



AGENDA

Eau Claire County
Committee on Administration
Tuesday, May 9, 2023, at 2:30 p.m.
Eau Claire County Government Center
721 Oxford Ave., Eau Claire • Room 3312

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m1d29da23569fe4672eb05b7a3ec25c7b>

Join by meeting number:

Meeting number: 2590 878 1249 Password: t2uRMmZZj36

Join by phone:

Dial in: 415-655-0001 Access Code: 2590 878 1249

1. Call to Order and confirmation of meeting notice
2. Roll call
3. Public Comment
4. Review of meeting minutes – **Discussion/Action**
 - a. April 5, 2023
 - b. April 11, 2023
5. File No. 23-24/003: Ordinance to amend section 2.04.445 A. of the Code: Committee on Judiciary and Law Enforcement – **Discussion/Action**
6. File No. 23-24/007: Resolution requesting resolutions be considered at the 2023 WCA Annual Business Meeting – **Discussion/Action**
7. File No. 23-24/008: Resolution abolishing 1.0 (FTE) Maintenance Technician position and creating 1.0 (FTE) Maintenance Technician Lead in the Eau Claire County Facilities Department – **Discussion/Action**
8. File No. 23-24/012: Amending 2.04.010 B (Rule 1), 2.04.130 C (Rule 13), and 2.04.310 B (Rule 31) of the Code: Attendance at meetings – **Discussion/Action**
9. Proclamation proclaiming Saturday, June 19, 2023, as “Juneteenth Day” in Eau Claire County – **Discussion/Action**
10. Conduct Inquiry Board Applicants/Appointment Recommendations – **Discussion/Action**
11. County Board Supervisor technology options – **Discussion/Action**
 - a. Survey Results: https://www.surveymonkey.com/results/SM-OC8c8TPWkuSrGI0NKCEZfw_3D_3D/

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.



AGENDA

Eau Claire County
Committee on Administration
Tuesday, May 9, 2023, at 2:30 p.m.
Eau Claire County Government Center
721 Oxford Ave., Eau Claire • Room 3312

12. Administrator Updates: Kathryn Schauf, County Administrator – **Information/Discussion**
13. Adjourn

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.



MINUTES

Eau Claire County
Committee on Administration
Wednesday, April 5, 2023, at 6:30 p.m.
Eau Claire County Government Center
721 Oxford Ave., Eau Claire • Room 3312

Present: Jerry Wilkie, Nick Smiar, Nancy Coffey, Connie Russell, Judy Gatlin

Others: Kathryn Schauf, Sharon McIlquham

Call to Order and confirmation of meeting notice

Chair Smiar called the meeting to order at 6:30 p.m. and confirmed meeting notice.

Roll call

Roll call is listed above under present.

Public Comment

None.

Proclamation for National Public Health Week 2023

Motion by Supervisor Coffey, seconded by Supervisor Russell. Motion carried, 5-0.

Adjourn

The meeting was adjourned at 6:32 p.m.

Respectfully submitted by,

Kathryn Schauf – County Administrator



MINUTES

Eau Claire County
Committee on Administration
Tuesday, April 11, 2023, at 2:30 p.m.
Eau Claire County Government Center
721 Oxford Ave., Eau Claire • Room 3312

Present: Gerald Wilkie, Connie Russell, Nancy Coffey, Nick Smiar, Allen Myren (ex-officio)

Others: Samantha Kraegenbrink – County Administrator, Kathryn Schauf, Sonja Leenhouts, Victoria Seltun (von Briesen & Roper, s.c.), Norb Kirk, Charity Zich, Greg Dachel

Call to Order and confirmation of meeting notice

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

Roll call

Roll call was taken and is listed above.

Public Comment

No members of the public wished to make a comment.

Review of meeting minutes from March 14, 2023

Motion by Supervisor Coffey, seconded by Supervisor Wilkie. No deletions, corrections, or additions. The minutes were approved unanimously.

Discussion on County Administrator's performance evaluation process and timeline – Facilitator Attorney Victoria Seltun, von Briesen & Roper, s.c.

Victoria Seltun led a discussion on the performance evaluation process and timeline as it relates to the County Administrator. The committee was given the opportunity to discuss.

