, but not limited to maintaining or developing county hunting or hiking trails, horseback riding trails, ski, ATV, UTV, or snowmobile trails, public picnic or warming shelters, or any other similar recreational facilities.
- g. The committee shall prepare and present to the Board plans for such projects as are requested of them by the Board or are in the judgment of the committee to the best interest of the County. After any plans are adopted by the Board on any projects, the plans shall be carried out by the committee as directed by the Board.
- h. This committee shall be responsible for the preparation of an outdoor recreation plan and for overseeing its implementation.

19. Board of Health

- a. The board shall consist of not more than 9 members pursuant to Wis. Stat. 251.03(1). At least three members shall be persons who are neither elected nor employees of Clark County and shall have some competence in public or community health. The remainder of the board shall consist of a minimum of five member of the Board.
- b. The Committee on Committees shall select and appoint a committee chairperson.

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

- c. The board shall have charge, supervision, and policy oversight of the Public Health department, including powers and duties pursuant Wis. Stat. 251.04.

20. Economic Development Committee

- a. The committee shall consist of five members of the Board and the Committee on Committees shall select and appoint a committee chairperson.
- b. A member of this committee shall be a member of the Clark County Economic Development Corporation Executive Committee.
- c. The committee shall assist the cities, villages, and unincorporated areas in the promotion, location or expansion of new or existing industries in the County.

21. Land Conservation Committee

- a. The committee shall consist of five members, including three member of the Board, of which two persons shall also serve as committee persons on the Agricultural and Extension Education Committee, the County Chairman of the Farm Services Agency or their appointed alternate, and a non-board member who is active in the business of farming.
- b. The Committee on Committees shall select and appoint a committee chairperson.
- c. The committee shall have charge, supervision, and policy oversight of the Land Conservation Department.
- d. The committee may investigate and consider an area comprehensive planning program and to assist with the Farmland Preservation program by reviewing all applications.
- e. The committee shall have all duties and responsibilities pursuant to Wis. Stat. 92.

22. Planning, Zoning, and Land Information Committee

- a. The committee shall consist of four members of the Board with three members residing in areas not served by municipal water and sewer as well as a non-board member.
- b. The Committee on Committees shall select and appoint a committee chairperson.
- c. The committee shall have charge, supervision, and policy oversight of the Planning, Zoning, and Land Information Department, which includes the County Surveyor.
- d. The committee has the duty to act in matters pertaining to county planning and zoning. The committee, if so directed by the Board, shall prepare and develop a county comprehensive planning program, and said committee, in developing such program, may if necessary, consider federal or state guidelines and instructions to qualify any applicants for financial and technical assistance, and grant funds.
- a. The committee shall be responsible for all matters pertaining non-metallic mining, including acting as the County's local impact committee, pursuant to applicable sections of Wis. Stat. 293, 294, and 295.
- e. The committee shall also keep abreast of all solid waste and recycling issues as they might relate to the county, state or federal government. They shall advise the Board of any changes in technology that would require any additional duties or responsibilities for the County in the area of solid waste and recycling.
- f. The committee shall be responsible for the implementation, planning and operation of a county land records policy.

23. Board of Adjustments

- a. The board of adjustments shall consist of five citizens and two alternate citizen members pursuant to Wis. Stat. 59.694.
- b. The Chairperson of the County Board shall appoint members of the board of adjustments, subject to confirmation by majority vote of the County Board.
- c. Members shall serve staggered terms of three years, beginning each July 1 pursuant to

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

Wis. Stat. 59.694(2).

- d. The board of adjustments shall select and appoint a chairperson.
- e. The board has the duties and responsibilities related to planning and zoning matters pursuant to Wis. Stat. 59.694.

24. Highway Safety Commission

- a. The commission shall consist of the highway safety coordinator or designee; a member of the sheriff's department, a member of the Law Enforcement committee; the highway commissioner or designee; and any other members pursuant to Wis. Stat. 83.013.
- b. The commission shall select and appoint a commission chairperson.
- c. The commission shall be responsible for review traffic accident data quarterly, oversee traffic safety matter, and other duties or responsibilities pursuant to Wis. Stat. 83.013.

