



# HANDBOOK

**2017-2018**

# Racine County Youth In Governance

## Government Services Committee

Supervisor Janet Bernberg, Chairman  
Supervisor Katherine Buske, Vice-Chairman  
Supervisor Melissa Kaprelian-Becker, Secretary  
Supervisor Thomas Roanhouse  
Supervisor Scott Maier  
Supervisor Kiana Johnson-Harden  
Supervisor Mike Dawson

### *2017-18 Youth In Governance Representatives:*

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Jen Reese  
Interim 4-H Youth Development Educator  
Racine County UW-Extension

Beverlee Baker  
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### **2013 Youth In Governance Planning Committee Members:**

County Supervisors: Katherine Buske, Mike Dawson, Monte Osterman, Robert D. Grove, Donnie Snow, Robert Miller, Pamela Zenner-Richards; County Board Chair: Peter L. Hansen; Racine County UW-Extension Educators: Tracy Strother and Beverlee Baker.

### **The Committee would like to acknowledge the contributions of these individuals:**

County Board Chair, Peter L. Hansen; County Board Vice-Chair, Russell A. Clark; Supervisor Q.A. Shakoor II; County Executive, James Ladwig; UW Extension Education Committee Members: Robert D. Grove, David Cooke, Tom Czerniak, Dave Smerchek, Mike Dawson, Thomas Pringle; UW-Extension Educators, John DeMontmollin and Tedi Winnett; Matt Calvert, UW-Extension 4-H Youth Development State Specialist; Kenosha County Board Supervisors Kimberly Breunig and Boyd Frederick.

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



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## Welcome

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The Racine County Board of Supervisors welcomes all participants to the Youth In Governance program, an energetic initiative designed to increase youth understanding of and participation in County government. The Racine County Governance Services Committee eagerly promotes this venue to allow youth a voice in local government, with a goal of greater involvement in public service.

Youth In Governance is not a political initiative. Rather, it is a project dedicated to providing a platform through which young students of the community can volunteer and immerse themselves in a year-long, real-life, extraordinary educational experience. Volunteer service in Youth In Governance provides youth with an opportunity to develop leadership and problem solving skills, increase community awareness, and participate in representative government. The Racine County Board of Supervisors warmly offers its resources and guidance to all Youth In Governance youth and leaders, and extends its wish of success to all participants.

## What is Youth in Governance?

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Youth leadership development is critical in building civic capacity and long-term community sustainability in Racine County. Programs that teach useful skills and build the self-confidence of young people ensure capable, effective leaders for the next generation. In addition, recent national trends including an increase in youth civic service and new emphasis on civic education in schools indicate a growing need for leadership training to ensure young people are prepared to participate in political and civic life.

Racine County and Racine County government value the youth of our community. In response to the lack of leadership opportunities for Racine County youth, the Racine County Board of Supervisors developed and continue to support the Youth In Governance program.

**The purpose of the Youth In Governance program is to create a model of youth empowerment within Racine County, through direct participation in local government. The overall goal is to bring the youth voice to community issues and concerns while fostering the development of confident, independent, and motivated youth leaders.**

## **SECTION I - REQUIREMENTS & APPLICATION PROCESS**

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

### **Requirements to Serve**

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Per Racine County Board Resolution 2013-41 the Youth In Governance program is established and consists of no more than two youth on a county board committee. Youth representatives have a non-binding advisory vote on all committees.

Racine County Youth In Governance representative requirements include:

- Youth apply as a freshman, sophomores or juniors, and then are appointed to a committee in May and serve through May of the following academic year.
- Youth must have a grade point average of 2.5 or greater on a 4.0 scale
- Youth must be a Racine County resident
- Youth must be able to attend all committee meetings; which are typically held once or twice each month.
- Youth should attempt to attend additional meetings that are combined with other committees, as well as County Board meetings.
- Youth will complete an evaluation at the end of their appointed term describing their learning experience and suggestions for improvements to the program.

Youth members are not be paid a stipend or mileage for attending meetings.

### **Term of Service**

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Youth will serve a one-year term (May through May). Returning members must meet all the program requirements in order to re-apply for a second term.

## Applicant Recruitment

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- Racine County UW-Extension works in partnership with the Government Services Committee to promote the Youth in Governance and recruit youth applicants.
- Nomination forms are sent to every public and private high school in Racine County, along with home-schooled youth and youth-serving organizations.
- Students are nominated by the community based on the requirements listed above. All nominated youth receive an application packet to complete.
- The application packet consists of County Board committee descriptions and a recommendation form (to be completed by an adult.) The application itself includes basic youth contact information including school, GPA, short answer questions such as how the program will increase civic awareness and leadership skills. The application includes a written recommendation.
- Recruitment is a collaborative process among the Racine County Board Supervisors, Racine County UW-Extension and community members.

