



AGENDA
Eau Claire County
Committee on Administration
Tuesday, March 8, 2022 at 2:30 p.m.
Virtual Meeting

Access by Phone:

Dial In: 1-415-655-0001 Access Code: 2596 211 3748

Access Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mb4d5c0c84edf8a821d40c7a378113c37>

Meeting Password: hNpVZBAM297

For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 60 minutes prior to the start of the meeting

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment
4. Review of meeting minutes – **Discussion/Action**
 - a. February 1, 2022
 - b. February 11, 2022
5. Quarter 4 Reports ([Report Central](#))– **Information/Discussion**
 - a. Facilities – Matt Theisen
 - b. Child Support – Megan Brasch
 - c. Corporation Counsel – Sharon McIlquham
 - d. Information Systems – Greg Dachel
 - e. Veteran Services – Eric Killen
 - f. Administration/Risk Management – Kathryn Schauf, Sonja Leenhouts, Jeneise Briggs
6. Proclamation proclaiming March 27-April 2, 2022, as “Fair Housing Week” in the County of Eau Claire – **Discussion/Action**
7. Proclamation proclaiming Severe Weather Awareness Week as April 4-8, 2022 – **Discussion/Action**

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



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8. File No. 21-22/093: Ordinance to amend section 3.15.030 of the Code: Position and Full Time Equivalency (FTE) establishment – **Discussion/Action**
9. File No. 21-22/099: Ordinance to amend section 2.04.030 D. of the Eau Claire County Code; Rule 3- -Opening of meeting – **Discussion/Action**
10. Administrator Updates – **Information/Discussion:**
 - a. ARPA Funding Progress
 - b. Strategic Planning Progress
 - c. Workplan
11. Adjourn

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

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MINUTES
Eau Claire County
Committee on Administration
Tuesday, February 1, 2022
Virtual Meeting

Present: Gerald Wilkie, Colleen Bates, Nancy Coffey, Nick Smiar, Mark Beckfield (2:35 p.m.)

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Tim Sullivan, Jeneise Briggs, Matt Theisen, Norb Kirk, Sonja Leenhouts, Joseph Russell (von Briesen & Roper), Mindy Dale (von Briesen & Roper), Amy Weiss, Dave Riewestahl

Public: Ryan Patterson – Leader Telegram, Dane Zook – County Board Supervisor, others present

Call to Order and confirmation of meeting notice

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

Roll Call

The Committee Clerk took the roll, and it is noted above under present.

Public Comment

No members of the public wished to make comment.

Review/Approval of Committee Meeting Minutes

Motion by Supervisor Bates, seconded by Supervisor Coffey to approve minutes from January 11, 2022. No additions/deletions or corrections. Approved unanimously.

Update from von Briesen & Roper, s.c. by Joseph Russell and/or Mindy Dale.

Mindy Dale and Joseph Russell from von Briesen & Roper provided an update/background regarding being hired to assist the County with the DHS investigation with the Sheriff's office. The committee was given the opportunity to discuss.

Review of Q3 County Board Finance Report

Samantha Kraegenbrink provided a report on the Q3 County Board finances.

Administrator Updates

Administrator Schauf provided an update on the following:

- a. ARPA Funding Progress
- b. Strategic Planning Progress
- c. Workplan

Rules of the Board

Corporation County Sullivan provided background information on the process of the Rules of the Board.

Board Effectiveness and Communication

Chair Smiar provided background on item regarding the onboarding process of new members and ongoing education for incumbent board members.

Corporation Counsel update by Kathryn Schauf

Kathryn Schauf provided an update on the Corporation Counsel recruiting status. A special meeting will be held with this committee to conduct interviews.

Adjourn

The meeting was adjourned at 4:01 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



MINUTES

Eau Claire County
Committee on Administration
Friday, February 11, 2022 at 10:00 a.m.
Virtual Meeting

Present: Colleen Bates, Mark Beckfield, Gerald Wilkie, Nick Smiar, Nancy Coffey

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf

Call to Order and confirmation of meeting notice

Chair Smiar called the meeting to order at 10:00 a.m. and confirmed meeting notice.

