



## MINUTES

Eau Claire County

Committee on Administration

Tuesday, September 12, 2023, at 2:30 p.m.

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

Present: Gerald Wilkie, Judy Gatlin, Connie Russell, Todd Meyer, Nancy Coffey, Allen Myren (ex-officio), Robin Leary (ex-officio)

Others: Samantha Kraegenbrink – Committee Clerk, Sonja Leenhouts, Angela Eckman, Norb Kirk, Sharon McIlquham, Kathryn Schauf

### Call to Order and confirmation of meeting notice

Chair Coffey called the meeting to order at 2:30 p.m. The meeting was properly noticed.

### Roll call

Roll call was completed and is listed above under present.

### Public Comment

No members of the public wished to make comment.

### Review of meeting minutes from August 8, 2023

Motion by Supervisor Russell to approve the minutes as presented. There were no deletions, corrections, or additions. Minutes were approved as presented.

### Board and Administration Shared Ownership of Process and Policy

The Committee discussed a document presented by Administrator Schauf. The following opportunities were discussed:

**Opportunity #1:** Special Committee to review, simplify and align county code with updated best practices.

Area(s) that will be addressed: Policy, practice and code will be in alignment.

**Action item:** The Corporation Counsel will begin to work on the creation of a special committee and bring the item back to the Committee at the next Committee on Administration meeting. Motion by Supervisor Meyer.

All in favor.

**Opportunity #2:** Develop a RACI diagram for shared expectations.

Area(s) that will be addressed: Notification expectations for contract, program and other changes at the operational level. Links policy considerations to processes. This will also include clarification on use of closed sessions for notifications. This also includes thresholds for board reports and updates.

**Opportunity #3:** Utilizing the Committee of Chairs as a mechanism to improve communication flow between administration, departments, oversight committees and the board as a whole.

Area(s) that will be addressed: Sets expectations on how we as an organization will deal with communications issues immediately.



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### Committee on Committees

This item refers to the creation of a Committee-on-Committee Chairs. Chair Coffey provided the committee with further documentation. The committee will be the Committee of Chairs.

### From Addendum: Compensation Study Update

Human Resources Director, Angela Eckman, provided the committee with a compensation update.

The meeting was adjourned at 4:43 p.m.

Respectfully submitted by,

Samantha Kraegenbrink

Assistant to the County Administrator