



AGENDA

Eau Claire County

Joint Meeting

Committee on Administration & Committee on Finance & Budget

Tuesday, August 8, 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=m47d71f9d1ca33859c30b395646912978>

Join by meeting number:

Meeting number: 2598 105 1452 Password: t2uRMmZZj36

Join by phone:

Dial in: 415-655-0001 Access Code: 2598 105 1452

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. Child Support – Megan Brasch
 - b. Veteran Services – Eric Killen
 - c. Information Systems – Greg Dachel
 - d. Risk Management – Sonja Leenhouts
 - e. Corporation Counsel – Sharon McIlquham
 - f. County Board – Kathryn Schauf
 - g. Administration – Kathryn Schauf
5. Adjournment of the Committee on Finance & Budget
6. Review of meeting minutes – **Discussion/Action**
 - a. July 11, 2023
7. Proposed amendment to File No. 23-24/012 (referred back to Committee from the County Board of Supervisors) :
To amend 2.04.101 B. of the Code: Rule 1 – Meetings; to amend 2.04.130 C. of the Code: Rule 13 – Diligent Committee Service; to amend 2.04.310 B. of the Code: Rule 31 – Committee Meetings – **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. Date of the continuation of the special meeting – **Discussion**
9. Appointments – **Discussion/Action**
 - a. Supervisor Nick Smiar to replace Board Chair Nancy Coffey in the following committees/boards
 - i. Groundwater Advisory Committee
 - ii. Committee on Planning & Development
 - iii. Western Dairyland
10. Adjourn

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

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Child Support Agency

DEPARTMENT MISSION

With authority and funding from County, State, and Federal government, the Child Support Agency establishes and enforces child and medical support orders, and establishes paternity for non-marital children. Appropriate administrative, civil, and criminal procedures are used to ensure that children are supported by both parents.

DEPARTMENT BUDGET HIGHLIGHTS

The Child Support Agency receives 66% reimbursement from the State of Wisconsin for administrative expenditures. In addition, the Child Support Agency receives performance-based funding. The Child Support Agency is no longer receiving federal matching funds for birth costs and is not able to establish and collect birth costs for as many cases due to a change in law, dramatically impacting our revenue.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Hiring, training, and succession planning- we are training multiple new staff and preparing for upcoming retirements.
- Maintaining/improving performance to sustain current funding
- Continued Legislative efforts for increased funding and support from the State
- Continued emphasis on utilizing technology to streamline processes and efficiencies to improve performance

TRENDS AND ISSUES ON THE HORIZON

- Hiring, training, and succession planning for loss of experience.
- Increased costs of trainings coupled with increased need of training for new staff
- Modernization of the archaic KIDS system.
- Increased costs of postage and supplies.
- Increased court time due to addition of sixth branch and the potential impact on staffing and workload.
- Increased costs related to increased need for translation services.
- Decreasing caseloads but increasing time required for non-compliance cases- job fairs and collaboration with external agencies to assist customers.

OPERATIONAL CHANGES IN 2023

- None

POSITION CHANGES IN 2024

- None

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None anticipated.

Child Support Agency

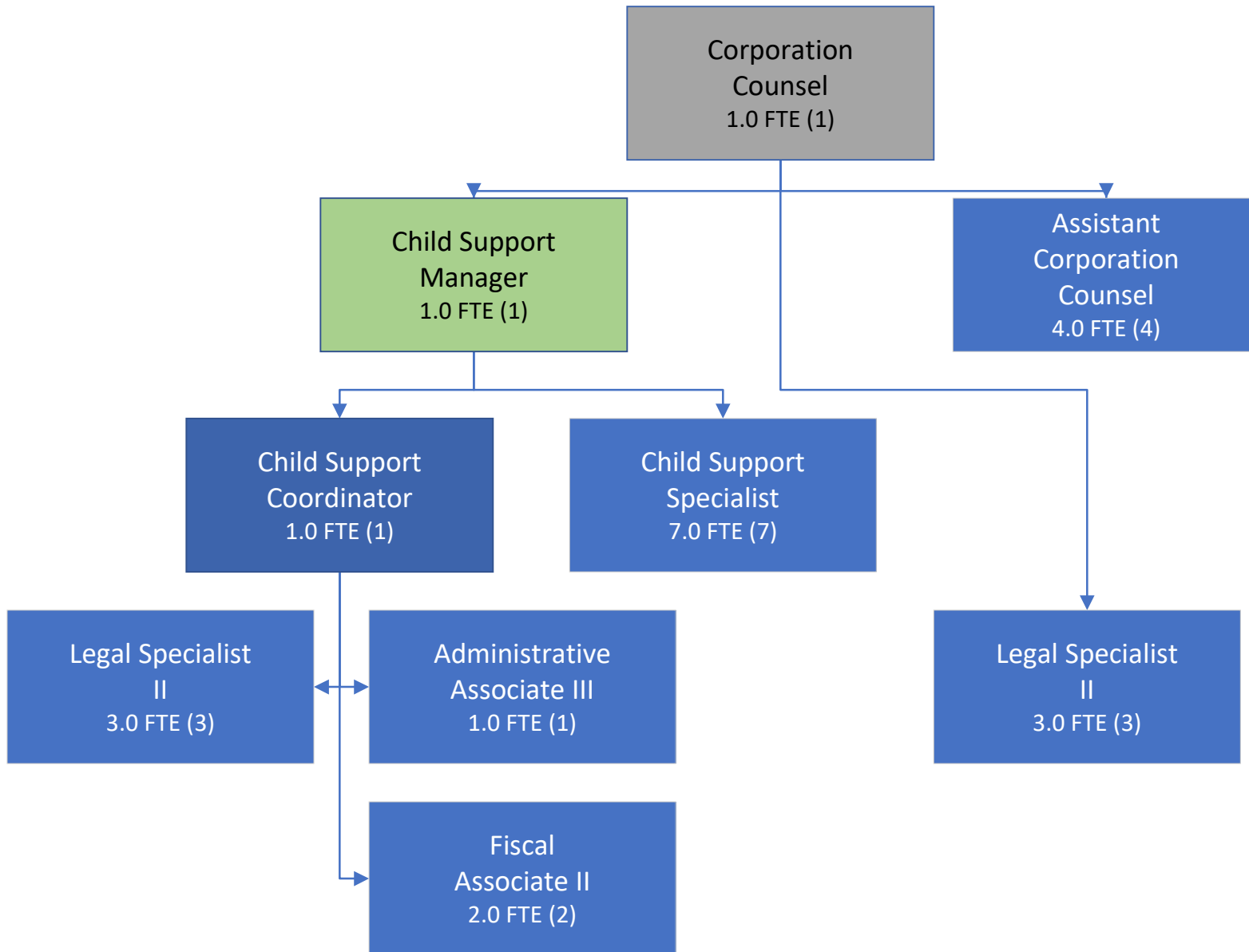
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Reduced services or staff ability to provide services (i.e. increased caseload size) potentially negatively impacts performance, which affects our performance-based funding.
- Changes to health insurance coverages

Corporation Counsel



Child Support

The purpose of the Child Support Program is to establish paternity for non-marital children, and to establish and enforce child support and health insurance obligations for children whose parents do not live together. Protect children and strengthen families and their economic well-being and encourage self-sufficiency.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Full service (IV-D) cases	5,613	5,455	5,208	5,150
Financial record-keeping only cases (non IV-D)	1,755	1,834	1,954	2,062

**YTD indicates Jan-Jun Results*

OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
Establish new court orders within 90 days for at least 80% of cases.	80%	92.3%	93.9%	93.9%	92.8%
Establish paternity within federal timelines for at least 80% of cases.	80%	103.5%	104.4%	100.6%	101.2%
Collect at least one payment towards arrears on at least 80% of cases with arrears owed.	80%	72.3%	72.8%	73.3%	75.3%
Collect at least 80% of all child support due each month.	80%	73.0%	72.4%	65.8%	67.1%
Receipt of birth cost repayments and health insurance orders.	-	\$60,112	\$14,086	\$5,963	\$4,921
Number of substantiated administrative customer complaints.	0	0	0	0	0
Dollars Spent : Dollars Collected	-	\$1,235,280 : \$16,056,489	\$1,265,929: \$16,066,819	\$1,272,205: \$15,867,532	\$610,710 : \$7,939,454

**YTD indicates Jan-Jun Results*

Child Support Agency

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$98,748	\$114,439	\$114,439	\$184,772	61%
04-Intergovernment Grants and Aid	\$1,195,047	\$1,306,429	\$1,290,162	\$1,427,584	9%
06-Public Charges for Services	\$7,806	\$9,250	\$7,550	\$7,750	-16%
Total Revenues:	\$1,301,601	\$1,430,118	\$1,412,151	\$1,620,106	13%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$841,654	\$922,039	\$909,834	\$982,217	7%
02-OT Wages	\$336	-	\$150	-	
03-Payroll Benefits	\$358,980	\$421,949	\$448,162	\$550,890	31%
04-Contracted Services	\$29,393	\$37,850	\$29,460	\$36,910	-2%
05-Supplies & Expenses	\$28,463	\$33,055	\$31,464	\$34,864	5%
07-Fixed Charges	\$6,208	\$4,825	\$4,825	\$4,825	0%
09-Equipment	\$7,255	\$10,400	\$10,400	\$10,400	0%
Total Expenditures:	\$1,272,290	\$1,430,118	\$1,434,295	\$1,620,106	13%

Net Surplus/(Deficit)- Child Support Agency	\$29,311	\$0	(\$22,144)	\$0	
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Child Support Agency

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$114,439	\$70,333	\$184,772
04-Intergovernment Grants and Aid	\$1,306,429	\$121,155	\$1,427,584
06-Public Charges for Services	\$9,250	(\$1,500)	\$7,750
Total Revenues	\$1,430,118	\$189,988	\$1,620,106

01-Regular Wages	\$922,039	\$60,178	\$982,217
02-OT Wages	-	-	-
03-Payroll Benefits	\$421,949	\$128,941	\$550,890
04-Contracted Services	\$37,850	(\$940)	\$36,910
05-Supplies & Expenses	\$33,055	\$1,809	\$34,864
07-Fixed Charges	\$4,825	-	\$4,825
09-Equipment	\$10,400	-	\$10,400
Total Expenditures	\$1,430,118	\$189,988	\$1,620,106

Child Support Agency Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	98,748	114,439	114,439	184,772	County funding request	100%
Administration Cost Reimb	930,165	908,282	900,000	1,042,223	Based on 66% reimbursement	80%
Performance Based Funding	70,597	209,773	209,773	207,195	Based on 2023 Preliminary Allocations	100%
State General Purpose Revenue	184,137	171,374	171,374	168,166	Based on 2023 Preliminary Allocations	100%
Msl Incentives	6,179	12,000	4,000	5,000	Based on 2023 earned incentives	80%
Health Insurance Gpr	3,970	5,000	5,015	5,000	Based on 2023 and downward trend	80%
Genetic Test Repayments	6,007	7,000	5,500	5,500	Based on historical data	80%
Filing Fees	1,424	2,000	1,800	2,000	Based on historical data	90%
Csa/ Nivd Fees	375	250	250	250	Based on 2022-2023 collections	90%
TOTAL	\$1,301,601	\$1,430,118	\$1,412,151	\$1,620,106		

Child Support Agency Grant Funding

	2022	2023	2023	2024	
Revenue Source	Actual	Budget	Estimate	Request	Grant Details
Administration Cost Reimb	930,165	908,282	900,000	1,042,223	State/Fed revenue
Performance Based Funding	70,597	209,773	209,773	207,195	Performance incentives
State General Purpose Revenue	184,137	171,374	171,374	168,166	State revenue
Msl Incentives	6,179	12,000	4,000	5,000	State revenue
Health Insurance Gpr	3,970	5,000	5,015	5,000	State revenue
TOTAL	\$1,195,047	\$1,306,429	\$1,290,162	\$1,427,584	

Child Support Agency

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	4,345	6,650	3,900	5,650
Utility Services	5,460	5,500	5,560	5,560
Repairs And Maintenance	-	-	-	-
Other Contracted Services	19,588	25,700	20,000	25,700
Total	\$29,393	\$37,850	\$29,460	\$36,910

Child Support Agency
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Child Sup/ Medical	3,780	6,000	3,300	5,000	Genetic testing	Professional Services
Child Sup/ Other Contracted Svcs	565	650	600	650	Translation	Professional Services
Child Sup/ Telephone	4,560	4,500	4,560	4,560	Office Telephone	Utility Services
Non Iv-D/ Phones	-	-	-	-	Office Telephone	Utility Services
Child Sup/ Data Line/Internet	900	1,000	1,000	1,000	Data Line/Internet	Utility Services
Child Sup/ Paper Service	18,224	23,500	18,000	23,500	Process service	Other Contracted Services
Child Sup/ Recording/Filing	1,364	2,200	2,000	2,200	Filing fees for VPAs	Other Contracted Services
TOTAL	\$29,393	\$37,850	\$29,460	\$36,910		

Veterans Services

DEPARTMENT MISSION

Provide superior service and advocacy to Eau Claire County Veterans and their families. We are a dedicated team of Veterans, trained and accredited to address the specific needs of the more than 8,000 Veterans and their dependents located within the communities of Eau Claire County.

