

Dane County Broadband Task Force

MEMBER ORIENTATION

Charge of the Dane County Broadband Task Force

- ▶ The Dane County Board created the Dane County Broadband Task Force via [2020 RES-415](#).
- ▶ The Task Force's membership was reconstituted to its current form by [2023 RES-344](#).
- ▶ The Task Force Charge includes:
 - ▶ Increase outreach and awareness of the importance of improving broadband access, affordability, and adoption in Dane County.
 - ▶ Identify and foster partnerships necessary to improve broadband access, affordability, and adoption including those with economic development organizations, mission based organizations, and other entities engaged in digital inclusion and equity work.
 - ▶ Encourage and support public private partnerships between municipalities and Dane County with internet service providers to address connectivity gaps and leverage state and/or federal funding sources such as the BEAD Program and RDOF Program.
 - ▶ Implement the broadband engineering assessment findings.
 - ▶ Continue research and innovation based on the recommendations from the Dane County Broadband Task Force.
 - ▶ Provide reports and updates to the County Board as needed. The task force will also provide guidance to and work collaboratively with the broadband coordinator.

Member Information

- ▶ Jeffrey Glazer, Dane County Supervisor, District 8
- ▶ Don Postler, Dane County Supervisor, District 29
- ▶ John Van Ooyen, CEO/General Manager, MHTC
- ▶ Adam Raschka, Regional Senior Director, State Government Affairs, Charter Communications
- ▶ Randy Udell, Dane County Supervisor, District 33
- ▶ Todd Violante, Director, Dane County Planning and Development Department
- ▶ Sarah Edgerton, IT Director, City of Madison Information Technology
- ▶ Renee Lauber, Executive Director, Dane County Towns Association
- ▶ Bob Wipperfurth, President, Dane County Cities and Villages Association

Staff Contact Information

- ▶ Jaron McCallum, Broadband Coordinator, Dane County Planning and Development Department
 - ▶ McCallum.Jaron@danecounty.gov
 - ▶ Cell: (608) 206-6316

- ▶ Lauren Kuhl, Policy Analyst, Dane County Board of Supervisors
 - ▶ Kuhl.Lauren@danecounty.gov
 - ▶ Office: (608) 283-1433
 - ▶ Cell: (608) 228-2095

Meeting Logistics

- ▶ Meetings will take place in a hybrid format, both online on Zoom and in-person at the City County Building.
- ▶ Panelist links to join the virtual Zoom meeting will be sent out the day before the meeting.
- ▶ Please notify staff ahead of time if you will not be able to attend a meeting or will be joining late/leaving early.
- ▶ It is important to review the agenda and previous meeting minutes prior to the meeting.
- ▶ Agenda and meeting minutes can be found on the [Legislative Information Center \(Insite\)](#)
 - ▶ Agendas are posted the Friday before the meeting; staff will email them to committee members.

Meeting Logistics: During the Meeting

- ▶ A member of the body must be present in the room in order for a hybrid meeting to take place; if no members of the body are present in the room, **the meeting is cancelled.**
- ▶ If quorum is not met, the meeting must be cancelled to ensure compliance with the WI open meetings law – even if no action will be taken, this includes listening to presentations.
- ▶ Mics are always live in the conference rooms – be mindful of conversations before, during and after meetings. Speak into mics so people attending virtually can hear you.
- ▶ Meetings are recorded and posted online and are a public recording.
- ▶ Chat is a public record; no side conversations and official business only (asking to be recognized, informing the chair of a comment, etc.).

Quorum

- ▶ **Quorum**: A quorum is the minimum number of a governmental body's membership necessary to act; a sufficient number to determine a body's course of action.
- ▶ A quorum of members of a board, commission, or committee who may discuss county business is considered a "meeting" under the law.
- ▶ Not just face-to-face gatherings – phone, virtual, emails, texts, chat can create a meeting if members can communicate w/ each other and exercise their power.
- ▶ In the case of the Broadband Task Force, **five** members constitutes a quorum.

Walking Quorum

- ▶ **Walking Quorum:** A “walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. A walking quorum may produce a predetermined outcome and thus render a publicly-held meeting a mere formality. The Wisconsin Supreme Court has commented that any attempt to avoid the appearance of a meeting through the use of a walking quorum is subject to prosecution under the open meetings law. Furthermore, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. The series of gatherings need not be face-to-face. For example, phone calls, email exchanges, and other electronic messaging may suffice.

Walking Quorum

- ▶ Do not reply all to an email sent to the entire body; it can trigger a walking quorum.

Decorum

- ▶ Engage in a respectful and civil manner.
- ▶ If attending in-person and you would like to speak: raise your hand or perform a similar action to gain the Chair's attention.
- ▶ If attending virtually and you would like to speak: use the 'raise hand' function in Zoom or ask to be recognized in the chat box (i.e. type "question" or "comment").

Open Meetings

- ▶ Wis. Stat. s. 19.81 states the public policy behind Open Meetings: “the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.”
 - ▶ Provide notice beforehand, AND
 - ▶ Be held in a place that is open and reasonably accessible to all members of the public (except when a closed session is specifically authorized).
 - ▶ An item not on the agenda may NOT be discussed.

Open Records

- ▶ You have an obligation to maintain the records and you must produce them in response to a valid open records request. Have an obligation to maintain the records; in other words, you cannot delete them once created.
- ▶ Do not text county business from your cellphone. If you do text, forward it to your email after each time.
- ▶ Best practice is to assume that something is subject to open records.
- ▶ If you receive an open records request, work with your committee staff.

Questions?