

AGENDA
Eau Claire County
Committee on Administration
Tuesday, October 13, 2020 at 2:30 p.m.
Virtual Meeting

Dial In: 1-415-655-0001 Access Code: **145 445 5427**

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments. Public comments are limited to 3 minutes per person and 30 minutes maximum for the public comment period

1. Call to Order and confirmation of meeting notice
2. Public Comment
3. Review/Approval of Committee Minutes – **Discussion/Action**
 - a. September 16, 2020
4. **File No. 20-21/078** – Ordinance: To amend Title 2 Chapter Table: Administration; to amend Chapter 2.75 County Risk Management Program – **Discussion/Action**
5. **File No. 20-21/080** – Resolution: Extending the existence of the special committee on rural broadband – **Discussion/Action**
6. Proposed Local Health Ordinance 20-21/073 - Discussion
7. Appointments – **Discussion/Action**
 - a. Library Planning Committee (Resident residing in municipality with a library)
8. Set Future Committee Meetings and Items for Discussion

Next Regular Meeting –November 10, 2020 at 2:30 p.m.

Prepared by: Samantha Kraegenbrink

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, September 16, 2020

2:00 p.m.

Virtual Meeting – Webex

Present (Committee on Administration): Gerald Wilkie, Nick Smiar, Colleen Bates, Mark Beckfield, Ray Henning

Present (Committee on Finance & Budget): Jim Dunning, Robin Leary, Gerald Wilkie, Stella Pagonis, Steve Chilson

Others: Samantha Kraegenbrink – Committee Clerk for Administration, Kathryn Schauf, Eric Killen, Lieske Giese, Amy Weiss – Committee Clerk for Finance & Budget, Jenessa Stromberger, Norb Kirk, Tim Sullivan

Public: Ryan Patterson, others present

Chair Smiar called the Committee on Administration to order at 2:00 p.m. and confirmed meeting notice. Chair Pagonis called the Committee on Finance & Budget to order at 2:00 p.m. and confirmed meeting notice.

Verbal roll call was taken for the Committee on Administration by Samantha Kraegenbrink and is noted above under present. Verbal roll call was taken for the Committee on Finance & Budget by Amy Weiss and is noted above under present.

Public comment was submitted and read by Samantha Kraegenbrink:

- Terry Gallegos opposing the proposed local health ordinance.

Director of Veterans Services, Eric Killen, provided a detailed presentation on the departments proposed budget. The committee had the opportunity to ask clarifying questions and discuss. Supervisor Beckfield motions to amend to restore the cost of the flags in the budget as they have been in the past. The flags should be of the larger size and made in the U.S.A. Supervisor Wilkie seconded the motion. All in favor.

Administrator Schauf provided a detailed presentation on the proposed budgets of Administration and County Board. The committee had the opportunity to ask clarifying questions and discuss. Supervisor Wilkie motions to recommend amending the Administration budget of \$21,900 (Legistar), seconded by Supervisor Beckfield. 3 yes, 2 no. Motion passes.

Supervisor Wilkie motions to recommend amending the County Board budget of \$12,936 (Legistar), seconded by Supervisor Beckfield. 3 yes, 2 no. Motion passes.

Administrator Schauf will look more into supervisor training and adjust budget as/if necessary.

Supervisor Wilkie motions to approve the following budgets, as amended noted in the respective meeting minutes:

- Facilities
- Information Systems
- Risk Management
- Child Support
- Corporation Counsel
- Veteran Services
- Administration
- County Board

All in favor; budgets accepted as amended.

Chair Pagonis adjourned the Finance & Budget at 3:51 p.m.


The committee reviewed the minutes from the September 8, 2020 meeting. The joint committee meeting minutes were removed from the agenda. Supervisor Henning motioned to approve the minutes; seconded by Supervisor Bates. All in favor to approve the minutes as presented.

Health Director Lieske Giese was in attendance to provide details on File No. 20-21/073.

Motion by Supervisor Wilkie, seconded by Supervisor Bates. All were in favor, motion passes.

The meeting was adjourned at 4:17 p.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Samantha Kraegenbrink". The signature is written in a cursive style with a large initial "S".

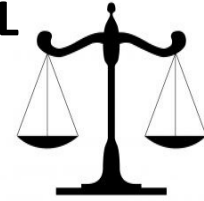
Samantha Kraegenbrink – Committee Clerk



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Timothy J. Sullivan

October 5, 2020

FACT SHEET 20-21.078, Amending Chapter 2.75.

This ordinance amends Chapter 2.75 County Risk Management Program, to reflect changes to the program. The “director” of the Risk Management program was previously the purchasing director. With the retirement of Frank Draxler and the re organization of the risk management program the responsibilities of the director have been transferred to the Risk Manager. The ordinance amends Chapter 2.75 to reflect these changes.