DEPARTMENT STAFF

Veteran Services Director – Eric Killen, Veteran Service Officer – Adam Kohls, Administrative Specialist – Beth Risen, Veteran Benefits Specialist – Angela Deutschlander

CORE SERVICES

Health care, Mental Health Counseling, Disability benefits, Pension benefits, Education Tuition and Allowances, Burial benefits, Assisted living / Long-term care, Property tax benefits, WI GI Bill, WI Veterans Homes / Cemeteries, Vets Housing Reintegration Program, Obtaining military records / awards, Assistance with Housing and Homelessness, State subsistence grants, Other...

DEPARTMENT BUDGET HIGHLIGHTS

- 88% of \$381k budget is for staff salary and benefits.
- \$151K restricted donation we plan to carry over from year to year
- Annual grant from state of WI for \$14,300 to offset salary expense.
- Small staff and budget garnered big returns:
 - 1,197 Office Appointments from Veterans and families previous 12 months
 - 88 Veterans transported to Minneapolis VA Medical Center
 - 30 grants awarded to Veterans (gas/food cards)
 - 160 hours of professional certification training for staff
 - Represents the County interest/investment of \$450K Chippewa Valley Veterans Tribute
 - \$22.2 million in VA disability compensation into Eau Claire County (per VA database)

STRATEGIC DIRECTION AND PRIORITY ISSUES

Customer Service. We are driven by customer feedback, Veteran data, and employees characterized by a customer-centric mindset to make accessing ECC services seamless, effective, efficient, and emotionally resonant for our Veterans.

Provision of Services. Continue partnerships with local Veteran service organizations, community agencies, and Federal and state agencies to better assist Veterans. Maintain flexible hours to meet the needs of our Veterans allowing them access to information and assistance.

Communication. Expand awareness of programs, and benefits utilizing marketing, social media, and customer feedback.

TRENDS AND ISSUES ON THE HORIZON

Civilian–Military Divide: The civilian-military divide poses an often-misunderstood challenge when considering the needs of Veterans. Less than 1% of Americans serve in the military and most have little exposure to Veterans. A prevailing misconception is that significant numbers of Veterans are incapable of readjusting into civilian life or are unable to provide for themselves or struggle with PTSD.

Veterans Services

Rural Veterans – According to the VA, approximately 25% of all Veterans live in rural communities. These Veterans are older, have higher poverty and uninsured rates, and are in poorer health when compared to urban areas.

Women Veterans – Historically, most VA patients have been men, but that is changing. Last year the VA provided health care to over 281,000 women veterans and the number of women veterans in the United States is projected to increase by 17 percent by 2033. According to the Bureau of Labor Statistics, women represent 56% of the population but only 10% of the Veteran population and 16% of current serving military.

OPERATIONAL CHANGES IN 2023

- None.

POSITION CHANGES IN 2024

- None planned.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

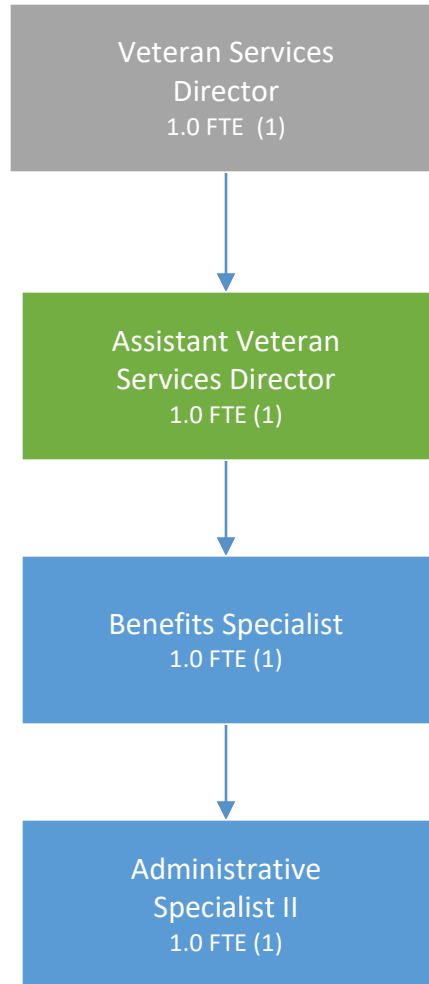
- None planned.

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None planned.

KEY ASSUMPTIONS AND POTENTIAL RISKS

Eau Claire County continues investing in modernizing systems and procedures to provide secure and top-tier customer service.



Federal, State, and County Veteran Benefit Programs

Provide professional guidance and assistance in obtaining federal, state, and county veteran benefits. Advise veterans with physical and mental health concerns on available resources and services. Ensure veterans, dependents, and survivors are treated fairly and equitably.

OUTPUTS	Source	2020	2021	2022	YTD* 2023
Veterans living in Eau Claire County (per 2019 Forward Analytics Report)	Green Book	8.12% of ECC	8.12% of ECC	8.12% of ECC	8.12% of ECC
Number of office appointments with Veterans and dependents	VetraSpec	628	764	1,197	910
Number of benefits claims submitted to VA for Veterans and dependents	VetraSpec	294	304	366	221
Number of Veterans transported to VA medical centers	Tracker	56	86	80	51
Phone/emails/communication with Veterans, dependents, agencies	VetraSpec	6,410	5,134	7,400	5,348
Hours of certification training attended by staff	Tracker	80	96	144	164
Grants awarded to Veterans (gas cards, food cards, rents, etc...)	Tracker	49	51	47	21
Fed VA \$ coming into ECC: Compensation for Disabilities/Pension	VA	\$22.2 Mill	\$22.2 Mill	\$30.1 Mill	working
Federal VA \$ coming into ECC: Educational Benefits	VA	\$2.5 Mill	\$2.5 Mill	\$2.1 Mill	working
Federal VA \$ coming into ECC: Medical Benefits	VA	\$15 Mill	\$15 Mill	\$23.3 Mill	working
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
Customer satisfaction - benchmark is 90% positive response rate to online and in-person surveys regarding professional, compassionate, and timely services.	90%	Unk	96%	97%	100%
Each service officer attends a min of 40 hours professional education to retain national accreditation by the VA to prepare, present, and presecute U.S. Dept of Veterans Affairs claims.	40 hrs	80 hrs	96 hrs	160 hrs	164 hrs
Veteran Services will meet with the Eau Claire County Veteran's Service Commission no less than once quarterly to review expenditures to veterans in crisis and efforts to assist other veterans in need.	4	1	2	2	3
Annually all veteran headstones in Eau Claire County receive a flag marker. (approximately 8,500)	8500 Flags	100%	100%	100%	100%
<i>*YTD indicates Jan - Jun results</i>					

Outreach, Public Education, and Advocacy (Expand Awareness)

Provide public outreach and education to raise awareness about federal, state and county veteran's benefits and services. Acts as official liaison between mandated county, state, and federal programs and providers. Advocate for veterans, dependents, and survivors. GOAL - Expand Awareness of Vets Programs.

OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
Submit an article for social media posting each week (52) for followers.	52	52	54	58	33
Presentation to a veterans or community group at least quarterly.	4	4	4	6	6
Expand social media presence and increase the number of followers each quarter until a sustainable level is determined.	400	525	594	612	662
Increase access for rural veterans with offsite benefits enrollment teams in Eau Claire County.	4	N/A	N/A	2	2
Maintain a seat on the Chippewa Valley Veterans Tribute Foundation to guide the creation of a memorial for reflection, education, and preservation of local history.	Yes	Yes	Yes	Yes	Yes

**YTD indicates Jan - Jun results*

Veterans Services

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$253,736	\$337,489	\$337,489	\$349,809	4%
04-Intergovernment Grants and Aid	\$14,300	\$14,300	\$33,478	\$14,300	0%
09-Other Revenue	\$153,939	\$3,000	\$1,250	\$3,000	0%
Total Revenues:	\$421,975	\$354,789	\$372,217	\$367,109	3%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$228,003	\$247,624	\$248,560	\$263,467	6%
02-OT Wages	\$160	\$150	\$150	\$150	0%
03-Payroll Benefits	\$58,606	\$67,183	\$69,261	\$74,399	11%
04-Contracted Services	\$15,776	\$14,000	\$10,767	\$14,000	0%
05-Supplies & Expenses	\$12,835	\$6,450	\$7,641	\$11,300	75%
09-Equipment	\$3,650	\$2,082	\$2,082	\$1,793	-14%
10-Grants, Contributions, Other	\$6,218	\$17,300	\$2,000	\$2,000	-88%
Total Expenditures:	\$325,248	\$354,789	\$340,461	\$367,109	3%

Net Surplus/(Deficit)- Veterans Services	\$96,727	\$0	\$31,756	\$0	
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Veterans Services

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$337,489	\$12,320	\$349,809
04-Intergovernment Grants and Aid	\$14,300	-	\$14,300
09-Other Revenue	\$3,000	-	\$3,000
Total Revenues	\$354,789	\$12,320	\$367,109

01-Regular Wages	\$247,624	\$15,843	\$263,467
02-OT Wages	\$150	-	\$150
03-Payroll Benefits	\$67,183	\$7,216	\$74,399
04-Contracted Services	\$14,000	-	\$14,000
05-Supplies & Expenses	\$6,450	\$4,850	\$11,300
09-Equipment	\$2,082	(\$289)	\$1,793
10-Grants, Contributions, Other	\$17,300	(\$15,300)	\$2,000
Total Expenditures	\$354,789	\$12,320	\$367,109

Veterans Services Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	253,736	337,489	337,489	349,809	Tax Levy	100%
State Aid - Vets	14,300	14,300	33,478	14,300	WI CVSO Grant	90%
Vets/ General Donations	2,283	3,000	1,250	3,000	Individual Donations	50%
Vets/ Restricted Donations	151,656	-	-	-	Roll over restricted donation	100%
Fund Balance Applied	-	-	-	-	Non-lapsing Vets' direct relief	100%
TOTAL	\$421,975	\$354,789	\$372,217	\$367,109		

Veterans Services Grant Funding

	2022	2023	2023	2024	
Revenue Source	Actual	Budget	Estimate	Request	Grant Details
State Aid - Vets	14,300	14,300	33,478	14,300	Annual State Grant
TOTAL	\$14,300	\$14,300	\$33,478	\$14,300	

Veterans Services

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	-	-	-	-
Utility Services	960	1,000	960	1,000
Repairs And Maintenance	-	-	-	-
Other Contracted Services	14,816	13,000	9,807	13,000
Total	\$15,776	\$14,000	\$10,767	\$14,000

Veterans Services
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Vets/ Transportation Fees Contracted	1,208	1,000	1,000	1,000	Abby Vans	Other Contracted Services
Vets/ Telephone	960	1,000	960	1,000	Office Telephone	Utility Services
Vets/ Veterans Graves	13,608	12,000	8,807	12,000	Flags & bronze flag holders	Other Contracted Services
TOTAL	\$15,776	\$14,000	\$10,767	\$14,000		

Information Systems

DEPARTMENT MISSION

The mission of the Information Systems Department is to enable Eau Claire County departments to better serve their customers and clients through cost-effective and secure use of technology for information management.

DEPARTMENT BUDGET HIGHLIGHTS

- Cyber threats, especially ransomware, continue to be a primary focus. Eau Claire County has made notable improvements but still needs to be a focus of further investments such as a formalized vendor management program and update disaster recovery plans.
- Operational improvements are another focus of this budget. Some of the planned improvements include:
 - Improved device management and updates for remote employees.
 - Enhanced workflows for IS processes.
 - Disaster Recovery improvements from network or hardware failures.
 - Migrate unstructured electronic records into a document repository for improved long-term management.
 - Additional automation in Avatar such as external providers for claim handling.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Cybersecurity is a strategic imperative for Eau Claire County and is part of everything we do.
- Supporting, maintaining, enhancing, and securing existing applications and infrastructure remains our highest priority.
- Take full advantage of existing technology to improve service or reduce costs.
- Evaluation of new technology opportunities to improve service or reduce costs.
- Continued focus on County Broadband Committee and Digital Inclusion Committee efforts.

TRENDS AND ISSUES ON THE HORIZON

- Inflation is putting pressure on both our capital and operating budgets.
- Local governments continue to see increasing Cybersecurity threats, especially ransomware.
- Industry-wide cost increases for Cybersecurity insurance costs and requirements are impacting Eau Claire County.
- The supply chain has mostly normalized from shortages during Covid. However, key parts can still be scarce or have long lead times.
- The continued shift of service contracts from capital to operating adds pressure to the operating budget.
- Using AI technologies to enhance data analysis, support, automation, and predictive analytics holds promise but will take time to research. It will be crucial to prioritize ethical considerations, privacy protection, and transparency when incorporating any AI systems into county systems.

OPERATIONAL CHANGES IN 2023

- The key operational change in 2023 was the addition of a Network Analyst / Cyber Security position. This new position allows us to lower our cyber security risks over time.

