



## AGENDA

Eau Claire County

### *Joint Meeting*

Committee on Administration & Committee on Finance & Budget

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

Eau Claire County Government Center

721 Oxford Ave., Eau Claire • Room 1277

*A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.*

#### **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. 2024 Department Budget Presentations – **Discussion (Both) /Action (Committee on Administration)**
  - a. Facilities Department presented by Matt Theisen, Facilities Director
5. Adjournment of the Committee on Finance & Budget
6. Review of meeting minutes – **Discussion/Action**
  - a. June 13, 2023
  - b. June 20, 2023
7. United Way Day off with Pay: Charity Zich, Chair of the United Way Committee/Airport Director – **Discussion/Action**
8. Resolution for ARPA funds for Broadband Contract: Fairchild Fiber Connect Project– **Discussion/Action**
9. Administrator Updates: Kathryn Schauf, County Administrator – **Information/Discussion**

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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10. Appointments – **Discussion/Action**

- a. Local Emergency Planning Committee
  - i. Jamie Burkhardt (reappointment)
  - ii. Sarah Seifert (new appointment)
- b. Broadband Committee
  - i. Brian Barres
- c. EMS Study Committee
  - i. Joe Alf (Township Fire/EMS Representative)
  - ii. Jake Brunette (Assistant Corporation Counsel)
  - iii. Tyler Esh (Emergency Management Director)
  - iv. Rod Eslinger (Director of Planning & Development)
  - v. Supervisor Allen Myren
  - vi. Supervisor Todd Meyer
  - vii. Supervisor Dane Zook

11. Move into closed session

Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation date of any “public employee” over which the governmental body has jurisdiction or exercises responsibility. *County Administrator Annual Performance Evaluation*

12. Adjourn

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

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# Facilities

## DEPARTMENT MISSION

To provide cost-effective and efficient general and preventative maintenance/custodial service to County departments and facilities, and provide a safe, secure, clean, and healthy work environment for employees and the general visiting public.

## DEPARTMENT BUDGET HIGHLIGHTS

The increase in personnel costs, rising energy costs, and increase in contract prices made the biggest impact in this year's budget request. Additional lease revenue offsets some of the increased costs to operate the County facilities. The two new solar arrays being installed this year will lessen the energy cost rise. This budget aligns with the County's priority of maintaining our current facilities.

## STRATEGIC DIRECTION AND PRIORITY ISSUES

- Continue expanding facility maintenance service to offsite County departments such as the new Highway Facility.
- Implement energy efficiency/reduction projects at all County facilities.
- Explore additional renewable energy options to continue working towards the County's carbon neutrality goal.
- Capital improvement investments to maintain/improve County facilities.

## TRENDS AND ISSUES ON THE HORIZON

- Increased employee salary and benefit costs
- High costs of energy, fuel, equipment, parts, and supplies.
- Recruiting/retaining employees is becoming increasingly difficult.
- Contract costs are increasing.
- Adequate staffing to accommodate increasing demand for department services.
- Funding for energy efficiency/renewable energy projects.
- Collaborating with other departments to share staffing resources.

## OPERATIONAL CHANGES IN 2023

- Eliminated contract cleaning services and added two custodians to County staff to bring cleaning back in house.
- Eliminated one Maintenance Tech position and created one Maintenance Tech Lead position.

## POSITION CHANGES IN 2024

- None planned.

## OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None foreseen.

## **Facilities**

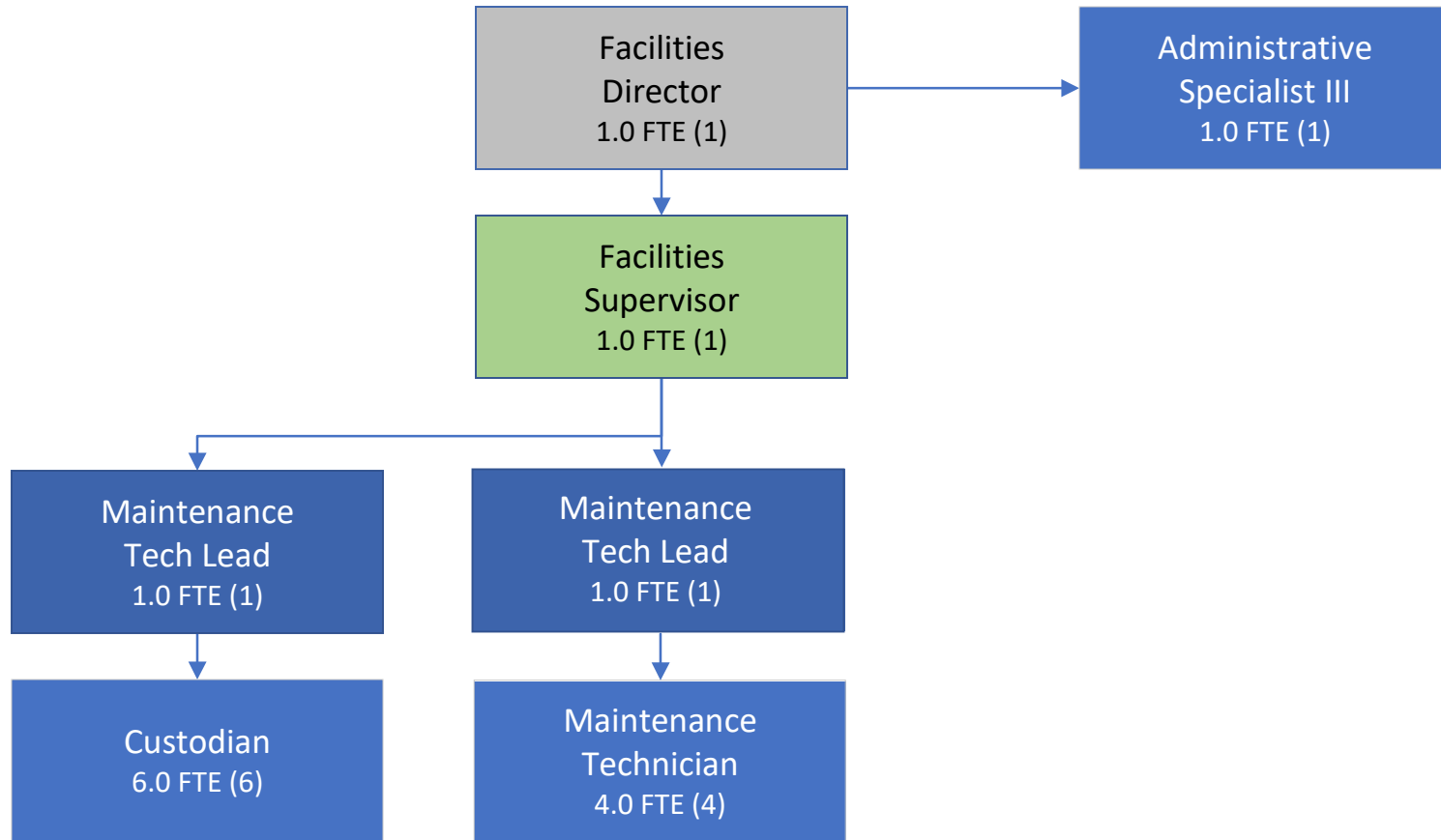
### **OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT**

- None foreseen.

### **KEY ASSUMPTIONS AND POTENTIAL RISKS**

- Extreme temperature events and geopolitical risks could affect energy usage and costs further.
- Staff retention issues may at times reduce the level of service the department can provide.

# Facilities



## Courthouse/Jail/Towers

In house department that provides cost effective, efficient maintenance and custodial services for the Eau Claire County Courthouse. Provides a safe, secure, clean, and healthy work environment for courthouse employees and general visiting public.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
General requests/repairs completed	4,290	4,178	4,090	2,066
<i>*YTD indicates Jan-Jun Results</i>				
OUTCOMES	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
95% of maintenance and custodial work orders will be completed within 7 days of being requested.	98%	97%	94%	92%
Maintenance cost per square footage of building (not including labor & utilities)	\$1.39	\$1.22	\$1.26	\$0.40
Utilities (Electric & Natural Gas) cost per square footage of building.	\$1.12	\$1.37	\$1.65	\$0.68
<i>*YTD indicates Jan-Jun Results</i>				