Chippewa Valley Regional Airport Ownership and Operation Agreement (File 005)

Motion by Supervisor Russell, seconded by Supervisor Russell. Charity Zich, Airport Director provided background information. Update item 8, line 4 of the item, to remove Ethics Code and update it to say "Code of Conduct" with correct chapter. All in favor, resolution approved.

Administrator Updates

Administrator Schauf provided updates on the following work:

- a. ARPA
 - i. Broadband
 - ii. Timeline and use of funds
- b. RPN

Moving Strategic Plan to Odd numbered years

Administrator Schauf provided background on the request to move the strategic plan to odd numbered years. Members had the opportunity to discuss. Motion by Supervisor Wilkie to move the strategic planning process to odd number years beginning in January 2025 seconded by Supervisor Coffey. All in favor, motion passes.



MINUTES

Eau Claire County

Committee on Administration

Tuesday, April 11, 2023, at 2:30 p.m.

Eau Claire County Government Center

721 Oxford Ave., Eau Claire • Room 3312

Appointments

Motion by Supervisor Coffey to confirm appointments, seconded by Supervisor Russell. All in favor, appointments are confirmed.

- ADRC
 - Terri Stanley (new appointment)
 - Ron Hon (new appointment)
 - William Libberton (new appointment)
- Chippewa Valley Regional Airport Commission
 - Peter Hoeft (reappointment)
 - Bill Hilgedick (reappointment)
- Groundwater Advisory Committee
 - Sham Anderson (reappointment)
 - Anna Mares (reappointment)
 - Darryl Farmer (new appointment)
 - Jane Mohler (new appointment)
- Housing Authority
 - Ricardo Garcia (reappointment)
- Local Emergency Planning Commission
 - Diane Hunter (reappointment)
 - Ben Frederick (reappointment)
 - Bobby King (reappointment)
 - Frank Neibauer (reappointment)
 - Tom Lochner (reappointment)
 - Darrell Christy (reappointment)
 - Dustin Walters (new appointment)
- Nutrition Advisory Council
 - Sue Miller (reappointment)
 - Jackie Minor (reappointment)
 - Frank Neibauer (reappointment)

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

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

FACT SHEET

TO FILE NO. 23-24/003

County Ordinance 2.04.445 defines the responsibility of the Committee on Judiciary and Law Enforcement. This amendment is updating and correcting the county departments for which the Committee on Judiciary and Law Enforcement has oversight.

Fiscal Impact: \$0

Respectfully Submitted:
Connie Russell, District 13

1 Enrolled No.

ORDINANCE

File No. 23-24/003

2
3 TO AMEND SECTION 2.04.445 A. OF THE CODE: COMMITTEE ON JUDICIARY AND
4 LAW ENFORCEMENT

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

7
8 SECTION 1. That Subsection A. of Section 2.04.445 of the code be amended to read:

9
10 A. The committee shall be responsible to the county board for the departmental
11 policy and oversight of the sheriff's ~~department office~~, ~~the offices of the district attorney's office~~,
12 clerk of courts, register in probate/clerk of juvenile court, ~~family court commissioner~~, circuit
13 court, and criminal justice services~~collaborating council~~.

14
15 ENACTED:

16
17 _____
18
19 _____
20
21 _____
22
23 _____
24
25 _____

26 Committee on Administration

27
28 VOTE: _____ Aye _____ Nay

29
30 Dated this _____ day of _____, 2023.

31
_____ *Steve Paganini*
_____ *J. Gerald Decker*
_____ *Constance Russell*
_____ *Brett King*

Committee on Judiciary and Law Enforcement

VOTE: 4 Aye 0 Nay

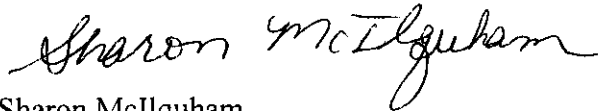
Dated this 19th day of April, 2023.

