

OFFICE OF THE DISTRICT ATTORNEY

Kurt F. Klomberg, District Attorney

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NO PROSECUTION MEMORANDUM

TO: Attention: Supervisor Dan Siegmann, Chairman David Frohling,
Corporation Counsel Kimberly Nass, Clerk Karen Gibson.

FROM: Kurt F. Klomberg
District Attorney

DATE: January 12, 2023

RE: State -vs- David W. Frohling, Kimberly Nass
Complaint of Supervisor Siegmann dated 9/22/22

No Prosecution Notification

I have reviewed the reports in the above-entitled matter and I have decided to decline prosecution for the following reason(s):

In this matter, the District Attorney was hand-delivered a written allegation made by Dodge County Board Supervisor for District 10, Daniel Siegmann (hereafter "Mr. Siegmann") that the County Board Chair and the County Corporation Counsel conspired to violate the Dodge County Board Rule 33. The written document alleging this allegation (attached as exhibit 1) was delivered by Mr. Siegmann and deposited at the reception window of the District Attorney's Office.

At the outset, I want to note that Mr. Siegmann drafted his document in a way that is designed to look as if it was a document drafted by the District Attorney under the District Attorney's authority. At the top of the document appears the words, "Office of the District Attorney Dodge County, Wisconsin." Following this appears the name, "Kurt Klomberg, District Attorney." Our Office did not draft this document and I gave no permission to Mr. Siegmann to utilize the name of the District Attorney's Office, or my name or title. In fact, in June of this year, Mr. Siegmann did the very same thing in a separate matter, and I warned him in writing that he was not allowed to utilize the name of the District Attorney's Office or my name or title as some sort of letterhead to make a document appear as if it was drafted by me, my office or under my authority.

Assistant District Attorneys
Yolanda J. Tienstra
Margaret A. Kunisch
Jin Ho D. Pack

Managing Attorney
Robert G. Barrington

Victim/Witness Coordinators
Cayla Her
Lilly Kaplan

Additionally, Mr. Siegmann titled this document "Complaint," which has specific legal meaning. In the previous instance in June, Mr. Siegmann additionally, without my authorization and unbeknownst to me, served his "complaint" on the targets who for a time believed that I was taking official action against them. Mr. Siegmann is again warned that engaging in this kind of conduct can potentially open him to serious liability. I will not consider his inappropriate behavior in addressing the substance of the matter that is the subject of Mr. Siegmann's specific allegations.

The allegation is that the Dodge County Ordinance 2.01(33) of the Dodge County Code of Ordinances was violated, thus creating an actionable ordinance prosecution by the District Attorney's Office. The allegation surrounds the special order of business listed on the September 20, 2022 Board Meeting listed as, "Confirm Appointment by County Board Chairman" – "Appoint supervisor VandeZande to replace Supervisor Siegmann on the Extension Education Committee." The Agenda of the September 20, 2022 County Board meeting is attached as Exhibit 2.

Mr. Siegmann contends that he never resigned as a member of the committee. Mr. Siegmann stated so during the debate (the video is reviewable through the County website). However, the Board Chair noted that Mr. Siegmann had not attended a meeting of the committee and it appears Mr. Siegmann's actions in not attending the meetings was considered a resignation by abandonment of the responsibilities of the assignment. During the debate, Mr. Siegmann stated that this was a "removal." The Board Chair restated the word "removal." After additional debate, the Board voted. The outcome was a simple majority voting in favor of approving the Chair's appointment of Supervisor VandeZande to the Extension Education Committee.

To give greater understanding to the situation, the minutes to all of the Extension Education Committee meetings held between the installation of the new County Board in April of 2022 and prior to the September 2022 Board meeting are included (no meeting was held in July of 2022). These committee minutes are listed as Exhibits 3, 4 & 5. It is clearly noted on each and every one of the minutes that Mr. Siegmann was absent. What is of particular note is that in each instance, Mr. Siegmann is not noted as "excused," from the meeting. In the committee minutes from June 27, 2022, (Exhibit 4) it specifically notes that Supervisor Kraus was "excused." No such notation for any of the absences of Mr. Siegmann is noted. It follows from the lack of an "excused" notation that Mr. Siegmann did not appear for any of the meetings and had not sought an excuse of his absence.

