

## **AGENDA**

Eau Claire County

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

Tuesday, March 10, 2020

**3:00 p.m.**

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire

1. Call to Order and confirmation of meeting notice
2. Public Comment
3. Review/Approval of Committee Minutes – **Discussion/Action**
  - a. February 11, 2020
  - b. February 17, 2020
4. General Updates from Kathryn Schauf – **Discussion**
5. Department Quarter 4 Reports – **Information**
6. Resolution 19-20/093 – Authorizing reclassification of one (1.0 FTE) Facilities Supervisor in the Maintenance Department – **Discussion/Action**
7. Resolution 19-20/109 – Directing the County Administrator to take significant action steps with the Department of Human Services to ensure budget compliance in the year 2020 – **Discussion/Action**
8. Resolution 19-20/107 – Requesting support for at least a 20% increase in Federal Smith-Lever and 1890 Extension capacity funding in the USDA's National Institute for Food and Agriculture – **Discussion/Action**
9. Resolution 19-20/112 – Supporting the Commitment to Veterans Support and Outreach (CVSO) Act – **Discussion/Action**
10. Proclamation proclaiming Severe Weather Awareness Week - **Discussion/Action**
11. Old Orchard Cemetery Update: Tim Sullivan – **Discussion/Action**
12. Eau Claire County Industrial Growth: Mark Beckfield - **Discussion**
13. Set Future Committee Meetings and Items for Discussion

*Next Regular Meeting – April 14, 2020 at 2:30 p.m.*

Prepared by: Samantha Cole

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 839- 6945 (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, February 11, 2020

**2:30 p.m.**

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire

Members: Nick Smiar, Ray Henning, Mark Beckfield, Colleen Bates

Staff: Kathryn Schauf – County Administrator, Samantha Cole – Administrative Specialist III, Norb Kirk – Finance Director, Tim Sullivan – Corporation Counsel, Frank Draxler – Administrative Operations Manager

Public and Press: Ryan Patterson – Leader Telegram, Connie Russell, Judy Gatlin

Chair Smiar called the meeting to order at 2:30 p.m.

No members of the public wished to speak.

The committee reviewed minutes from December 9, 2019. Supervisor Bates motioned to approve the minutes as amended the corrections noted by Supervisor Wilkie. Supervisor Beckfield seconded the motion; all in favor, minutes were approved.

The committee reviewed minutes from the January 14, 2020 meeting. Supervisor Beckfield motioned to approve the minutes as presented. Supervisor Bates seconded the motion; all in favor, minutes were approved.

Kathryn Schauf and Frank Draxler provided an update on the Speak your Peace and Strategic Planning process. It is the plan to have the Strategic Planning meetings with the board during the May regular county board meetings.

The committee discussed resolution 19-20/095 – in support of 2019-2020 Senate Bill 5476, creation of the Chippewa Valley Regional Transportation Authority. Supervisor motioned to approve; Supervisor Henning seconded the motion; all in favor.

The committee discussed resolution 19-20/099 – authorizing to abolish one (1.0 FTE) Criminal Justice Coordinating Council Manager and to create one (1.0 FTE) Criminal Justice Coordinating Council Director. Supervisor Beckfield motioned to approve the discussion; Supervisor Henning seconded the motion; all in favor on resolution 19-20/099.

The committee discussed ordinance 19-20/100 – to amend section 3.20.060 of the code: Compensation of County Governing Bodies. Supervisor Bates motioned to bring to discussion; seconded by Supervisor Henning. All in favor for ordinance 19-20/100.

The committee discussed resolution 19-20/102 – supporting a change in state regulations or legislation to require local input in the siting of windfarms. Supervisor Beckfield motioned to approve; Supervisor Bates seconded the motion, all in favor.

Kathryn Schauf discussed our current process of reimbursement for training for the board. Currently the funds run on a calendar year and some board members feel that the \$500.00 allotment is not adequate for trainings. **Action:** Kathryn Schauf will draft a policy statement for a future meeting and indicate the inclusion of Eggs & Issues, District Meetings, and the WCA Annual Conference and the impact that may have on the budget.

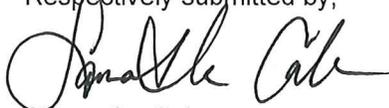
Tim Sullivan spoke regarding the Old Orchard Cemetery. A party is looking to have the County sell or transfer the property to them and they would take over the upkeep. It is currently costing the County approximately \$2,300.00 each year. Tim Sullivan provided his legal opinion and stated an issue with the Anti-Combination statute, there is a strict prohibition from funeral directors or funeral homes from owning a cemetery.

The committee reviewed the proclamation proclaiming Fair Housing Week for the week of March 15-21, 2020. Supervisor Bates motioned to approve; Supervisor Beckfield seconded the motion, all were in favor and motion passed.

Chair Smiar requested a motion to appoint Dustin Indermuehle to the Veterans Service Commission. Supervisor Henning motioned; seconded by Supervisor Beckfield. All were in favor; recommendation moves to the County Board.

The meeting was adjourned at 3:52 p.m.

Respectively submitted by,

A handwritten signature in black ink, appearing to read 'Samantha Cole', written in a cursive style.

Samantha Cole  
Administrative Specialist III – Department of Administration

## MINUTES

Eau Claire County

### •Committee on Administration/Committee on Finance & Budget/Human Services Board•

Monday, February 17, 2020

**5:00 p.m.**

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

Members: Ray Henning, Mark Beckfield, Steve Chilson, Stella Pagonis, Colleen Bates, Sandra McKinney, James Dunning, Nick Smiar, Donald Mowry, Robin Leary, Lorraine Henning, Dianne Robertson, Gabriel Schlieve, Kimberly Cronk, Martha Nieman

Staff: Samantha Cole – Administrative Specialist III, Kathryn Schauf – County Administrator, Norb Kirk – Finance Director, Amy Weiss – Senior Accounting Manager, Tim Sullivan – Corporation Counsel

Public: Missy Christopherson, Zoey Knops

Chair Smiar, chair of the Committee on Administration, called the meeting to order at 5:00 p.m. Supervisor Bates, chair of the Human Services Board, called the meeting to order at 5:00 p.m. Supervisor Pagonis, chair of the Finance & Budget committee, called the meeting to order at 5:00 p.m. A quorum was present for all committees in attendance.