## Applicant Nomination, Screening and Selection

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- Racine County UW-Extension receives nominations and sends the application packet to nominees.
- Racine County UW-Extension receives youth applications and recommendations and forwards the complete applications to the Government Services Committee for screening.
- The Government Services Committee selects and interviews youth.
- Selection of Youth Representatives is based upon the following steps:
  - All applicants are ranked based on the total number of points acquired from both the written application and face to face interview.
  - To ensure county-wide representation, the highest scoring applicants from each high school represented in the pool of applicants are placed first along with their individual preferences for committee assignment.
  - The remaining spots are filled from highest scoring applicants regardless of high school affiliation taking into account their individual preferences for committee assignment.
- Youth are recommended by the Government Services Committee to the Racine County Board Chairman for official appointment to County Board Committees.
- Youth are notified of selection by a letter from the Racine County Board Chairman (sent by the Racine County Clerk) and must confirm acceptance of their appointment by contacting Racine County UW-Extension.

- Committee members who are immediate family to youth applicants shall excuse themselves from scoring, discussions, and voting on that youth's participation.

## Attendance and Conduct

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- Youth in Governance Representative sign and comply with the Standards of Conduct Statement which is similar to the statement signed by County Board Supervisors (Appendix F.)
- 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 or inappropriate conduct, the mentor and/or chairperson of the committee should contact the Government Services Committee Chair for further consideration.
- The Government Services Committee Chair contacts Youth Representatives regarding attendance or conduct concerns.
- Any Youth Representatives not attending at least 50% of their committee meetings by November 30<sup>th</sup> may be asked to step down.
- Youth Representatives may be removed at will and with or without cause at the discretion of the County Board Chair.
- If a Youth Representative can no longer serve, an alternate is appointed from the original applicant list to serve on the committee.

## Communications

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Youth receive all communications sent to committee members. Youth need to confirm that the staff member sending communications has the correct email address.

## Meetings

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- Youth Representatives have a non-binding advisory vote at committee meetings.
- Youth participate in discussions and deliberations.
- Youth vote on all motions made at committee meetings during open session.
- The Youth Representative vote is taken before the County Supervisor vote to avoid any unintended influence. However, the committee chair has the discretion to determine when the youth shall vote. The youth vote is recorded in the minutes for the record.
- Youth are NOT permitted to participate in closed sessions.

## Youth Statement Read by Youth Representatives at Committee Meetings

*Hello,*

*We are members of the Racine County Youth in Governance program and we will be participating in tonight's meeting.*

*This program serves to empower youth in Racine County by encouraging us to participate in local government.*

*We have agreed to abide by the applicable standards of conduct that would govern any elected county board member. While we are encouraged to participate and are allowed to have a non-binding advisory vote on matters before the committee, all formal action taken by this committee will be based solely on the binding votes made by County Board Supervisors.*

## 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 do so at their own expense and are required to adhere to UW-Extension Youth Development Program guidelines.



## SECTION II – ROLES AND RESPONSIBILITIES

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### Government Services Committee

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- Identifies youth representatives
- Identifies adult mentors
- Establishes operating policy
- Evaluates program impacts

### Racine County UW-Extension

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- Manages the day-to-day operations of Youth in Governance
- Serves as point of contact

### Adult Mentors

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The mentor position is critical to the success of the Youth in Governance Program. Simply stated the role of the mentor is a liaison between the youth representatives and the county board supervisors and staff. Mentors are expected to be accessible to youth, and to hold themselves out as being approachable. More specially, 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 representatives 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 should 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 representatives who are not fulfilling their responsibilities.

**Civic Development:** Mentors should provide basic information about Racine County government and committee information (i.e. Robert’s Rules of Order, committee protocol, etc.). In addition, mentors should encourage youth representatives to be responsible representatives and share information with other young people. Our civil society is strengthened when youth become informed and thoughtful citizens.

Respect the privacy of Youth In Government Representatives; keep the relationship professional.

In order to keep youth safe and to protect mentors, the following best practices will be followed when serving as a mentor:

- All mentor applicants inform the County Board Chair of their interest in serving. Chair forwards mentor applicant names to Racine County Human Resources for processing, which includes a background check.
- Mentors always meet Youth In Governance representatives in open, public places
- When possible, at least three people are present when meeting face-to-face with YIG representatives
- Mentors do not personally transport Youth in Governance representatives

## 2017-2018 County Supervisors Serving as Mentors

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Supervisor Kiana K. Johnson-Harden, District 2

*Serves on: Government Services Committee; & Public Works, Parks and Facilities Committee*

Supervisor Melissa Kaprelian-Becker, District 4

*Serves on: Government Services Committee*

Supervisor Pamela Zenner Richards, District 9

*Serves on: Health and Human Development Committee*

Supervisor Janet Bernberg, District 10

*Serves on: Finance & Human Resource Committee & Government Services Committee*

Supervisor Robert N. Miller, District 11

*Serves on: Health and Human Development Committee; & Finance and Human Resources Committee*