An appointment of the County Board Chair to a committee need only have a simple majority under the County Board rules. A removal of a member from a committee requires, under rule 33, a 2/3 majority. The action was noticed as a "confirm appointment of the Chair," agenda item. It was treated as such given that it passed after only garnering a simple majority. The fact that the word "removal" was uttered during the debate, did not transform the agenda item to a removal under Rule 33. If it did, then the vote would have failed as a 2/3 majority was not reached. The item passed, thus it was treated by the Board as noticed – a confirmation of the Chair's

appointment. I make this notation because, while there is no allegation made by Mr. Siegmann that an open meeting violation occurred, I wish to resolve any questions about how Open Meeting Law would impact this issue proactively. Merely uttering a word during a debate does not transform that debate into a non-noticed agenda item. Furthermore, if such an uttering of a word did so change the agenda item, it was Mr. Siegmann that first pushed the debate in that direction by being the first to utter the word. Clearly, Mr. Siegmann is not alleging that he violated the Open Meeting Law. As noted, I discuss this issue only to resolve potential questions proactively.

The allegation is that the Board Chair and the Corporation Counsel entered into a conspiracy to violate the Board Rules. This was done by engaging in a "removal" without the required 2/3 majority vote. Predictably, the Chair's response would be that Mr. Siegmann's unexcused absences in each and every Extension Education Committee meeting since he was appointed to the committee constitutes a *de facto* resignation by abandonment of Mr. Siegmann's duties to the committee. This information was discussed with Board during the debate on the noted agenda item. It is conceivable that the Board knew that there had been no formal resignation, but a majority of the Board members agreed with the Chair that Mr. Siegmann abandoned his duty constituting a *de facto* resignation.

Under Dodge County employment policy #123 (attached as Exhibit 6 in its current form, but it is the understanding of the District Attorney that the relevant language related to this decision was not changed in any recent amendment), the issue of three successive absences constituting a *de facto* resignation through abandonment has a basis in the County's employment rules. Specifically, policy #123 reads, in-part, as follows;

Employees who fail to report to work for three (3) consecutive business days without notifying the County (Department Head, his or her designee, or the Human Resources Department) of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the County for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the County due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative to contact the County within three days), the employee or his or her representative must contact the County as soon as practicable to explain the situation. In extreme circumstances, the County will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

County Board Members are not "employees" in the traditional sense, and the Chair is not their "supervisor." However, the Chair does assign committee membership, with consent of the Board. It is reasonable for a Chair to look to county employment rules

and policies to guide decision-making. Additionally, the Chair did not act unilaterally in the current situation. Rather, the Chair allowed his determination of a resignation to be reviewed and considered by the full Board. Mr. Siegmann directly participated in the debate and was given the opportunity to express his position. The Board, apparently through its decision, concluded that Mr. Siegmann resigned. The Board approved the appointment of the new member to the committee. For these reasons, no judge or jury would find that there is a provable violation of any County Board rule.

The allegation fails for a second and completely independent reason. Violations of the Rules of the Dodge County Board are not enforceable through any prosecution by the District Attorney. The duties of the District Attorney are enumerated in sec. 978.05 of the Wisconsin Statutes. Under 978.05(6), the District Attorney has the authority to seek removal of a County Board member, but only in situations involving the unlawful valuation of property, which is not an issue here. The only other area that would potentially suggest authority to act is in sec. 978.05(2) where the District Attorney has the authority to enforce county ordinances. However, this section is not applicable in the current allegation.

Under sec. 978.05(2), the District Attorney has the authority to enforce county ordinances. However, the fact that the Dodge County Board rules appear in the County's ordinance list and are called "Ordinances," is not sufficient to vest enforcement jurisdiction in the Office of the District Attorney. This is because sec. 978.05(2) grants jurisdiction to the District Attorney for enforcement of only "*county ordinances which are in conformity with state criminal laws.*" The Dodge County Board rules are not in conformity with any State criminal law. They are rules enacted independently by the Board, for Board use only. Calling them an "ordinance" no more makes them legally enforceable ordinances than uttering the word "removal" during the debate in question transformed the noticed action to an unnoticed removal action.

The Dodge County Board rules (called "ordinances" by the Dodge County Board) are not enacted in conformity with State criminal laws, and consequently the District Attorney has no jurisdiction to act in the face of an alleged violation of the Board rules. This is a matter that is squarely in the sole jurisdiction of the Board and by extension the voters of the County. The Board would need to decide if this was a violation of rule. It would appear that the Board already did address this issue through its vote.

The District Attorney has no role in enforcing County Board rules. That is for the Board to do through its Board actions. When a Board member is unhappy with the manner that the Board acted in its business, that is a matter that should be handled through the political process. The District Attorney is not an arbitrator of Board disagreements. The District Attorney is also not a weapon to be invoked for political objectives. The District Attorney's enforcement power is clearly and specifically spelled out in the State Statutes. Because the District Attorney has no role in this matter, I am closing my file.

