



Committee on Administration

Thursday, March 21, 2024

2:00 p.m.

Courthouse – Room 3312
721 Oxford Ave, Eau Claire, WI

Join by Phone:

Dial in Number: 415.655.0001
Access Code: 2535 755 2385

Join by Meeting Number:

Meeting Number: 2535 755 2385
Meeting Password: hxNfPK4Zi54

Join from Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=ma7e31bc9fc7304e0d54bd4d6453739db>

*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.*

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. File No. 23-24/094: Resolution in support of collaborative community efforts to establish a Day Resource Center in downtown Eau Claire – **Discussion/Action**
5. Committee preference form and biography's from Board Members – **Discussion/Action**
 - Link:
https://www.surveymonkey.com/r/Preview/?sm=hIa2WLUgyrj_2FjxFtToGcNIu3s6FZnZqtI2vloEhtOF9e6Uw_2FhYqjREHdEJOFEBLC
6. Rules of the Board – **Discussion/Action**
 - Procedure
 - Amendments
7. Future Agenda Items – **Discussion**
8. Adjourn

Prepared by: Samantha Kraegenbrink

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 at (715) 839-5106. For additional information on ADA requests, contact the County ADA Coordinator at (715) 839-7335, (FAX) (715) 839-1669, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

FACT SHEET

TO FILE NO. 23-24/094

A RESOLUTION IN SUPPORT OF COLLABORATIVE COMMUNITY EFFORTS TO ESTABLISH A DAY RESOURCE IN DOWNTOWN EAU CLAIRE

There are efforts by several community non-profits and agencies working to collaborate and find best practice solutions to help those struggling with homelessness, addiction and mental health challenges to become well and be productive members of the community. One of the gaps identified was a one-stop place where people can get help finding resources to give a hand up, pursue wellness and better their situation. This resolution would help show community support for a Day Resource Center as they move forward in raising money, grants and support to make this a reality.

Fiscal Impact: \$0.00

Respectfully Submitted,

Supervisor Brett Geboy
Eau Claire County Board Supervisor District 12

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

A RESOLUTION IN SUPPORT OF COLLABORATIVE COMMUNITY EFFORTS TO ESTABLISH A DAY RESOURCE CENTER IN DOWNTOWN EAU CLAIRE

WHEREAS, a day resource center would provide a centralized location where those struggling with homelessness, addiction, and mental health challenges have access to locate the resources they need; and

WHEREAS, Eau Claire County is seeing an increase of persons experiencing homelessness, addiction and mental health related issues; and

WHEREAS, the recent closing of HSHS hospitals, LE Phillips Libertas Center and Previa clinics has created additional gaps in services to those struggling with addiction and mental health issues in Eau Claire County; and

WHEREAS, resources and services based in one centralized location to provide a warm, safe place to stay during the day, employment resources, housing assistance, basic mental health services and referrals, basic hygiene and first aid supplies, peer mentoring, food and clothing access and financial literacy are needed in our community; and

WHEREAS, providing these services could potentially save long term costs of county services by reducing hospital emergency room visits, inpatient stays, EMS calls, detoxification programs, police calls, incarceration, and mental health crises, all of which result in high public costs and poor health outcomes; and

WHEREAS a recent survey conducted at the LE Phillips Library to attempt to assess the greatest needs of people experiencing homelessness in Eau Claire supported the need for a Day Resource Center to assist in providing food, health care, transit, storage and laundry facilities.

NOW THEREFORE BE IT RESOLVED the Eau Claire County Board supports collaborative community efforts to pursue a Day Resource Center in the downtown area of the City of Eau Claire to serve and better help those struggling with homelessness, addiction and mental health challenges.

ENACTED:

Committee on Administration

VOTE: _____ Aye _____ Nay

DATED THIS _____ DAY OF MARCH, 2024.

RULES OF THE BOARD PROCEDURES

- Board members are solicited for potential amendments to the current rules of the board both prior to and after the organizational meeting.
- The amendments are then forwarded to the Committee on Administration for discussion and for a recommendation to the Board.
- The Committee on Administration reviews amendments and may make recommendations on proposed amendments.
- Both the original amendment and the recommendation of the Committee on Administration will go to the board for consideration.
- The board will act upon the recommendation made by the Committee on Administration. There is no limit on the amendments that may be made to this recommendation as it is being considered.
- The rules of the board are subject to the customary process for ordinance changes, which requires a first and second reading before the board.
- Amendments to the rules of the board are anticipated to be considered at the organizational meeting pursuant to the Eau Claire County Code. They may then move through the customary legislative process as they did this year with a request to the supervisors to submit any requested amendments for consideration.