Supervisor Katherine Buske, District 14

*Serves on: Government Services Committee; & Health and Human Development Committee*

Supervisor Scott Maier, District 16

*Serves on: Government Services Committee; & Public Works, Parks and Facilities Committee*

Supervisor Tom Roanhouse, District 18

*Serves on: Government Services Committee; & Economic Development and Land Use Planning Committee*

Supervisor Mike Dawson, District 21

*Serves on: Government Services Committee; & Health and Human Development Committee*

## Youth Representatives

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The youth representative role is to simply represent the youth of Racine County on the committee assigned. This is no small task, as there are over 53,000 youth who live in Racine County. Here are a few simple suggestions:

- **Attend meetings on a regular basis.** Find out the dates and write them all down in your calendar. Refer to the County Board website for information regarding committee agendas and minutes. The website is: <http://racinecounty.com/>
- **Stay up to date on important issues facing Racine County.** Read materials ahead of time and be prepared with questions, concerns or suggestions. Seek input of other young people (your constituents).
- **Relax and be yourself.** You are serving with a governing body, and you should show who you really are. Think of the other people in the group as your peers.
- **Appreciate adult allies.** Recognize that adults are trying their best, even if things aren't going well. Resist the temptation to judge or criticize.
- For additional tips from other youth leaders, see Appendix E.

## SECTION III – GOVERNMENT OVERVIEW

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### Government Structure

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Our system of government in the United States is known as a “federal system”.

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.

The State also has its own legislative branch made up of state senators and state representatives (also referred to as the Wisconsin Assembly).

The Executive Branch “executes”, or carries out, the laws that the Legislative Branch makes.

Finally, the Judicial Branch makes sure that the laws themselves are fair and that they are carried out in a fair manner.

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.

### County Government

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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 three each. 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 (no longer exists). Milwaukee County was created in 1834 and stretched all the way to the Illinois border. Racine County was founded in 1850 and celebrated its sesquicentennial in 2000.

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 Racine County is about 195,000; that means that we fall into the 100,000 - 500,000 population category and our county can have as many as 39 supervisors. Racine County currently has 21. 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.

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 unincorporated 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 medical examiner, surveyor and UW-Extension program. Judges are also elected officials.

## Racine County Board of Supervisors

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The Racine 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 Racine County Board creates county policy, approves expenditures and generally serves as the governing body of the county government.

The Racine County Board of Supervisors consists of 21 members and is nonpartisan (meaning no political party affiliation is identified). Each is elected from a geographic district of about 9,400 people. Those districts are adjusted every ten years after the federal census is complete.

The Racine County Board typically meets on the second and fourth Tuesdays of each month at 6:30 p.m. in the County Board Chambers located on the lower level of the Racine County Ives Grove County Offices Building located at 14200 Washington Avenue in Sturtevant, WI. The board meeting schedule may vary depending on elections (April) and the budget.

The Racine 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.

## Racine County Board Committee Descriptions

The following are very brief descriptions of each of the six Racine County Board Committees. It does not encompass the full scope of their tasks and work. Ask the Committee Chair for a more in-depth description of the committee.

***Executive Committee*** – This committee is comprised of the leadership (County Board Chair and Vice-Chair, Committee Chairs) of all the other Racine County Board Committees and up to three additional county board supervisors. This committee shall have referred to it all matters relating to land acquisition or disposal (excluding highway and parks), elected officials, ethics, community development block grants, local affairs, and county board rules.

***Economic Development and Land Use Planning*** – Oversight of all matters relating to economic development, zoning, soil and land conservation, planning, lake shore protections, industrial development, real estate descriptions, surveying, solid waste, sanitations, air monitoring, code administration, and land information officer, housing authority, economic development, environment, and primary workforce development.

***Finance and Human Resources*** – Oversight of matters related to finance, taxes, insurance, tax titles, licenses, equalization, claims, purchasing, bonds, personnel, employee benefits, veterans, finance director, information systems, county clerk, human resources, civil service, corporation counsel, county treasurer and any other related items.

***Government Services*** – Shall have referred to it matters related to changes in rules or ordinances associated with the constitutional offices and their departments (clerk of courts, county treasurer, register of deeds, county clerk, sheriff, district attorney), and with all matters related to circuit courts, the criminal justice system, the circuit court judges of the county, dispatch, the jail, alternatives to incarceration/rehabilitation, water patrol, the public defender, the medical examiner, emergency management, the family court commissioner, the judicial court commissioners, probate court, traffic safety, jail diversion and other issues related to the legal system and public safety. (Youth in Governance)

***Health and Human Development*** – Addresses all matters related to the delivery of human services including public assistance, the detention of juveniles, nursing care, nursing home care or chronically mentally ill persons in need of care, county health commission, Ridgewood Care Center, county health officer, women’s commission, child support, family support advisory committee, veteran’s service, community action agency, housing authority, long term support planning committee, commission on aging, and prevention and workforce development (secondary).