No members of the public wished to speak.

Chair Smiar requested Tim Sullivan provide information at the purview of each committee as listed in the county code. Chair Smiar opened the table up for discussion on the communication of committee. There was discussion on what each committee's responsibility is to communicate (as stated in the code) with each other. The committee discussed the current budget process and the current practice of the Finance & Budget committee regarding the budget process. The code was changed a few years ago to reflect our current make-up of the County under a County Administrator and Chair Smiar advised it is necessary and imperative that the code is followed, not the practice. If a member would like to change the code, legislation should be drafted and brought to the County board for a vote.

Supervisor Chilson suggested the County Administrator provide a statement of intent, to create clarity to the County Board Supervisors and the Community, a "Declaration for the sake of clarity," advising what direction the county is moving.

Supervisor Beckfield requested to review the CLA report at a later meeting of the Committee on Administration.

Supervisor Mowry left the meeting at 6:16 p.m.

The committees voted on resolution 19-20/084 – requiring any department of over 50 employees, trending significantly and repeatedly over budget, to seek approval prior to filling vacant staff positions and to provide fiscal reports to the County Board of Supervisors upon request. Supervisor Beckfield motioned to move the resolution back to the board floor; Supervisor Henning seconded the motion. Resolution 19-20/084 was referred to the County board of Supervisors.

Meeting was adjourned at 6:30 p.m.

Respectively submitted by,



Samantha Cole  
Administrative Specialist III – Department of Administration

# Administration and Risk Management

SELECTED PERFORMANCE MEASURES	
Meetings Attended:	147
Community Events:	5
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> <li>▪ Current initiatives in process                             <ul style="list-style-type: none"> <li>○ Communications Team - logo</li> <li>○ Operational Effectiveness – conducting sessions, reporting and developing ongoing implementation plan</li> <li>○ Broadband Workgroup</li> <li>○ Planning for strategic planning</li> </ul> </li> <li>▪ 2020 Budget</li> <li>▪ Reorganization of Human Resources – plan for coverage by Administration and Corporation Counsel</li> <li>▪ Master plan / capital plan</li> <li>▪ Human Resources                             <ul style="list-style-type: none"> <li>○ Priority identification and planning</li> <li>○ Diversity and Inclusion planning</li> <li>○ Policy Manual modifications for notice</li> </ul> </li> <li>▪</li> </ul>	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none"> <li>▪ Financial sustainability</li> <li>▪ Jail Population Workgroup / Stepping Up</li> <li>▪ Board Orientation – materials for initial orientation and training on budget basics</li> </ul>	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none"> <li>▪ University of Wisconsin Eau Claire / Clear Vision and citizen group – jail population data</li> <li>▪ Wisconsin Counties Association- Legislative Updates</li> <li>▪ Broadband Committee: Encouraging partnerships with business/govt/agencies on broadband expansion</li> <li>▪ Speak Your Peace – Community Forums</li> </ul>	
GOALS FOR NEXT QUARTER	
<ul style="list-style-type: none"> <li>▪ Strategic planning and community forum planning.</li> <li>▪ Implementation of a contracts database/management system – contract review, process mapping</li> <li>▪ Internal controls                             <ul style="list-style-type: none"> <li>○ Continued spot auditing</li> <li>○ Additional back-end pattern checks</li> <li>○ System and process review(s)</li> </ul> </li> </ul>	

# Information Systems

<b>SELECTED PERFORMANCE MEASURES</b>	
Number of PCs and laptops	735
Tickets opened year-to-date	5119
Average days to close	6.48
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ Support existing applications and infrastructure - this is always our #1 priority</li> <li>▪ Work on 2019 projects -                             <ul style="list-style-type: none"> <li>○ Avatar optimization project - successfully implemented significant changes on October 1. Work continues on the remaining changes planned for go-live over the next few months</li> <li>○ Transcendent Ascent implementation - extracting and reviewing permitting and parcel data in preparation for conversion</li> <li>○ Laserfiche implementation - On Boarding phase II is being developed, also working on projects for ADRC and Child Support</li> <li>○ SharePoint rollout - we currently have 41 SharePoint sites being used by various departments for various purposes and continue to develop new ones as they are needed</li> <li>○ Submitted an amendment to the current Broadband Expansion grant requesting to add LTE equipment to two additional towers and requesting to install Citizens Band Radio Service (CBRS) technology instead of TV White Space (TVWS) technology on all towers</li> </ul> </li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ Cybersecurity is a significant concern as it seems local government is being targeted more often</li> <li>▪ Various compliance requirements will increase operating costs</li> <li>▪ Operating budget constraints</li> <li>▪ Additional technology requests and requirements</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>▪ Working with multiple departments on SharePoint and Laserfiche projects</li> <li>▪ Working with Astrea, formerly Packerland Broadband, on Broadband Expansion grant</li> <li>▪ Working with several CINC members to locally host <i>Defining and Managing Business Requirements</i>, a class that will be taught by a UW Madison instructor</li> </ul>	
<b>GOALS FOR NEXT QUARTER</b>	
<ul style="list-style-type: none"> <li>▪ Review the status of 2019 projects and submit a carryforward recommendation</li> <li>▪ Continue to make progress on projects -                             <ul style="list-style-type: none"> <li>○ Go-live with additional Avatar functionality</li> <li>○ Develop conversion plan for Ascent project</li> </ul> </li> <li>▪ Gain approval for the proposed Broadband Expansion grant amendment and develop a project implementation plan</li> </ul>	