Roll Call

The committee clerk called the roll. Attendees are listed above under present.

Public Comment

No members of the public wished to provide comment.

Closed session

Supervisor Bates motioned to move into closed session pursuant of 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, in order to conduct employment interviews for the position of Corporation Counsel. Supervisor seconded the motion. All in favor, the committee moved into closed session at 10:03 a.m.

The committee moved out of closed session at 11:52 a.m. and the meeting was immediately adjourned.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

PROCLAMATION

-PROCLAIMING MARCH 27 THROUGH APRIL 2, 2022,
"FAIR HOUSING WEEK" IN THE COUNTY OF EAU CLAIRE-

WHEREAS, the purpose of the federal Fair Housing Law is to make fair housing a reality for all, regardless of race, color, religion, national origin, age, sex, sexual orientation, ancestry, marital status, lawful source of income, handicap, or familial status; and

WHEREAS, there is a need to continue to reinforce the concepts of freedom of choice, equality, and an open housing market to prevent discriminatory practices from continuing; and

WHEREAS, promoting fair housing is the responsibility of everyone; and

WHEREAS, it is the policy of the County to prohibit discrimination in housing, thereby assuring equal opportunity to all persons to live in decent, safe and sanitary housing facilities.

NOW, THEREFORE, I, Nick Smiar, Chairperson of the Eau Claire County Board of Supervisors, do hereby proclaim the week of March 27 through April 2, 2022, as:

"FAIR HOUSING WEEK"

in Eau Claire County and urge all citizens to support the goals of Fair Housing Laws.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the County of Eau Claire to be affixed. Done at the Courthouse in the City of Eau Claire this _____ day of _____, 2022.



Nick Smiar, Chairperson
Eau Claire County Board of Supervisors

PROCLAMATION

PROCLAIMING SEVERE WEATHER AWARENESS WEEK APRIL 4-8, 2022

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 41 confirmed tornadoes throughout 10 days in 2021. There were 12 confirmed tornadoes between Eau Claire, Dunn, Chippewa, Clark, Trempealeau and Jackson Counties in 2021; 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 7, 2022, 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 4-8, 2022 as Severe Weather Awareness Week and I call this observance to the attention to all citizens of Eau Claire County:

PRESENTED: This 15th day of March 2022

Nick Smiar, County Board Chair

FACT SHEET

TO FILE NO. 21-22/093

Amending Section 3.15.030 of the Code

This ordinance amends the county code to reflect the process of creating or amending positions during the annual budget process. In all circumstances the creation of new positions or the amending of new positions is subject to the approval of the full county board.

During the annual budget process new positions have been requested by the department head in their proposed budget. This proposed budget, including the new or amended position is reviewed by the governing committee jointly with the finance and budget committee and the county administrator and is subject to the recommendation of the county administrator in her proposed budget, and the proposed amendments of the finance and budget committee. This is forwarded to the county board as part of the budget package for consideration and approval. This process of creating new positions during the annual budget process is not currently reflected in the code. These proposed changes will reflect that process.

Outside of the annual budget process, a department would make a request for the creation of a new position, or the amending of existing positions through a resolution to their governing committee and the human resources committee, that is subject to approval by the county board. This language already exists in the code, but the proposed changes would limit this process to outside of the annual budget process.

Depending on the amount, the creation of a new position outside of the budget process may be subject to review by the finance and budget committee and approval by the board as a budget amendment under Section 4.04.060 B. 4. of the code.

Fiscal Impact: \$0.00

Respectfully Submitted,

Timothy J. Sullivan
Corporation Counsel

2
3 TO AMEND SECTION 3.15.030 OF THE CODE: POSITION AND FULL TIME
4 EQUIVALENCY (FTE) ESTABLISHMENT

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

7
8 SECTION 1. That Section 3.15.030 of the code be amended to read:

9
10 3.15.030 Position and full-time equivalency (FTE) establishment.