OFFICE OF DISTRICT ATTORNEY
DODGE COUNTY, WISCONSIN

KURT KLONBERG, DISTRICT ATTORNEY

COMPLAINT

Dodge County Board of Supervisors Chairman Dave Frohling consciously, willfully, and intentionally violated Dodge County Ordinance 2.01(33) of the Dodge County Code of Ordinances – County Board Rules (Rule 33) during the Dodge County Board of Supervisors Meeting held on Tuesday, September 20, 2022.

Dodge County Corporation Counsel Kimberly Nass aided and abetted Board Chairman Frohling in this action which violated Dodge County Ordinance 2.01(33) of the Dodge County Code of Ordinances—County Board Rules (Rule 33) by offering incomplete counsel and guidance to the Supervisors present at the meeting, acting as a principal in the second degree in this matter.

ALLEGATIONS OF FACT AS TO ALL CAUSES OF ACTION

The first order of business under Agenda item #6 for the September 20, 2022 Dodge County Board of Supervisors meeting reads:

- Confirm Appointment by County Board Chairman
 - Appoint Supervisor VandeZande to replace Supervisor Siegmann on the Extension Education Committee

Exhibit 1 (3 Pages)

At or about minute 7:10 of the meeting Supervisor Siegmann clearly contested this order of business when the question was taken up. He expressed that he had not submitted a resignation of his position on the Extension Education Committee and was against this action being taken. Supervisor Siegmann expressed the fact that the Extension Education Committee had not sincerely tried to work out an agreeable meeting time. Upon being questioned further by Supervisor Siegmann, Chairman Frohling stated, at or about minute 15:00 of the meeting, that this was a removal of Supervisor Siegmann from the committee. Chairman Frohling was asked by Supervisor Sheahan-Malloy if he would reconsider his decision so as to allow some time for the committee to come to an agreement for a meeting time. Chairman Frohling quickly and defiantly refused to reconsider his decision and called for a vote. The vote was 19 to 11 to pass this motion and confirm the Chairman's new appointment.

At or about minute 18:30 of the meeting Supervisor Siegmann immediately challenged the passage of this question by stating, "does this need a two-thirds majority vote? I read that in the rules about removal". Dodge County Ordinance 2.01 (33) of the Dodge County Code of Ordinances— County Board Rules (Rule 33, Rules of Order Governing the County Board of Supervisors of Dodge County, WI) states the a Chairman's removal of a Supervisor from a committee requires an affirmative vote of not less than two-thirds of members elect.

Chairman Frohling and County Clerk Karen Gibson, sitting at their desk at the front of the room, were able to hear Supervisor Siegmann's challenge to the vote, for the video recording of this meeting catches Clerk Gibson audibly asking herself where her rule book was

At minute 18:45 Corporation Counsel Nass volunteered her counsel stating, "no, this is a confirmation vote", concealing the fact that to appoint someone to another individual's position the original person must first be removed from that position.

Supervisor Siegmann followed with the response, "the Chair told me it was a removal". The Chairman quickly moved on with the next order of business to end any meaningful discussion of this matter.

CONCLUSION

This is another of the growing number of incidents in which the Chairman of the Dodge County Board of Supervisors has been breaking the law by violating the County Board Rules of the Dodge County Code of Ordinances. I urge a quick response to this unlawfulness which demands punishment to the fullest extent of the law. Lawlessness is never acceptable.

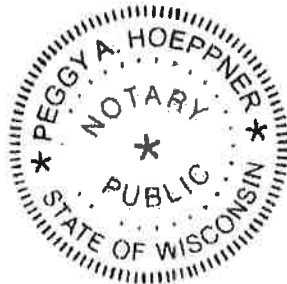
Signature Daniel L. Siegmann
Daniel L. Siegmann

9-22-2022
Date

State of
County of

Subscribed and sworn to (or affirmed) before me on this 22 day of September, 2022 by Daniel L. Siegmann, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Peggy A. Hoepfner
Notary Public (Seal)



12-5-2023



AGENDA
Dodge County Board of Supervisors Meeting
Tuesday, September 20, 2022 – 6:00 PM
County Board Room, Fourth Floor
127 East Oak Street, Juneau, Wisconsin 53039

The following business will be brought before the County Board for initiation, discussion, deliberation, and possible formal action subject to the rules of the Board, which may be inspected in the office of the County Clerk.

This meeting is livestreamed at the following link <https://www.co.dodge.wi.us/livestream>. Information regarding livestreaming can be found on the County Board's webpage.