# Corporation Counsel

<b>SELECTED PERFORMANCE MEASURES</b>	
100% of Contracts, resolutions and ordinances reviewed within 7 days- %100	100% of CHIPS & JIPS referrals responded in 20 days-100%
100% of Chapter 51 ED's and GN&PP reviews completed within statutory time requirements-100%	100% of zoning matters referred reviewed with P&D staff monthly-100%
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ In the process of hiring a new Legal Specialist II.</li> <li>▪ Reviewing job responsibilities for employees. Continued onboarding of new employees.</li> <li>▪ Ongoing prosecution of CH 51, 54 &amp; 55 cases, along with Chapter 48 CHIPS and TPRs and 938 JIPs cases, and county ordinance violations.</li> <li>▪ Ongoing representation of the State and Child Support Agency in Chapter 767 paternity and child support cases</li> <li>▪ Ongoing, provide legal representation for Eau Claire County and its Board, Departments and Agencies.</li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ Coverage for increasing caseloads/contested cases</li> <li>▪ Chapter 980 participation</li> <li>▪ Potential staff changes</li> <li>▪ Cross training of employees</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>▪ All county departments as an internal services provider</li> <li>▪ School Districts within Eau Claire County regarding the issues of truancy and mandatory reporting</li> <li>▪ Area hospitals and law enforcement agencies regarding mental commitment and guardianship and protective placement cases</li> </ul>	
<b>GOALS FOR NEXT MONTH</b>	
<ul style="list-style-type: none"> <li>▪ Hire and complete transition for a new Legal Specialist II</li> <li>▪ Continue with cross training for employees in the office.</li> <li>▪ Maintain performance measures</li> </ul>	

# Child Support Agency

<b>SELECTED PERFORMANCE MEASURES (80% GOAL)</b>	
Paternity Establishment- 93.18%	Current Collections- 73.08%
Arrears Collections- 46.35%	Court Order Establishment Rate - 91.21%
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ Monthly Job Fairs in partnership with WRI</li> <li>▪ Went live accepting credit cards as form of payment, collected \$5,627.67 in Dec (first month)</li> <li>▪ Continued training of our new staff/Succession Planning</li> <li>▪ Implemented first steps of plan to go paperless in CSA</li> <li>▪ Legislative efforts related to Birth Cost Recovery and Administrative Paternity</li> <li>▪ Data Reliability Audit by BCS/OCSE</li> <li>▪ Updating Cooperative Agreements with Sherriff’s Office, Clerk of Courts, and Family Court Commissioner</li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ Hiring and Succession Planning- staff leaving in Feb and June</li> <li>▪ Birth Cost recovery and possible change in legislation- unable to collect birth costs from intact families or non-custodial parents below 150% poverty level, no longer receive federal match for birth cost recovery</li> <li>▪ WiKids/CCAP Interface in 2021</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>▪ Workforce Resource</li> <li>▪ Eau Claire County DHS- Economic Support Division</li> <li>▪ Eau Claire Public Library</li> </ul>	
<b>GOALS FOR NEXT MONTH</b>	
<ul style="list-style-type: none"> <li>▪ Increase performance measures</li> <li>▪ Promote and increase participation in Job Fair</li> <li>▪ Continue training of new staff/Succession Planning</li> <li>▪ Next steps implementing the paperless project- testing</li> </ul>	

JANUARY 2020

# Facilities

<b>SELECTED PERFORMANCE MEASURES</b>	
<i>Completed Work Requests as of end of 4th Qtr. 2019</i>	5126
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"><li>▪ Steam to hot water boiler conversion project punch list</li><li>▪ Union communication tower construction project punch list</li><li>▪ District Attorney expansion space construction</li><li>▪ Jail LED conversion project (Phase 3)</li><li>▪ CVRCFL Forensic Lab expansion design</li><li>▪ Comm Center HVAC replacement design</li><li>▪ 88' 2<sup>nd</sup> Floor pneumatic VAV replacement design</li><li>▪ Lake Eau Claire Pole Building construction</li></ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"><li>▪ Continue to identify energy efficiency projects and implement based on funding</li></ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"><li>▪ Facilities repair projects at the Altoona Highway Facility</li><li>▪ Lake Eau Claire pole building replacement, working with Parks &amp; Forest</li><li>▪ Expo Center repairs, working with Parks &amp; Forest</li></ul>	
<b>GOALS FOR NEXT MONTH</b>	
<ul style="list-style-type: none"><li>▪ Completion of the Union Communication Tower project punch list</li><li>▪ Completion of the District Attorney Expansion Space construction</li><li>▪ Completion of the steam to hot water boiler conversion project punch list</li><li>▪ Comm Center HVAC replacement bid</li><li>▪ 88' 2<sup>nd</sup> Floor pneumatic VAV replacement bid</li><li>▪ CVRCFL Forensic Lab expansion bid</li><li>▪ Courthouse LED replacement design</li></ul>	

# Veteran Services

<b>SELECTED PERFORMANCE MEASURES</b>	
<i>Office Visits</i>	1,580 (7.5 per day) from veterans, dependents, and caregivers
<i>Phone Calls</i>	3,317 (15.4 per day) from veterans, dependents, and caregivers
<i>Transported to Minneapolis VA</i>	333 veterans transported to the Minneapolis VA Medical Center
<i>Presentations/Public Events</i>	29 presentations to local organizations and attendance at public events
<i>Published Articles</i>	16 articles published in local newsletters on veterans' issues
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>• Continue to lead monthly planning committee for the Veterans Benefits Expo scheduled for Sep 2020.</li> <li>• Conducted second collaboration meeting with agencies and organizations in the Chippewa Valley that support veterans and veterans' issues. (19 people representing 12 different agencies). Continue collaboration meetings min of 2 per year.</li> <li>• Updated and distributed agency contact roster as a by-product of collaboration meeting.</li> <li>• Emphasis on social media to effectively communicate with our customers continues to grow as our followers on Facebook is at 431. Continue steady climb in followers.</li> <li>• Implemented an immediate customer feedback survey completed at the end of customer office visit.</li> <li>• Received a donation of \$5,000 from Marquardt Motors to use for veterans' issues.</li> <li>• Started to develop and refine internal business processes. Four completed with more scheduled for each month.</li> <li>• Developed a comprehensive handout for veterans to help them understand how to utilize local medical professionals under the mission act. Need to update this handout each quarter.</li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ The Mission Act allows veterans to utilize local medical facilities under certain criteria and has been something that veterans want more information on. We continue to provide info and answer inquires.</li> <li>▪ The demand for transportation services to and from the Minneapolis VA continues to grow with additional requests for services to the Tomah VA and the Chippewa Falls VA clinic.</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>• Met with the Vet Center (La Crosse) to discuss increasing referrals and mental health counseling support in Eau Claire. Long term objective is fulltime support in EC.</li> <li>• Collaboration with local partners is a primary focus as we work towards conducting the first ever Veterans Benefits Expo in Eau Claire in Sep 2020 (at the National guard Armory)</li> </ul>	
<b>GOALS FOR NEXT MONTH</b>	
<ul style="list-style-type: none"> <li>▪ Execute weekly social media postings that inform and educate while increasing our media presence</li> <li>▪ Complete a minimum of two additional business processes</li> <li>▪ Formalize the marketing plan for the office and for the Veterans Benefits Expo</li> <li>▪ Reach out to vendors and sponsors for the Veterans Benefits Expo in person and via letters</li> <li>▪ Complete National Guard Armory rental agreement</li> <li>▪ Interview and add a new member to the Veterans commission to replace Kranig.</li> </ul>	

**FACT SHEET**

**TO FILE NO. 19-20/093**

Positions are reviewed when they become vacant and when substantial changes are made to determine if any amendments should be made to the position description in order to accurately reflect the position.

