

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, August 14, 2018

2:30 p.m.

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire, WI

Members Present: Colleen Bates, Ray Henning, Jerry Wilkie and Mark Beckfield

Members Absent: Nick Smiar

Staff Present: Kathy Schauf, County Administrator; Adam Kohls, Interim Veteran Services Director; Tim Sullivan, Asst. Corporation Counsel; Megan Kluck, Child Support Manager, Janice Amenson, Legal Secretary; Dave Hayden, Information Systems Director; Frank Draxler, Purchasing Director; Matt Theisen, Maintenance Director and Angie Harmon

Supervisor Bates called the meeting to order at 2:30 p.m.

Public Comment

None

ACTION: A motion was made by Supervisor Wilkie to close the public comment session. Seconded by Supervisor Henning. Motion carried, 4-0.

2018 United Way Day of Caring & Day Off w/Initiatives Request – September 14, 2018 /Discussion –Action

<https://www.uwgcw.org/day-caring>

This years United Way Day of Caring will be held on Friday, September 14th. Employees will need to utilize PTO time to participate in the event and each department must maintain adequate staffing. The annual County United Way Employee Campaign will be held August 20-31. The County has always provided a Day off with Pay for a drawing for employees who pledge dollars toward the United Way campaign.

ACTION: Supervisor Beckfield made a motion for the committee support of county employees to participate in the 2018 United Way Day of Caring on the condition that departments are adequately staffed and use PTO for volunteer hours. Those who participate in the annual employee campaign will get their name put into a drawing to win a Day off with Pay. Seconded by Supervisor Henning. Motion carried, 4-0.

Departmental Quarterly Reports – Discussion/Action

The committee received and reviewed the 2018 - 2nd quarter reports.

Review of Departmental Budgets / Discussion – Action

Administration

Kathryn Schauf presented the 2019 Administration Department proposed operating budget request to the committee with the idea that there could be some changes due to finalizing personnel and job duty rearrangements.

ACTION: Motion by Supervisor Wilkie to support the proposed operating budget as presented. Seconded by Supervisor Beckfield. Motion carried, 4-0

Purchasing Department

Frank Draxler presented the 2019 Purchasing Department proposed operating budget request to the committee. Frank reviewed the items in the summary of budget adjustments and highlights. For 2019, the department will have a new position request for a full time Risk Manager.

ACTION: Motion by Supervisor Wilkie to support the proposed operational budget including the Risk Manager position in 2019. Seconded by Supervisor Henning. Motion carried, 4-0.

Facilities

Matt Theisen, Facilities Director, presented the 2019 Facilities Department proposed operating budget request to the committee. Energy saving programs was discussed. The department will continue to assist with the Highway, Ag Center, and Parks/Forest department buildings. For 2019, the Facilities Dept. is requesting an increase for program modifications to the operating budget plus a new position request.

ACTION: Motion by Supervisor Wilkie to support the proposed operating budget as presented that includes the costs to continue operations as is for 2019. Motion carried, 4-0.

A motion by Supervisor Beckfield to amend the motion by Supervisor Wilkie to support the operating budget plus support the new position request job description to include grant writing. Amendment motion carried, 4-0.

Information Systems

Dave Hayden presented the 2019 Information Systems Department proposed operating budget request to the committee. Dave program requests are due to expenditures for a large amount of programs/applications annual maintenance subscriptions. Some costs that were under capital budget have been moved into operating budget. There will be some additional costs added to the operating budget prior to the County Administrator recommendations.

ACTION: Motion by Supervisor Beckfield to support the proposed operational budget as presented knowing that there will be some additions added later. Seconded by Supervisor Henning. Motion carried, 4-0.

Veteran Services

Adam Kohls, Interim Veteran Services Director, presented the strategic trends and goals followed by the 2019 Veteran Services proposed operating budget request to the committee.

ACTION: Motion by Supervisor Beckfield to support the proposed budget request by Veterans Service Office including the program modification requests. Seconded by Supervisor Henning. Motion carried, 4-0.

Corporation Counsel/Child Support

Tim Sullivan, Megan Kluck and Janice Amenson presented the 2019 Corporation Counsel & Child Support Departments proposed budget request to the committee. The biggest impact on the proposed operating budget is an increase to personnel costs due to anticipated retirements.

ACTION: Motion by Supervisor Wilkie to support the proposed operating budget by Corporation Counsel and Child Support with the recommended changes. Seconded by Supervisor Beckfield. Motion carried, 5-0.

County Board

The committee reviewed the 2019 County Board proposed operating budget request to the committee. Directive for the County Board Chair to improve the performance management items to have some additions/corrections made to it.

ACTION: Motion by Supervisor Wilkie to support the proposed operating budget as presented. Motion carried, 4-0.

Set Future Committee Meetings and Items for Discussion
Next Scheduled meeting – *September 11, 2018*

The meeting was adjourned at 4:10 p.m. by unanimous consent.

Respectfully submitted by,

Angie Harmon
Committee Clerk