Timothy J. Sullivan
Corporation Counsel
TJS

2
3 TO AMEND TITLE 2 CHAPTER TABLE: ADMINISTRATION; TO AMEND CHAPTER
4 2.75 COUNTY RISK MANAGEMENT PROGRAM

5
6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7
8 SECTION 1. That Chapter 2.75 of the Table of Title 2 of the code be amended to read:

9
10 2.75 County ~~Safety~~ Risk Management Program

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12 SECTION 2. That Chapter 2.75 of the code be amended to read:

13
14 Chapter 2.75

15
16 COUNTY RISK MANAGEMENT PROGRAM

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19 Sections:

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- 21
- 22 2.75.001 Purpose.
- 23 2.75.010 Definitions.
- 24 2.75.020 Responsibilities of ~~director~~ Risk Manager
- 25 2.75.030 Responsibility of departments.
- 26 2.75.040 Employee responsibility.
- 27

28 2.75.001 Purpose. The purpose of this chapter shall be to establish a risk
29 management program including the promotion of employee safety for the county. The risk
30 management objectives include:

- 31 A. Protection of the county against financial consequences of accidental losses which
- 32 are catastrophic in nature and preservation of county assets and public service capabilities.
- 33 B. Minimization of long term costs to the county due to activities related to the
- 34 identification, prevention and control of accidental losses and their consequences.
- 35 C. Provision of a safe and healthy work and service environment, in which
- 36 employees, and the general public can enjoy safety and security in the course of their daily
- 37 pursuits. It is the county’s goal to prevent employee illness and injury and to reduce county
- 38 losses of property and productivity, which may result because of employee accidents.
- 39 D. Specific risk management provisions.
- 40 1. Loss control committee (with members representing upper management
- 41 who will establish county goals, support ~~R.M.~~ risk management activities and monitor for
- 42 effectiveness).
- 43 2. Hazard identification activities (including facilities, equipment,
- 44 environmental assessments, job hazard analysis and work practice monitoring).
- 45 3. Insurance/self-insurance program (distribution of risk where appropriate).
- 46 4. Self-insurance of worker’s compensation program (reducing claims and
- 47 losses).
- 48 5. Compliance with OSHA and Wisconsin Department of ~~Commerce~~ safety
- 49 ~~requirements~~ Safety and Professional Services (federal and state laws).

1 6. Employee and management training programs (such as alcohol and drug
2 awareness; defensive driving; safe work practices, sexual harassment prevention and others).

3 7. Safety committees (to facilitate employee partnerships for promoting
4 communication of safety needs, expectations, and resources).

5 8. Contract managing program (enforcing minimum insurance levels and
6 safety requirements for contractors).

7 9. ~~Safety coordinator~~ Risk Manager (to promote a proactive safety
8 environment; to coordinate and facilitate hazard control activities within the workplace).

9
10 2.75.010 Definitions. The following definitions apply to this chapter:

11 A. "Committee" means the committee on administration.

12 ~~B. "Director" means the purchasing director.~~

13 ~~C, B.~~ "Employee" means all persons, ~~whether paid on an hourly basis or via salary,~~
14 ~~both management and nonmanagement and represented by a collective bargaining agreement and~~
15 ~~nonrepresented~~ employed and paid by Eau Claire County regardless of employee status.

16 ~~D. C.~~ "Loss control" means any action designed to reduce financial losses to the least
17 possible amount.

18 ~~E. D.~~ "Loss reduction" means any measure taken to reduce the severity of a loss after it
19 occurs.

20 ~~F. E.~~ "Loss prevention" means any measure taken to reduce the frequency of loss.

21 ~~G. F.~~ "Workers compensation coordinator" the risk manager ~~means shall be the~~
22 employee assigned the responsibility for coordinating the workers compensation paperwork.

23
24 2.75.020 Responsibilities of ~~director~~ Risk Manager.

25 A. The ~~director~~ risk manager shall have the responsibility of implementing the
26 county's risk management program and shall enforce county ~~polices-~~ policies and procedures by
27 directive. The loss control committee shall promulgate policies and procedures which shall be
28 formulated and recommended by the ~~director~~ risk manager.

29 B. With respect to employee safety matters, subject to the supervision of the county
30 administrator, the ~~director~~ risk manager shall have ~~line~~ authority over all county ~~administrative~~
31 ~~personnel~~ department heads and officers solely for the purpose of implementing the county risk
32 management program with respect to this chapter.

33 C. The ~~director~~ risk manager is authorized to appoint, with the concurrence of the
34 respective department heads, safety committees and loss control committees to be composed of
35 supervisory and nonsupervisory personnel therein. Such committees shall assist the ~~director~~ risk
36 manager in the formulation of risk management policies and procedures and in their
37 implementation.

38 D. Other responsibilities include:

39 1. Identifying and measuring all risk of accidental loss.

40 2. Selection and recommendation of appropriate risk management techniques
41 for specific exposure problems.

42 3. ~~Develop~~ Utilize and maintain an information system for timely and
43 accurate recording of losses, claims, insurance premiums and other costs.

44 ~~3~~ 4. Analyzing and allocating insurance premiums, uninsured losses and other
45 risk costs to the budgetary units.