The Facilities Supervisor job description was reviewed due to evolution in the responsibilities. Duties were clarified and responsibilities regarding new technologies were added. With these changes, the position was reevaluated for appropriate salary grade placement. The amended position was evaluated at pay grade M (two steps above the current pay grade, K).

The fiscal impact of this change is an immediate annual cost increase of \$749 and an eventual annual cost of \$5,907.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kathryn Schauf". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sara Bronstad  
Human Resources

Kathryn Schauf  
County Administrator

4 - AUTHORIZING RECLASSIFICATION OF ONE (1.0 FTE) FACILITIES SUPERVISOR IN THE  
5 MAINTENANCE DEPARTMENT -

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or  
7 changes therein be submitted to the Board for authorization; and

8  
9 WHEREAS, a classification and compensation review of the position resulted in a recommended salary  
10 grade placement of pay grade M from pay grade K; and

11  
12 WHEREAS, at its regularly scheduled meeting on February 14, 2020, the committee on human  
13 resources approved the request from the Maintenance Department to reclassify one 1.0 FTE Facilities  
14 Supervisor; and

15  
16 WHEREAS, the reclassification of this position has the eventual annual cost of \$5,907 and an  
17 immediate annual cost of \$749;

18  
19 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby  
20 approves to reclassify one (1.0 FTE) Facilities Supervisor in the Maintenance Department.

21 ADOPTED:

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27 Committee on Human Resources

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33 Committee on Administration

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48 Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

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52 SB

**Fact Sheet**  
**File No. 19-20/109**

The Department of Human Services (DHS) has been changing the Eau Claire County human services delivery system to “preserve and strengthen families”. DHS staff and Human Services Board should be commended for its visionary planning. The last three years of financial data clearly demonstrate the plan is being implemented at a pace available funds cannot handle. DHS has exceeded its budgets with a deficit of \$225,089 in 2016, \$1,934,293 in 2017, \$2,492,413 in 2018 and 2,180,909 in the preliminary report for 2019. Having continued budget overages is going to have substantial and long-term negative effects on the entire county’s critical needs, including the level of services and funding available for the vulnerable population and competitive staff compensation.

The problem is primarily caused by the lack of sufficient state reimbursement. Eau Claire County has repeatedly expressed our concern to the state. We should continue to lobby the state to do right by counties, but the county can’t count on it happening any time soon.

In DHS's data reporting out of home placements have been trending down and there has been transitioning from high-cost placements. This helped slow the cumulative deficit for 2019. This resolution supports and acknowledges these efforts and recognizes additional adjustments likely will be required to avoid the 4<sup>th</sup> year of a substantial deficit in the DHS department.

This resolution directs and grants/reaffirms the authority and responsibility of the Administrator to take significant action steps in the DHS department to ensure there is budget compliance in 2020. The resolution further attempts to provide the support, tools, and options to achieve a zero deficit in the DHS budget for 2020

This resolution directs the Administrator to evaluate with the DHS finance and county finance teams or contract for an evaluation to determine if the DHS fiscal department should be consolidated within the county finance department.

Respectfully submitted by,

Gerald “Jerry” Wilkie

County Board Supervisor District#19

2  
3 DIRECTING THE COUNTY ADMINISTRATOR TO TAKE SIGNIFICANT ACTION STEPS  
4 WITH THE DEPARTMENT OF HUMAN SERVICES TO ENSURE BUDGET  
5 COMPLIANCE IN THE YEAR 2020  
6

7 WHEREAS, the County Administrator, the County Finance Director, governing committees  
8 and the Finance and Budget Committee all have the responsibility to provide fiscal oversight,  
9 support adherence to the adopted budget, and report to the County Board; and,  
10

11 WHEREAS, among other things, the County Administrator administers the county budget  
12 and works with departments to remain in compliance with the adopted budget within the budget  
13 parameters. It is understood many departments have budget areas of risk. The administrator and  
14 department heads are expected to take all possible corrective action when departments are exceeding  
15 their budget; and,  
16

17 WHEREAS, the County Board of Supervisors is committed to seeing that the County  
18 Administrator has the necessary support and authority to achieve budget compliance in the  
19 Department of Human Services; and,  
20

21 WHEREAS, the Department of Human Services has exceeded its annual budgets resulting in  
22 deficits as follows: \$225,089 in the year 2016; \$1,934,293 in the year 2017; \$2,492,413 in the year  
23 2018; and the preliminary report for the year 2019 shows a deficit of \$2,180,909; and,  
24

25 WHEREAS, Eau Claire County has repeatedly expressed concern to the state for the lack of  
26 adequate state reimbursement. Eau Claire County should continue to lobby the state to do right by  
27 counties, but not count on it happening any time soon.  
28

29 WHEREAS, the repeated deficits of the Department of Human Services have contributed to  
30 placing Eau Claire County in a precarious financial condition that has resulted in depleted cash  
31 reserves, and a depletion of the county fund balance; and,  
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33 WHEREAS, the depleted cash reserves could result in the county needing to engage in short  
34 term borrowing to meet payroll. This may result in lost revenue associated with the cost of  
35 borrowing, and the potential loss of revenue from investments; and,  
36

37 WHEREAS, the continued depletion of the fund balance will at some point have an impact  
38 on the county's bond rating, causing a substantial increase in expense for the county when it comes  
39 to borrowing for the county's capital projects and to meet the county's critical needs; and,  
40

41 WHEREAS, currently there is an unacceptable time lag in the Department of Human  
42 Services fiscal reports which does not allow for prompt management adjustments and adequate fiscal  
43 oversight. As such, it may be beneficial to determine if the fiscal division of the Department of  
44 Human Services combined with the County Finance Department would be more cost-effective and  
45 improve fiscal reporting.  
46

