

## **AMENDED AGENDA**

Eau Claire County

### **• Committee on Administration •**

Wednesday, August 3, 2016

4:30 p.m.

Courthouse - Room **#3312**

721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. Review / Approval of Committee Minutes / Discussion – Action
  - July 12, 2016
  - July 28, 2016
3. 2016 United Way Day of Caring & Day Off w/Initiatives Request – September 23, 2016 /Discussion –Action  
<https://www.uwgcv.org/day-caring>
4. 2017 Budget Follow-up / Discussion-Action
5. Intergovernmental Agreement with Dunn County for Medical Examiner Services/Discussion-Action
6. Performance Measures for County Board /Discussion- Action
7. CGI Community Video Update/ Discussion-Action
8. Adjourn

Post: 7/28/16 Media, Committee Members, and Kathy Schauf

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## **MINUTES**

Eau Claire County

### **• Committee on Administration •**

Tuesday, July 12, 2016 | 4:30 p.m.  
Courthouse - Room #1273  
721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Colleen Bates, Kathy Clark, Jerry Wilkie and Mark Beckfield

Others Present: Supervisor Pat LaVelle, Supervisor Nick Smiar and Jeff Smith

Staff Present: Kathryn Schauf, County Administrator; Keith Zehms, Corporation Counsel, Jon Johnson, Highway Commissioner; Tim Moore, Veterans Service Officer and Angie Harmon

Supervisor Moore called the meeting to order at 4:33 p.m.

#### Review / Approval of Committee Minutes / Discussion – Action

- June 14, 2016
- June 14, 2016 - Joint Meeting with Highway Commission

**ACTION:** Supervisor Bates made a motion to approve both June 14, 2016 committee minutes. Motion carried unanimously.

#### Expo Center Lease / Discussion-Action

The members and Supervisor Pat LaVelle, Chair of the Parks & Forest Committee, discussed options pertaining to the contract with the Eau Claire Curlers and the Expo Center. The committee was provided with an Expo Center status report as a follow up to a 2011 report. Staff will continue to work on options and this item will be brought back to a future committee meeting.

#### 2<sup>nd</sup> Quarter Dept. Oversight Financial Report Review – Discussion/Action

The committee members were provided with 2<sup>nd</sup> quarter financial reports from the departments in which they have oversight responsibility. Members would like to see consistency with levy limit percentage used.

#### Strategic Planning Update / Discussion - Action

The core workgroup met to finalize the goals of the strategic planning sessions. The mission statement and values have remained the same, however, the members suggested making some definition changes for fiscally responsible, responsive to citizen concerns, and the open and accountable values. The top three priorities were shared and reviewed for accuracy. The core team will update a goal for the Ensure Financial Stability priority.

**ACTION:** Supervisor Clark made a motion to approve the strategic plan as amended. Motion carried, 5-0.

Administrative Updates – Discussion/Action

- Living Wage Ordinance Update and Review of Committee

The Living Wage Ordinance is being reviewed by three different standing committees before being brought back to the county board on July 19, 2016. There is additional interest by individual supervisors and amendments have been created. All materials are up to date and available on the county website under pending legislation.

Next meeting(s);

Thursday, July 28<sup>th</sup> – 9 AM – Budget Meeting

Wednesday, August 3<sup>rd</sup> - 4:30 PM – Regular Meeting

The meeting was adjourned at 5:35 p.m. by unanimous consent.

Minutes respectfully submitted by,

Angie Harmon  
Committee Clerk

**AGENDA**  
Eau Claire County  
**Committee on Administration**

Thursday, July 28, 2016 / 9:00 a.m.  
Courthouse - Room #3360  
721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Kathy Clark, Colleen Bates, Jerry Wilkie and Mark Beckfield

Staff Present: Kathy Schauf; County Administrator, Tim Moore; Veteran Services Director, Keith Zehms; Corporation Counsel, Debbie Carlson; Child Support Manager, Janice Amenson; Legal Secretary, Dave Hayden; Information Systems Director, Frank Draxler; Purchasing Director, Matt Theisen; Maintenance Director, Sharon Rasmusson and Angie Harmon

**Chairman Moore called the meeting to order at 9:02 a.m.**

Review of Departmental Budgets / Discussion – Action

**Maintenance**

Matt Theisen, Facilities Director, presented the Maintenance Department proposed operating budget request to the committee. Contracts were discussed. The department will continue to assistance with the Highway department buildings. For 2017, the Maintenance dept. will not be requesting any addbacks. The department is operating within the budget.