Information Systems

POSITION CHANGES IN 2024

- Change 0.50 FTE from Computer Support Technician to a 0.50 Computer Support Technician II. This new role reflects the higher level of responsibilities in this role. The estimated fiscal impact is \$3,097.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- none

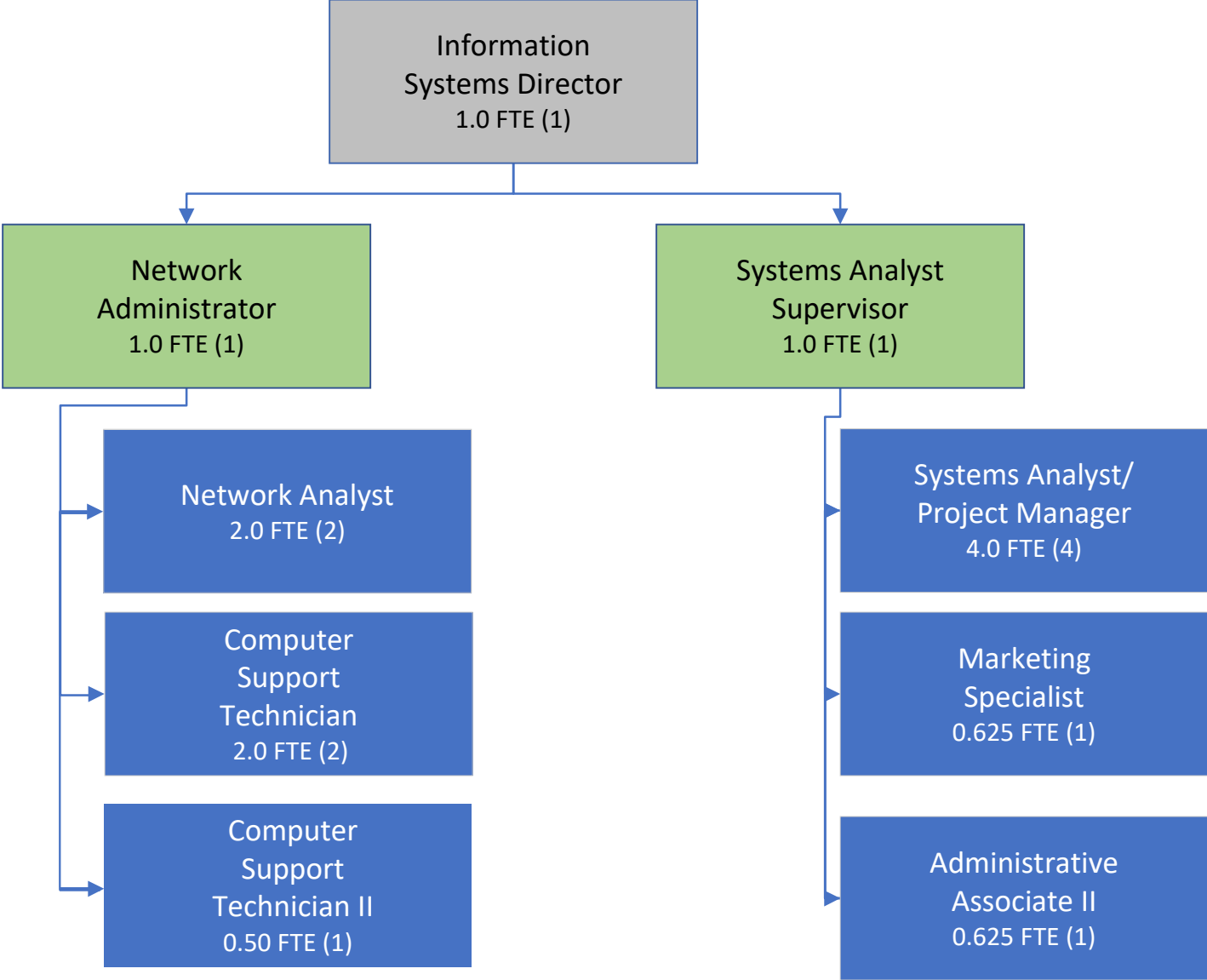
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Continue to leverage “free” State and Federal resources from CISA, CIS, and WI CRT.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- The IS operating budget will continue to grow as expenditures shift from capital. It may take a few budget cycles to build up operating budget capacity to accommodate this shift.
- The greatest potential risks the budget are unplanned cost increases (e.g., inflation) or significant security incident(s).

Information Systems



Systems Support

Systems Support keeps the applications used by county staff and the underlying servers and network infrastructure running smoothly on a day-to-day basis. Systems support addresses issues, which are typically errors or problems that prevent staff from effectively doing their work. It also addresses requests, which typically do not prevent staff from doing their work but do need to be completed at some point.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of computer applications	108	108	108	108
Number of physical servers	18	12	12	12
Number of virtual servers	103	96	100	102
Number of virtual VoIP servers	11	11	12	12
Number of VMware host servers	12	12	13	10
Number of servers defined as critical	34	34	34	34
Number of core network devices	44	44	44	44
Number of closet network devices	111	107	109	116
Number of wireless access points	224	272	274	304
Number of remote locations	30	30	30	30
Number of WiMax partner locations	0	0	0	0
Number of tickets requiring network staff response	205	97	46	139
Number of tickets requiring systems analyst staff response	890	1034	618	514

**YTD indicates Jan-Jun Results*

OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
Less than 1% unscheduled critical application downtime.	<1%	0.00%	0.07%	0.00%	0.00%
Less than 1% unscheduled critical server downtime	<1%	0.00%	0.00%	0.00%	0.00%
Less than 1% unscheduled network downtime.	<1%	0.01%	0.03%	0.00%	0.01%
100% of critical applications and servers covered by maintenance / support / warranty.	100%	99%	100%	100%	100%
Less than 40% average utilization on major network connections.	<40%	5%	5%	5%	5%
100% of critical servers will be patched within 30 days of service pack stabilization.	100%	100%	100%	100%	100%
On average, support tickets requiring network staff will be open less than 7 days	7.00 days	19.41	11.16	14.56	3.67
On average, support tickets requiring systems analyst staff response will be open less than 7 days	7.00 days	11.93	11.34	2.09	3.75

**YTD indicates Jan-Jun Results*

Help Desk

The Help Desk keeps individual county staff productive by providing day-to-day application assistance and hardware support. This assistance and support addresses issues, which are typically errors or problems that prevent staff from effectively doing their work. It also addresses requests, which typically do not prevent staff from doing their work but do need to be completed at some point.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of desktop computers	141	145	165	163
Number of laptops computers	542	521	536	591
Number of MS Surfaces	6	6	1	0
Number of iPads	39	39	46	43
Number of iPhones	250	270	304	352
Number of Android smartphones	2	2	2	4
Number of flip phones	0	0	0	0
Number of netmotion laptops	52	55	60	59
Number of netbooks	3	3	1	0
Number of printers	145	140	140	119
Number of desktop applications	30	30	30	30
Number of tickets requiring immediate response	33	21	8	7
Number of tickets in the system	5811	6733	3660	2167

**YTD indicates Jan-Jun Results*

OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
On average, Help Desk tickets requiring immediate response will be open less than 1 day	1.00 day	4.19	4.17	0.47	1.00
On average, Help Desk tickets will be open less than 3 days	3.00 days	3.64	5.32	4.27	5.29

**YTD indicates Jan-Jun Results*

Information Systems

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$2,116,404	\$2,369,977	\$2,369,977	\$2,679,538	13%
05-Intergovernmental Charges for Services	\$12,000	\$12,000	\$12,000	\$12,600	5%
09-Other Revenue	\$9,035	-	\$23	-	
11-Fund Balance Applied	-	\$114,154	-	-	-100%
12-Fund Transfers	\$147,066	-	-	-	
Total Revenues:	\$2,284,505	\$2,496,131	\$2,382,000	\$2,692,138	8%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$833,871	\$961,734	\$962,600	\$1,018,195	6%
02-OT Wages	\$13	-	-	-	
03-Payroll Benefits	\$298,772	\$344,352	\$354,190	\$383,957	12%
04-Contracted Services	\$598,780	\$773,997	\$821,733	\$845,916	9%
05-Supplies & Expenses	\$16,819	\$24,700	\$24,907	\$22,950	-7%
09-Equipment	\$344,345	\$391,348	\$369,536	\$421,120	8%
Total Expenditures:	\$2,092,599	\$2,496,131	\$2,532,966	\$2,692,138	8%

Net Surplus/(Deficit)- Information Systems	\$191,906	\$0	(\$150,966)	\$0	
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Information Systems

Budget Analysis

	2023 Adjusted Budget	2024 Position Changes	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$2,369,977	\$3,097	\$306,464	\$2,679,538
05-Intergovernmental Charges for Services	\$12,000	-	\$600	\$12,600
09-Other Revenue	-	-	-	-
11-Fund Balance Applied	\$114,154	-	(\$114,154)	-
12-Fund Transfers	-	-	-	-
Total Revenues	\$2,496,131	\$3,097	\$192,910	\$2,692,138

01-Regular Wages	\$961,734	\$2,706	\$53,755	\$1,018,195
02-OT Wages	-	-	-	-
03-Payroll Benefits	\$344,352	\$391	\$39,214	\$383,957
04-Contracted Services	\$773,997	-	\$71,919	\$845,916
05-Supplies & Expenses	\$24,700	-	(\$1,750)	\$22,950
09-Equipment	\$391,348	-	\$29,772	\$421,120
Total Expenditures	\$2,496,131	\$3,097	\$192,910	\$2,692,138

Information Systems

Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	2,116,404	2,369,977	2,369,977	2,679,538	County funding request	100%
Is/ Data Processing Revenue	12,000	12,000	12,000	12,600	Annual contract with Health Dept	100%
Is/ Misc Revenue	9,035	-	23	-	minimal; do not budget for this	100%
Trsf From Internal Svc Fund	147,066	-	-	-	none requested	100%
Fund Balance Applied	-	114,154	-	-	none requested	100%
TOTAL	\$2,284,505	\$2,496,131	\$2,382,000	\$2,692,138		

Information Systems

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	51,852	55,790	55,265	66,490
Utility Services	70,055	97,582	112,275	96,441
Repairs And Maintenance	48,485	133,325	143,035	131,448
Other Contracted Services	428,389	487,300	511,158	551,536
Total	\$598,780	\$773,997	\$821,733	\$845,916

Information Systems

Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Info Sys/ Contracted Services	28,812	31,250	32,225	30,250	Contracted Services or Consulting	Professional Services
Info Sys/ Contracted Svc-Compliance	-	1,500	-	-	Contracted Services Compliance	Professional Services
Info Sys/ Contracted Svc-Cybersecurity	23,040	23,040	23,040	36,240	Contracted Services Cybersecurity	Professional Services
Info Sys/ Telephone	3,360	3,600	3,600	3,800	Office Telephone	Utility Services
Info Sys/ Cellular Phone	(5,504)	2,400	2,400	3,000	Cellular Phone	Utility Services
Info Sys/ Data Line/Internet	66,608	67,465	81,537	65,089	Data Line / Internet	Utility Services
Info Sys/ Data/Internet-Compliance	4,491	6,167	6,288	6,602	Internet Web Compliance	Utility Services
Info Sys/ Data/Internet-Cybersecurity	1,100	17,950	18,450	17,950	Internet Cybersecurity Protection	Utility Services
Info Sys/ Computer Hdwe Maint	48,485	129,554	139,264	127,677	HW maint/support	Repairs And Maintenance
Info Sys/ Comp Hdwe Maint- Compliance	-	3,071	3,071	3,071	HW maint/support Compliance	Repairs And Maintenance
Info Sys/ Comp Hdwe Maint- Cybersecurity	-	700	700	700	HW maint/support Cybersecurity	Repairs And Maintenance
Info Sys/ Computer Softwr Maint	386,399	383,346	396,387	432,281	SW maint/support	Other Contracted Services
Info Sys/ Comp Softw Maint- Compliance	6,551	25,555	35,912	38,838	SW maint/support Compliance	Other Contracted Services
Info Sys/ Comp Softw Maint- Cybersec	35,439	78,399	78,859	80,417	SW maint/support Cybersecurity	Other Contracted Services
TOTAL	\$598,780	\$773,997	\$821,733	\$845,916		

Eau Claire County
2024 Capital Improvement Summary
Original Request

Functional Category	Department	Project Description	2024 Requested Total Cost	2024 Requested Total Funding	Bonds
General Govern	Information System	Infrastructure: Fiber Hwy to FC Tower	210,000	210,000	210,000
General Govern	Information System	Infrastructure: Fiber to Foster Hwy Bldg	40,000	40,000	40,000
TOTALS			250,000	250,000	250,000

Eau Claire County Capital Improvement Project Request

PROJECT NAME	<i>Infrastructure: Fiber Hwy to FC Tower</i>		DEPARTMENT	<i>Information Systems</i>	
PROJECT LOCATION	<i>ECC</i>		MANAGER	<i>Greg Dachel</i>	
EXPECTED START DATE	<i>1/1/2024</i>	EXP. END DATE	<i>12/31/2023</i>	DEPT PRIORITY	<i>01</i>
MANDATORY/OPTIONAL	<i>5. Optional - Reduces overall risk</i>		SHARED PROJECT	<i>EC County only</i>	
REQUEST TYPE	<i>New Facility or Service</i>		FUNCTIONAL CATEGORY	<i>General Government</i>	
PROJECT DESCRIPTION	<i>Fiber between new highway building and and Fall Creek Tower. This will create redundancy (2nd) network path to both locations.</i>				
ANALYSIS OF NEED	<i>Network to both the new highway building (includes EOC and Meals on Wheels) and the Fall Creek Communication Tower have a single fiber path. Creating a second path allows both sites to operate uninterrupted through a single fiber cut.</i>				
ALTERNATIVES CONSIDERED	<i>Wireless technology between the Highway Building and Fall Creek Tower. Long term costs of this technology would be similar to fiber, give lower bandwidth and much more overhead to support with support and technology refreshes.</i>				