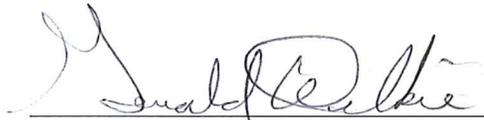
47 NOW THEREFORE BE IT RESOLVED, the County Administrator is directed to take  
48 significant action steps within the Department of Human Services to make sure there is  
49 compliance with the 2020 adopted budget; and,  
50

51 BE IT FURTHER RESOLVED, the County Administrator is authorized to place any

1 vacant positions on hold, or delay the hiring for newly approved positions in the Department of  
2 Human Services; and,  
3

4 BE IT FURTHER RESOLVED, the County Administrator is supported and directed to  
5 bring to the Department of Human Services Board and the Committee on Finance and Budget  
6 any administrative tool that is also required to be brought before the county board for approval,  
7 to fulfill the expectation of a Department of Human Services net-zero deficit in the year 2020;  
8 and,

9 BE IT FURTHER RESOLVED, the County Administrator shall either conduct an in-  
10 house evaluation or contract for an outside evaluation to determine if the Department of Human  
11 Services fiscal unit should be combined with the County Finance Department.  
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19 Supervisor Gerald Wilkie  
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21 Dated this 3rd day of March, 2020 .  
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APPROVED BY  
CORPORATION COUNCIL  
AS TO FORM

Reviewed by Finance Dept.  
for Fiscal Impact  
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4 -REQUESTING SUPPORT FOR AT LEAST A 20% INCREASE IN FEDERAL SMITH-  
5 LEVER AND 1890 EXTENSION CAPACITY FUNDING IN THE USDA'S NATIONAL  
6 INSTITUTE FOR FOOD AND AGRICULTURE  
7

8 WHEREAS, the Cooperative Extension system is the core mechanism through which land grant  
9 colleges and universities bring vital, practical information to agricultural producers, small  
10 business owners, consumers, families, and young people in rural and urban settings;  
11

12 WHEREAS, Cooperative Extension has a presence in virtually every county, parish and borough  
13 in the country;  
14

15 WHEREAS, these programs include 4-H, the country's largest youth development organization,  
16 which serves nearly 6 million youth and focuses on social and economic mobility for all kids,  
17 workforce development, and positively impacting the health of all Americans.  
18

19 WHEREAS, capacity funding through Smith-Lever and 1890's Extension is the backbone of the  
20 Extension system, which is leveraged many times over to implement science-based education  
21 programs and support local educators;  
22

23 WHEREAS, capacity funds give Extension the ability to respond quickly to extreme and  
24 emerging issues that fall outside of standard programs including responding to natural disasters  
25 and emerging health crises;  
26

27 WHEREAS, Smith-Lever capacity funding has not increased for the past several years, severely  
28 limiting the ability of the Extension system to meet counties' most pressing problems.  
29

30 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors  
31 requests and supports at least a 20% increase in federal Smith-Lever and 1890 Extension  
32 capacity funding in the USDA's National Institute for Food and Agriculture in the FY21 budget.  
33

34 BE IT FURTHER RESOLVED, that the Eau Claire County Board directs the county clerk to  
35 forward a copy of this resolution to the state legislators representing Eau Claire County,  
36 Governor Tony Evers and local elected officials within Eau Claire County. In addition, the  
37 county clerk is directed to provide a copy of this resolution to the Wisconsin Counties  
38 Association and the National Association of Counties, requesting their advocacy to support these  
39 goals.  
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ADOPTED:

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Committee on Administration

*Colleen Bates*  
*Heather De Luca*  
*Melissa Janssen*  
*Donald Morry*

\_\_\_\_\_  
Extension Committee

SJC

Dated this 26<sup>th</sup> day of February, 2020.

## FACT SHEET

### RESOLUTION 19-20/112

This resolution support passage of federal legislation known as the “Commitment to Veteran Support and Outreach” (CVSO) Act. If passed this legislation will provide \$50 Million per year and will allow the Secretary of Veterans Affairs to enter into contracts with states or award grants to states to promote health and wellness, prevent suicide and improve veterans at local levels. Currently, there is no federal funding available to County Veteran Service Officers.

## **Commitment to Veteran Support and Outreach (CVSO) Act**

*The CVSO Act will expand community-based outreach that will help veterans access services to improve their health and wellness and prevent suicides*

---

### **The Problem**

The number of veteran suicides nationwide continues to rise, and approximately 14 of the 20 veterans who die by suicide each day are not under Department of Veterans Affairs (VA) care. This national public health crisis requires a national approach that meets veterans where they're located. County Veteran Service Officers (CVSOs) are often the first point of contact in the community for veteran's services and they provide assistance on a range of benefits, including service-connected benefits, enrollment in VA health care, VA home loans, education benefits, and available job placement assistance. Veterans are not always aware of the available benefits, and CVSOs are often the first to inform them about their eligibility. CVSOs are local county employees who are nationally accredited by the VA to prepare, present, and prosecute VA claims. However, there is currently no federal funding directly available for CVSOs.

### **The Solution**

The *CVSO Act* will authorize \$50 million annually for five years to expand and support CVSOs or similar local entities, who currently assist veterans in obtaining over \$50 billion in benefits annually. The VA will award competitive grants to states to create, expand, or support programs that promote health and wellness, prevent suicide and reach veterans who need help navigating the often-burdensome VA process. States can submit an application containing a detailed plan for the use of these funds, and the Secretary will develop guidance for outcome measures to determine the effectiveness of the programs. Lastly, states must show that these federal funds do not simply supplant current state or local funding. By increasing the number of CVSOs, states will be better able to leverage their local and federal resources to serve our veterans.

### **Additional Information**

CVSOs perform much of the VA's legwork for filing claims in their counties with a modest number of approximately 1,700 accredited representatives throughout 36 states and two Native American Tribes. These employees are responsible for successfully processing more than \$22 billion in claims annually for direct compensation and pension benefits for veterans. If health care and ancillary benefits are included, that number rises to more than \$52 billion. States without CVSOs will also benefit from this legislation because it allows the Secretary to partner with comparable state, local or tribal entities, including Tribal Veteran Service Officers.