***Public Works, Parks and Facilities*** – Oversees matters related to parks, recreations, highways, roads, dams, museums, county fairs, harbor/marina development, all grounds maintenance and existing buildings, new construction, and engineering.

Source: Racine County Code of Ordinances, Chapter 2 - Admin, Article 11 - Board of Supervisors, Div. 5 – Committees, Section 2-124 same – Enumerated duties

## Parliamentary Procedure

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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 productive and more efficient. 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. (Note that only County Board Supervisors can make motions.)

- ***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 “ney” for disapproval

## Glossary of Parliamentary Procedure Terms

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- *Adjourn* – to end the meeting
- *Chair* – is the presiding officer
- *Address the chair* – to seek recognition from the Chair and say “Mr./Madame 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* – is the vote of more than half of the members
- *To Obtain the Floor* – to receive from the chair the right to speak. No one speaks unless recognized by the chair

## Basic Robert’s Rules of Order Motions Chart

Based on Robert’s Rules of Order Newly Revised (11<sup>th</sup> Edition)  
 (Developed by Annie Jones, UW-Extension)

The motions 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 <sup>nd</sup> ?	Debate?	Amend?	Vote?
Bring business before assembly (a <b>main motion</b> )	I move that (or “to”)...	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to <b>amend</b> the motion by...	Yes	Yes	Yes	Majority
Lay aside temporarily	I move to <b>lay the question on the table</b>	Yes	No	No	Majority
Take matter from table	I move to <b>take from the table</b> ...	Yes	No	No	Majority
Kill main motion	I move that the motion be <b>postponed indefinitely</b>	Yes	Yes	No	Majority
<b>Refer</b> to committee	I move to refer the motion to...	Yes	Yes	Yes	Majority
<b>Limit or extend debate</b>	I move that debate be limited to...	Yes	No	Yes	2/3
Take a break	I move to <b>recess</b> for...	Yes	No	Yes	Majority
Make assembly follow the agenda	I call for the <b>orders of the day</b>	No	No	No	None
Request more information	<b>Point of information</b>	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 <b>adjourn</b>	Yes	No	No	Majority
Parliamentary law question	<b>Parliamentary inquiry</b>	No	No	No	None



## Resources

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### Racine County Youth in Governance

<http://racine.uwex.edu/4-h-youth-development/youth-in-governance>

Racine County Board <http://racinecounty.com/government/county-board>

Racine County <http://racinecounty.com/>

Wisconsin Counties Association <https://www.wicounties.org/> (WI County Officials Handbook)

National Counties Association <http://www.naco.org/>

Do Something <http://www.dosomething.org>

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

Global Youth Action Network <http://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 <http://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 <http://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 <http://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 <http://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 <http://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 <http://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.

*(Compiled by UW Extension)*

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## Appendix A - Racine County Ordinance Establishing Youth In Governance

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*June 25, 2013*

### RESOLUTION NO. 2013-41

#### RESOLUTION BY THE EXECUTIVE COMMITTEE ESTABLISHING A YOUTH IN GOVERNANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE AND ADOPTING A YOUTH IN GOVERNANCE PROGRAM

To the Honorable Members of the Racine County Board of Supervisors:

**WHEREAS**, the Racine County Board of Supervisors deems it necessary to promote the importance of leadership, citizenship and stewardship among all citizens, and;

**WHEREAS**, positive youth development is critical to building civic leadership and long-term community sustainability in Racine County, and;

**WHEREAS**, the Racine County Board of Supervisors values the ideas, voice and input of youth in our communities, and;

**WHEREAS**, some research has documented that Racine County youth perceive there to be limited useful roles and leadership opportunities in their communities, and;

**WHEREAS**, future civic leaders must be fostered from a diverse population, and;

**WHEREAS**, *Youth in Governance* (hereinafter referred to as “*YIG*”) is a nation-wide initiative that will also benefit Racine County as an integral part of county government, and help to create better government, and;

**WHEREAS**, the Racine County Board of Supervisors supports the *YIG* initiative that recognizes young people as capable citizens who have the capacity to address concerns, contribute untapped knowledge and energy while providing an enhanced forum for developing effective strategies and tangible change,

**NOW THEREFORE, BE IT RESOLVED** that the Racine County Board of Supervisors adopts a *YIG* program for one year beginning 1 May 2014 that may be considered for renewal ninety (90) days prior to the anniversary date. The program will include up to two youth members on select County Board committees. Youth members will have a non-binding advisory vote on each committee. Start up, orientation, training and evaluation for this initiative will be initially funded at no less than \$500.00 and no more than \$2,500. The County Board Chairman will appoint members to the Youth In Governance Committee – a subcommittee of the Executive Committee of the County Board to identify youth participants, adult mentors, establish operating policy and evaluate program impacts.

**BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that the offices of UW-Extension and the Racine County Clerk will provide day-to-day administrative support to the subcommittee and in furtherance of the successful operation of the *YIG* program.

## Appendix B - Racine County Board Supervisors

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**Donnie Snow**

**District 1**

**Wards:** Mt. Pleasant Wd 23; C. Racine Wds. 1, 2, and 3

1111 Villa St.  
Racine, WI 53403  
(262) 637-2394

[Donnie.Snow@racinecounty.com](mailto:Donnie.Snow@racinecounty.com)



**Kiana K. Johnson-Harden**

**District 2**

**Wards:** C. Racine Wds 4, 6, 21 and 30

1722 Center St.  
Racine, WI 53403  
(262) 456-1091

[KJohnson@racinecounty.com](mailto:KJohnson@racinecounty.com)



**Monte Osterman**

**District 3**

**Wards:** C. Racine Wds 10, 12, 16, 34 and 35

2900 N. Wisconsin St.  
Racine, WI 53402  
(262) 308-2766

[Monte.Osterman@racinecounty.com](mailto:Monte.Osterman@racinecounty.com)



**Melissa Kaprelian-Becker**

**District 4**

**Wards:** C. Racine Wds 8, 9, 11 and 17

2050 LaSalle Street  
Racine, WI 53402  
(262) 939-8679

[MKBecker@racinecounty.com](mailto:MKBecker@racinecounty.com)



**David Cooke**

**District 5**

**Wards:** V. Caledonia Wds 6, 7 and 20; V. Mt. Pleasant Wd 6; C. Racine Wds 13 and 15

1822 Neptune Ave.  
Racine, WI 53404  
(262) 633-8352

[David.Cooke@racinecounty.com](mailto:David.Cooke@racinecounty.com)



**Q.A. Shakoor, II**

**District 6**  
**Wards:** C. Racine Wds 5, 7, 14, 18, and 19

1516 W. 6th St.  
Racine, WI 53404  
(262) 637-5421  
[Qadeem.Shakoor@racinecounty.com](mailto:Qadeem.Shakoor@racinecounty.com)



**Russell A. Clark**

**District 7**  
**Wards:** V. Elmwood Park; V. Mt. Pleasant Wd 22;  
C. Racine 22, 23, 24 and 26

2913 Ashland Ave.  
Racine, WI 53403  
(262) 633-9282  
[Russell.Clark@racinecounty.com](mailto:Russell.Clark@racinecounty.com)



**Brett A. Nielsen**

**District 8**  
**Wards:** C. Racine Wds 25, 29, 32 and 33

1742 Lathrop Ave.  
Racine, WI 53405  
(262) 619-0515  
[Brett.Nielsen@racinecounty.com](mailto:Brett.Nielsen@racinecounty.com)



**Pamela Zenner-Richards**

**District 9**  
**Wards:** C. Racine Wds 20, 27, 28 and 31

810 Kentucky St.  
Racine, WI 53405  
(262) 633-6618  
[PZRich@racinecounty.com](mailto:PZRich@racinecounty.com)



**Janet Bernberg**

**District 10**  
**Wards:** V. Caledonia Wds 8, 9, 10 and 11; V. of  
North Bay & Wind Point; C. Racine Wd 36

130 Eldorado Dr.  
Racine, WI 53402  
(262) 681-1015  
[Janet.Bernberg@racinecounty.com](mailto:Janet.Bernberg@racinecounty.com)



**Robert N. Miller**

**District 11**

**Wards:** V. Mt. Pleasant Wds 1, 2, 11, 17, 18, 19, 20 and 21

1438 Woodchuck Ct. Unit 102

Mt. Pleasant, WI 53406

(262) 637-8875

Fax (262) 636-3491

[Robert.Miller@racinecounty.com](mailto:Robert.Miller@racinecounty.com)



**Ronald Molnar**

**District 12**

**Wards:** V. Mt. Pleasant Wds 3, 4, 5, 7, 8, 9, 10 and 12

1000 Prairie Dr. #4

Mt. Pleasant, WI 53406

(262) 886-6688

[Ronald.Molnar@racinecounty.com](mailto:Ronald.Molnar@racinecounty.com)



**Mark M Gleason**

**District 13**

**Wards:** T. Dover Wds 5 and 8; Norway Wds 1, 6, 7, 9, 10 and 11; T. Raymond Wds 4 and 6; V. Caledonia Wd 5; V. Mt. Pleasant Wds 13 and 14

8332 Dora Ln.

Racine, WI 53406

(262) 886-4090

[M.Gleason@racinecounty.com](mailto:M.Gleason@racinecounty.com)



**Katherine Buske**

**District 14**

**Wards:** V. Mt. Pleasant Wds 15 and 16; V. Sturtevant

8520 Queensbury Ln.

Sturtevant, WI 53177

(262) 886-3432

[Kay.Buske@racinecounty.com](mailto:Kay.Buske@racinecounty.com)