## Ag Center

In house department that provides cost effective, efficient maintenance and custodial services for the Eau Claire County AG Center. Provides a safe, secure, clean, and healthy work environment for AG Center employees and general visiting public.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
General requests/repairs completed	139	131	143	65
<i>*YTD indicates Jan-Jun Results</i>				
OUTCOMES	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
95% of maintenance and custodial work orders will be completed within 7 days of being requested.	98%	99%	95%	91%
Maintenance cost per square footage of building (not including labor & utilities)	\$1.53	\$1.53	\$2.20	\$0.45
Utilities (Electric & Natural Gas) cost per square footage of building.	\$0.35	\$0.40	\$0.62	\$0.22
<i>*YTD indicates Jan-Jun Results</i>				

## Cemetery

In house department that provides cost effective maintenance, service procurement, and contract oversight for the Orchard Cemetery.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>	
Grave sites maintained	318	318	318	318	
Square footage of grounds mowed & maintained	31,873	31,873	31,873	31,873	
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
95% of maintenance and custodial work orders will be completed within seven days.	95%	100%	100%	100%	100%
<i>*YTD indicates Jan-Jun Results</i>					

## Facilities

### Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$1,913,368	\$2,133,628	\$2,133,628	\$2,212,321	4%
05-Intergovernmental Charges for Services	\$599	-	\$168	-	
09-Other Revenue	\$499,567	\$540,768	\$540,966	\$569,495	5%
<b>Total Revenues:</b>	<b>\$2,413,534</b>	<b>\$2,674,396</b>	<b>\$2,674,762</b>	<b>\$2,781,816</b>	<b>4%</b>

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$640,208	\$640,236	\$699,433	\$762,871	19%
02-OT Wages	\$5,407	\$12,000	\$12,000	\$12,000	0%
03-Payroll Benefits	\$276,274	\$312,012	\$364,305	\$427,829	37%
04-Contracted Services	\$1,312,026	\$1,563,493	\$1,445,103	\$1,430,148	-9%
05-Supplies & Expenses	\$100,843	\$121,250	\$121,250	\$122,177	1%
07-Fixed Charges	\$25,487	\$19,223	\$19,423	\$20,500	7%
09-Equipment	\$2,476	\$6,182	\$6,182	\$6,291	2%
<b>Total Expenditures:</b>	<b>\$2,362,721</b>	<b>\$2,674,396</b>	<b>\$2,667,696</b>	<b>\$2,781,816</b>	<b>4%</b>

<b>Net Surplus/(Deficit)- Facilities</b>	<b>\$50,813</b>	<b>\$0</b>	<b>\$7,066</b>	<b>\$0</b>	
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# Facilities

## Budget Analysis

	2023 Adjusted Budget	2023 Operational Changes not Budgeted	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$2,133,628	-	\$78,693	\$2,212,321
05-Intergovernmental Charges for Services	-	-	-	-
09-Other Revenue	\$540,768	-	\$28,727	\$569,495
<b>Total Revenues</b>	<b>\$2,674,396</b>	<b>-</b>	<b>\$107,420</b>	<b>\$2,781,816</b>

01-Regular Wages	\$640,236	\$59,520	\$63,115	\$762,871
02-OT Wages	\$12,000	-	-	\$12,000
03-Payroll Benefits	\$312,012	\$37,997	\$77,820	\$427,829
04-Contracted Services	\$1,563,493	(\$97,517)	(\$35,828)	\$1,430,148
05-Supplies & Expenses	\$121,250	-	\$927	\$122,177
07-Fixed Charges	\$19,223	-	\$1,277	\$20,500
09-Equipment	\$6,182	-	\$109	\$6,291
<b>Total Expenditures</b>	<b>\$2,674,396</b>	<b>-</b>	<b>\$107,420</b>	<b>\$2,781,816</b>