Project Funding			
<i>Funding Source *</i>	<i>Amount</i>	<i>Fund</i>	<i>Description **</i>
Bonds	210,000	Fund 405: Capital Projects	
Total Funding	\$ 210,000		

* Please list each funding source on a different line

**For grant/aid funding, provide the name of the grant and whether it is reimbursement or up-front funding

Project Cost			
<i>Expenditure Type</i>	<i>Amount</i>	<i>Fund</i>	<i>Description</i>
EQUIPMENT	210,000	Fund 405: Capital Projects	<i>Networking fiber infrastructure</i>
Total Cost	\$ 210,000		

Eau Claire County Capital Improvement Project Request

PROJECT NAME	<i>Infrastructure: Fiber to Foster Hwy Bldg</i>		DEPARTMENT	<i>Information Systems</i>	
PROJECT LOCATION	<i>ECC</i>		MANAGER	<i>Greg Dachel</i>	
EXPECTED START DATE	<i>1/1/2024</i>	EXP. END DATE	<i>12/31/2023</i>	DEPT PRIORITY	<i>02</i>
MANDATORY/OPTIONAL	<i>4. Optional - Improves service level</i>		SHARED PROJECT	<i>EC County only</i>	
REQUEST TYPE	<i>New Facility or Service</i>		FUNCTIONAL CATEGORY	<i>General Government</i>	
PROJECT DESCRIPTION	<i>Fiber to Foster Hwy Building</i>				
ANALYSIS OF NEED	<i>Currently the network connectivity is very slow DSL. Once the fiber is in place this site will be set for the next 10-15yrs.</i>				
ALTERNATIVES CONSIDERED	<i>There are no other cost effective broadband options available at this location.</i>				

Project Funding			
<i>Funding Source *</i>	<i>Amount</i>	<i>Fund</i>	<i>Description **</i>
Bonds	40,000	Fund 405: Capital Projects	
Total Funding	\$ 40,000		

* Please list each funding source on a different line

**For grant/aid funding, provide the name of the grant and whether it is reimbursement or up-front funding

Project Cost			
<i>Expenditure Type</i>	<i>Amount</i>	<i>Fund</i>	<i>Description</i>
EQUIPMENT	40,000	Fund 405: Capital Projects	<i>Networking fiber infrastructure</i>
Total Cost	\$ 40,000		

Shared Services Fund

DEPARTMENT MISSION

The mission of the Information Systems Department is to enable Eau Claire County departments to better serve their customers and clients through cost-effective and secure use of technology for information management.

DEPARTMENT BUDGET HIGHLIGHTS

- To keep costs flat for departments we use a rolling average for IT allocation. Equipment is replaced one year after warranty expires and 2024 will be a low year which is reflected in the budget. In 2025 equipment replacement is expected to be about double 2024 and will use the surplus generated in 2024.
- In 2024 we will continue to work on replacing out-of-support printer/copiers hardware and add paper-cut software which reduces printing waste and allows for printing of confidential information.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Cybersecurity is a strategic imperative for Eau Claire County and is part of everything we do.
- Supporting, maintaining, enhancing, and securing existing applications and infrastructure remains our highest priority.
- Take full advantage of existing technology to improve service or reduce costs.
- Evaluation of new technology opportunities to improve service or reduce costs.
- Continued focus on County Broadband Committee and Digital Inclusion Committee efforts.

TRENDS AND ISSUES ON THE HORIZON

- Ongoing inflation could put pressure on the shared services budgets.
- The supply chain has mostly normalized from shortages during Covid. However, key parts can still be scarce or have long lead times.
- The continued shift of service contracts from capital to operating adds pressure to the operating budget.

OPERATIONAL CHANGES IN 2023

- none

POSITION CHANGES IN 2024

- none

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- none

Shared Services Fund

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Investigate with possible migration of the phone system to a cloud service. Currently the County, City and Library share a system.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Assumed supply chain lead times have stabilized for shared services.
- Inflationary costs of services and equipment may increase pressure on fund balance.

Shared Services Fund

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$471,414	\$504,342	\$512,842	\$456,562	-9%
11-Fund Balance Applied	-	\$213,443	-	(\$24,525)	-111%
Total Revenues:	\$471,414	\$717,785	\$512,842	\$432,037	-40%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
04-Contracted Services	\$151,475	\$159,215	\$195,314	\$181,837	14%
05-Supplies & Expenses	\$8,501	\$12,000	\$12,000	\$12,000	0%
09-Equipment	\$258,698	\$546,570	\$388,187	\$238,200	-56%
12-Fund Transfers	\$147,066	-	-	-	
Total Expenditures:	\$565,740	\$717,785	\$595,501	\$432,037	-40%

Net Surplus/(Deficit)- Shared Services Fund	(\$94,326)	\$0	(\$82,659)	\$0	
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Shared Services Fund

Overview of Revenues and Expenditures by Program Area

Communications

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$166,569	\$166,000	\$166,000	\$167,000	1%
11-Fund Balance Applied	-	\$178,215	-	\$39,105	-78%
Total Revenues:	\$166,569	\$344,215	\$166,000	\$206,105	-40%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
04-Contracted Services	\$137,346	\$139,215	\$174,642	\$161,105	16%
05-Supplies & Expenses	-	-	-	-	
09-Equipment	\$53,477	\$205,000	\$51,804	\$45,000	-78%
12-Fund Transfers	\$147,066	-	-	-	
Total Expenditures:	\$337,889	\$344,215	\$226,446	\$206,105	-40%

Net Surplus/(Deficit)- Communications	(\$171,321)	\$0	(\$60,446)	\$0	
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Shared Services Fund

Overview of Revenues and Expenditures by Program Area

Copiers

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$50,526	\$47,000	\$55,500	\$58,087	24%
11-Fund Balance Applied	-	\$27,000	-	\$30,645	14%
Total Revenues:	\$50,526	\$74,000	\$55,500	\$88,732	20%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
04-Contracted Services	\$14,128	\$20,000	\$20,672	\$20,732	4%
05-Supplies & Expenses	\$8,501	\$12,000	\$12,000	\$12,000	0%
09-Equipment	\$3,369	\$42,000	\$51,350	\$56,000	33%
12-Fund Transfers	-	-	-	-	
Total Expenditures:	\$25,998	\$74,000	\$84,022	\$88,732	20%

Net Surplus/(Deficit)- Copiers	\$24,528	\$0	(\$28,522)	\$0	
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Shared Services Fund

Overview of Revenues and Expenditures by Program Area

IT Equipment Replacement

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$254,319	\$291,342	\$291,342	\$231,475	-21%
11-Fund Balance Applied	-	\$8,228	-	(\$94,275)	-1246%
Total Revenues:	\$254,319	\$299,570	\$291,342	\$137,200	-54%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
04-Contracted Services	-	-	-	-	
05-Supplies & Expenses	-	-	-	-	
09-Equipment	\$201,853	\$299,570	\$285,033	\$137,200	-54%
12-Fund Transfers	-	-	-	-	
Total Expenditures:	\$201,853	\$299,570	\$285,033	\$137,200	-54%

Net Surplus/(Deficit)- IT Equipment Replacement	\$52,466	\$0	\$6,309	\$0	
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Shared Services Fund

Program Summary

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
Communications	\$166,569	\$344,215	\$166,000	\$206,105	-40%
Copiers	\$50,526	\$74,000	\$55,500	\$88,732	20%
IT Equipment Replacement	\$254,319	\$299,570	\$291,342	\$137,200	-54%
Total Revenues:	\$471,414	\$717,785	\$512,842	\$432,037	-40%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
Communications	\$337,889	\$344,215	\$226,446	\$206,105	-40%
Copiers	\$25,998	\$74,000	\$84,022	\$88,732	20%
IT Equipment Replacement	\$201,853	\$299,570	\$285,033	\$137,200	-54%
Total Expenditures:	\$565,740	\$717,785	\$595,501	\$432,037	-40%

Net	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
Communications	(\$171,321)	-	(\$60,446)	-	
Copiers	\$24,528	-	(\$28,522)	-	
IT Equipment Replacement	\$52,466	-	\$6,309	-	
Total Net	(\$94,326)	\$0	(\$82,659)	\$0	

Shared Services Fund

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
05-Intergovernmental Charges for Services	\$504,342	(\$47,780)	\$456,562
11-Fund Balance Applied	\$213,443	(\$237,968)	(\$24,525)
Total Revenues	\$717,785	(\$285,748)	\$432,037

04-Contracted Services	\$159,215	\$22,622	\$181,837
05-Supplies & Expenses	\$12,000	-	\$12,000
09-Equipment	\$546,570	(\$308,370)	\$238,200
12-Fund Transfers	-	-	-
Total Expenditures	\$717,785	(\$285,748)	\$432,037

Shared Services Fund

Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
Info Sys/ Phone Charges	166,569	166,000	166,000	167,000	County department allocations	100%
Info Sys/ Copier Charges	50,526	47,000	55,500	58,087	Based on current year usage	100%
Info Sys/ It Equipment Charges	254,319	291,342	291,342	231,475	County department allocations	100%
Fund Balance Applied - Communications	-	178,215	-	39,105	Use of fund balance to replace Cisco phones and AV equipment	100%
Fund Balance Applied - Copiers	-	27,000	-	30,645	Use of fund balance to replace printer/copiers	100%
Fund Balance Applied - It Equipment	-	8,228	-	(94,275)	Increase in fund balance to cover anticipated expenditures in 2025	100%
TOTAL	\$471,414	\$717,785	\$512,842	\$432,037		

Shared Services Fund
Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	-	-	-	-
Utility Services	53,182	55,200	78,694	57,050
Repairs And Maintenance	98,292	104,015	116,620	124,787
Other Contracted Services	-	-	-	-
Total	\$151,475	\$159,215	\$195,314	\$181,837

Shared Services Fund
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Info Sys/ Telephone Charges	53,182	55,200	78,694	57,050	Telephone & fax line charges	Utility Services
Info Sys/ Telephone Maintenance	84,164	84,015	95,948	104,055	Software subscriptions, licenses, support	Repairs And Maintenance
Info Sys/ Copier Maintenance	14,128	20,000	20,672	20,732	Maintenance contract	Repairs And Maintenance
TOTAL	\$151,475	\$159,215	\$195,314	\$181,837		

Risk Management Fund

DEPARTMENT MISSION

Provide effective safety training, program management and employee involvement in safe work practices and processes. Investigate and pay the Worker's Comp and Liability claims we owe and deny those that are not our responsibility. Work closely with WMMIC on claim cost containment and closure while managing return-to-work program. Ensure insurance coverages are appropriate for county operations and facilities to protect against catastrophic events.

DEPARTMENT BUDGET HIGHLIGHTS

Cost management and containment efforts keep our Worker's Comp costs down and this helps the budget while ensuring our employees receive proper care. All insurance costs are continuing to rise, and this affects budgets on an annual basis. Cyber insurance costs continue to rise due to a hard market.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Working closely with departments and employees to provide training while encouraging engagement. This helps to improve work processes and reduce the frequency and severity of injuries.
- Continue field work observations and onsite opportunities to continually evaluate risk to employees.
- Departmental connections provide employees with a point source for safety, environmental, and other risk management questions and concerns.

TRENDS AND ISSUES ON THE HORIZON

- Increasing medical costs in this part of the state affect our WC costs.
- Cybersecurity and ransomware concerns exist but working with IS and our insurance carrier helps protect the County.
- Liability risks are increasing for municipalities from higher settlements and the number of lawsuits being filed.
- Law enforcement brutality, deaths, and overdoses drive up liability insurance costs.

OPERATIONAL CHANGES IN 2023

- None anticipated.

POSITION CHANGES IN 2024

- None anticipated.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None anticipated.

