

## **AGENDA**

Eau Claire County

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

Tuesday, February 10, 2017

**1:30 p.m.**

Courthouse - **Room #1273**  
721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. Review/Approval of Committee Minutes / Discussion-Action  
- January 10, 2017 ( pgs 2-3 )
3. Public Comment
4. Proposed Ordinance #16-17/096 - To Amend Section 2.12.140 B. of the Code: Medical Examiner System – Discussion/Action ( pgs 4-5 )
5. Reform Commission Report – Informational Purposes - Discussion
6. Legislative Breakfast – Discussion
7. Board, Commissions, Council Appointments – Discussion/Action
  - City – County Board of Health
  - Woodland Enhanced
8. Supervisor Per Diem Reimbursement – Discussion/Action
9. Administrative Updates – Discussion/Action  
- Parking Lot Concerns
10. Adjourn

Post: 2/6/17 Media, Committee Members, Kathy Schauf, Matt Theisen, Keith Zehms and Frank Draxler

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 8394710 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

## **MINUTES**

Eau Claire County

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

Tuesday, January 10, 2017

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

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

Members Absent: Jerry Wilkie

Staff Present: Kathryn Schauf, County Administrator; Frank Draxler, Purchasing Dept. Director; Jennifer Owen, ADRC Director, Tim Moore, Veteran Services Office and Jon Johnson, Highway Dept. Director

Others Present: Marc DeVries

### ***Chairman Moore called the meeting to order at 4:30 p.m.***

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

- December 13, 2016

**ACTION:** Supervisor Clark made a motion to approve the December 13, 2016 minutes as presented. Motion carried, 4-0

#### Public Comment

None

#### Proposed Ordinance #16-17/091 – Repealing Section 4.07.040 of the Code: Calculation of Rates and Hours – Discussion/Action

The proposed ordinance was inadvertently added to the agenda. The Committee on Finance and Budget will review the proposed ordinance.

#### Legislative Breakfast – Discussion

Eau Claire County will again hold a Legislative Breakfast inviting area legislators to discuss emerging topics happening locally and within the state. The committee asked that the legislators be emailed with a date option of either March 13<sup>th</sup> or March 20<sup>th</sup>. Once the date is set, the county board, local officials, judges, and department heads will be invited to the Legislative Breakfast event.

#### Strategic Planning – CORE Team – Discussion/Action

Kathryn, along with the strategic plan core team, briefed the committee members on the process that was developed for the strategic planning goals. The topics discussed were goal leaders, goal teams which include staff, goal charters, and timeframe of completion. They reviewed each goal and decided which standing committee the goal team would report back to once completed.

Strategic Planning – CORE Team – Discussion/Action – continued...

All staff will receive an update on the strategic planning process at the annual training day next week. The county board will also receive this presentation at a future board meeting date.

The innovation fund goal leader (Josh Pedersen) and team will attend the next Committee on Administration meeting.

Administrative Updates – Discussion/Action

- Finance – Change processes

Kathryn briefed the committee on the process that has been going on with the Alio accounting system and time keeping system. There has also been some review on the Purchasing system and processes. Marc DeVries provided the committee his recommendations thus far. Some of those were, purchase requisitions, centralized purchasing recommendations and removing purchasing from of the county code and make it into a policy.

Accounts payable was also discussed. The Purchase Order system is currently a manual process. Marc recommends using the accounting system to develop a purchase order.

- Employee Town Hall Meetings

Kathryn had “town hall” meetings for staff to attend and learn more about the current projects that administration is working on. The meetings were held at all county building locations and she also opened up the discussion for staff to share suggestions/comments/concerns. A list of the feedback from staff has been developed.

The meeting was adjourned at 6:17 p.m. by unanimous consent.

Minutes respectfully submitted by,

Angie Harmon  
Committee Clerk

Next meeting: Friday, February 10 at 1:30 p.m – Room 1273

**FACT SHEET**

**TO FILE NO. 16-17/096**

The 2000 Wisconsin Act 336 provided that beginning in 2017, effective April 18<sup>th</sup> medical examiner fees only be increased annually, not to exceed the annual percentage change in the US CPI for all Urban Consumers, U. S. City average for 12 months ending December 31<sup>st</sup>. The CPI index is 2.1% December 31, 2016. This ordinance increases the medical examiner fees for cremation permits, death certificates and disinterment and reinterment by 2.1% effective April 18, 2017.

Fiscal Impact: Additional revenue of \$2,980.95 based on 2016 statistics.  
Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/16-17.096 Fact

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 16-17/096**

4 - TO AMEND SECTION 2.12.140 B. OF THE CODE: MEDICAL EXAMINER  
5 SYSTEM -

6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

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8 **SECTION 1.** That Subsection B. of Section 2.12.140 of the code be amended to  
9 read:

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11 B. Fees. The medical examiner and any deputies shall collect all such fees which  
12 they are entitled by law to receive, as provided in Wis. Stat. § 59.38(1). Except in situations  
13 involving indigents, ~~\$150.00~~ 153.15 shall be collected for the issuance of a cremation permit in  
14 accordance with Wis. Stat. § 59.36, ~~\$100.00~~ 102.10 as the fee for signing death certificates and  
15 ~~\$50.00~~ 51.05 for issuing a disinterment and reinterment permit pursuant to Wis. Stat. § 69.18.  
16 The finance department shall bill the appropriate funeral home directly for these fees.

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18 **SECTION 2.** This ordinance shall take effect April 18, 2017.

19 ADOPTED:

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31 Committee on Administration

32 **KRZ/yk**

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35 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.