

From: [Kuhl, Lauren](#)
To: [#Committee Staff](#); [Frostman, Caleb](#); [Fox, Lacy](#); [Kostelic, Jeffrey](#); [Collins, Aaron](#)
Subject: RE: Ethics Training for Committees, Commission, and Boards
Date: Tuesday, May 26, 2026 8:27:25 AM
Attachments: [image001.png](#)
[image002.png](#)

All –

As a quick follow-up, the ethics training can also be viewed using this link: <https://youtu.be/PMI-hCu6754>

If you have any questions. Please let me know.

Thanks!

Lauren Kuhl (pronouns she/her)
Manager of Legislative Support Services
(608) 228-2095

From: Kuhl, Lauren
Sent: Tuesday, May 19, 2026 10:29 AM
To: [#Committee Staff](#) <committee_staff@danecounty.gov>; [Frostman, Caleb](#) <Frostman.Caleb@danecounty.gov>; [Fox, Lacy](#) <Fox.Lacy@danecounty.gov>; [Kostelic, Jeffrey](#) <Kostelic.Jeffrey@danecounty.gov>; [Collins, Aaron](#) <Collins.Aaron@danecounty.gov>
Subject: Ethics Training for Committees, Commission, and Boards

Hello,

The County Board recently passed [2025 OA-027](#), which amends Dane County Ordinance chapters 6 and 15 to include a requirement for all Dane County boards, commissions and committees, and subcommittees thereof, to annually complete Ethics training provided by Corporation Counsel by July 1st.

Corporation Counsel has developed a recorded training to provide to boards, commissions and committees. In order to meet this requirement, all Dane County boards, commissions and committees should place this item on an upcoming agenda.

Instructions for Committee Staff:

1. Please work with the Chair of your committee to decide when the ethics training will be on the agenda. **Training should be completed by July 1st**, so all Dane County boards, commissions and committees should place this item on an upcoming agenda and **play the recorded video for the committees during a meeting before 6/30**. If your board, commission or committee does not have a scheduled meeting prior to July 1st, please plan to place this item on the agenda for the next meeting of the body.

2. In Legistar, add a line called “Ethics Training” under presentations to the agenda.

1		Interpreters must be requested in advance; please s...
2		...يجب التقدم بطلب خدمات الترجمة مقدماً. يرجى الاطلاع على أسفل جدول الأعمال...
3		The [Insert Date] [Insert Committee Name] meeting wi...
4		PROCESS TO PROVIDE PUBLIC COMMENT:...
5	A.	Call To Order
6	B.	Consideration of Minutes
7	C.	Action Items
8	D.	Presentations
9	1.	Ethics Training
10	E.	Reports to Committee
11	F.	Future Meeting Items and Dates
12	G.	Public Comment on Items not on the Ag...
13	H.	Such Other Business as Allowed by Law
14	I.	Adjourn
15		Note: If you need an interpreter, translator, materials...
16		...ملحوظة: إذا كنت بحاجة لترجمة شفوية أو كتابية أو مواد بصيغة مختلفة أو تم...
17		[INSERT STAFF CONTACT], [INSERT PHONE NU...

3. The training recording is linked here: <S:\Legistar\Training\Ethics>. If you do not have access to this folder, please let me know and I will request access for you.

4. During the meeting, committee staff should share their screen and play the training recording for the committee. It is a little over 20 minutes long.

5. In the meeting minutes, record that the training was presented to members of the committee.

6. That’s it! We will be reviewing agendas to track when committees have completed this requirement.

Thank you in advance for your effort on this! Please feel free to reach out if you have any questions.



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<https://linktr.ee/danecountyboard>