Risk Management Fund

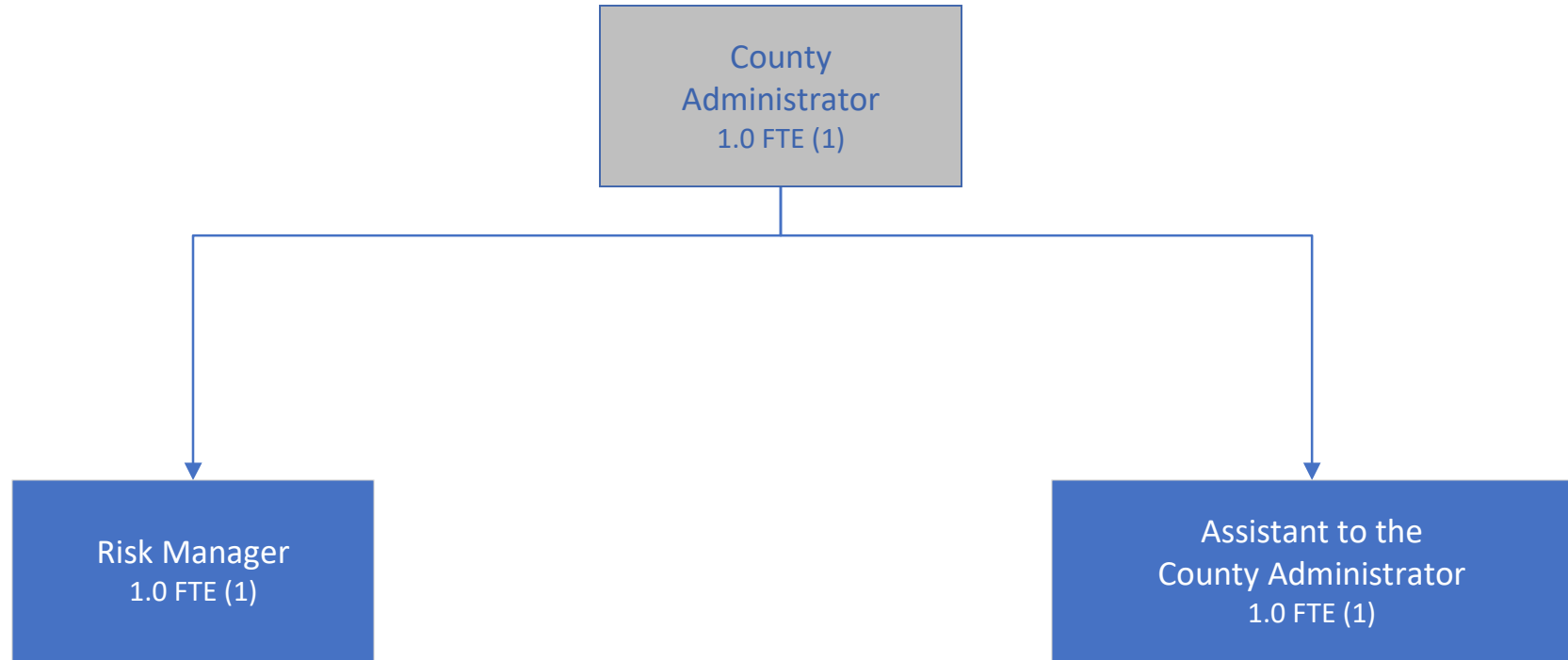
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None anticipated.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Returning injured workers to their department (light duty or full duty), helps them to not lose their motivation to return to work.
- Work zone safety measures and training are provided regularly to ensure our employees remain safe while working on State and County roads as traffic is present.
- Work on State Roads is a high-risk environment due to speed and distracted driving.
- Protection of our data so the county doesn't experience a hack or release of information.

Administration



Risk Management and Insurance

Manages insurance in accordance to risk tolerance. Activities include managing self-insurance and large deductible programs; minimize the number claims and cost of claims once submitted (losses), workers compensation, and safety.

OUTPUTS		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of contracts reviewed for appropriate language		1	1	1	1
Number of staff trained by Risk Management for safety programs		250	312	250	155
Number of vehicle accidents, property, and liability claims processed		3	7	3	7
Number of Workers Compensation claims					
Number of Workers Compensation claims: Claims		15	21	19	15
<i>Number of Workers Compensation claims: Inc Only</i>		31	31	41	23
Number of Workers Compensation claims: Total		46	52	60	38
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
Mod rate for workers comp; maintain a mod rate of less than 1.00.	<1.00	0.88	0.79	0.75	0.75
Provide adequate funding of self-insurance of workers comp and liability programs. Measured at 80% to 85% reliability level as determined by actuary review.	80%	85%	85%	85%	85%
In depth system review of 4 programs per year.	4	4	4	4	3
<i>*YTD indicates Jan-Jun Results</i>					

Risk Management Fund

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$1,414,668	\$1,353,453	\$1,353,453	\$1,378,895	2%
09-Other Revenue	\$40,621	\$39,907	\$33,677	\$34,507	-14%
11-Fund Balance Applied	-	\$54,630	-	\$170,430	212%
Total Revenues:	\$1,455,289	\$1,447,990	\$1,387,130	\$1,583,832	9%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$103,696	\$113,054	\$95,529	\$117,508	4%
02-OT Wages	-	-	-	-	
03-Payroll Benefits	\$39,400	\$52,978	\$42,840	\$52,838	0%
04-Contracted Services	\$108,007	\$39,600	\$114,600	\$35,600	-10%
05-Supplies & Expenses	\$2,891	\$8,505	\$5,570	\$8,305	-2%
07-Fixed Charges	\$747,199	\$848,253	\$473,260	\$984,093	16%
09-Equipment	-	\$600	\$520	\$488	-19%
10-Grants, Contributions, Other	\$63,566	\$385,000	\$385,000	\$385,000	0%
Total Expenditures:	\$1,064,759	\$1,447,990	\$1,117,319	\$1,583,832	9%

Net Surplus/(Deficit)- Risk Management Fund	\$390,531	\$0	\$269,811	\$0	
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Risk Management Fund

Overview of Revenues and Expenditures by Program Area

Worker's Compensation

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$680,291	\$408,500	\$408,500	\$411,000	1%
09-Other Revenue	\$6	\$7	\$7	\$7	0%
11-Fund Balance Applied	-	\$33,843	-	\$19,968	-41%
Total Revenues:	\$680,296	\$442,350	\$408,507	\$430,975	-3%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$23,054	\$30,000	\$30,000	\$30,000	0%
02-OT Wages	-	-	-	-	
03-Payroll Benefits	\$11,130	\$12,100	\$12,775	\$12,875	6%
04-Contracted Services	\$102,425	\$35,000	\$110,000	\$31,000	-11%
05-Supplies & Expenses	\$1,253	\$3,150	\$3,100	\$3,100	-2%
07-Fixed Charges	\$54,463	\$62,000	\$60,000	\$54,000	-13%
09-Equipment	-	\$100	-	-	-100%
10-Grants, Contributions, Other	(\$31,122)	\$300,000	\$300,000	\$300,000	0%
Total Expenditures:	\$161,202	\$442,350	\$515,875	\$430,975	-3%

Net Surplus/(Deficit)- Worker's Compensation	\$519,094	\$0	(\$107,368)	\$0	
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Risk Management Fund

Overview of Revenues and Expenditures by Program Area

Liability

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	\$734,378	\$944,953	\$944,953	\$967,895	2%
09-Other Revenue	\$20,720	\$17,400	\$11,670	\$12,000	-31%
11-Fund Balance Applied	-	(\$91,400)	-	\$34,998	-138%
Total Revenues:	\$755,098	\$870,953	\$956,623	\$1,014,893	17%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	-	-	-	-	
02-OT Wages	-	-	-	-	
03-Payroll Benefits	-	-	-	-	
04-Contracted Services	\$1,142	-	-	-	
05-Supplies & Expenses	-	-	-	-	
07-Fixed Charges	\$692,586	\$785,953	\$413,060	\$929,893	18%
09-Equipment	-	-	-	-	
10-Grants, Contributions, Other	\$94,688	\$85,000	\$85,000	\$85,000	0%
Total Expenditures:	\$788,416	\$870,953	\$498,060	\$1,014,893	17%

Net Surplus/(Deficit)- Liability	(\$33,319)	\$0	\$458,563	\$0	
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Risk Management Fund

Overview of Revenues and Expenditures by Program Area

Risk Management

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
05-Intergovernmental Charges for Services	-	-	-	-	
09-Other Revenue	\$19,895	\$22,500	\$22,000	\$22,500	0%
11-Fund Balance Applied	-	\$112,187	-	\$115,464	3%
Total Revenues:	\$19,895	\$134,687	\$22,000	\$137,964	2%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$80,642	\$83,054	\$65,529	\$87,508	5%
02-OT Wages	-	-	-	-	
03-Payroll Benefits	\$28,271	\$40,878	\$30,065	\$39,963	-2%
04-Contracted Services	\$4,439	\$4,600	\$4,600	\$4,600	0%
05-Supplies & Expenses	\$1,638	\$5,355	\$2,470	\$5,205	-3%
07-Fixed Charges	\$150	\$300	\$200	\$200	-33%
09-Equipment	-	\$500	\$520	\$488	-2%
10-Grants, Contributions, Other	-	-	-	-	
Total Expenditures:	\$115,140	\$134,687	\$103,384	\$137,964	2%

Net Surplus/(Deficit)- Risk Management	(\$95,245)	\$0	(\$81,384)	\$0	
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Risk Management Fund

Program Summary

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
Worker's Compensation	\$680,296	\$442,350	\$408,507	\$430,975	-3%
Liability	\$755,098	\$870,953	\$956,623	\$1,014,893	17%
Risk Management	\$19,895	\$134,687	\$22,000	\$137,964	2%
Total Revenues:	\$1,455,289	\$1,447,990	\$1,387,130	\$1,583,832	9%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
Worker's Compensation	\$161,202	\$442,350	\$515,875	\$430,975	-3%
Liability	\$788,416	\$870,953	\$498,060	\$1,014,893	17%
Risk Management	\$115,140	\$134,687	\$103,384	\$137,964	2%
Total Expenditures:	\$1,064,759	\$1,447,990	\$1,117,319	\$1,583,832	9%

Net	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
Worker's Compensation	\$519,094	-	(\$107,368)	-	
Liability	(\$33,319)	-	\$458,563	-	
Risk Management	(\$95,245)	-	(\$81,384)	-	
Total Net	\$390,531	\$0	\$269,811	\$0	

Risk Management Fund

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
05-Intergovernmental Charges for Services	\$1,353,453	\$25,442	\$1,378,895
09-Other Revenue	\$39,907	(\$5,400)	\$34,507
11-Fund Balance Applied	\$54,630	\$115,800	\$170,430
Total Revenues	\$1,447,990	\$135,842	\$1,583,832

01-Regular Wages	\$113,054	\$4,454	\$117,508
02-OT Wages	-	-	-
03-Payroll Benefits	\$52,978	(\$140)	\$52,838
04-Contracted Services	\$39,600	(\$4,000)	\$35,600
05-Supplies & Expenses	\$8,505	(\$200)	\$8,305
07-Fixed Charges	\$848,253	\$135,840	\$984,093
09-Equipment	\$600	(\$112)	\$488
10-Grants, Contributions, Other	\$385,000	-	\$385,000
Total Expenditures	\$1,447,990	\$135,842	\$1,583,832

Risk Management Fund

Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
Workers Comp Dept Chgs	680,291	408,500	408,500	411,000	Charges to departments	100%
Dept Insurance Charges	734,378	944,953	944,953	967,895	Charges to departments	100%
Interest On Work Comp Escrow Funds	6	7	7	7	Small amount each year	50%
Interest On Liability Escrow Funds	4,975	5,900	5,000	5,000	Based on historical actuals	50%
Premium Dividend	15,745	11,500	6,670	7,000	Varies each year	50%
Capital Dividends	19,895	22,500	22,000	22,500	Based on historical actuals	50%
Fund Balance Applied	-	112,187	-	115,464	Use of fund balance	100%
Workers Comp/Fund Balance Applied	-	33,843	-	19,968	Use of fund balance	100%
Liability/Fund Balance Applied	-	(91,400)	-	34,998	Use of fund balance	100%
TOTAL	\$1,455,289	\$1,447,990	\$1,387,130	\$1,583,832		

Risk Management Fund

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	103,567	35,000	110,000	31,000
Utility Services	-	500	100	100
Repairs And Maintenance	-	-	-	-
Other Contracted Services	4,439	4,100	4,500	4,500
Total	\$108,007	\$39,600	\$114,600	\$35,600

Risk Management Fund
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Workers Comp/ Contr Svcs	-	5,000	5,000	5,000	Investigation Fees	Professional Services
Workers Comp/ Attorney Fees	96,483	10,000	90,000	10,000	Workers Comp Legal Fees	Professional Services
Workers Comp/ Audit Svcs	5,943	10,000	7,000	7,000	Audit Fees for WC and financial audit	Professional Services
Workers Comp/ Other Prof Svcs	-	5,000	4,000	4,000	IME or specialist fees	Professional Services
Wc Self Ins/ Investigations	-	5,000	4,000	5,000	Investigation fees	Professional Services
Risk Mgmt/ Contr Svcs	4,439	4,100	4,500	4,500	MSDS online software subscription	Other Contracted Services
Risk Mgmt/ Telephone	-	500	100	100	Office Telephone	Utility Services
Ins Fund/ Other Professional Fees	1,142	-	-	-	account is no longer used	Professional Services
TOTAL	\$108,007	\$39,600	\$114,600	\$35,600		

Corporation Counsel

DEPARTMENT MISSION

To protect the public health, safety and general welfare of Eau Claire County residents by providing quality legal services in an efficient and timely manner to the County, its boards, commissions, committees, departments and employees.