- 1. Call to Order by David Frohling, County Board Chairman**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve Minutes from August 16, 2022 and August 30, 2022 County Board Meetings**
- 5. Communications on File**
- 6. Special Orders of Business**
 - Confirm Appointment by County Board Chairman
 - Appoint Supervisor VandeZande to replace Supervisor Siegmann on the Extension Education Committee
 - Confirm Reappointment by County Administrator
 - Reappoint Shirley Kitchen to the Dodge County Housing Authority for a five year term. Term to expire on September 30, 2027
- 7. Resolutions on File**
 - 22-64 Amend Town Zoning Ordinance – Town of Burnett Town Board – Supervisor Breselow
 - 22-65 Amend Town Zoning Ordinance – Town of Emmet – Louis Moreno Jr. Property – Supervisor Conway
 - 22-66 Amend Town Zoning Ordinance – Town of Chester – Steven Guell and Susan Rens Property – Supervisor VandeZande
 - 22-67 Resolution Supporting Operation Green Light for Veterans – Finance Committee
 - 22-68 Adoption and Implementation of the Dodge County Board of Supervisors Strategic Plan – Executive Committee
 - 22-69 Discharge American Rescue Plan Act (ARPA) Project Evaluation Committee and Designate Remaining American Rescue Plan Act (ARPA) Funds to Internal County Projects – Executive Committee
 - 22-70 Dodge County Capital Improvement Program for 2023-2027 – Finance Committee
- 8. Reports on File**
 - Report 1 – Ordinance No. 1104 – Amend Land Use Code – Town of Fox Lake – Glen Beske, agent for Gerhardt and Carol Beske Family Trust Property – Land Resources and Parks Committee
 - Report 2 – Ordinance No. 1105 – Amend Land Use Code – Town of LeRoy – Dennis Oechsner, agent for Oechsner Brothers LLC Property – Land Resources and Parks Committee
 - Report 3 – Ordinance No. 1106 – Amend Land Use Code – Town of Fox Lake – Steven & Anna Davison Property – Land Resources and Parks Committee
- 9. Ordinances on File**
 - Ordinance No. 1107 – An Ordinance Amending Chapter 2, the Governing Body, Section 2.01 – *County Board Rules*, of the Dodge County Code of Ordinances – Executive Committee
 - Ordinance No. 1108 – An Ordinance Amending Chapter 2, the Governing Body, Section 2.01 – *County Board Rules*, of the Dodge County Code of Ordinances – Executive Committee
 - Ordinance No. 1109 – An Ordinance Amending Chapter 7, Section 7.08 – *Access onto County Highways; Restrictions and Regulations*, of the Dodge County Code of Ordinances – Highway Committee
 - Ordinance No. 1110 – An Ordinance Amending Chapter 7, Section 7.09 – *Stopping, Standing, or Parking of Vehicles*, of the Dodge County Code of Ordinances – Highway Committee
- 10. Public Comment (30 minute limit, 2 minutes per person)**

Exhibit 2 (2 pages)

- 11. Future Meeting Dates:** October 18, 2022 - 6:00 p.m.
November 1, 2022 – 6:00 p.m.
November 15, 2022 – **9:00 a.m.**
December 20, 2022 – 6:00 p.m.

12. Adjourn

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance that is accessible by a person with a disability is located on the east side of the building off of Miller St.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.



**DODGE COUNTY EXTENSION EDUCATION COMMITTEE OF
THE DODGE COUNTY BOARD OF SUPERVISORS MEETING**
May 16, 2022

The Dodge County Extension Education Committee of the Dodge County Board of Supervisors met Monday, May 16, 2022 at 8:30 a.m. in the Dodge County Administration Building, Auditorium Room H & I, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Andrew Johnson – Supervisor, District 9, called the meeting to order at 8:31 a.m. with the following members present: Larry Bischoff – Supervisor, District 17; Marilyn Klobuchar – Supervisor, District 27; and Supervisor, John Kraus Jr. – District 4.

Absent: Dan Siegmann – Supervisor, District 10.

Also present: Dodge County Board Chairperson Dave Frohling. Frohling declined the per diem for his attendance at this meeting.

Also present: Pattie Carroll, Human Development & Relationships Educator; Will Fulwider, Regional Crops & Soils Educator; Jeff Hoffman, Area 16 Extension Director; Kimberly Lafler, FoodWise Educator; Tracy Malterer, Extension Liaison; Caitlin Richardson, Area 16 FoodWise Education Coordinator (Zoom); and Marie Witzel, Positive Youth Development Educator.