**John Wisch**

**District 15**

**Wards:** V. Caledonia Wds 12, 13, 14, 15, 16, 17, 18 and 19

5720 Randal Ln.  
Racine, WI 53402  
(262) 681-2253

[John.Wisch@racinecounty.com](mailto:John.Wisch@racinecounty.com)



**Scott Maier**

**District 16**

**Wards:** T. Dover Wds 6 and 7; T. Yorkville & V. of Union Grove

9214 52<sup>nd</sup> Rd.  
Union Grove, WI 53182  
(262) 878-5361

[Scott.Maier@racinecounty.com](mailto:Scott.Maier@racinecounty.com)



**Robert D. Grove**

**District 17**

**Wards:** T. Raymond Wds 1, 2, 3 and 5; T. Norway Wd 8; V. Caledonia Wds 1, 2, 3 and 4

8024 Nicholson Rd.  
Caledonia, WI 53108  
(262) 835-4491

[Robert.Grove@racinecounty.com](mailto:Robert.Grove@racinecounty.com)



**Thomas E  
Roanhouse**

**District 18**

**Wards:** T. Dover Wds 1, 2, 3 and 4; V. Rochester Wds 1, 2 and 3; V. Waterford

122 Riverview Dr.  
Waterford, WI 53185  
(262) 210-3707

[Thomas.Roanhouse@racinecounty.com](mailto:Thomas.Roanhouse@racinecounty.com)



**Tom Hincz**

**District 19**

**Wards:** T. Norway Wds 2, 3, 4 and 5; T of Waterford

6401 N. Tichigan Rd.  
Waterford, WI 53185  
(262) 945-1015

[Tom.Hincz@racinecounty.com](mailto:Tom.Hincz@racinecounty.com)



**Thomas Pringle**

**District 20**

**Wards:** T. Burlington Wds 3, 4, 6 and 7; V. Rochester Wds 4, 5 and 6; C. Burlington Wds 2, 6, 7 and 8

340 Smith St.  
Burlington, WI 53105  
(262) 763-7011

[Thomas.Pringle@racinecounty.com](mailto:Thomas.Pringle@racinecounty.com)



**Mike Dawson**

**District 21**

**Wards:** T. Burlington Wds 1, 2, 5, 8, 9, 10 and 11; C. Burlington Wds 1, 3, 4 and 5

7775 Lakeview Dr.  
Burlington, WI 53105  
(262) 504-9025

[Mike.Dawson@racinecounty.com](mailto:Mike.Dawson@racinecounty.com)

See [www.racinecounty.com](http://www.racinecounty.com) for maps of districts.



## Appendix C - Racine County Board Committees

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### EXECUTIVE COMMITTEE

*Meets 3rd Tuesday at 5:30 p.m.*

**Russell A. Clark, Chairman** Pamela Zenner-Richards, Vice-Chairman Q. A. Shakoor, II,  
Secretary Mark Gleason Ronald Molnar David J. Cooke Janet Bernberg Robert N. Miller  
Thomas Roanhouse Scott Maier

### FINANCE AND HUMAN RESOURCES COMMITTEE

*Meets 1st and 3rd Wednesdays at 5:00 p.m.*

**Q.A. Shakoor, II, Chairman** Robert N. Miller, Vice-Chairman Thomas Pringle, Secretary  
Janet Bernberg Donnie Snow John A. Wisch Brett A. Nielsen  
*2017-18 Youth In Governance Representatives:* Ryan Anderson Ruby Ward

### ECONOMIC DEVELOPMENT AND LAND USE PLANNING COMMITTEE

*Meets 1st and 3rd Monday at 6:00 p.m.*

**David J. Cooke, Chairman** Robert D. Grove, Vice-Chairman Thomas Roanhouse, Secretary  
Mark M. Gleason Thomas Pringle Monte G. Osterman Tom Hincz  
*2017-18 Youth In Governance Representatives:* Giselle Becerra Da'Zhur James

### GOVERNMENT SERVICES COMMITTEE

*Meets 1st Tuesday at 6:00 p.m.*

**Janet Bernberg, Chairman** Katherine Buske, Vice-Chairman Melissa Kaprelian-Becker, Secretary  
Thomas Roanhouse Scott Maier Kiana Harden-Johnson Mike Dawson  
*2017-18 Youth In Governance Representatives:* Isabelle Craig Patrick Goldammer

### PUBLIC WORKS, PARKS AND FACILITIES COMMITTEE

*Meets 2nd and 4th Thursday at 6:00 p.m.*

**Ronald Molnar, Chairman** Mark M. Gleason, Vice-Chairman Tom Hincz, Secretary  
Robert D. Grove Kiana Harden-Johnson David J. Cooke Scott Maier  
*2017-18 Youth In Governance Representatives:* Paige Betthausser Rasheed Muhammad