FACT SHEET

TO FILE NO. 23-24/007

This resolution refers to resolutions adopted by the county board beginning with the June 2022 meeting, which took positions on proposed state legislation or issues under consideration by the state legislature or which the board recommended for consideration by the state legislature. If the recommendations in the county board resolutions were acted on by the state legislature they have not been included. If adopted, a copy of this resolution and the resolutions referred to will be forwarded to the Wisconsin Counties Association for review by the appropriate steering committee and consideration at the 2023 WCA Annual Business Meeting.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sharon McIlquham". The signature is written in black ink and is positioned above the printed name and title.

Sharon McIlquham
Corporation Counsel

SGM/YK

2
3 REQUESTING RESOLUTIONS TO BE CONSIDERED AT THE 2023 WCA ANNUAL
4 BUSINESS MEETING

5
6 WHEREAS, each year counties can submit resolutions to be considered at the annual
7 WCA Convention; and

8
9 WHEREAS, the deadline for submitting resolutions to be considered at the 2023 WCA
10 Annual Business Meeting is on June 19, 2023; and

11
12 WHEREAS, the following adopted resolutions, beginning with the July 2022 meeting are
13 appropriate to be forwarded for consideration at the 2023 WCA Annual Business Meeting.

14
15 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
16 recommends that the following resolutions and any resolutions adopted at the June meeting, be
17 sent to WCA for consideration at the 2023 WCA Annual Business Meeting.

- 18
- 19 1. Resolution File No. 22-23/025 RESOLUTION REQUESTING THE STATE
- 20 LEGISLATURE MODIFY LEVY LIMITS IN 2022 FOR 2023 (July 19, 2022, Agenda
- 21 pp. 39-41)
- 22 2. Resolution File No. 22-23/040 RESOLUTION TO LEGALIZE CANNABIS SALES
- 23 AND PLACE ON THE NOV. 8TH BALLOT (July 19, 2022, Agenda pp. 36-38)
- 24 3. Resolution File No. 22-23/080 RESOLUTION IN SUPPORT OF INCREASED
- 25 COUNTY CHILD SUPPORT FUNDING (March 21, 2023, Agenda pp. 20)
- 26

27 BE IT FURTHER RESOLVED that the county clerk, before June 19, 2023, send certified
28 copies of this resolution and the above-named resolutions with a cover letter to Mark D. O’Connell,
29 WCA Executive Director, requesting that the above resolutions be considered at the 2023 WCA
30 Annual Business Meeting.

31
32
33 ADOPTED

34 _____

35 _____

36 _____

37 _____

38 _____

39 _____

40 _____

41 _____

42 _____

43 _____

44 _____

45 Committee on Administration

46
47 VOTE: _____ AYE _____ NAY

FACT SHEET

TO FILE NO. 23-24/008

This resolution abolishes one Maintenance Technician position, pay grade H, in the Facilities Department and creates a Maintenance Technician Lead position, pay grade J. This requested change is based on the job description assessment completed by the Facilities Department and the review completed by the Human Resources Department. The Maintenance Technician Lead position allows for improved frontline supervision, leadership, and the authority to make operational decisions resulting in safer more efficient facilities operations.

Fiscal Impact: Maintenance Technician Lead position - pay Grade J. 2023 impact - \$1592; 2024 impact - \$3184.

Respectfully Submitted,

Matthew Theisen

Matt Theisen
Facilities Director

2
3
4 ABOLISHING 1.0 (FTE), MAINTENANCE TECHNICIAN POSITION AND CREATING 1.0
5 (FTE) MAINTENANCE TECHNICIAN LEAD IN THE EAU CLAIRE COUNTY FACILITIES
6 DEPARTMENT

7
8 WHEREAS, the Facilities Department evaluates position vacancies as part of long range
9 and strategic plans as well as organizational structure; and

10
11 WHEREAS, the Facilities Department assessed job descriptions and the structure
12 surrounding the departments current workforce; and

13
14 WHEREAS, abolishing the Maintenance Technician position, pay grade H, and creating
15 a Maintenance Technician Lead, pay grade J, is beneficial for the organizational structure of the
16 Facilities Department and this change was submitted to Human Resources for review; and

17
18 WHEREAS, the review of the Maintenance Technician Lead position recommends that
19 the pay grade for this position be grade J, and the title match the position duties; and

20
21 WHEREAS, abolishing the Maintenance Technician position, pay grade H, and creating
22 the Maintenance Technician Lead position, pay grade J, will allow the Facilities & Human
23 Resources Departments to recruit for the position that better suits the needs and organizational
24 structure of the Facilities Department.