PUBLIC COMMENT: None

ELECTION OF CHAIR, VICE CHAIR, AND SECRETARY OF EXTENSION EDUCATION COMMITTEE: Johnson opened nominations. Bischoff nominates Johnson as Committee Chair. Klobuchar moves to close nominations and elect Andrew Johnson as Committee Chair. Second by Bischoff. Motion carried 4-0.

Kraus nominates Bischoff as Committee Vice Chair. Klobuchar moves to close nominations and elect Larry Bischoff as Committee Vice Chair. Second by Kraus. Motion carried 4-0.

Johnson nominates Klobuchar as Committee Secretary. Johnson moves to close nominations and elect Marilyn Klobuchar as Committee Secretary. Second by Bischoff. Motion carried 4-0.

DISCUSS OPTIONS FOR DISTRIBUTION OF AGENDA & PACKETS: All Committee members who are present indicated preference for email delivery of Committee agenda and packets.

APPROVAL OF MINUTES: Motion by Klobuchar, second by Bischoff to accept the April 18, 2022 minutes as printed. Motion approved 4-0.

APPROVAL OF PER DIEMS OF EXTENSION EDUCATION COMMITTEE FOR MAY 16, 2022: Motion by Kraus, second by Bischoff to approve the per diems as presented. Motion carried 4-0.

REVIEW OF MONTHLY DEPARTMENT REVENUE AND EXPENSES & YEAR TO DATE BUDGET REPORT: The Committee reviewed the revenue and expenses as presented.

ORIENTATION BY AREA EXTENSION DIRECTOR, EDUCATORS AND STAFF: The Committee was presented with an orientation and report by the Area Extension Director, Extension educators, and county staff. Hoffman provided a high level overview of the organizational structure of UW-Madison Division of Extension along with the vision, mission, and values of Extension outreach and education. Extension educators described their program outreach and education delivery to diverse audiences throughout Dodge County and the region.

SET REGULAR MEETING DATE, TIME, & PLACE: The Committee agrees to meet every 3rd Monday of the month at 10:00 a.m. at the Dodge County Administration Building.

Exhibit 3 (2 pages)

Due to scheduling conflicts, the next regularly scheduled Extension Education Committee meeting in June will be Monday, June 27, 2022 at 10:00 a.m., in Room C next to the Extension office in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this Committee, the meeting was adjourned by Chairperson Johnson at 9:41 a.m.

Respectfully submitted,



Marilyn Klobuchar, Secretary



Andrew Johnson, Chairperson



**DODGE COUNTY EXTENSION EDUCATION COMMITTEE OF
THE DODGE COUNTY BOARD OF SUPERVISORS MEETING**
June 27, 2022

The Dodge County Extension Education Committee of the Dodge County Board of Supervisors met Monday, June 27, 2022 at 10:00 a.m. in the Dodge County Administration Building, Conference Room C, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Andrew Johnson – Supervisor, District 9, called the meeting to order at 10:03 a.m. with the following members present: Larry Bischoff – Supervisor, District 17; Marilyn Klobuchar – Supervisor, District 27. It was noted that a quorum was present.

Absent: Supervisor, John Kraus Jr. – District 4 (excused); Dan Siegmann – Supervisor, District 10.

Also present: Dodge County Board Chairperson Dave Frohling. Frohling declined the per diem for his attendance at this meeting.

Also present: Pattie Carroll, Human Development & Relationships Educator; Jon Hochkammer, Interim County Administrator; Jeff Hoffman, Area 16 Extension Director; Kimberly Lafler, FoodWise Educator; Tracy Malterer, Extension Liaison; Alison Pfau, Regional Dairy Educator; Caitlin Richardson, Area 16 FoodWise Education Coordinator (Zoom); Heather Rynearson, 4-H Summer Agent; and Marie Witzel, Positive Youth Development Educator.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Bischoff, second by Klobuchar to accept the May 16, 2022 minutes as printed. Motion approved 3-0.

APPROVAL OF PER DIEMS OF EXTENSION EDUCATION COMMITTEE FOR JUNE 27, 2022: Motion by Klobuchar, second by Bischoff to approve per diems as presented. Motion carried 3-0.

REVIEW OF MONTHLY DEPARTMENT REVENUE AND EXPENSES & YEAR TO DATE BUDGET REPORT: The Committee reviewed the revenue and expenses as presented.

EDUCATOR SHORT REPORTS:

Pattie Carroll, Human Development & Relationships Educator: Carroll reported that she is on a state team called Families and Technology. This team is writing a four-hour workshop for parents of children of all ages called, "*Manage Screens Before they Manage You: A Parent's Guide to Writing a Family Media Plan*". The program is in response to parents looking for resources as children are transitioning post-COVID around healthy child technology usage. Carroll will partner with the Beaver Dam Unified School District to offer the workshop this fall. Carroll is also working on combining two programs called the Parent Connect and Focus on Fathers. Those are the two main projects, and in addition, Carroll continues to support the Design Wisconsin, PATH of Hustisford, as well as other ongoing projects.