25. County Library Planning Committee

- a. The committee shall consist of one member of the Board and six other resident of Clark County.
- b. The committee shall select and appoint a committee chairperson.
- c. The six non-Board members shall serve for staggered terms of three years.
- d. One committee member shall serve on the Regional Reference Library Committee.
- e. The committee shall have the duties and responsibilities pursuant to Wis. Stat. 43.11

26. Clark County Rehabilitation and Living Center Committee

- a. The committee shall consist of five Board members from the Clark County Board of Supervisors with the committee selecting and appointing a committee chairperson.
- b. The committee shall have charge, supervision, and oversight of the Clark County Rehabilitation and Living Center.
- c. The committee shall have charge, supervision, and oversight of the Clark County Adult Development Services (ADS).

27. Aging and Disability Resource Center (ADRC) Board

- a. The board shall consist of three Board members with at least one member at least sixty years old; three citizens at least sixty years old; one citizen who represents the physically disabled; and one citizen who represents the developmentally disabled.
- b. The Committee on Committees shall select and appoint a board chairperson.
- c. The committee shall have charge, supervision, and policy oversight of the ADRC department, including powers and duties pursuant to Wis. Stat. 46.283(6), Wis. Stat. 46.82(4)(d), Wis. Admin. Code HFS 10, and the ADRC contract.
- d. The ADRC citizen members shall serve staggered terms of three years.
- e. No ADRC board member may serve more than six years consecutively.

28. Administrative Appeals Board

- a. The administrative appeals board shall consist of the Board chairperson, Board vice-chairperson, and an attorney who practices in Clark County.
- b. The Board chairperson shall act as the administrative appeals board chairperson.
- c. The board shall be responsible for the hearing of appeals from initial administrative determinations of county officers, employees, agents, agencies, committees, boards and commissions pursuant to Wis. Stat. 68.

29. Affirmative Action Committee

- a. The committee shall consist of three member of the Personnel Committee and two non-board

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

members.

- b. The Committee on Committees shall select and appoint a committee chairperson.
- c. The committee shall be responsible for the preparation of an affirmative action plan for the County and shall be responsible for the equal enforcement of such plan.

30. Local Emergency Planning Committee

- a. The committee shall consist of one Board member and at least five non-Board members pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA) section 301(c).
- b. The Board chairperson shall select and appoint a committee chairperson.
- c. The committee shall be responsible to develop policies, procedures, and emergency plans for prevention of and responding to accidental releases of hazardous chemicals and other emergency situations in order to protect the community from harmful and possible life-threatening situations.

31. Fair Liaison Committee

- a. The committee shall consist of one Board member from each of the following committees: Agricultural and Extension Education Committee; County Highway Committee; and Forestry and Parks Committee.
- b. The committee shall meet regularly with the Clark County Fair Board to coordinate and serve as a liaison between the Board and Clark County Fair Board.

32. Veteran's Affair Committee

- a. The committee shall consist of three Board members who shall be veterans (if available).
- b. The Committee on Committees shall select and appoint a committee chairperson.
- c. The committee shall have charge, supervision, and policy oversight of the Veteran's Services Office.

33. Clark County Criminal Justice Coordinating Council

- a. The Clark County Criminal Justice Coordinating Council (CJCC) shall consist of one Board member from the Human Services Board; one Board member from the Executive Committee; Circuit Court Judge; Sheriff or designee; District Attorney or designee; Corporation Counsel; representative from the State of Wisconsin Public Defender's Office; representative from the State of Wisconsin Department of Corrections; and Director of Human Services or his/her designee. The Committee on Committees shall select and appoint the Board members on the CJCC.
- b. The Circuit Court Judge shall act as CJCC chairperson.
- c. The CJCC shall facilitate, collaborate, and coordinate the delivery of services by the local criminal justice system to maximize justice, effectiveness, and public safety.
- d. The CJCC shall report to the Executive Committee.

