

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, May 12, 2020

2:30 p.m.

Location: Virtual Meeting via Webex Meet

Members Present: Mark Beckfield, Ray Henning, Gerald Wilkie, Nick Smiar, Colleen Bates

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

Others: Chris Hambuch-Boyle, Rob Karwath – Speak your Peace/Strategic Plan Consultant

Chair Smiar called the meeting to order at 2:33 p.m. and confirmed meeting notice.

Roll call was taken via vice vote and noted above under **present**.

No members of the public wished to speak. Direction on how the public could make comment was noted at the top of the agenda and no submissions were received.

The committee reviewed the minutes from April 14, 2020 and May 1, 2020. Chair Smiar asked for a motion to approve the minutes together. Supervisor Bates motioned to approve the minutes as presented; seconded by Supervisor Henning. Minutes were approved as presented by a unanimous voice vote.

The committee interviewed Chris Hambuch-Boyle for vacant supervisory district 16. Chris Hambuch-Boyle left the meeting at 2:47 p.m. Chair Smiar recommended to appoint Chris Hambuch-Boyle to district 16. Supervisor Beckfield motioned to approve the recommendation; seconded by Supervisor Bates. Chair Smiar excluded himself from the vote due to recommendation to self. Motion was approved 4, yes and 1 abstaining (Chair Smiar)

Rob Karwath provided an update and proposed plan of action to the Strategic Plan process. The committee discussed the proposed plan. Input provided to include:

- Strengthen partnerships with community partners
- Enhance the budget survey for more community input
- Figure out ways to take advantage of public opportunities to talk more about what role the County plays

Administrator Schauf provided a general update on the county's Covid-19 response and reminded of the County Taskforce and Community Economic Recovery Taskforce. Administrator Schauf is serving as liaison to Incident Command as the government representative. Continuing to monitor the situation. **Action:** Supervisor Wilkie asks that Chair Smiar requests for the jail captain (Bresina) to provide updates/comments at board meetings regarding jail updates and Covid-19.

Finance Director, Norb Kirk, provided an overview of a proposed budget process and timeline. Provided on screen during the discussion was an excel spreadsheet separating the old process and the new process. The budget process to include Finance & Budget in this capacity was changed in 2017 to compliment a County Administrator's budget. Statutes indicate that when a county has an administrator, the budget is that of the administrators and responsible for submitting to the board. The code advises that the County Administrator must consult with the Finance & Budget Committee regarding the budget. It is expected that the Finance & Budget Committee will present a resolution to correct the current county code to match process. Corporation

Counsel advised that any resolutions/ordinances that may be presented to any committee be reviewed by his office to ensure compliance with state statutes.

Chair Smiar recommended the reappointments of Ricky Strauch and Glory Adams to the Land Conservation Commission and the reappointment of Philip Swanhorst to the County Housing Authority.

Chair Smiar adjourned the meeting at 3:59 p.m.

Respectfully submitted by,

Samantha Kraegenbrink
Administrative Specialist III – Department of Administration