Will Fulwider, Regional Crops & Soils Educator (written report submitted): Fulwider has spent the last month working to finalize and begin a nitrogen-use efficiency project working with the Dodge County Farmer's group that tracks maximum returns to nitrogen based off strips of different N rates in corn and the yield response. He has also been working on collecting soil samples for a project looking at inter-seeding of cover crops into standing corn and a project focused on copper toxicity in forages.

Kimberly Lafler, FoodWise Educator & Caitlin Richardson, FoodWise Coordinator: Lafler reported continued collaboration with Marshfield Medical Center's former Blue Zones Project for launch of EBT acceptance Beaver Dam's Farmers Markets. Lessons are in process at Camp Crystal, Beaver Dam Park and Rec department and Columbus Manor Senior Apartments. Lafler is looking forward to senior

dining sites and accompanying nutrition lessons returning in person after the pause for COVID later this summer. Also reported was upcoming professional development.

Heather Rynearson, 4-H Summer Agent: Rynearson was introduced to the Committee. Rynearson reported on the upcoming summer activities she is planning. She discussed a collaboration with PAVE in Beaver Dam and a hopeful collaboration with the Hustisford School District to offer some programs in July. These programs would be an array of fun activities aimed at introducing 4-H to a wider audience. She discussed her upcoming August day camp to be held at Discher Park in Horicon along with a 4-H 5K Fun Run/Walk that will take place at the Dodge County Fairgrounds on July 16.

Marie Witzel, Positive Youth Development Educator: Witzel reported on the photography *Take & Learn* kit that she worked on as a statewide project. There were 185 youth throughout the state registered for the kit. In addition to the learning in the kit, youth could attend one to four Zooms with photography experts to learn about how to use their camera, from beginning through advanced level photography skills. The teachers were 4-H photography leaders and fair superintendents. Youth in Dodge County are joining with over 350 youth throughout the state for a Cake Decorating *Take & Learn* kit and one Zoom with curriculum. Dodge County 4-H staff also offered a new event for new families to learn more about the fair. There were about 10 families registered and we were able to answer many questions about the upcoming fair.

INTRODUCTION OF ALISON PFAU, REGIONAL DAIRY EDUCATOR FOR DANE, DODGE, JEFFERSON, ROCK & WALWORTH COUNTIES: Pfau introduced herself to the Committee. Originally, from Bogota, Colombia, she earned her animal science degree from the National University of Colombia-Bogota in 2017, and recently completed her master's degree in Animal Science from the University of Tennessee, Knoxville in 2022, with a focus on research in rumen nutrition and microbiology. She also worked as a manager, herdsman assistant, and certified breeder in northern Colorado, training dairy farm employees in health care, animal well-being, and on-farm accident prevention. Pfau reported that her goal is to maintain trust-based relationships, engage partners, and offer solutions towards strengthening dairy communities. She begins needs assessments within the 5-county region, and looking for needs in dairy employee retention, workplace safety, and animal health.

UPDATE ON DIVISION OF EXTENSION BY AREA EXTENSION DIRECTOR JEFF HOFFMAN: Hoffman reported that educators are working on plans of work to be submitted for 2022-'23, including research and program area needs; midterm reviews of Extension's academic staff take place in July. He cited educator recruitment challenges as he is working on filling a 4-H educator vacancy in Columbia County Extension.

WISCONSIN COUNTIES ASSOCIATION UPDATE: The Wisconsin Counties Association is creating a steering committee focused on UW Madison, Division of Extension and education. There is an open enrollment for county supervisors to join the Extension Steering Committee. Members of this committee meet quarterly in a central-Wisconsin location. Steering committee members are comprised of county supervisors and/or county staff. Dodge County Board Chairperson Dave Frohling commented that having one or two individuals from Dodge County to apply would be appropriate and consideration of the opportunity is encouraged.

2023 BUDGET DISCUSSION ON INCREASING HOURLY WAGE FOR 4-H SUMMER AGENT: Hoffman discussed potentially increasing the hourly wage for the 4-H Summer Agent position in the 2023 budget plans. It is currently set at \$10 per hour and has not changed for several years. Discussion was held on a possible uniform county document for limited term employees and interns to be established, reviewed, and updated annually as needed.