## Facilities

### Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	1,913,368	2,133,628	2,133,628	2,212,321	Allocated tax levy	100%
Facilities/ Work For Others	599	-	168	-	Do not budget for this	100%
Facilities/ Rent Co Bldg & Offices	465,851	509,868	509,868	537,668	Lease agreement revenue	100%
Facilities/Cell Tower Lease Revenue	32,725	30,900	30,900	31,827	Lease agreement revenue	100%
Facilities/ Misc Revenue	991	-	198	-	Do not budget for this	100%
<b>TOTAL</b>	<b>\$2,413,534</b>	<b>\$2,674,396</b>	<b>\$2,674,762</b>	<b>\$2,781,816</b>		

## Facilities

### Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	-	-	-	-
Utility Services	824,451	1,070,578	1,057,616	1,072,909
Repairs And Maintenance	487,575	492,915	387,487	357,239
Other Contracted Services	-	-	-	-
<b>Total</b>	<b>\$1,312,026</b>	<b>\$1,563,493</b>	<b>\$1,445,103</b>	<b>\$1,430,148</b>

## Facilities

### Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Courthous/ Contracted Services	360,454	373,765	268,337	237,986	Repair Services-HVAC, Elevators, Fire Alarm System, etc.	Repairs And Maintenance
Courthous/ Water-Sewer-Stormwater	102,908	118,444	118,444	121,997	Water/Sewer	Utility Services
Courthous/ Electricity	464,978	555,795	550,000	553,000	Electricity	Utility Services
Courthous/Gas & Fuel Oil	215,462	350,750	345,000	350,750	Gas and Fuel Oil	Utility Services
Courthous/ Telephone	3,840	3,840	3,840	3,840	Office Telephone	Utility Services
Courthous/ Cellular Phone	3,785	4,910	3,605	4,100	Cellular Phone	Utility Services
Courthous/ Mach & Equip Mntce	7,003	7,000	7,000	7,000	Vehicles & Equipment Maintenance	Repairs And Maintenance
Courthous/ Grounds Maintenance	29,988	30,000	30,000	30,000	Grounds Maint. Supplies & Services	Repairs And Maintenance
Courthous/ Bldg Maintenance	65,278	66,000	66,000	66,000	Building & Building Equipment Repair	Repairs And Maintenance
Courthous/ Refuse Collection	17,610	20,750	20,750	22,825	Refuse/Recycling Removal	Utility Services
Orchard Cemetery/ Vets Graves	-	1,000	1,000	1,000	Cemetery Lawn Mowing	Repairs And Maintenance
Ag Center Bldg/ Contracted Services	7,825	8,150	8,150	8,253	Repair Services-HVAC, Elevators, Fire Alarm System, etc.	Repairs And Maintenance
Ag Center Bldg/ Water-Sewer-Stormwater	1,790	3,012	2,900	3,012	Water/Sewer	Utility Services
Ag Center Bldg/ Electricity	3,645	5,000	5,000	5,000	Electricity	Utility Services
Ag Center Bldg/ Gas & Fuel Oil	3,635	5,000	5,000	5,000	Gas and Fuel Oil	Utility Services
Ag Center Bldg/ Grounds Maintenance	2,968	3,000	3,000	3,000	Grounds Maint. Supplies & Services	Repairs And Maintenance
Ag Center Bldg/ Bldg Maintenance	14,060	4,000	4,000	4,000	Building & Building Equipment Repair	Repairs And Maintenance
Ag Center Bldg/ Refuse Collection	2,817	3,077	3,077	3,385	Refuse/Recycling Removal	Utility Services
716 1St Ave/ Water-Sewer-Stormwater	714	-	-	-	Water/Sewer	Utility Services
716 1St Ave/ Electricity	1,592	-	-	-	Electricity	Utility Services
716 1St Ave/ Gas Heat	1,218	-	-	-	Gas and Fuel Oil	Utility Services
716 1St Ave/ Refuse Collection	458	-	-	-	Refuse/Recycling Removal	Utility Services
<b>TOTAL</b>	<b>\$1,312,026</b>	<b>\$1,563,493</b>	<b>\$1,445,103</b>	<b>\$1,430,148</b>		



## **AGENDA**

Eau Claire County

Committee on Administration

Tuesday, June 13, 2023, at 2:30 p.m.

