

## **MINUTES**

Eau Claire County

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

Tuesday, September 10, 2019

**2:30 p.m.**

Courthouse - Room #3312  
721 Oxford Avenue • Eau Claire, WI

Member(s) Present: Ray Henning, Gerald Wilkie, Mark Beckfield, Colleen Bates (arrival at 2:35 p.m.)

Member(s) absent: Nick Smiar

Others Present: Norb Kirk, Jon Johnson, Frank Draxler, Tim Sullivan, Glenda Lyons, Connie Russel, Kathryn Schauf, Luke Hanson, Julie Thoney

Supervisor Wilkie called the meeting to order at 2:33 p.m. and confirmed a quorum.

No members of the public were present and/or wished to make a comment

The committee reviewed the minutes from August 13, 2019. Supervisor Beckfield motioned to approve the minutes as present. Supervisor Henning seconded the motion. The motion passed unanimously.

Supervisor Bates arrived at 2:35 p.m.

Luke Hanson and Julie Thoney (Treasurer of EDC) shared with the committee information about the Economic Development. Luke highlighted the following:

- Would like to develop a strategic, comprehensive map for Eau Claire with available properties in townships, villages, and cities. This would be different than GIS
- Explore locations in the county to further develop
- Broadband is not accessible throughout the county which hinders development

The committee requests the EDC returns for a future, more in depth meeting

The committee discussed Ordinance 19-20/052. Supervisor Beckfield motioned to approve. The motion was seconded by Supervisor Henning. The motion passed, 4-0.

The committee discussed Resolution 19-20/055. Corporation Counsel Tim Sullivan advised the in the past, the Committee on Administration was given the responsibility to appoint a subcommittee of this nature. Supervisor Wilkie motioned to approve. Supervisor Beckfield seconded the motion. The motion passed, 4-0.

The committee discussed Ordinance 19-20/048. The committee requested that the ordinance be amended as follows:

- Remove line 35 after the word format; add Attendance of the meeting will be determined by the minutes and an attendance sheet and promptly filed with the finance department.

Supervisor Wilkie motioned to pass the ordinance as amended. Supervisor Beckfield seconded the motion. The motion passed, 4-0.

Administrator Kathryn Schauf shared an update on 2020 planning and workplan. She anticipates the planning to being after the budget is complete. It was suggested to potentially create a subcommittee from the Committee on Administration that takes over the responsibility of creating a plan for the plan.

The committee discussed the addendum that was presented which included:

- Norb Kirk gave a cash update and highlighted:
  - Short term:
    - Detailed cash forecasting of receipts and expenditures from now until the end of October for DHS and Highway
    - Review anything that is a significant expenditure for the possibility of delaying
    - Reminding departments that invoices will not be paid before the due date
  - Highlights for long term
    - Transition AP practice and processes to ensure vendor payments are processed base on due date
    - Develop cash forecasting processes, particularly for department with significant cash activity
    - Review known activities that result in negative cash flow
    - Assess whether the county should shift the annual borrowing activity
    - Provide greater visibility on cash balances and activity with all stakeholders
    - Continue to education all departments, employees, and the board on the importance of cash flow.

Supervisor Bates suggested to join with other counties in the same situation and create a crisis regarding the cash issues.

The meeting was adjourned at 4:20 p.m.

Respectively submitted by,



Samantha Cole  
Administrative Specialist III (Department of Administration)