1 **RULES OF THE BOARD AMENDMENT #1 FROM ROBIN LEARY**

2
3 2.04.110 Rule 11—Agenda of regular meetings.

4 E. A copy of the completed agenda packet, shall be delivered electronically to each member no
5 less than 2 days prior to the meeting. Sufficient copies of the agenda only shall be provided in
6 the county board chambers for the public. All board, committee, and commission meetings dates,
7 times and locations will be noted on the Eau Claire County Website calendar.

8
9 **RULES OF THE BOARD AMENDMENT #2 FROM GERALD WILKIE**

10
11 2.04.120 Rule 12—Standing Committees.

12 A. As soon as practical, the following standing committees shall be appointed by the chair of the
13 board and shall consist of five members each except as specifically designated in this section.
14 The chair of the board shall be an ex-officio, non-voting member of all standing committees that
15 he or she is not otherwise a member of.

- 16 1. Committee on administration (3 of whom shall be the county board officers);
- 17 2. Committee on human resources;
- 18 3. Committee on judiciary and law enforcement;
- 19 4. Committee on UW-Extension education;
- 20 5. Committee on planning and development;
- 21 6. Highway committee;
- 22 7. Committee on parks and forest;
- 23 8. Committee on finance and budget;
- 24 9. The human services board (for appointment of 6 county board members);
- 25 10. Aging and Disability Resource Center Board.

26
27 IN ORDER TO MAKE THIS CHANGE, SECTIONS 2.05.610 – 2.05.630 SHALL BE
28 ABOLISHED AND THE ENTIRE TEXT FROM THOSE SECTIONS SHALL CREATE
29 SECTION 2.04.486

30
31 **RULES OF THE BOARD AMENDMENT #3 FROM GERALD WILKIE**

32
33 2.04.120 Rule 12--Standing committees.

34 D. The committee, commission, and board chairs have the authority over the committee agenda
35 with legal advice from the Corporation Counsel. Committee members' requests for "future
36 agenda items" shall be placed on all standing committee agendas, without allowing for
37 discussion on those items. The committee chair approves or denies the request when a committee
38 member requests an item for future agendas. If denied, the chair shall state the reason. The
39 committee clerk shall maintain an approved list of requested items on each agenda under "future
40 agenda items."

41 E. "Announcements" shall be placed on all standing committee agendas, without allowing for
42 discussions on those items.

43
44 **RULES OF THE BOARD AMENDMENT #4 FROM GERALD WILKIE**

45
46 2.04.200 Rule 20--Appointment of standing committees.

47 A. The chair with the 1st vice-chair and 2nd vice-chair shall make appointments to all standing
48 committees of the board.

49 B. The chair shall inform all county board members of vacancies that occur on standing or
50 special committees, commissions or boards and solicit supervisors if they wish to be considered

1 for appointment. The county board chair shall consult and receive recommendations from the 1st
2 and 2nd vice-chairs before making appointments.

3 C. County board supervisors shall not chair more than one of the standing committee, board or
4 commission.

5 D. County Board Supervisors shall not be appointed to committees, boards, or commissions until
6 the completion of the conflict of interest form is filed with the human resources department. The
7 corporation counsel shall review the submitted forms and provide a report to the chair, 1st vice-
8 chair and 2nd vice chair before making appointments.

9
10 **RULES OF THE BOARD AMENDMENT #5 FROM GERALD WILKIE**

11
12 2.04.435 Committee on administration.

13 10. The committee on administration is responsible for a yearly satisfactory evaluation of the
14 county administrator before any compensation increases. The committee on administration will
15 conduct a written survey of county board supervisors and will include the results in the county
16 administrator's personnel file and consider them in the county administrator's evaluation. The
17 committee on administration will conduct a written survey of department heads and elected
18 officials, including results in the personnel file, and consider them in the county administrator's
19 evaluation.

20
21 **RULES OF THE BOARD AMENDMENT #6 FROM GERALD WILKIE**

22
23 2.04.110 Rule 11—Agenda of regular meetings.

24 D. The calendar shall be prepared under the direction of the county administrator in accord with the
25 orders of business provided in 2.04.030. ~~Approval~~ Review of vouchers, approval of rezoning and
26 comprehensive plan reviews will be listed under second reading. Ordinances received from committees
27 will be listed under first reading and resolutions under second reading. Ordinances and resolutions
28 received from members will be listed under first reading. All standing committee reports shall be listed by
29 committee in the order that they are designated in 2.04.120, and all select committee reports shall be listed
30 alphabetically by committee name.