Eau Claire County Government Center  
721 Oxford Ave., Eau Claire • Room 3312

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

Ex-officio Present: Allen Myren, Steve Chilson, Dane Zook

Other Supervisors: Larry Hoekstra

Others: Samantha Kraegenbrink, Kathryn Schauf, Angela Eckman, Greg Dachel, Jake Brunette, Sharon McIlquham, Sonja Leenhouts, Norb Kirk, Victoria Seltun (von Briesen), Tyler Esh (remote)

### **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 is listed above under present and ex-officio present.

### **Public Comment**

No members of the public wished to make comment.

### **Review of meeting minutes from May 9, 2023**

Motion by Supervisor Gatlin, seconded by Supervisor Wilkie. No additions, deletions, or corrections. All in favor, minutes passed.

### **File No. 23-24/019: Resolution authorizing the creation of a special committee to explore countywide Emergency Medical Services**

Motion by Supervisor Coffey, seconded by Supervisor Russell. Administrator Schauf provided background on materials provided. All in favor, motion carried.

### **File No. 23-24/022: Resolution extending the existence of the select committee, Highway Building Committee**

Motion by Supervisor Gatlin, seconded by Supervisor Wilkie. All in favor, motion carried.

### **Appointments**

Motion by Supervisor Russell, seconded by Supervisor Coffey. All in favor, motion carried.

- a. Human Services Board
  - i. Kathy Clark (Reappointment)
- b. Sustainability Advisory Committee
  - i. Jeni Thorpe (New appointment)
- c. Broadband Committee
  - i. Rozanne Traczek



## AGENDA

Eau Claire County  
Committee on Administration  
Tuesday, June 13, 2023, at 2:30 p.m.  
Eau Claire County Government Center  
721 Oxford Ave., Eau Claire • Room 3312

### Move into closed session

Motion by Supervisor Gatlin pursuant to Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation date of any “public employee” over which the governmental body has jurisdiction or exercises responsibility. *County Administrator Annual Performance Evaluation*. Seconded by Supervisor Coffey.

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

Ex-officio Present: Allen Myren, Steve Chilson, Dane Zook

Others: Kathryn Schauf, Victoria Seltun.

The meeting moved into closed session.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



## MINUTES

Eau Claire County  
Committee on Administration  
Tuesday, June 20, 2023, at 6:30 p.m.  
Eau Claire County Government Center  
721 Oxford Ave., Eau Claire • Room 3312

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

Others: Kathryn Schauf, Sharon McIlquham, Greg Dachel

### Call to Order and confirmation of meeting notice

Chair Smiar called the meeting to order at 6:30 a.m.

### Roll call

Roll call is listed above under present.

### Public Comment

No members of the public wished to make comment.

### Appointments

Motion by Supervisor Coffey, seconded by Supervisor Gatlin to approve the following appointments:

- a. Board of Land Use Appeals
  - i. Randall Stutzman (reappointment)
  - ii. Gary Eslinger (reappointment)

All in favor, motion carries.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted by,

Kathryn Schauf – County Administrator

FACT SHEET  
TO FILE NO. 23-24/026

Resolution 21-22/054, approved by the Eau Claire County Board on September 21, 2021, designated a minimum of Two Hundred Fifty Thousand dollars (\$250,000) of funding received through the American Rescue Plan Act of 2021 to be used for Broadband Administration, (\$30,000), Third party ARPA Administration, (\$70,000), and Project Manager, (\$150,000). Dave Hayden has already completed work to assist with this project through a consultant services contract, however the funding previously allocated through the contract for the consultant services has already been expended. Additional consulting services are necessary to complete the Public Service Commission Grant and to continue with the completion of the Fiber Connect Project. It is estimated the amount of time required to complete the consulting services for this project is estimated to be 200 hours, to be completed at a rate of \$75 per hour, with the total costs of \$15,000. At this time, approximately \$50,000 of funds are not obligated of the original \$250,000 allocated to expanding broadband connectivity though out the county. This resolution designates Fifteen Thousand Dollars (\$15,000) of previously allocated ARPA funds designated to be used for the purpose of project manager services to continue the expansion of broadband in the Town of Fairchild and the Village of Fairchild and assist with completion of the Public Service Commission Grant Project which will provide fiber service to twenty-four (24) residences, one (1) business, and three anchor institutions in the Town of Fairchild and the Village of Fairchild through the Fiber Connect Project.