DEPARTMENT BUDGET HIGHLIGHTS

The Office of Corporation Counsel was fully staffed in 2023 and with the added Asst. Corporation Counsel position from 2022 was able to process caseloads in a timely manner. In addition, the added personnel allowed the department to provide more services to internal departments and external agencies and implement new processes to assist the County in a fiscal manner.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Initiating State Tax Debt Collection Program in Eau Claire County.
- Implementing the In REM tax lien foreclosure action on properties in Eau Claire with unpaid real property taxes.
- Ongoing cross training to employees in all areas of responsibilities to maintain and increase efficiency and improve effective case processing.
- Updating and providing training to school district on Mandatory Reporter Training.
- Training for Foster parents on Termination of Parental Rights cases.
- Drafted an Eau Claire County Code of Conduct which was adopted as Chapter 2.08 of the Eau Claire County Code of Ordinances in March 2023.

TRENDS AND ISSUES ON THE HORIZON

- Providing training to internal departments and outside agencies on processes and what Corp. Counsel role is at the County.
- Providing guides to internal departments and outside agencies on case timelines of the Corporation Counsel staff for more productive and timely processing of cases.

OPERATIONAL CHANGES IN 2023

- None.

POSITION CHANGES IN 2024

- No position changes are anticipated.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None.

Corporation Counsel

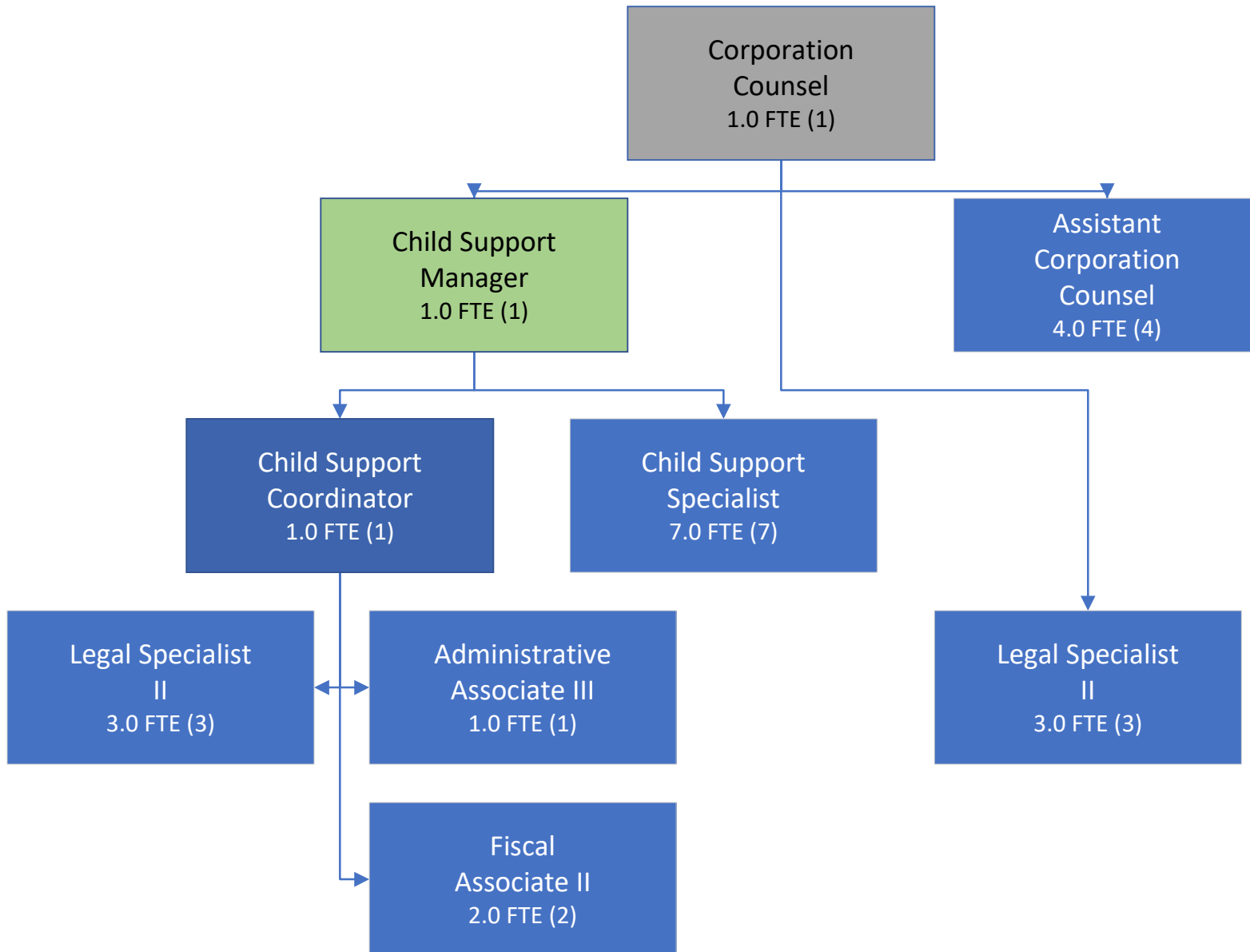
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- The case load of the Corporation Counsel Office is unpredictable and fluctuates throughout the year. The Corporation Counsel Office handles referrals from all County Departments, in addition to the primary practice areas. While there is a constant flow of referrals, it is impossible to predict the case volume throughout the year; therefore, the income received from representation in Guardianship cases is based on volume of cases processed and the judge's discretion of ordering fees to be paid to our department.
- Tax Intercept collections will vary each year as this is dependent on citizen's who owe fees and the filing of taxes each year.

Corporation Counsel



General Legal Services

Provide contract review and drafting, legal advice to departments and county board and training to county employees. Protect county interests and reduce liability risk.

OUTPUTS		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of Child Abuse Restraining Orders opened		25	24	12	10
Number of claims reviewed		13	13	21	15
Number of contracts reviewed		39	48	62	30
Number of contacts (All) Maintained		257	258	263	263
Number of county ordinance violations pretrials held		13	46	32	18
Number of foreclosure cases reviewed		6	3	12	2
Number of ordinances and resolutions drafted		50	55	67	23
Number or ordinances and resolutions reviewed and/or revised		140	111	97	44
Number of Minor guardianship cases opened		21	22	11	8
<i>*YTD indicates Jan-June Results</i>					
OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
97% of contracts will be reviewed within 7 days of receipt.	97%	85%	100%	98%	90%
97% of resolutions and ordinances referred for drafting will be returned for review or additional information within 7 days.	97%	96%	100%	100%	96%
100% of in-house legal services will be provided at a rate less expensive than local private attorney rates as illustrated in local attorney rate survey.	100%	100%	100%	100%	100%
95% of claims filed against the county will be processed within 2 days of receipt of the claim by Corporation Counsel, excluding weekends and holidays.	95%	100%	100%	100%	100%
<i>*YTD indicates Jan-June Results</i>					

CHIPS, JIPS, TPRs and DHS Legal Services

Provide legal counsel and representation to the Department of Human Services (DHS) by processing children in need of protection and services (CHIPS) cases, juveniles in need of protection and services (JIPS) cases, and termination of parental rights (TPRs) cases. Protect children and allow them to thrive. Maintain families when possible.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of CHIPS cases opened	120	119	99	55
Number of CHIPS cases involving Meth	79	65	52	20
Number of JIPS cases opened	100	114	87	101
Number of TPR cases opened **	2/17NA	6/18NA	8/5NA	14

**YTD indicates Jan-June Results*

*** TPR 1st number Opened Corp. Counsel Atty/2nd number opened contracted ECC attorneys*

OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
100% of CHIPS and JIPS referrals will be responded to within 20 days of Corporation Counsel's receipt.	100%	100%	100%	100%	100%
100% of in-house legal services will be provided at a rate less expensive than local private attorney rates as illustrated in local attorney rate survey.	100%	100%	100%	100%	100%

**YTD indicates Jan-June Results*

Chapters 51, 54, and 55 and Annual Reviews

Provide legal counsel and representation to the Department of Human Services (DHS) by drafting and review of legal documents, court representation in matters prosecuting Chapter 51 mental commitments, Chapters 54 and 55 temporary guardianships, guardianships and protective placements and annual protective placement reviews. Protect individuals with mental illness and the residents of the county. Protect vulnerable adults from abuse / neglect.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of Chapter 51 cases opened	382	331	367	184
Number of Chapter 51 (New) cases committed	41	40	28	22
Number of Chapter 51 recommitment cases continued	35	31	47	22
Continued signed stipulation	22	26	30	15
Continued via court appearances	13	5	17	7
Number of Chapters 54 and 55 cases opened	51	77	59	22
Number of Chapter 54 Temporary Guardianship cases opened	26	43	39	16
Number of Protective Placement Annual reviews scheduled	318	281	293	170
Total fees collected from 54, 55 and Annual Reviews	\$24,775	\$30,600	\$29,675	\$12,990

**YTD indicates Jan-June Results*

OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
100% of Chapter 51 emergency detentions and recommitments, and Chapter 54 annual protective placement reviews will be processed and completed within the statutory time requirements.	100%	100%	100%	100%	100%
100% of Chapter 54 guardianship and protective placement petitions will be completed within the statutory time requirement.	100%	100%	100%	100%	100%
100% of in-house legal services will be provided at a rate less expensive than local private attorney rates as illustrated in annual local attorney rate survey.	100%	100%	100%	100%	100%

**YTD indicates Jan-June Results*

Building, Zoning, and Health Code Enforcement

Provide legal counsel and representation to the Planning and Development Department and the City-County Health Department. Ensure the public health, safety and general welfare of Eau Claire County residents.

OUTPUTS		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of Building, Zoning and Health Code cases opened during year		3	4	No longer tracking	No longer tracking
Number of Building, Zoning and Health Code cases resolved during year		2	1	No longer tracking	No longer tracking
<i>*YTD indicates Jan-June Results</i>					
OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
100% of zoning matters referred will be reviewed on a monthly basis with zoning staff until resolved.	100%	100%	100%	No longer tracking	No longer tracking
100% of in-house legal services will be provided at a rate less expensive than local private attorney rates as illustrated in local attorney rate survey.	100%	100%	100%	No longer tracking	No longer tracking
<i>*YTD indicates Jan-June Results</i>					

Collections

Provide legal counsel and representation to any department of the county requiring assistance in pursuing collection and reimbursement.

OUTPUTS		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of collections cases referred and files opened		0	0	0	0
Number of tax intercepts filed		16	0	0	0
Amount of payments received from tax intercept		\$7,220	\$5,124	\$5,759	\$5,134
Amount of payments received, excluding tax intercepts		\$165	\$195	\$165	\$105
Total amount collected:		\$7,385	\$5,319	\$5,924	\$5,239
<i>*YTD indicates Jan-June Results</i>					
OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
95% of tax intercept cases that qualify will be referred to the Department of Revenue (“DOR”) within 7 days.	95%	NA	NA	NA	NA
The cost of collections will be less than the amount of money collected.	Yes	Yes	Yes	Yes	Yes
<i>*YTD indicates Jan-June Results</i>					

Corporation Counsel

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$755,520	\$766,996	\$766,996	\$832,853	9%
05-Intergovernmental Charges for Services	\$4,640	\$2,000	\$4,000	\$4,000	100%
06-Public Charges for Services	\$35,229	\$32,675	\$33,239	\$33,000	1%
Total Revenues:	\$795,389	\$801,671	\$804,235	\$869,853	9%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$536,066	\$611,147	\$612,579	\$652,015	7%
02-OT Wages	\$355	\$200	\$200	\$200	0%
03-Payroll Benefits	\$208,871	\$168,934	\$182,936	\$196,518	16%
04-Contracted Services	\$2,160	\$2,240	\$1,920	\$1,920	-14%
05-Supplies & Expenses	\$9,515	\$13,150	\$10,735	\$13,700	4%
09-Equipment	\$5,028	\$6,000	\$5,200	\$5,500	-8%
Total Expenditures:	\$761,995	\$801,671	\$813,570	\$869,853	9%

Net Surplus/(Deficit)- Corporation Counsel	\$33,393	\$0	(\$9,335)	\$0	
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Corporation Counsel

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$766,996	\$65,857	\$832,853
05-Intergovernmental Charges for Services	\$2,000	\$2,000	\$4,000
06-Public Charges for Services	\$32,675	\$325	\$33,000
Total Revenues	\$801,671	\$68,182	\$869,853

01-Regular Wages	\$611,147	\$40,868	\$652,015
02-OT Wages	\$200	-	\$200
03-Payroll Benefits	\$168,934	\$27,584	\$196,518
04-Contracted Services	\$2,240	(\$320)	\$1,920
05-Supplies & Expenses	\$13,150	\$550	\$13,700
09-Equipment	\$6,000	(\$500)	\$5,500
Total Expenditures	\$801,671	\$68,182	\$869,853

Corporation Counsel Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	755,520	766,996	766,996	832,853	County funding request	100%
Corp Counsel Fees	172	175	10	-	Bad debt collection will decrease with time	90%
Bad Debt Collections	5,382	5,500	5,229	5,000	Bad debt collection will decrease with time	90%
Gn / Pp Service Fees	29,675	27,000	28,000	28,000	Dependent on GN/PP filings	90%
Airport Chargeback	4,640	2,000	4,000	4,000	Airport time varies with need	50%
TOTAL	\$795,389	\$801,671	\$804,235	\$869,853		

Corporation Counsel
Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	-	-	-	-
Utility Services	2,160	2,240	1,920	1,920
Repairs And Maintenance	-	-	-	-
Other Contracted Services	-	-	-	-
Total	\$2,160	\$2,240	\$1,920	\$1,920

Corporation Counsel
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Corp Coun/ Telephone	2,160	2,240	1,920	1,920	Office Telephone	Utility Services
TOTAL	\$2,160	\$2,240	\$1,920	\$1,920		

County Board

DEPARTMENT MISSION

The county board is the governing body of the county and functions as the policy making and legislative branch of County government. Supervisors are elected in the spring nonpartisan election (even year) for two-year terms.