### **Cosponsors**

The legislation is cosponsored by Senators Tammy Baldwin (D-WI), Dan Sullivan (R-AK), Jon Tester (D-MT) and Steve Daines (D-MT).

### **Support**

The legislation is supported by the National Association of Counties (NACo), the National Association of County Veteran Service Officers (NACVSO), the Wisconsin Department of Veterans Affairs, and many individual CVSOs, local officials and stakeholders in Wisconsin and Alaska.

4 **SUPPORTING THE COMMITMENT TO VETERANS SUPPORT AND OUTREACH**  
5 **(CVSO) ACT.**

6  
7 WHEREAS, the number of veteran suicides has continued to rise nationwide. Approximately  
8 14 of the 20 veterans who die by suicide are not under Department of Veterans Affairs (VA) care.  
9 This is a public health crisis that requires a national approach where the veterans are located; and,  
10

11 WHEREAS, County Veterans Service Officers (CVSOs) are often the first point of contact  
12 in the community for veteran’s services and they provide assistance on a wide range of benefits,  
13 including service-connected benefits, enrollment in VA health care, VA home loans, education  
14 benefits and available job placement assistance; and,  
15

16 WHEREAS, veterans are not always aware of available benefits, and CVSOs are often the  
17 first to inform veterans of their eligibility. CVSOs are county employees who are nationally  
18 accredited by the VA to prepare, present and prosecute VA claims. Currently there is no federal  
19 funding available for CVSOs; and,  
20

21 WHEREAS, there is currently pending in Congress legislation known as the “Commitment  
22 to Veteran Support and Outreach Act” (CVSO Act) that authorizes the Secretary of Veterans Affairs  
23 to enter into contracts with States or to award grants to States to promote health and wellness,  
24 prevent suicide, and improve outreach to veterans. The CVSO Act will authorize \$50 Million  
25 annually for five years to expand and support CVSOs or similar local entities who currently assist  
26 veterans in obtaining over \$50 Billion in benefits annually.  
27

28 THEREFORE BE IT RESOLVED, That the Eau Claire County Board of Supervisors does  
29 hereby support pending legislation in the United States Congress known as the “Commitment to  
30 Veteran Support and Outreach Act (CVSO Act) that authorizes the Secretary of Veterans Affairs to  
31 enter into contracts with States or to award grants to States to promote health and wellness, prevent  
32 suicide, and improve outreach to veterans; and  
33

34 BE IT FURTHER RESOLVED. That the Eau Claire County Clerk is directed to forward a  
35 copy of this resolution to all Wisconsin Counties, The Eau Claire County Veterans Service Officer,  
36 The State of Wisconsin Department of Veteran’s Affairs; The National Association of Counties  
37 (NaCo) and the National Association of County Veterans Service Officers (NACVSO).  
38

39 ADOPTED:

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48 Committee on Administration

PROCLAMATION

PROCLAIMING SEVERE WEATHER AWARENESS WEEK APRIL 13-17,  
2020

WHEREAS, tornado emergencies are of great concern to Eau Claire County, presenting imminent threat to life and property, and significant impact upon those who are affected; and

WHEREAS, severe thunderstorm phenomena such as powerful wind gusts, large hail, flood-producing heavy rains, and lightning pose a threat to the lives, safety, and property of the citizens of Eau Claire County; and

WHEREAS, the State of Wisconsin had 28 confirmed tornadoes throughout 11 days in 2019. There were 6 confirmed tornadoes between Dunn, Chippewa, Clark, Trempealeau and Jackson Counties in 2019; and

WHEREAS, tornadoes, severe storms, flooding, and strong winds have caused hundreds of thousands of dollars in damage to homes, businesses in Eau Claire County; and

WHEREAS, the citizens of Eau Claire County are participating in two tornado drills, at 1:45 p.m. and 6:45 p.m. on Thursday, April 16, 2020 in order to educate all Eau Claire County residents on the importance of emergency preparedness; and

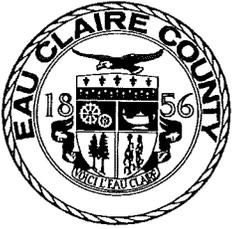
WHEREAS, the citizens of Eau Claire County can be seriously affected by tornadoes and severe weather, and it is essential that we increase awareness of the dangers of severe weather hazards and the protective measures that can be taken to proactively ensure safety during dangerous weather situations; and

NOW, THEREFORE, I, Nick Smiar, chair of the Eau Claire County Board of Supervisors, do hereby proclaim April 13-17, 2020 as Severe Weather Awareness Week and I call this observance to the attention to all citizens of Eau Claire County:

PRESENTED: This 17<sup>th</sup> day of March 2020.



\_\_\_\_\_  
Nick Smiar, County Board Chair



## OFFICE OF CORPORATION COUNSEL

EAU CLAIRE COUNTY  
EAU CLAIRE COUNTY COURTHOUSE  
721 OXFORD AVE., SUITE 3520  
EAU CLAIRE, WI 54703

PH: (715) 839-4836 Fax: (715) 839-6243



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*Sharon G. McIlquham  
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Charles R. Ellefsen, III*

### CORPORATION COUNSEL

*Timothy J. Sullivan*

March 4, 2020

TO: COMMITTEE ON ADMINISTRATION  
FROM: TIMOTHY SULLIVAN, CORPORATION COUNSEL  
RE: OLD ORCHARD CEMETERY

At the February meeting a discussion was held by the committee concerning the issue of whether the County, at the request of Randall Mundt, could transfer ownership of the Old Orchard Cemetery to the Helpful Hearts Foundation Inc. Subsequent to the last Committee on Administration meeting I had an opportunity to meet with Mr. Mundt, and I have had an opportunity to conduct further research on this issue.

#### **BACKGROUND:**

The Old Orchard Cemetery is a lot approximately 1/2 acre in size that is located on the West side of Eau Claire at the intersection of West Ridge Dr. and Mesa Ridge Dr. in the middle of the Sun Rae Mesa subdivision. The cemetery is what remains of the old county nursing home and county farm. The land surrounding the cemetery was sold in the mid 1990's and developed into a residential neighborhood. Traditionally, the cemetery has been used as a final resting place for the residents of the county farm or nursing home, who typically were indigent, and often did not have family or friends who were able to assist with the cost of burial.

Currently, the cemetery is maintained by the County Facilities department. According to Matt Theisen, Facilities Director, in the past 11 years 5 people have been buried in the cemetery, the last one being in the year 2014. To his knowledge all of those individuals were buried at the cemetery due to the fact that they were indigent, sometimes they were unknown individuals without identification and no family to contact, or if they were known did not have family to assist with funeral expenses. He indicated that there is space remaining within the cemetery but does not know exactly how much space is available.

The Helpful Hearts Foundation Inc. is a charitable organization, that is organized under the laws of the State of Wisconsin as a nonstock corporation. For purposes of the IRS it is a 501(c

) (3) tax exempt corporation that can accept donations. According to the Helpful Hearts Brochure its mission is to: “ *To offer dignified cremation and burial services to low income families in Wisconsin, especially those dealing with the painful loss of a child.*” Helpful Hearts Foundation was created by Randall Mundt, the owner of the Cremation Society of Wisconsin and the Stokes and Mundt Funeral Chapel Inc. Randall Mundt is listed by the State of Wisconsin as the Registered Agent for the Helpful Hearts Foundation Inc... (attached). In my conversations with Mr. Mundt he assured me that the interest of the Helpful Heart Foundation is consistent with the mission of the foundation, that being to offer dignified cremation and burial services to low income families.

### **SHOULD EAU CLAIRE COUNTY TRANSFER OWNERSHIP OF THE OLD ORCHARD CEMETERY TO THE HELPFUL HEARTS FOUNDATION?**

Wisconsin has enacted what are commonly called the anti-combination laws related to the ownership of funeral homes and cemeteries: Wis. Stats. §157.067(6) prohibits the owners of cemeteries from owning funeral homes; and §445.12 that prohibits funeral directors or operators from owning or operating a cemetery. Wis. Stats. § 445.12(6) states in part: *No licensed funeral director or operator of a funeral establishment may operate a mortuary or funeral establishment that is located in a cemetery or that is financially through an ownership or operation interest or otherwise, connected with a cemetery.* Wis. Stats §157.067(2) states in part: *. . .No cemetery authority may permit a funeral establishment to be located in the cemetery. No cemetery authority may have or permit an employee or agent of the cemetery to have an ownership, operation or other financial interest in a funeral establishment.” (emphasis added).*

If the Old Orchard Cemetery were to be transferred to the Helpful Heart Foundation, the Helpful Hearts would become the “cemetery authority “ for the Old Orchard Cemetery. The registered agent of Helpful Hearts is Randall Mundt, who is also the owner of Stokes and Mundt, and the Cremation Society which are funeral establishments. Transferring ownership of Old Orchard Cemetery would violate the anti-combination laws of Wisconsin, in particular, §157.067(2) that prohibits the cemetery authority from having one of their agents from having an ownership, operation or other financial interest in a funeral establishment.

The anti-combination laws in Wisconsin have been challenged in the courts by two cases *Porter v. State* , 2017 WI App 65, 378 Wis.2d 117, 902 N.W.2d 556, 16-1599., and *In re Cemetery Services., Inc v Department of Regulation and Licensing*, 221 Wis.2d 817, 586 N.W.2d 191 (Ct. App. 1998), 97-2115. In both cases the courts upheld the constitutionality of the laws and further found in *Cemetery Services* where there was foundation created to assume ownership, and that “*that the particular corporate structure will not save the funeral establishment from the anti-combination prohibitions.*”

Therefore, it is my opinion that Eau Claire County should not transfer ownership of the cemetery to the Helpful Hearts Foundation as it would create a violation of the anti-combination law.

After review of the statutes, I also believe there is a question as to whether the Old Orchard Cemetery can continue to be used for burial purposes. Wisconsin Statutes § 157.065 states:

**157.065 Location and ownership of cemeteries.**

- (1) No cemetery may be used for burials except any of the following:
  - (a) A cemetery in use on April 4, 1864.
  - (b) A cemetery organized and operated by any of the following:
    - 1. A municipality.
    - 2. A religious association.
    - 3. A fraternal or benevolent society.
    - 4. An incorporated college of a religious order.
    - 5. A cemetery association created under s. 157.062.
    - 6. A corporation organized under ch. 180 or 181.
    - 7. A limited liability company organized under ch. 183.

A “municipality” for this section is defined by Wis. Stats. §157.061 (11) as a town, village or city. It does not include a county. I am not aware if the Old Orchard Cemetery has been in use since 1864, and if it has not then then it may fall under the prohibition of §157.065 (1).

Further, Chapter 157.08 regulates “conveyances” of cemetery lots and land and requires that it be sold by the cemetery authority. A “cemetery authority” is defined in §157.061(2) as any person who operates a cemetery specified in 157.065 (1). The county is not a “cemetery authority” under 157.065(1) because it does not fall within the definition of a “municipality.”

Traditionally, the Old Orchard Cemetery has been used for the burial of the former residents of the County Farm, and what I am told most recently for those individuals for whom there was no other option because they may have had unknown identities, or were indigent and had no known family members and no estate from which they could pay for burial.