### HEALTH AND HUMAN DEVELOPMENT COMMITTEE

*Meets 2nd and 4th Mondays at 5:30 p.m.*

**Robert N. Miller, Chairman** Donnie Snow, Vice-Chair Mike Dawson, Secretary  
Brett A. Nielsen Pamela Zenner-Richards Katherine Buske  
*2017-18 Youth In Governance Representatives:* Meghan Flynn Katie Fruth

## Appendix D – Racine County Officials

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### COUNTY ELECTED OFFICIALS

County Executive .....	JONATHAN DELAGRAVE
County Clerk .....	WENDY M. CHRISTENSEN
County Treasurer .....	JANE F. NIKOLAI
Sheriff .....	CHRISTOPHER SCHMALING
Register Of Deeds .....	TYSON FETTES
Clerk of Courts .....	SAMUEL A. CHRISTENSEN

### STATE ELECTED OFFICIALS

District Attorney .....	TRICIA HANSON
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### CIRCUIT COURT JUDGES

Branch 1 .....	WYNNE P LAUFENBERG
Branch 2 .....	EUGENE A. GASIORKIEWICZ
Branch 3 .....	EMILY S. MUELLER
Branch 4 .....	MARK F NIELSEN
Branch 5 .....	MICHAEL J. PIONTEK
Branch 6 .....	DAVID PAULSON
Branch 7 .....	CHARLES H. CONSTANTINE
Branch 8 .....	FAYE M. FLANCHER
Branch 9 .....	ROBERT S. REPISCHAK
Branch 10 .....	TIMOTHY D. BOYLE

### OFFICIALS APPOINTED BY THE JUDGES

Family Court Commissioner.....	ANISA DUNN
Register in Probate.....	MOLLY HALL
Judicial Court Commissioner .....	ALICE RUDEBUSCH

**For a complete listing of all Racine County Departments and Contacts, download the County Directory at:**

<http://racinecounty.com/government/county-clerk/public-officials-directory>

## APPENDIX E - Tips for Youth Leaders from Youth Leaders

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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.

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 or 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.

Source: 15 Points: Successfully Involving Youth in Decision-Making

## Appendix F – Standards of Conduct Statement

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Congratulations on your selection as a representative on the Racine County Youth In Governance program.

### STATEMENT OF POLICY

High moral and ethical standards among county public officials and Youth In Governance representatives are essential to the conduct of free government. The Racine County Board of Supervisors believes that a code of ethics for the guidance of youth participants will help them avoid conflicts between their personal interests and public responsibilities, improve standards of public service, and promote and strengthen the faith and confidence of the people of this county. In recognition of these goals, the county established a code of ethics and intends that it should apply to all Youth In Governance participants. The purpose of this code is to establish guidelines for ethical standards of conduct to assist representatives in avoiding those acts or actions that are incompatible with the best interests of county government and the Youth In Governance program.

The County Board recognizes that Youth In Governance representatives of the county are drawn from a diverse society and, as such, cannot and should not be without all personal and economic interests in the decisions and policies of public service. The standards of ethical conduct for Youth In Governance representatives need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society and those conflicts that are substantial and material. Youth In Governance representatives may engage in employment, professional, business or investment activities, in order to support themselves or their families, provided they do not conflict with the provisions of this code.

### PUBLIC PURPOSE

Youth In Governance representatives must observe the highest standards of ethics and discharge faithfully the duties of their position, regardless of personal consideration. While Youth In Governance representatives are not considered public officials, they are still participating, in a direct manner, with county committees established by public officials, and all Youth In Governance representatives will be bound by the same expectations any public official would be, as outlined:

### STATE STATUTES MANDATE THAT A LOCAL PUBLIC OFFICIAL SHALL NOT:

1. Use his/her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself/herself or his/her immediate family, or for an organization with which he/she is associated.
2. Solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. (This paragraph does not prohibit a local public official from engaging in outside employment.)
3. Take any official action substantially affecting a matter in which the official, a member of his/her immediate family, or an organization with which the official is associated has a substantial financial interest.
4. Use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family, either separately or together, or an organization with which the official is associated.
5. Knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any other person, nor, without proper legal authorization, disclose confidential information gathered in the course of public employment to an unauthorized person.