11 A. Consistent with 3.03.020 A., authorization for all regular position titles and full-
12 time equivalency or changes therein is subject to the recommendation of the governing
13 committee, the committee and approval by the county board.

14 1. Notwithstanding the amendment process under section 4.02.070, changes
15 to existing positions and the creation of new positions that are made during the annual budget
16 process and consistent with Section 4.02.020 of this code, shall be reviewed by the governing
17 committee, the committee on finance and budget and be subject to the recommendation of the
18 county administrator and the approval of the county board at the annual budget meeting.

19 2. Changes to existing positions and the creation of new positions that occur
20 outside of the annual budget process shall be subject to the recommendation of the governing
21 committee, the committee on human resources, and subject to the approval of the county board.

22 B. Authorization for all temporary part-time, casual, and seasonal positions or
23 changes therein shall be approved by the director, subject to departmental budgetary constraints.

24 C Each full-time equivalency within a position title shall be determined and
25 designated as regular, temporary part-time, casual, or seasonal.

26 D. Authorization for the addition, reduction, or deletion of FTE within a position title
27 is subject to the ~~recommendation of the governing committee, the committee,~~ the procedure set
28 forth in A. 1. & 2. and approval by the county board.

29
30 ENACTED:

31
32 I hereby certify that the foregoing
33 correctly represents the action taken
34 by the undersigned Committee on
35 Administration on February __, 2022
36 by a vote of __ for, and __ against.

37 _____
38 Nick Smiar, Chair
39 Committee on Administration

40
41 I hereby certify that the foregoing
42 correctly represents the action taken
43 by the undersigned Committee on
44 Finance and Budget on February __, 2022
45 by a vote of __ for, and __ against.

46
47 _____
48 Stella Pagonis, Chair
49 Committee on Finance and Budget

I hereby certify that the foregoing
correctly represents the action taken
by the undersigned Committee on
Human Resources on February __,
2022 by a vote of __ for and __ against.

Mark Beckfield, Chair
Committee on Human Resources

FACT SHEET

TO FILE NO. 21-22/099

Amending Section 2.04.030 D. Order of Business for the Annual Meeting.

This ordinance amends Section 2.04.030 D. of the Code also known as Rule 3 of the Board.

The annual meeting is also known as the annual budget meeting.

This ordinance amends the agenda of the annual budget meeting to require a presentation of the departmental budgets by the chairs of the governing committees, and the chair of the committee on finance and budget.

These presentations provide an explanation of the departmental budgets to all board members prior to engaging in deliberation of the budget.

Fiscal Impact: \$0.00

Respectfully Submitted,

Supervisor Gerald Wilkie
District 18

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TO AMEND SECTION 2.04.030 D. OF THE EAU CLAIRE COUNTY CODE;
RULE 3- -OPENING OF MEETING

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

SECTION 1. That Subsection D. of Section 2.04.030 of the code be amended to read:

D. Order of Business for the Annual Meeting. The order of business shall be as follows for the annual meeting:

- 1. Call to order;
- 2. Honoring of the flag and moment of reflection;
- 3. Call of the roll;
- 4. Approval of the journal of proceedings;
- 5. Public hearing on the annual budget;
- 6. Presentation of petitions, claims and communications;
- 7. Presentation of a summary of departmental budgets by the chairs of the governing committees and the chair of the finance and budget committee.
- ~~7.~~ 8. Budget deliberations;
- ~~8.~~ 9. Reports to the county board under 2.04.320;
- ~~9.~~ 10. First reading of ordinances by committees;
- ~~10.~~ 11. First reading of ordinances and resolutions by members;
- ~~11.~~ 12. Reports of standing committees, committees, commissions and boards under 2.04.160 and second reading of ordinances. The committee chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee action;
- ~~12.~~ 13. Reports of select committees and second reading;
- ~~13.~~ 14. Appointments.

I hereby certify that the foregoing correctly represents the action taken by the undersigned Committee on Administration on March __, 2022 by a vote of ___ for, and ___ against.

Nick Smiar, Chair
Committee on Administration

TJS/yk