31
32 **RULES OF THE BOARD AMENDMENT #7 FROM GERALD WILKIE**

33
34 2.04.140 Rule 14--General duties and powers of standing committees

35 ~~J. The human services board, and the aging and disability resource center board shall be considered~~
36 ~~standing committees within the meaning of this section.~~

37 ~~K.~~ K.J. All committees shall include a public comment item on each agenda at the outset of the
38 meeting. The purpose of public comment is to provide non county board members with an
39 opportunity to present information to the committee. It is not intended to provide for interactive
40 debate or for the cross examination of nonmembers. Any person who is not a member of the county
41 board shall be given, subject to the chair's discretion, up to 3 minutes to speak to the committee
42 during the public comment time period. The public comment time period will be limited to no
43 more than 15 minutes per meeting. Each person wishing to speak shall include their name, address
44 and county of residence when signing in, and also state their name, address and county of residence
45 when speaking. All speakers must follow the guidelines established by the chair. The 15-minute
46 public comment time period may be extended at the discretion of the chair. The land conservation
47 commission shall be considered a standing committee within the meaning of this subsection.

48
49
50
51

1 **RULES OF THE BOARD AMENDMENT #8 FROM NANCY COFFEY**

2
3 2.04.130 Rule 13--Diligent committee service. A. It shall be the responsibility of each committee
4 member to serve diligently. The following circumstances shall constitute less than diligent
5 service and shall be subject to the sanctions expressed in this section:

6 3. In standing committees, commissions and boards, seconds on motions shall not be
7 required to make, debate or vote on motions.

8
9 **RULES OF THE BOARD AMENDMENT #9 FROM ALLEN MYREN**

10
11 2.04.120 Rule 12--Standing committees. C. Committee Assignments.

12 3. When the board chair is making committee, commission or board appointments, if a
13 reelected supervisor has indicated an interest in remaining on a committee they were previously
14 serving on, strong consideration should be given to their prior experience serving on the
15 committee, commission or board, especially if they were the chair or vice-chair of the
16 committee, commission or board. The committee assignments shall be done objectively and
17 without any retaliatory action.

18
19 **RULES OF THE BOARD AMENDMENT #10 FROM DANE ZOOK**

20
21 2.04.03 Rule 3 – Opening of Meeting

22
23 C. Order of Business for Regular Meetings.

24 The order of business shall be as follows for all regular meetings of the board, except as
25 otherwise provided by rules for the annual and organizational meetings:

- 26 1. Call to order;
27 2. Honoring of the flag and moment of reflection or invocation;

28
29 D. Order of Business for the Annual Meeting.

30 The order of business shall be as follows for the annual meeting:

- 31 1. Call to order;
32 2. Honoring of the flag and moment of reflection or invocation;

33
34 E. Order of Business for the Organizational Meeting.

35 The order of business shall be as follows for the organizational meeting:

- 36 1. Call to order;
37 2. Presentation of the colors and honoring of the flag;
38 3. Moment of reflection or invocation;

39
40 **RULES OF THE BOARD AMENDMENT #11 FROM DANE ZOOK**

41
42 2.04.070 Rule 7--Motions in general. A. Presentation and Form of Motions.

43 3. Eau Claire County written policies are equal to written rules for the purpose of decision
44 making.

45
46 **RULES OF THE BOARD AMENDMENT #12 FROM TODD MEYER**

47
48 2.04.040 Rule 4--Voting.

49 B. Voting Procedure.

1 3. ~~When using~~ The voting system, will be utilized for all votes to ensure individual votes
2 will be reflected in the minutes. When voting by voice vote or by division of the house, if
3 members request that their vote be entered in the journal, it shall be so ordered.
4

5 **RULES OF THE BOARD AMENDMENT #13 FROM KATHERINE SCHNEIDER**
6

7 2.04.010 Rule 1—Meetings.

8 D. Special meetings shall be held upon written request of a majority of the supervisors delivered
9 to the clerk, specifying the time and place of the meeting and the subjects to be considered. The
10 time shall not be less than 48 hours from the delivery of the request. Upon receiving the request,
11 the clerk shall forthwith mail and email to each supervisor notice of the time, place and purpose
12 of the meeting. Any special meeting may be adjourned by a vote of a majority of all the
13 supervisors.
14

15 **RULES OF THE BOARD AMENDMENT #14 FROM KATHERINE SCHNEIDER**
16

17 2.04.440 Committee on Human Resources

18 E. If requested by the committee, Aall members of the committee shall receive training in equal
19 employment opportunity legal requirements and affirmative action programs.
20