**ACTION:** Motion by Supervisor Clark to support the proposed operating budget as requested. Motion carried, 5-0.

Mr. Theisen also presented the capital requests to the committee for Government Center, Jail, Ag Center, and Highway shop buildings. The 10 year capital plans was detailed in a spreadsheet with the top seven projects listed by priority. Members discussed the capital items.

**ACTION:** Motion by Supervisor Beckfield approving the proposed capital budget as presented. Motion carried, 5-0.

**Veteran Services**

Tim Moore, Veteran Services Director, presented the proposed operating budget request to the committee. For the 2017 budget, the department requests add back items for software to scan in all paper records and including Veteran’s flags.

Members discussed the importance of each add back requests with Mr. Moore. The committee suggested using fund balance to purchase the requested software.

**ACTION:** Motion by Supervisor Bates to support the proposed budget request by Veterans Service Office including the addbacks. Motion carried, 5-0.

### **Information Systems**

Dave Hayden presented the Information Systems proposed budget request with the committee. Dave mentioned that the large number of computer applications for support and user agreements are increasing the costs of programs and services. The committee discussed in detail the addback request for the IS department. These requests are for software applications support and services. The add back requests for department position additions/changes were discussed at length.

**ACTION:** Motion by Supervisor Bates supporting the proposed operating budget to including the addbacks except increasing the .50 FTE to 1.0 FTE GIS position. Motion carried, 5-0.

The Information Systems capital budget will be brought to the regular scheduled meeting next week.

### **Corporation Counsel/Child Support**

Mr. Keith Zehms, Ms. Debbie Carlson, and Ms. Janice Amenson presented the proposed budget request for the combined Corporation Counsel & Child Support offices to the committee. For the 2017 budget, the departments will have no add back requests and reports a decrease in tax levy request.

**ACTION:** Motion by Supervisor Beckfield to support the proposed budget proposed by Corporation Counsel and Child Support. Motion carried, 5-0.

### **Purchasing Department**

Mr. Frank Draxler presented the Purchasing Departments proposed operating budget request to the committee. Frank reviewed the items in the summary of budget changes and highlight. He mentioned that no.2 should be disregarded. For 2017, the Purchasing department will have an add back request for department increase in personnel costs due to the classification/compensation study.

**ACTION:** Motion by Supervisor Wilkie to support the proposed operational budget as presented. Motion carried, 5-0.

Mr. Draxler also presented the capital requests for 3 in 1 copier replacements. The copiers are added to a capital request annually.

**ACTION:** Motion by Supervisor Bates approving the proposed capital budget as presented. Motion carried, 5-0

### **County Board**

Gregg discussed the County Board budget request to the committee with assistance from Sharon Rasmusson. The budget needs to have some additions/corrections made to it. It was suggested to include the summary of budget highlights and changes. The increase for the 2016 estimated budget is due to two different professional services fees.

The County Board operating budget will be brought to the regular scheduled meeting next week.

**Administration**

Kathy Schauf and Sharon Rasmusson presented the proposed budget documents for the Administration department.

Due to the County Board and Administration budgets having combined programs and services, the Administration budget will also be brought to the regular meeting being held next week.

Set Future Committee Meetings and Items for Discussion

*Next Scheduled meeting – August 3, 2016*

Motion by Supervisor Beckfield to adjourn the meeting at 12:15 p.m. Motion carried.

Respectfully submitted by,

Angie Harmon  
Committee Clerk