Fiscal Impact: \$15,000 (from ARPA funds designated for project manager services costs under File 21-22/054)

Respectfully Submitted,

Sharon L.G. McIlquham  
Corporation Counsel  
Eau Claire County, Wisconsin

2  
3 DESIGNATING FIFTEEN THOUSAND DOLLARS (\$15,000) OF PREVIOUSLY  
4 ALLOCATED AMERICAN RESCUE PLAN ACT (ARPA) FUNDS DESIGNATED TO BE  
5 USED FOR THE EXPANSION OF BROADBAND SERVICES FOR THE PURPOSE OF  
6 PROGRAM MANAGER SERVICES OF DAVE HAYDEN TO CONTINUE THE EXPANSION  
7 OF BROADBAND IN THE TOWN OF FAIRCHILD AND THE VILLAGE OF FAIRCHILD  
8 AND ASSIST WITH COMPLETION OF THE PUBLIC SERVICE COMMISSION GRANT  
9 PROJECT WHICH WILL PROVIDE FIBER SERVICE TO TWENTY-FOUR (24)  
10 RESIDENCES, ONE (1) BUSINESS, AND THREE ANCHOR INSTITUTIONS IN THE TOWN  
11 OF FAIRCHILD AND THE VILLAGE OF FAIRCHILD THROUGH THE FIBER CONNECT  
12 PROJECT

13  
14 WHEREAS, in Resolution 21-22/054, the Eau Claire County Board of Supervisors  
15 designated a minimum of Two Hundred Fifty Thousand dollars (\$250,000) of funding received  
16 through the American Rescue Plan Act of 2021 to be used as funding for Broadband  
17 Administration, (\$30,000), Third party ARPA Administration, (\$70,000), and Project Manager,  
18 (\$150,000); and

19  
20 WHEREAS, Dave Hayden has already completed work to assist with this project through  
21 a consultant services contract, however the funding previously allocated through the contract for  
22 the consultant services has already been expended; and

23  
24 WHEREAS, additional consulting services are necessary to complete the Public Service  
25 Commission Grant and to continue with the completion of the Fiber Connect Project; and

26  
27 WHEREAS, it is estimated the amount of time required to complete the consulting services  
28 for this project is estimated to be 200 hours, to be completed at a rate of \$75 per hour, with the  
29 total costs of \$15,000; and

30  
31 WHEREAS, at this time, approximately \$50,000 of funds are not obligated of the original  
32 \$250,000 allocated to expanding broadband connectivity though out the county. The \$15,000 of  
33 funds would cover the costs of the additional project manager and consultant services necessary  
34 to complete the Public Service Commission Grant and continue with the completion of the Fiber  
35 Connect Project; and

36  
37 WHEREAS, the Broadband Committee is recommending the additional funding be  
38 designated in order to continue their mission of providing expanded broadband connectivity to  
39 more rural areas of Eau Claire County.

40  
41 THEREFORE BE IT RESOLVED, the Eau Claire County Board of Supervisors designates  
42 Fifteen Thousand Dollars (\$15,000) out of the Two Hundred Fifty Thousand dollars (\$250,000)  
43 of the funding received through the American Rescue Plan Act of 2021 to be used as for program  
44 manager and consulting services costs in order to complete the Public Service Commission and  
45 to continue with the completion of the Fiber Connect Project; and

46  
47 BE IT FURTHER RESOLVED, that the Eau Claire County Board of Supervisors  
48 approves the continuation of the consulting services contract in order to complete the estimated  
49 200 hours of consulting work to be completed at a rate of \$75 per hour; and



1 BE IT FURTHER RESOLVED, that the additional \$15,000 of funding will be used to  
2 provide fiber service to 24 residences, one business, and three anchor institutions in the Town of  
3 Fairchild and the Village of Fairchild.  
4

5  
6 ADOPTED:  
7

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10 \_\_\_\_\_  
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22 Committee on Administration

23  
24 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

25  
26 Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay