



Self-Governance Action Plan Items A and B Outline

December 19, 2023

City of Whitewater Common Council

Action Plan

A. Training:

Objective: Ensure all council members understand the rules, regulations, and legal obligations related to governance and open meetings.

Action Steps:

- 1) Schedule regular training sessions for council members on parliamentary procedures and open meetings laws.
 - a) City Clerk training to Council on Open Meetings Law based off the DOJ presentation, “The Wisconsin Open Meetings Law” and the Wisconsin Open Meetings Compliance Guide.
<https://www.doj.state.wi.us/office-open-government/open-government-law-and-compliance-guides>
 - i) Topics – Governmental Bodies, Meetings, Notice, Open Sessions, Closed Sessions and Enforcement

Who:

How Often:

When:

- b) Trainings through NEOGOV. Options include the following:
 - i) Public Official Training Series – 8 trainings
 - Ethics-Governmental Transparency
 - Ethics-Personal Financial Gain
 - From Private to Public: What You Need to Know
 - Social Media for Public Officials
 - Ethics-Personal Advantages and Perks
 - Ethics-Understanding Fair Processes
 - Private to Public: An Overview
 - Writing in Plain Language
 - ii) Leading with Emotional Intelligence – 3-part training
 - iii) Open Records & Open Meetings – 2 trainings

Who:

How Often:

When:

- c) League of Municipalities - Local Government 101 – offered 5 times in 2023. 2024 dates not yet available.

Who:

How Often:

When:

- d) UW Extension – Local Government Programming for Purchase (webinars)
 - i) Effective Electronic Public Meetings Part 1 The Basics (\$20)
 - ii) Effective Electronic Public Meetings Part 2 Advanced Issues (\$20)



iii) Civility and Diversity (\$20)

Who: How Often: When:

2) Invite legal experts or professionals to conduct workshops on compliance.

- a) Work Sessions coordinated with von Briesen & Roper such as *"Finding the Governance Solution: The Role of Government & Elected Officials"*.

Who: How Often: When:

- b) Work Session with Rose Simon-Silva, Assistant Village Attorney/HR Director for Menomonee Falls on topics such as Open Meetings, Staff Management, Conflict Resolution

Who: How Often: When:

3) Develop an onboarding process for newly elected and appointed officeholders.

- a) Onboarding of newly elected and appointed officeholders should include the following:
- i) Meeting with City Manager's Office and City Clerk
 - ii) Information package including council procedures and expectations, budget, council handbook, organizational chart and strategic plan
 - iii) Orientation meetings with department heads (as needed)
 - iv) Human Resources paperwork and IT set up
 - v) Training facilitation
 - vi) Tours (as needed)
 - vii) Identify a Council member mentor

B. Documentation and Communication:

Objective: Establish clear communication channels and documentation practices.

Action Steps:

- 1) Develop and distribute a new comprehensive handbook and code outlining ethics governance procedures and open meetings compliance.
- a) Green Bay Code of Conduct
 - b) Lafayette County Code of Ethics
 - c) Neenah Council Orientation Manual
 - d) River Falls Code of Ethics



- 2) Revise the current Good Governance Manual and Code to reflect changes approved by the Council and distribute to the public.
 - a) Good Governance Manual including City of Whitewater Chapter 7.04 Code of Ethics
 - b) Good Governance Manual with redlined suggested changes by Council member Gerber and HR
- 3) Establish a plan for future document review and distribution.
 - a) How often to review?
 - b) Means of distribution?