25
26 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
27 Supervisors hereby approves abolishing 1.0 (FTE) Maintenance Technician position, pay grade
28 H, and creating of 1.0 (FTE) Maintenance Technician Lead position and placing the salary for
29 the position in pay grade J in the Eau Claire County Facilities Department.

30
31 ADOPTED:

32
33 _____
34 _____
35 _____
36 _____
37 _____
38 _____
39 _____
40 _____
41 _____

42 Human Resources Committee
43 Dated this ____ day of _____, 2023.

Committee on Administration
Dated this ____ day of _____, 2023.

44
45 Vote: ____ Aye ____ Nay

Vote: ____ Aye ____ Nay

FACT SHEET
TO FILE NO. 23-24/012

This ordinance relates to Sections 2.04.010 B, 2.04.130 C, and 2.04.310 B of the code regarding meeting attendance.

Circumstances may arise in which a county board supervisor is unable to attend a meeting in person, but the supervisor may still wish to participate in the meeting in a meaningful way. Over the last three years, due to the global pandemic of COVID-19, remote meetings have become accessible and commonplace.

At present, the county board chair has the authority to approve remote participation for a supervisor with an illness or an approved accommodation under the Americans with Disabilities Act.

There are circumstances that may arise that may hinder a supervisor from attending a meeting in person. That circumstance may be a family constraint or a personal limitation that temporarily inhibits a supervisor from attending in person.

Given the advancement in video conferencing technology, which is installed in the county board room, as well as multiple meeting rooms, and the fact that the county supervisors have individual personal tablets to access the meetings, these facts would allow the county to permit a more flexible code for remote appearances. Under the current code provision, severe weather does not qualify as either a pandemic or a crisis, but merely a dangerous situation for travel. Most recently a county board meeting was cancelled due to severe weather.

The county code continues to require diligent committee service, and the revisions are constructed to prevent any violation with the open meetings law. This amendment allows a supervisor to appear remotely for two county board meetings per year, as well as two committee meetings per year, based on their own judgment, but maintains a requirement of a quorum with a physical presence, as monitored by the clerk and the chair. Any additional remote participation requires approval from the chair, either the county board chair or the committee chair. This amendment further allows the entire board to meet remotely based on an exigent circumstance as identified by the county board chair.

Fiscal Impact: \$0

Respectfully submitted:
Tami Schraufnagel, District 26
Stella Pagonis, District 4

2
3 AMENDING 2.04.010 B (RULE 1), 2.04.130 C (RULE 13), and 2.04.310 B (RULE 31) OF
4 THE CODE: ATTENDANCE AT MEETINGS

5
6 2.04.010
7

8 B. All meetings shall be held in the county board of supervisors' chambers at the
9 courthouse unless otherwise ordered by the board. All members of the board shall attend
10 meetings in person. An individual supervisor may appear remotely and participate in two county
11 board meetings in a given year, based on the supervisor’s discretion. The supervisor is required
12 to inform the county board chair and the county clerk of their intent to participate remotely as
13 soon as the supervisor determines the need to appear remotely. Any additional need for remote
14 participation within a year shall require approval by the chair. The committee clerk shall track
15 remote appearances which shall be reflected in the committee minutes. The chair has maintains
16 the authority to approve remote participation by electronic means for individual members for
17 specific meetings, and remote participation by electronic means for longer defined periods of
18 time for those members with a known disability or illness or incapacitation that prevents
19 preventing in person attendance at the meeting. Supervisors may also participate in meetings
20 remotely as an approved accommodation under the Americans with Disabilities Act as
21 determined by the Eau Claire County Human Resources Department.
22

23 “Participation” or “participate” includes the right to speak and vote on an agenda item.
24 Each meeting notice shall contain access information for any board member, staff, or a member
25 of the public to view the open sessions of the meeting remotely. The chair shall have the
26 authority to allow an individual to speak remotely during public comments or on an agenda item
27 and determine which individuals may remotely attend a closed session of the board.
28