46
47 2.75.030 Responsibility of Departments.

48 A. The respective department heads and their subordinate supervisors shall cooperate
49 with and implement the directives of the ~~director~~ risk manager.

1 B. Department heads shall be primarily responsible for the implementation of county
2 risk management policies, procedures and activities.

3 C. Subject to the general supervision of their department heads, supervisors shall be
4 responsible for the following aspects of the safety program:

- 5 1. Inspection of work areas or job sites for physical hazards;
- 6 2. Supervision of employees for the purpose of ascertaining and enforcing
7 compliance of their work habits with county risk management policies and procedures; and
- 8 3. Within one working day of the knowledge of the occurrence or the report
9 thereof, whichever is first, the reporting to the worker's compensation coordinator of all
10 employee accidents, injuries and near misses and the causes thereof.

11 D. Failure of department heads or subordinate administrators to comply with the
12 county risk management policies and procedures may result in discipline invoked by the county
13 administrator or the appropriate department head, in accordance with 2.75.040 D.

14
15 2.75.040 Employee responsibility.

16 A. All employees shall comply with such provisions of the county risk management
17 policies and procedures as may affect or concern their job description, work habits and work
18 sites.

19 B. Each employee who suffers an injury or is involved in an accident on the job shall
20 report the same verbally to the supervisor as soon as is physically possible after the occurrence.
21 Within one working day he or she shall submit the employee incident form, ~~upon forms as~~
22 supplied by the supervisor, a detailed written report of the nature of the occurrence. The injured
23 employee shall keep the supervisor or the worker's compensation coordinator informed of the
24 injury status, including informing the supervisor or worker's compensation coordinator within
25 one working day after learning of a recommended surgery for cure or treatment of the injury.
26 The injured employee shall make "contact" with the supervisor or worker's compensation
27 coordinator at least once every 7 ~~less~~ lost work days. "Contact" meaning: Providing detailed
28 information regarding the condition of the employee's injury in the form of written physician
29 reports; and status updates (via a personal telephone call or visit) of other relevant findings and
30 plans.

31 C. Employees shall submit only worker's compensation claims pertaining to
32 employment at Eau Claire County. Inappropriate and fraudulent claims will be denied.
33 Information related to fraudulent claims will be forwarded to the district attorney for appropriate
34 action and to the human resources department for the appropriate discipline which may lead to
35 termination.

36 D. Failure to comply with the county risk management policies and procedures may
37 result in discipline of an employee based upon just cause. Discipline shall be invoked by the
38 appropriate department head based upon information provided by the director and the human
39 resources director.

40
41 ENACTED:

I hereby certify that the foregoing correctly
represents the action taken by the undersigned
Committee on October __, 2020 by a vote of
__ for, and __ against.

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47 _____
48 Nick Smiar, Chair
49 Committee on Administration

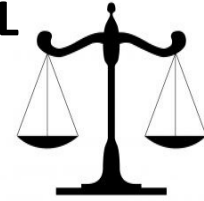
TS/yk



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October 5, 2020

FACT SHEET 20-21/080

This resolution extends the existence of the special committee on rural broadband. The committee was originally formed as the result of resolution 19-20/020. The committee was to be in existence for “up to 12 months or until a final plan was approved.”

There is a need to extend the existence of the rural broadband committee so they can complete their work of “identifying under-served rural areas, identify funding resources, identify potential strategies to improve access, and to recommend cooperative ventures to improve rural broadband coverage.”

Based on the information provided by Supervisor Mowry: as of this time the broadband special committee has developed a vision, mission, and goals/objectives but not a final plan. They have applied for a pilot program to WEDA and the PSC for the Broadband Connectors Pilot Program and their number one goal is to develop a plan to bring broadband access to all of Eau Claire County.

Timothy J. Sullivan
Corporation Counsel
TJS

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EXTENDING THE EXISTENCE OF THE SPECIAL COMMITTEE ON RURAL BROADBAND

WHEREAS, The Eau Claire County Board of Supervisors, pursuant to Resolution No. 19-20/020, Enrolled No. R163-013 created a special committee on Rural Broadband; and,

WHEREAS, the Rural Broadband Special committee was charged with the function of identifying under-served rural areas and gaps in broadband service. Identify potential strategies to improve access, and recommend cooperative ventures to improve rural broadband coverage; and,

WHEREAS, the Rural Broadband Committee is composed of varied stakeholders who represent educational, technical, Extension, and rural partners; and,

WHEREAS, the Rural Broadband Committee has made progress in reaching its goals it has yet to approve a final plan to improve access to broadband services in rural areas of Eau Claire County.

NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors extends existence of the special committee on Rural Broadband as created by Resolution No. 19-20/020, Enrolled No. R163-013 until such time as a final plan is approved but not longer than 12 months from the date of approval of this resolution.

I hereby certify that the foregoing correctly represents the action of the Committee on Administration on October ____, 2020, by a vote of ____ for, and ____ against.

Nick Smiar, Chair
Committee on Administration