DEPARTMENT BUDGET HIGHLIGHTS

Goals and directives for the county board will be derived from the furtherance of the strategic plan.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Ongoing training for all County Board Supervisors

TRENDS AND ISSUES ON THE HORIZON

- Disbursement of the Opioid Settlement funds

OPERATIONAL CHANGES IN 2023

- None

POSITION CHANGES IN 2024

- No position changes in the 2024 budget

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- As recommended by the class and compensation study, the Assistant to the County Administrator will be reclassified to meet market of like positions. This position will also undergo a title change to “Executive Assistant” to better align with duties this position undertakes.

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- 2024 is an election year for County Board Supervisors.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- None

County Board

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$214,584	\$212,129	\$212,129	\$223,232	5%
Total Revenues:	\$214,584	\$212,129	\$212,129	\$223,232	5%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$120,067	\$118,648	\$118,648	\$123,045	4%
02-OT Wages	-	-	-	-	
03-Payroll Benefits	\$74,497	\$63,363	\$65,270	\$69,292	9%
04-Contracted Services	\$5,945	\$1,470	\$1,450	\$1,470	0%
05-Supplies & Expenses	\$27,705	\$21,603	\$26,795	\$28,225	31%
09-Equipment	\$488	\$7,045	\$7,045	\$1,200	-83%
Total Expenditures:	\$228,702	\$212,129	\$219,208	\$223,232	5%

Net Surplus/(Deficit)- County Board	(\$14,118)	\$0	(\$7,079)	\$0	
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County Board

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$212,129	\$11,103	\$223,232
Total Revenues	\$212,129	\$11,103	\$223,232

01-Regular Wages	\$118,648	\$4,397	\$123,045
02-OT Wages	-	-	-
03-Payroll Benefits	\$63,363	\$5,929	\$69,292
04-Contracted Services	\$1,470	-	\$1,470
05-Supplies & Expenses	\$21,603	\$6,622	\$28,225
09-Equipment	\$7,045	(\$5,845)	\$1,200
Total Expenditures	\$212,129	\$11,103	\$223,232

County Board Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	214,584	212,129	212,129	223,232	County funding request	100%
TOTAL	\$214,584	\$212,129	\$212,129	\$223,232		

County Board

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	3,541	-	-	-
Utility Services	2,404	1,470	1,450	1,470
Repairs And Maintenance	-	-	-	-
Other Contracted Services	-	-	-	-
Total	\$5,945	\$1,470	\$1,450	\$1,470

County Board

Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Co Board/ Other Profess Serv	3,541	-	-	-	Strategic Plan consultants	Professional Services
Co Board/ Telephone	720	500	480	500	Office telephone	Utility Services
Co Board/ Cellular Phone	1,684	970	970	970	Cellular phone	Utility Services
TOTAL	\$5,945	\$1,470	\$1,450	\$1,470		

County Administrator

DEPARTMENT MISSION

The County Administrator's office provides executive management and oversight to all operations of Eau Claire County government. The County Administrator is the county's chief administrative officer, develops and executes the annual budget and ensures that policies and procedures adopted by the county board are carried out.

DEPARTMENT BUDGET HIGHLIGHTS

Moving to electronic processing has cut costs on office supplies, printing, and postage. Electronic processes have also allowed departmental staff freedom to work remotely.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- New employee orientation and development (department head level). This includes developing leadership and structural capacity to ensure that key areas of county operations are covered. New directors: Human Services, Human Resources, and Finance Director.
- Succession plan: Build a solid succession plan for county administration. *Identify departmental succession plans for key functions and activities and personnel.*
- Compensation plan: supporting the culture. The elements of the project are listed below. This entire project is designed to provide internal equity for employees and generate the basic structure to develop an environment for the core behaviors to be developed. (see graphic below). There are multiple phases of this work that need to be accomplished in the next year and require ongoing executive sponsorship and participation.
 - Wage matrix – provides leader flexibility to address market needs and the hiring of a dynamic, skilled workforce.
 - Job descriptions – used for recruitment and retention – switches focus to skills.
 - Performance appraisal
 - Coaching / mentoring (cooperative give and take; where have we been, where are we going). This hits all but the customer first in our development of the structure needed to support the core behaviors we are looking for.
- 2023 partner initiatives: EMS / Ambulance; Public Health. There will be separate task forces to work through the relationships with external agency partners.
- Organizational awareness and understanding of what each department does. This is currently happening with the newsletter and with the introduction of videos. *We will explore a relational based approach as well.*
- Systems change –
 - Changes in process for proposing programmatic changes. *This involves creating the process and materials necessary for documenting either a new program start-up or proposed operational changes that are significant. The pro forma will provide a framework to ascertain if financial goals have been met.* This formalizes what was previously informal.
 - Alignment with strategic plan – next phase of development: *workgroup created to develop connection with budget, planning and operations.*
- Marketing; crisis communications; county image. *We will work with a consultant to move beyond the current negative connotations associated with Eau Claire County. We will also engage with board members and staff to become brand ambassadors.*

County Administrator

- Financial stabilization: Ongoing capital planning and changes in borrowing duration. *Reduced year-over-year borrowing. Tiered approach to capital – ongoing maintenance and year-over-year cost increases to operations. Planned growth with multi-year discussion on budget to avoid use of fund balance.*
 - Internal controls intensive review – ongoing, regular reports will be presented to the board.
 - Financial policies and code revisions – ongoing. We will identify needed policies (including a policy around requirements for new programming).
- Performance management – work with the team to identify process and practice for performance management.
- Increased 1:1 communication opportunities.
 - *Regular meetings with board members (committee chairs) and department heads to develop and nurture ongoing relationships and communication. This is about relationship building.*
 - Provide training on communication strategies for board members and upper-level management staff to ensure that communication is productive. *Work with Human Resources to identify educational materials and develop the skill set for all.*
 - Basic ground rules for engagement; developing a collaborative atmosphere for problem solving.

TRENDS AND ISSUES ON THE HORIZON

- Increased employee benefit and salary cost.
- Collaborating with local partners on the Rural Partners Network

OPERATIONAL CHANGES IN 2023

- None

POSITION CHANGES IN 2024

- None; however, it is recommended to abolish the Assistant to the County Administrator and create an Executive Assistant to better align with duties this position undertakes.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None.

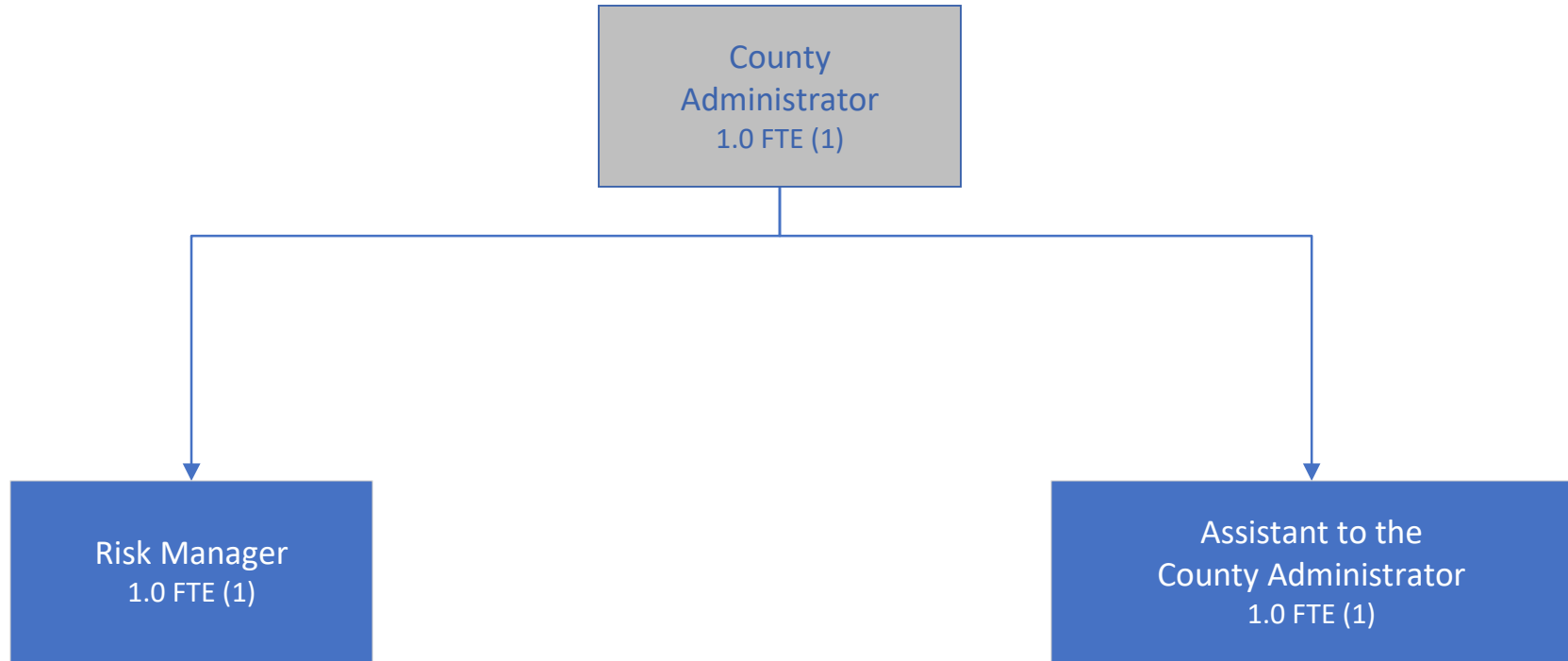
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- As recommended by the class and compensation study, the Assistant to the County Administrator will be reclassified to meet market of like positions. This position will also undergo a title change to “Executive Assistant” to better align with duties this position undertakes.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Low risk with current staffing. Staff have taken on enhanced roles to meet the organizational needs.

Administration



Administration

The County Administrator's office: Manages the daily county government operations; carries out policies and procedures adopted by the county board; ensures fiscal and programmatic accountability; provides support to the Board of Supervisors; and medical examiner services.

OUTPUTS		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of Community Events Attended		18	18	28	10
Number of Meetings Attended		931	948	788	418
Number of Board, Commission, Vacancies Recruited		34	31	33	25
# of Committee Agendas Prepared		77	61	66	27
# of County Board Agendas /Addendums prepared		24	25	23	10
# of Resolutions/Ordinances		137	110	110	45
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	2020	2021	2022	YTD* 2023
Cost per resident for Medical Examiner services	N/A	\$3.59	\$3.17	\$3.17	\$5.10
Employees surveyed will indicate basic understanding of code of conduct.	1:1	1:1	1:1	1:1	1:1
Strategic plan identifies focused goals and meaningful process as identified by survey of participants.	1:1	1:1	1:1	1:1	1:1
Contracts for shared services updated.	100%	100%	100%	100%	100%
<i>*YTD indicates Jan-Jun Results</i>					

County Administrator

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$268,868	\$210,935	\$210,935	\$227,460	8%
Total Revenues:	\$268,868	\$210,935	\$210,935	\$227,460	8%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$144,417	\$155,394	\$155,394	\$164,922	6%
02-OT Wages	-	-	-	-	
03-Payroll Benefits	\$34,509	\$39,585	\$39,475	\$42,316	7%
04-Contracted Services	\$32,518	\$640	\$1,348	\$6,348	892%
05-Supplies & Expenses	\$7,371	\$12,340	\$11,560	\$12,500	1%
09-Equipment	\$1,972	\$2,976	\$2,976	\$1,374	-54%
11-Other	\$3,000	-	-	-	
Total Expenditures:	\$223,787	\$210,935	\$210,753	\$227,460	8%

Net Surplus/(Deficit)- County Administrator	\$45,081	\$0	\$182	\$0	
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County Administrator

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$210,935	\$16,525	\$227,460
Total Revenues	\$210,935	\$16,525	\$227,460

01-Regular Wages	\$155,394	\$9,528	\$164,922
02-OT Wages	-	-	-
03-Payroll Benefits	\$39,585	\$2,731	\$42,316
04-Contracted Services	\$640	\$5,708	\$6,348
05-Supplies & Expenses	\$12,340	\$160	\$12,500
09-Equipment	\$2,976	(\$1,602)	\$1,374
11-Other	-	-	-
Total Expenditures	\$210,935	\$16,525	\$227,460

County Administrator
Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	268,868	210,935	210,935	227,460	County funding request	100%
TOTAL	\$268,868	\$210,935	\$210,935	\$227,460		

County Administrator
Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	-	-	-	-
Utility Services	1,692	640	1,348	1,348
Repairs And Maintenance	-	-	-	-
Other Contracted Services	30,826	-	-	5,000
Total	\$32,518	\$640	\$1,348	\$6,348

County Administrator
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Admin/ Contracted Services	30,826	-	-	5,000	Strategic Planning, PIO, Community Engagement development	Other Contracted Services
Admin/ Telephone	1,692	320	960	960	Office Telephone	Utility Services
Admin/ Cellular Phone	-	320	388	388	Cellular Phone	Utility Services
TOTAL	\$32,518	\$640	\$1,348	\$6,348		

Committee on Administration: Judy Gatlin, Connie Russell, Gerald Wilkie, Nick Smiar, Allen Myren (ex-officio)

Committee on John Folstad, Jim Dunning, Robin Leary, Cory Sisk, Dane Zook

Others: Samantha Kraegenbrink, Amy Weiss, Greg Dachel, Charity Zich, Sonja Leenhouts, Sharon McIlquham, Norb Kirk, Kathryn Schauf, Angela Eckman, Cory Sisk, Erika Gullerud

Call to Order and confirmation of meeting notice

Chair Smiar called the Committee on Administration to order at 2:30 p.m. and confirmed the joint meeting notice. Chair Zook called the Committee on Finance and Budget to order at 2:30 p.m.