29 Notwithstanding the above, the chair of the county board in response to a pandemic, ~~or~~
30 crisis, or other exigent circumstance, such as severe weather, and for finite and specific time
31 period, shall have the authority to authorize meetings to be held remotely either at another
32 location or by electronic means that includes ~~the~~ participation of members by videoconference or
33 ~~by~~ teleconference.
34

35
36 2.04.130 (Rule 13 – Diligent Committee Service)
37

38 C. ~~The chair of Eau Claire County~~ Members of standing committees, boards or
39 commissions may approve remote participation participate in the meetings by electronic means
40 for individual members for specific meetings, and remote participation by electronic means for
41 longer defined periods of time for members with a known disability or illness or incapacitation
42 that prevents preventing in person attendance at the meeting. Supervisors may participate
43 remotely for two meetings per year with notification to the committee chair and committee clerk,
44 as long as a quorum of committee members is physically present, as determined by the
45 committee chair and the committee clerk. Diligent committee service continues to be the primary
46 expectation. Supervisors may also participate in Eau Claire County standing committee, board or
47 commission meetings remotely as an approved accommodation under the Americans with
48 Disabilities Act as determined by the Eau Claire County Human Resources Department.
49 “Participation or “participate” includes the right to speak and vote on an agenda item. The
50 committee clerk shall track remote appearances which shall be reflected in the committee
51 minutes.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

2.040.310 (Rule 31 Committee meetings)

B. No standing committee meeting shall be held without ~~the majority~~ a quorum of the committee members ~~in physical attendance~~ physically present. ~~except~~ In cases of extreme emergency or other exigent circumstances, as approved by the committee chair, an individual member may participate remotely for two meetings per year based on the supervisor's discretion. Other committees, commissions, boards and councils may meet via telephone conference call, ~~phone~~ using a speaker phone or videoconference ~~ing~~ at the discretion of the chair, ~~but only if all available county board members are in physical attendance at the meeting site.~~ so long as a quorum of the committee members is physically present. Notwithstanding the above, if the chair of the county board authorizes meetings to be held remotely under section 2.04.010 B the chair of the committee may convene the meeting remotely by electronic means that include attendance of all members by videoconference or teleconference.

ADOPTED

Committee on Administration

VOTE: _____ AYE _____ NAY

Dated this _____ day of _____, 2023

PROCLAMATION

PROCLAIMING SATURDAY, JUNE 19, 2023, AS “JUNETEENTH DAY” IN EAU CLAIRE COUNTY

WHEREAS, Juneteenth is the oldest known celebration commemorating the Emancipation Proclamation, the document which ended slavery in the United States; and

WHEREAS, June 19, 1865 is recorded in history as the date when word of the Emancipation brought freedom to the last remaining slaves in the country; and

WHEREAS, this occasion in the United States has grown into a global celebration which encourages self-development and appreciation for all races and cultures; and

WHEREAS, many area organizations and community members have organized a celebration to heighten awareness of this observance and to provide an opportunity for all people in the community to get together and share in an atmosphere of respect and inclusion.

NOW, THEREFORE, THE EAU CLAIRE COUNTY BOARD OF SUPERVISORS hereby proclaim Monday, June 19, 2021, as Juneteenth Day in the County of Eau Claire and encourages all residents to join in recognizing this day of unity, freedom, and opportunity and to honor the diversity of all racial and ethnic groups in our community.

Dated this 16th day of May 2023

Nick Smiar, Eau Claire County Board
Chairperson

County Board iPad Upgrade/Replacement Options

**dollar amounts are as of 4/26/2023 and subject to change*

- iPad case with Keyboard \$50-\$70
- iPad 10th generation 64gb \$450 + case
- iPad 10th generation 256gb \$\$602 + case (recommended over the 64gb)

- Dell Windows 14" laptop (i3) \$833

Optional

- \$150/yr to Upgrade Microsoft O365 E2 (email only license) to a E3 which includes Office (excel, word, etc.. AND OneDrive for backups) This software will work on either the iPad or Windows systems.

NOTE: The voting software will work on either the iPad (ios) or Windows systems.

NOTE: It currently is harder for IS to manage updates to the remote Windows laptops because they will not be connecting to the county's internal network. We will be moving to a InTune cloud management solution in the second half of the year which will allow us to remotely manage these types of systems better.