DISCUSSION AND CONSIDERATION OF DODGE COUNTY EXTENSION OFFICE SPACE HOSTING REGIONAL DIVISION OF EXTENSION NATURAL RESOURCE INSTITUTE

EDUCATORS: Hoffman explained how Extension's Natural Resource educators are funded through the Department of Natural Resources and other state agencies. One Extension Forestry Specialist and one Extension Water Quality Specialist could be housed in the Dodge County Extension office as they deliver research and services to their regional areas within the state. Hoffman is working with Dodge County Corporation Counsel to secure a space needs agreement. Discussion was held. Motion by Bischoff, second by Klobuchar in support of providing county office space for two Extension specialists. Motion carried 3-0.


DISCUSSION AND CONSIDERATION OF OUT STATE TRAVEL FOR PATRICIA CARROLL TO ATTEND AND PRESENT AT THE NATIONAL EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES NATIONAL CONFERENCE IN RALEIGH, NORTH CAROLINA SEPTEMBER 12-15, 2022. Carroll will be presenting research around her work with the *Fatherhood Initiative* as well as receiving an award for the Parent Connect program. Motion by Bischoff to approve and cover Carroll's conference registration expenses as budgeted, second by Klobuchar. Motion carried 3-0.

DISCUSSION AND CONSIDERATION OF THE RELEASE OF ALLOCATED FUNDS TO THE DODGE COUNTY FAIR ASSOCIATION FOR THE OPERATION OF THE 2022 DODGE COUNTY JUNIOR FAIR: Discussion was held on the administrative functions of the Extension office and the operational expenses of the Fair. Motion by Klobuchar, second by Bischoff to release the budgeted allocation of \$27,000 to support the Dodge County Fair Association's operation of the 2022 Dodge County Junior Fair. Motion carried 3-0.

SET REGULAR MEETING DATE, TIME, & PLACE: The next regularly scheduled Extension Education Committee meeting will be Monday, July 18, 2022 at 10:00 a.m., in Room C next to the Extension office in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this Committee, motion by Klobuchar, second by Bischoff to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 11:50am by Chairperson Johnson.

Respectfully submitted,



Marilyn Klobuchar, Secretary



Andrew Johnson, Chairperson



DODGE COUNTY EXTENSION EDUCATION COMMITTEE OF THE DODGE COUNTY BOARD OF SUPERVISORS MEETING

August 15, 2022

The Dodge County Extension Education Committee of the Dodge County Board of Supervisors met Monday, August 15, 2022 at 10:00 a.m. in the Dodge County Administration Building, Conference Room C, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Andrew Johnson – Supervisor, District 9, called the meeting to order at 10:00 a.m. with the following members present: Larry Bischoff – Supervisor, District 17; Marilyn Klobuchar – Supervisor, District 27. John Kraus, Jr. – District 4. It was noted that a quorum was present.

Absent: Dan Siegmann – Supervisor, District 10.

Also present: Pattie Carroll, Human Development & Relationships Educator; Jon Hochkammer, Interim County Administrator; Jeff Hoffman, Area 16 Extension Director; Tracy Malterer, Extension Liaison; Caitlin Richardson, FoodWise Coordinator; Katie Sturmer, Regional Natural Resources Educator; and Marie Witzel, Positive Youth Development Educator.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Bischoff, second by Kraus, Jr. to accept the June 27, 2022 minutes as printed. Motion approved 4-0.

REVIEW OF MONTHLY DEPARTMENT REVENUE AND EXPENSES & YEAR TO DATE BUDGET REPORT: The Committee reviewed the revenue and expenses as presented.

EDUCATOR SHORT REPORTS:

Pattie Carroll, Human Development & Relationships Educator: Carroll reported that she is partnering with Dodge County United Way to offer professional development classes for early childcare educators. Carroll explained that she is a certified trainer in the Wisconsin Registry, the organization that monitors mandated trainings for early childcare educators. Carroll is also meeting with Dodge County Family Court to forge a partnership to offer co-parenting education classes. Finally, Carroll reported that she is teaching a class called Families and Technology, a two-part class in partnership with Beaver Dam Unified School District.

Caitlin Richardson, FoodWise Coordinator: Richardson reported that the FoodWise educator for Dodge County, Kimberly Lafler, worked finished her programming with United Migrant Opportunity Services (UMOS) students going entering 3-5 grades. She is currently giving lessons with Senior Congregate meal sites in Columbus and will be starting in Beaver Dam at the end of August. These sites have re-opened in July after their pause due to COVID-19. Participants are happy to be back at the site and seem to be enjoying the programming. Lafler was able to attend the Diversity Equity and Inclusion Conference in Beaver Dam in late July with some of her office colleagues. She is also working on other FoodWise continuing education webinars. Moving forward, FoodWise is wrapping up programming for fiscal year 2022 and Lafler is looking forward to the start of school and fall programming. Caitlin Richardson is currently working on completing some professional development and preparing for the next fiscal year.