Roll call

Roll call was taken for each committee respectively and is listed above.

Public Comment

No members of the public wished to make comment.

2024 Department Budget Presentation

- Facilities Department presented by Matt Theisen, Facilities Director

Motion by Supervisor Wilkie to approves the Facilities budget as presented. Seconded by Supervisor Russell. All in favor, motion carries.

Adjournment of the Committee on Finance & Budget

The committee adjourned at 2:59 p.m.

Ex-officio present at this time: Dane Zook, Allen Myren

Review of meeting minutes from June 13, 2023, and June 20, 2023

Motion by Supervisor Wilkie, seconded by Supervisor Russell. All in favor, motion carries.

United Way Day off with Pay: Charity Zich, Chair of the United Way Committee/Airport Director

Charity Zich provided a brief overview of the request of the prize to employees who pledge to the annual campaign. The request is for two days off with pay (one day per individual.) Motion by Supervisor Gatlin motions to approve, seconded by Supervisor Russell. All in favor, motion carries.

Resolution for ARPA funds for Broadband Contract: Fairchild Fiber Connect Project (File 23-24/026)

Motion by Supervisor Gatlin, seconded by Supervisor Russell. All in favor

From Addendum:

File No. 23-24/023: Resolution approving the Eau Claire County Opioid Task Force to expend funding for Community Sharps Disposal Containers, Lock Bags, and Lock Boxes

Motion by Supervisor Gatlin, seconded by Supervisor Russell. All in favor, motion carries.

File No. 23-24/024: Resolution approving the Eau Claire County Task Force to expend funding for Narcan and Fentanyl test strips

Motion by Supervisor Russell, seconded by Supervisor Wilkie. All in favor, motion carries.

Administrator Updates: Kathryn Schauf, County Administrator

Administrator Schauf gave brief update on the EMS Committee and share public health services.

Appointments

Motion by Supervisor Gatlin, seconded by Supervisors Russell. All in favor for the following appointments:

- a. Local Emergency Planning Committee
 - i. Jamie Burkhardt (reappointment)
 - ii. Sarah Seifert (new appointment)

Motion by Supervisor Russell, seconded by Supervisors Gatlin. All in favor for the following appointment:

- b. Broadband Committee
 - i. Brian Barres

Motion by Supervisor Russell, seconded by Supervisors Gatlin. All in favor for the following appointments:

- 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

Motion by Supervisor Gatlin, seconded by Supervisor Russell. The committee moved into closed session at 3:32 p.m.

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*

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

AMENDED FACT SHEET

TO FILE NO. 23-24/012

This ordinance relates to Sections 2.04.010 B. and 2.04.130 C. of the code and contains provisions from the originally submitted File No. 22-23/16 and 22-23/17. This code revision permits supervisors and other committee, board, and commission members to participate in county board meetings, committee meetings, and other board/commission meetings remotely. Supervisors may also continue to participate in meetings remotely as a result of an approved accommodation under the Americans with Disabilities Act as determined by the Eau Claire County Human Resources Department. Each meeting notice shall contain access information for a board member to participate in the meeting remotely, while also allowing staff or a member of the public to observe the meeting remotely. During remote participation at a County Board meeting, unless otherwise prearranged, Supervisors shall use their devices to note their attendance, wish to speak, motions and votes. The county code continues to require diligent committee service. So long as the County Clerk or Committee/Board/Commission Clerk is physically present in the meeting room, the Open Meetings Law would not be violated.

Fiscal Impact: \$0.00

Respectfully Submitted,

Supervisors Tami Schraufnagel and Stella Pagonis
Districts 4 and 26

1 EAU CLAIRE COUNTY BOARD OF SUPERVISORS

2
3 AMENDMENT NO. 1

4
5 TO FILE NO. 23-24/012

6
7 OFFERED BY SUPERVISOR TAMI SCHRAUFNAGEL & STELLA PAGONIS

8
9
10 AMEND THE ORDINANCE, AMENDMENT AS FOLLOWS:

- 11
12 1. On page 1 AND 2, strike entirely and insert as attached.

13
14
15
16
17 _____
18 Supervisor Tami Schraufnagel

19
20
21 _____
22 Supervisor Stella Pagonis

23
24
25
26 SM/yk

4 TO AMEND 2.04.010 B. OF THE CODE: RULE 1—MEETINGS; TO AMEND 2.04.130 C.
5 OF THE CODE: RULE 13—DILIGENT COMMITTEE SERVICE; TO AMEND 2.04.310 B.
6 OF THE CODE: RULE 31—COMMITTEE MEETINGS

7 SECTION 1. That Subsection B. of Section 2.04.010 of the code be amended as follows:

8
9 B. All meetings shall be held in the county board of supervisors' chambers at the
10 courthouse unless otherwise ordered by the board. All members of the board shall attend
11 meetings in person. An individual supervisor may appear remotely and participate in county
12 board meetings based on the supervisor's discretion. The supervisor is required to inform the
13 county board chair and the county clerk of their intent to participate remotely as soon as the
14 supervisor determines the need to appear remotely. The supervisor's remote participation will be
15 reflected in the minutes. The chair has the authority to approve remote participation by
16 electronic means for individual members for specific meetings, and remote participation by
17 electronic means for longer defined periods of time for members with a known disability or
18 illness that prevents in person attendance at the meeting. Supervisors may also participate in
19 meetings remotely as an approved accommodation under the Americans with Disabilities Act as
20 determined by the Eau Claire County Human Resources Department. "Participation" or
21 "participate" includes the right to speak and vote on an agenda item. Each meeting notice shall
22 contain access information for any board member, staff, or a member of the public to view the
23 open sessions of the meeting remotely. The chair shall have the authority to allow an individual
24 to speak remotely during public comments or on an agenda item and determine which
25 individuals may remotely attend a closed session of the board. Notwithstanding the above, the
26 chair of the county board in response to a pandemic, ~~or~~ crisis, or other exigent circumstance,
27 such as severe weather, and for finite and specific time period, shall have the authority to
28 authorize meetings to be held remotely either at another location or by electronic means that
29 includes ~~the~~ participation of members by videoconference or ~~by~~ teleconference.
30

31 SECTION 2. That Subsection C. of Section 2.04.130 of the code be amended to read:

32
33 C. ~~The chair of Eau Claire County~~ Members of standing committees, boards or
34 commissions may ~~approve remote participation~~ participate in meetings remotely by electronic
35 means ~~for individual members for specific meetings, and remote participation by electronic means~~
36 ~~for longer defined periods of time for members with a known disability or illness that prevents in~~
37 ~~person attendance at the meeting.~~ The supervisor is required to inform the committee, board or
38 commission chair and the clerk of their intent to participate remotely as soon as the supervisor
39 determines the need to appear remotely. Diligent committee service continues to be the primary
40 expectation. Supervisors may ~~also~~ participate in Eau Claire County standing committee, board or
41 commission meetings remotely as an approved accommodation under the Americans with
42 Disabilities Act as determined by the Eau Claire County Human Resources Department.
43 "Participation" or "participate" includes the right to speak and vote on an agenda item. The
44 committee clerk shall track remote appearances, which shall be reflected in the committee minutes.
45 Each meeting notice shall contain access information for any board member, staff, or a member of
46 the public to view the open sessions of the meeting remotely. The chair of the committee, board
47 or commission shall have the authority to allow an individual to speak remotely during public
48 comment or on an agenda item and determine which individuals may remotely attend a closed
49 session of the committee. Notwithstanding the above, the chair of the committee, board or

1 commission in response to a pandemic or crisis, and for a finite and specific time period, shall have
2 the authority to authorize meetings to be held remotely either at a location or by electronic means
3 that includes the participation of members by videoconference or teleconference.
4

5 SECTION 3. That Subsection B. of Section 2.04.310 of the code be amended to read:
6

7 B. No standing committee meeting shall be held without ~~the majority~~ a quorum of
8 the members in ~~physical attendance, either physically or remotely. except in case of extreme~~
9 ~~emergency as approved by the committee chair.~~ Other committees, commissions, boards and
10 councils may meet via telephone conference call phone using a speaker phone or
11 videoconference ing at the discretion of the chair, but only if all available county board members
12 ~~are in physical attendance at the meeting site.~~ Notwithstanding the above, ~~if the chair of the~~
13 ~~county board authorizes meetings to be held remotely under section 2.04.010 B~~ the chair of the
14 committee may convene the meeting remotely by electronic means that include attendance of all
15 members by videoconference or teleconference.
16

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18 ADOPTED
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20 _____
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28 _____
29 Committee on Administration

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32 VOTE: _____ AYE _____ NAY
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35 Dated this _____ day of _____, 2023
36

37 SM/TS/SP/yk

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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 MEETINGS5
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. The supervisor's remote
14 participation will be reflected in the minutes. Any additional need for remote participation within
15 a year shall require approval by the chair. The clerk shall track remote appearances which shall
16 be reflected in the minutes. The chair has maintains the authority to approve remote participation
17 by electronic means for individual members for specific meetings, and remote participation by
18 electronic means for longer defined periods of time for those members with a known disability or
19 illness or incapacitation that prevents preventing in person attendance at the meeting.
20 Supervisors may also participate in meetings remotely as an approved accommodation under the
21 Americans with Disabilities Act as determined by the Eau Claire County Human Resources
22 Department.
23

24 "Participation" or "participate" includes the right to speak and vote on an agenda item.
25 Each meeting notice shall contain access information for any board member, staff, or a member
26 of the public to view the open sessions of the meeting remotely. The chair shall have the
27 authority to allow an individual to speak remotely during public comments or on an agenda item
28 and determine which individuals may remotely attend a closed session of the board.
29

30 Notwithstanding the above, the chair of the county board in response to a pandemic, ~~or~~
31 crisis, or other exigent circumstance, such as severe weather, and for finite and specific time
32 period, shall have the authority to authorize meetings to be held remotely either at another
33 location or by electronic means that includes the participation of members by videoconference or
34 by teleconference.
35

36
37 2.04.130 (Rule 13 – Diligent Committee Service)
38

39 C. ~~The chair of Eau Claire County~~ Members of standing committees, boards or
40 commissions may ~~approve remote participation~~ participate in the meetings remotely by
41 electronic means. ~~for individual members for specific meetings, and remote participation by~~
42 electronic means for longer defined periods of time for members with a known disability or
43 illness or incapacitation that prevents preventing in person attendance at the meeting. The
44 supervisor is required to inform the committee, board or commission chair and the clerk of their
45 intent to participate remotely as soon as the supervisor determines the need to appear remotely.
46 Supervisors may participate remotely for two meetings per year with notification to the
47 committee chair and committee clerk, as long as a quorum of committee members is physically
48 present, as determined by the committee chair and the committee clerk. Diligent committee
49 service continues to be the primary expectation. Supervisors may also participate in Eau Claire
50 County standing committee, board or commission meetings remotely as an approved 94

1 accommodation under the Americans with Disabilities Act as determined by the Eau Claire
2 County Human Resources Department. "Participation or "participate" includes the right to speak
3 and vote on an agenda item. The committee clerk shall track remote appearances which shall be
4 reflected in the committee minutes.
5
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7

8 2.040.310 (Rule 31 Committee meetings)
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10 B. No standing committee meeting shall be held without ~~the majority~~ a quorum of the
11 committee members in ~~physical attendance, either physically or remotely. except In cases of~~
12 ~~extreme emergency or other exigent circumstances, as approved by the committee chair. an~~
13 ~~individual member may participate remotely for two meetings per year based on the supervisor's~~
14 ~~discretion.~~ Other committees, commissions, boards and councils may meet via telephone
15 conference ~~call, phone~~ using a speaker phone or videoconference. ~~ing at the discretion of the chair,~~
16 ~~but only if all available county board members are in physical attendance at the meeting site. so~~
17 ~~long as a quorum of the committee members is physically present.~~ Notwithstanding the above, if
18 the chair of the county board authorizes meetings to be held remotely under section 2.04.010 B the
19 chair of the committee may convene the meeting remotely by electronic means that include
20 attendance of all members by videoconference or teleconference.
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22 ADOPTED
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Committee on Administration

VOTE: _____ AYE _____ NAY

Dated this _____ day of _____, 2023