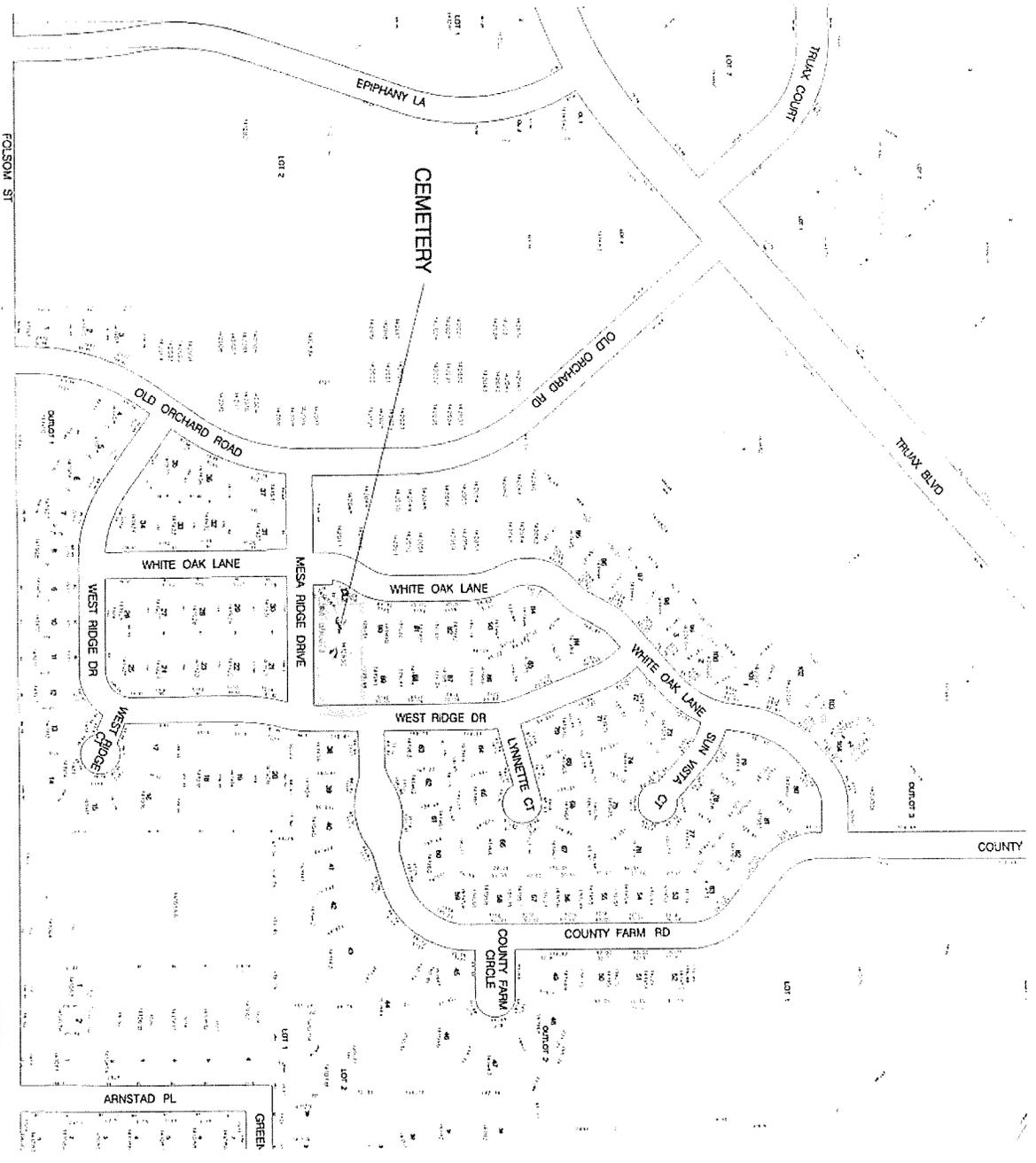
It seems clear that the county cannot sell cemetery lots under the language of the statutes. At best it seems that the Old Orchard Cemetery can be used for the same purpose that it has been traditionally used, for the burial of the unknown and/or indigent individuals who otherwise have no other options for burial. There is little to no law with regards to “potter’s fields” in Wisconsin. As you can imagine most of these cemeteries were created by cities and counties and continue to exist in a manner as the Old Orchard Cemetery.

CC: Kathryn Schauf, County Administrator  
Randall Mundt, Helpful Hearts Foundation, Inc. by email

Encl.



Cemetery parcel # 141283C  
CSM 596078





The State of Wisconsin

Department of Financial Institutions

HELPFUL HEARTS FOUNDATION, INC.

is hereby certified to engage in business as a

CHARITABLE ORGANIZATION

in the State of Wisconsin. This certification was approved on the 6th day of May in the year 2015.

The authority granted herein must be renewed by August 1 of each year by the granting authority.

In witness thereof, the State of Wisconsin  
Department of Financial Institutions  
has caused this certificate to be issued under  
the seal of the Department of Financial Institutions



Handwritten signature of Lon E. Roberts.

Lon E. Roberts  
Secretary, Department of Financial Institutions

Handwritten signature of George Petak.

George Petak  
Administrator, Division of Corporate and Consumer Services

This certificate of registration must be displayed conspicuously in the registrant's office or place of business.

This certificate was printed on the 6th day of July in the year 2016



2/19/2020

# Wisconsin Department of Financial Institutions

## Strengthening Wisconsin's Financial Future

Search for:

Helpful Hearts Foundation

Search Records

[Search](#)  
[Advanced Search](#)  
[Name Availability](#)

**Corporate Records**

Result of lookup for **C085888** (at 2/19/2020 2:21 PM )

## HELPFUL HEARTS FOUNDATION, INC.

You can: [File an Annual Report](#) - [Request a Certificate of Status](#) - [File a Registered Agent/Office Update Form](#)

### Vital Statistics

**Entity ID** C085888

**Registered Effective Date** 08/30/2013

**Period of Existence** PER

**Status** Incorporated/Qualified/Registered [Request a Certificate of Status](#)

**Status Date** 08/30/2013

**Entity Type** Non-Stock Corporation

**Annual Report Requirements** Non-stock Corporations are required to file an Annual Report under s. 181.1622 WI Statutes.

### Addresses

**Registered Agent Office** RANDALL MUNDT  
 535 S. HILLCREST PARKWAY  
 ALTOONA , WI 54720

[File a Registered Agent/Office Update Form](#)

**Principal Office** 535 S. HILLCREST PARKWAY  
 ALTOONA , WI 54720  
 UNITED STATES OF AMERICA

### Historical Information

#### Annual Reports

Year	Reel	Image	Filed By	Stored On
2019	000	0000	online	database
2018	000	0000	online	database
2017	000	0000	online	database
2016	000	0000	online	database

2015	000	0000	online	database
2014	000	0000	online	database

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**Certificates of Newly-elected Officers/Directors**

None

**Old Names**

Change Date	Name
Current	HELPFUL HEARTS FOUNDATION, INC.
11/19/2015	CREMATION SOCIETY OF WISCONSIN FOUNDATION, INC.

**Chronology**

Effective Date	Transaction	Filed Date	Description
08/30/2013	Incorporated/Qualified/Registered	08/30/2013	
08/30/2013	Articles of Correction	11/04/2013	DELAYS EFF DATE
09/16/2015	Change of Registered Agent	09/16/2015	OnlineForm 5
11/19/2015	Amendment	11/20/2015	Old Name = CREMATION SOCIETY OF WISCONSIN FOUNDATION, INC.

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