Exhibit 5 (2 pgs)

Marie Witzel, Positive Youth Development Educator: Witzel talked about the Alto Fair open to both Dodge and Fond du Lac counties. She talked to a few people from Dodge County who were interested in Extension programs including 4-H youth development. She talked about the Fair Superintendent training put on by Extension to help educate the Dodge County Junior Fair superintendents. She did an activity talking about anxiety of youth and how superintendents can make it easier for youth. She concluded by sharing the summer intern work at the day camp in Horicon. Youth learned of the many different Sparks that they could try from 4-H including a counselor sharing her “spark” of self-defense.

UPDATE ON DIVISION OF EXTENSION BY AREA EXTENSION DIRECTOR JEFF HOFFMAN:

- **Hoffman introduced Katie Sturmer, Southern and Southeastern Regional Natural Resources Educator.** Sturmer joined Division of Extension’s Natural Resource Institute as the Natural Resource Educator in early July. She has been working with the Department of Agriculture, Trade, and Consumer Protection in coordinating their funded producer-led groups. She has also been attending field days throughout the region.
- Hoffman also informed the Committee of Extension’s Forestry Outreach Specialist, Tony Johnson who also works under Extension’s Natural Resources Institute and is located in the Extension Dodge County office. Hoffman also highlighted the variety of regional educators, state specialists, and county educators whose work impacts Dodge County communities. Hoffman cited recent examples such as the Design Wisconsin charrette in Hustisford, on-farm crops research with producer-led groups, and a downtown economic development analysis conducted in Waupun.
- Hoffman is working on the 2023 budget draft. The Committee requested to compare budget numbers from the previous two years.

SET REGULAR MEETING DATE, TIME, & PLACE: The next regularly scheduled Extension Education Committee meeting will be Monday, September 26, 2022 at 10:15 a.m., in Room C next to the Extension office in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this Committee, motion by Klobuchar, second by Bischoff to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 11:20am by Chairperson Johnson.

Respectfully submitted,


Marilyn Klobuchar, Secretary


Andrew Johnson, Chairperson



DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy # 123	Approval Date: 8/5/2014
Policy Title Resignations and Discharges	Effective Date: 8/5/2014
	Revisor: Date(s): 9/1/2016, 12/13/22

RESIGNATIONS AND DISCHARGES

Employees are required to give at least a two (2) week notice of his/her intent to resign/retire from his/her employment with the County. Employees who hold a position listed below are required to give a thirty (30) day notice of his/her intent to resign/retire from his/her employment with the County.

Department Head, Director, Manager, Managing Attorney- DA Office, Child Support Specialist - Lead, Child Support Attorney, Human Services Supervisor, Assistant Finance Director, Assistant Human Resources Director, Assistant Physical Facilities Director, Corporation Counsel, Assistant Corporation Counsel, Superintendent, Captain, Court Commissioner, Assistant Highway Commissioner, Financial Supervisor – Highway, Division Manager, Chief Deputy-Sheriff's Office, Chief Deputy – Clerk of Courts, Clearview Directors, Assistant Director of Nursing, RN Unit Managers, and Nurse Practitioner.

Any employee who resigns or is discharged and subsequently rehired by the County, requires prior approval of the Human Resources Director. In addition, employee must serve a new orientation period.

Employees who fail to report to work for three (3) consecutive business days without notifying the County (Department Head, his or her designee, or the Human Resources Department) of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the County for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the County due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative to contact the County within three days), the employee or his or her representative must contact the County as soon as practicable to explain the situation. In extreme circumstances, the County will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

A resignation received and accepted by a management representative will be considered final and irrevocable.

An employee may in writing, and prior to the effective date of the resignation, make a request to rescind the resignation, but the employee has no right to demand that the request be approved. The Department Head and the Human Resources Director will render a decision regarding the employee's request to rescind a resignation. Each instance of a request to rescind will be handled on a case-by-case basis and each decision will be without precedent.

All non-voluntary terminations of non-union personnel must be reviewed and approved by the Human Resources Department before such termination can be made. Each termination must be reported to the Human Resources and Labor Negotiations Committee. An employee who

Exhibit 6 (2 pages)

has been terminated involuntarily, or who has voluntarily terminated his/her employment in lieu of non-voluntary termination, is not eligible for re-hire without the approval of the Human Resources Director.