34. Clark County Housing Coalition

- a. The Clark County Housing Coalition (CCHC) shall consist of not more than 6 members. At least two (2) members shall be persons who are elected County Board members. The remainder of the Board shall consist of the Director of Human Services, the Director of the Aging and Disability Resource Center, and one member from the Wisconsin Department of Corrections – Division of Community Corrections.
- b. County Board Members of the Clark County Housing Coalition shall be selected by the Committee on Committees according to the terms in (a).
- c. Community stakeholders of the CCHC shall be appointed by the County Board Chairperson

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

subject to confirmation by majority vote of the Clark County Board of Supervisors.

- d. The CCHC shall be charged with collecting and analyzing data to identify factors which create instability in Clark County housing and contribute to homelessness; critically evaluating housing models to determine effective strategies for implementation of housing stabilization; exploring and pursuing funding options for the development and implementation of housing services, and providing recommendations to the County Board of Supervisors regarding funding sources, programs, services, and housing options that achieve greater cost-effectiveness and efficiency.
- e. The CCHC shall report monthly to the Executive Committee, through the Director of the Aging and Disability Resource Center or his/her designee.

35. Miscellaneous

- a. Any statutory references stated throughout this ordinance apply as currently stated or as amended, revised, or renumbered and as directed by the Board.
- b. These rules may be amended via resolution by a two-thirds vote of the entire Board membership at a single Board meeting. An amendment may be voted upon only if it has been reduced to writing and distributed to the members of the Board at least five days prior to the meeting at which it is presented to the county board for adoption.
- c. The purchase authority for each committee will be determined by the approved budget. If the committee desires to purchase contrary to the budget, approval by the Finance Committee is required before purchasing.
- d. The Board may add or remove further duties to any committee upon majority vote of the Board that is in the best interests of the County and not in violation other regulations.
- e. All committees shall prepare and present to the Finance Committee the budget of their respective department or office (if applicable).
- f. Unless otherwise stated within this ordinance, the provisions within this ordinance take precedence over any provisions within another ordinance, rule, or policies that conflict with this ordinance.

Revision History			
Adoption/Revision Date	Overview of Action	Section(s) Impacted	Action Reference
February 26, 2014	Initial adoption	All	207-12-13
June 19, 2014	Amended name of Planning, Zoning, and Land Information department	3, 19	24-6-14
December 16, 2014	Amended name of Clark County Rehabilitation and Living Center	3, 23, 24	70-12-14
March 15, 2016	Added statutory duties, department oversight, and amended duties of	2, 7, 10, 12, 14, 15, 16	214-3-16
December 15, 2016	Added IT Steering Committee and ADRC Board	3, 12, 13	55-12-16

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

February 22, 2018	Adding Personnel and IT Directors to IT Steering Committee	3, 13	5-2-18
June 28, 2018	Amending Board membership and who designates chairperson for IT Steering Committee	13	24-6-18
April 16, 2019	Changed title, reformatted policy, removed Tax Deeded Land Sale Committee, removed Committee on Aging Advisory Board, removed COP Advisory Board, added Chapter 980 Placement Committee, added Safety and Security Committee, added reference to County Attorney, and added Risk Management oversight to Executive Committee	1, 2, 4, 5, 11, 14, 15, 16, 17, 20, 36	224-3-19
March 16, 2021	Adding the Clark County Criminal Justice Coordinating Council	37	235-3-21
September 19, 2024	Added Term limit language to Highway, BOA, and Community Services Committees; updated language to reflect elimination of County Attorney office; Eliminated the Clark County IT Steering Committee, Safety and Security Committee, and Mining Committees; Removed provisions of appointment to the RC&D Council; Added Clark County Housing Coalition;	2, 3, 5,6,7,8,10,12,13	247-9-24

Clark County, Wisconsin

Title: Clark County Governing Bodies – Roles and Structures

December 19, 2024	Restructuring the Clark County Housing Coalition	7, 35	250-12-24
March 26, 2026	Creation of the Clark County Human Services Committee; restructuring the CCRLC committee, eliminating the Social Services and Community Services Committees.	7, 10, 26, 33, 34	255-3-26