## COUNTY ORDINANCES MANDATE THAT A COUNTY OFFICIAL SHALL NOT:

1. Engage in any business or transaction or shall act in regard to economic or personal interest, direct or indirect, in a manner that is incompatible with the proper discharge of his or her official duties or that would tend to impair his or her independence of judgment or action in the performance of his or her official duties.
2. Solicit or accept from any person, directly or indirectly, anything of substantial value if it could reasonably be expected to influence his/her official action or inaction. (This provision does not prohibit a public official from accepting complimentary tickets or invitations to dinners and similar functions when invited in his/her official capacity.)
3. Negotiate, bid or knowingly participate in the making of a contract, lease or any procurement involving county funds, in which he or she has a private financial interest, unless the public official has first made written disclosure of the nature and extent of such interest to the County Clerk and the transaction has been reported to and approved by the Finance and Human Resources Committee. (This is intended to conform with, and in no way contradict, the exceptions specified in § 946.13(2), Wisconsin Statutes. See exceptions below.)
4. Engage in or accept private employment or render service for private interest when such employment or service is in conflict with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law. This subsection does not otherwise prohibit a public official from engaging in outside employment or investment.
5. Knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any other person, nor, without proper legal authorization, disclose confidential information gathered in the course of public employment to an unauthorized person.
6. Use or attempt to use his or her public position to influence or gain unlawful benefits, advantages, or privileges for himself or herself or others.
7. Request to use or knowingly permit the use of county property or services for non-authorized nongovernmental purposes or for personal profit, except when such services or property are available to the general public.
8. If empowered to issue a discretionary permit, issue any such permit to himself or herself or to any member of that public official's immediate family without first revealing in writing the request for such permit to that person's immediate supervisor or to the County Board committee that regulates the subject of such permit.
9. Be present during the County Board's discussion, deliberations, or votes concerning a matter in which he/she has a private financial interest, and shall disclose the nature and extent of such private financial interest to the County Clerk and the County Board before its formal consideration by the Board.

## DEFINITIONS

For the purpose of the Racine County Ethics Code, the following definitions apply:

*Anything of value* means any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, including, without restriction by enumeration, tickets, passes, lodging, travel, recreational expenses, and admission offered and provided by persons doing business, or interested in doing business with the county. "Anything of value" does not include compensation and expenses paid by the county; honoraria; political contributions that are reported under Chapter 11, Wis. Stat.; unsolicited promotional advertising of nominal value; hospitality extended for a purpose unrelated to county business by a person other than an organization; and business related seminars, trade shows or other training related activities.

*Associated*, when used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer or trustee or owns or controls, directly or indirectly at least ten (10) percent or greater interest of the outstanding equity.

*Financial interest* means any interest which will yield, directly or indirectly, a monetary or material benefit to the official.

*Gift* means the payment or receipt of anything of substantial value without valuable and sufficient consideration. Substantial means value in excess of one hundred dollars (\$100.00).

*Immediate family* means a county official's husband, wife or legal dependent for tax purposes.

*Official* means any person holding an elective office or appointed by the County Executive or the Board of Supervisors chairperson and approved by the Racine County Board of Supervisors.

*Organization* refers to all corporations, partnerships, proprietorships, franchises, associations, trusts, and other legal entities regardless of form or tax status, except governments and individual people.

*Person* means any natural person, corporation, partnership, proprietorship, firm, enterprise, franchise, association or organization, joint venture, trust, or other legal entity recognized as such by the laws of the state.

*Valuable and Sufficient Consideration* means payment or compensation of an amount equivalent to the actual value of any item or service received. If the actual value cannot be determined, payment or compensation of a reasonable value is acceptable.

(Additional definitions appear in Section 2-422, Racine County Code of Ordinances.)

I have read this statement and I agree to comply with its provisions.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Youth In Governance Representative

Title of County Position

\_\_\_\_\_

Date

Exceptions provided in § 946.13(2), Wis. Stats.:

(a) Contracts in which any single public officer or employee is privately interested that do not involve receipts and disbursements by the state or its political subdivision aggregating more than \$15,000 in any year.

(b) Contracts involving the deposit of public funds in public depositories.

(c) Contracts involving loans made pursuant to s. 67.12.

(d) Contracts for the publication of legal notices required to be published, provided such notices are published at a rate not higher than that prescribed by law.

(e) Contracts for the issuance to a public officer or employee of tax titles, tax certificates, or instruments representing an interest in, or secured by, any fund consisting in whole or in part of taxes in the process of collection, provided such titles, certificates, or instruments are issued in payment of salary or other obligations due such officer or employee.

(f) Contracts for the sale of bonds or securities issued by a political subdivision of the state; provided such bonds or securities are sold at a bona fide public sale to the highest bidder and the public officer or employee acquiring the private interest has no duty to vote upon the issuance of the bonds or securities.

(g) Contracts with, or tax credits or payments received by, public officers or employees for wildlife damage claims or abatement under s. 29.889, for farmland preservation under subch. IX of ch. 71 and s. 91.13, soil and water resource management under s. 92.14, soil erosion control under s. 92.10, 1985 stats., animal waste management under s. 92.15, 1985 stats., and nonpoint source water pollution abatement under s. 281.65.

Adopted 4-8-2008

*It is with great anticipation of high achievement that the Racine County Board of Supervisors wishes immense success to all Youth In Governance participants. It is the Board's fervent hope that this program leads to life changing experiences for Youth Representatives, and positive personal growth for Mentors, Racine County elected and appointed officials, and citizens of Racine County.*