21 **RULES OF THE BOARD AMENDMENT #15 FROM KATHERINE SCHNEIDER**
22

23 2.04.030 Rule 3 – Opening of Meeting
24

25 C. Order of Business for Regular Meetings.

26 The order of business shall be as follows for all regular meetings of the board, except as
27 otherwise provided by rules for the annual and organizational meetings:

- 28 1. Call to order;
- 29 2. Honoring of the flag and ~~moment of reflection~~ professionals with a purpose;
30

31 D. Order of Business for the Annual Meeting.

32 The order of business shall be as follows for the annual meeting:

- 33 1. Call to order;
- 34 2. Honoring of the flag and ~~moment of reflection~~ professionals with a purpose;
35

36 E. Order of Business for the Organizational Meeting.

37 The order of business shall be as follows for the organizational meeting:

- 38 1. Call to order;
- 39 2. Presentation of the colors and honoring of the flag;
- 40 3. ~~Moment of reflection~~ professionals with a purpose;
41

42 **RULES OF THE BOARD AMENDMENT #16 FROM CONNIE RUSSELL**
43

44 2.04.030 Rule 3 – Opening of Meeting
45

46 C. Order of Business for Regular Meetings.

47 The order of business shall be as follows for all regular meetings of the board, except as
48 otherwise provided by rules for the annual and organizational meetings:

- 49 1. Call to order;
- 50 2. Honoring of the flag and moment of reflection.
- 51 3. Call of the roll;

- 1 4. Approval of the journal of proceedings;
- 2 5. Public comment;
- 3 6. Reports to the county board under 2.04.320;
- 4 7. Presentation of petitions, claims, and communications;
- 5 8. First reading of ordinances by committees;
- 6 9. First reading of ordinances and resolutions by members;
- 7 10. Reports of standing committees, committees, commissions and boards under 2.04.,160 and
- 8 second reading of ordinances. The committee chair(s) responsible for reporting shall give an
- 9 oral report and fact sheet by staff explaining the reasons for the committee action;
- 10 11. Appointments
- 11 12. Announcements
- 12

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

- 15
- 16 1. Call to order;
- 17 2. Honoring of the flag and moment of reflection;
- 18 3. Call of the roll;
- 19 4. Approval of the journal of proceedings;
- 20 5. Public hearing on annual budget;
- 21 6. Presentation of petitions, claims and communications;
- 22 7. Presentation of a summary of departmental budgets by the chairs of the governing
- 23 committees and the chair of the finance and budget committee.
- 24 8. Budget deliberations;
- 25 9. Reports to the county board under 2.04.320;
- 26 10. First reading of ordinances by committees;
- 27 11. First reading of ordinances and resolutions by members;
- 28 12. Reports of standing committees, committees, commissions and boards under 2.04.160 and
- 29 second reading of ordinances. The committee chair(s) responsible for reporting shall give an
- 30 oral report and fact sheet by staff explaining the reasons for the committee action;
- 31 13. Reports of select committees and second reading;
- 32 14. Appointments.
- 33 15. Announcements
- 34

35 E. Order of business for the Organizational Meeting. The order of business shall be as
36 follows for the organizational meeting:

- 37
- 38 1. Call to order;
- 39 2. Presentation of the colors and honoring of the flag;
- 40 3. Moment of reflection;
- 41 4. Certificate of election;
- 42 5. Administration of the oath of office;
- 43 6. Call of the roll;
- 44 7. Election of board officers;
- 45 8. Adoption of the rules of order;
- 46 9. Approval of the journal of proceedings;
- 47 10. Public Comment;
- 48 11. Reports to the county board under 2.04.320;
- 49 12. 1Presentation of petitions, claims, and communications;
- 50 13. First reading of ordinances by committees.
- 51 14. First reading of ordinances and resolutions by members;

1 15. Reports of standing committees, committees, commissions and boards under 2.04.160 and
2 second reading of ordinances. The committee chair(s) responsible for reporting shall give an
3 oral report and fact sheet by staff explaining the reasons for the committee action;

4 16. Appointments

5 17. Announcements

6
7 **RULES OF THE BOARD AMENDMENT #17 FROM CONNIE RUSSELL**

8
9 2.04.140 Rule 14—General duties and powers of standing committees.

10
11 G. Duties of the committee clerk.

- 12
13 1. The committee clerk shall be responsible for the files and records of the committee as well as
14 the compilation and distribution of agendas, including all attachments or agenda packet
15 materials, and the typing and distribution of minutes to the committee at the next succeeding
16 meeting. The original copy of the approved minutes of each meeting shall be filed in the
17 office of the county clerk within two working days of their approval or correction.
18 2. The committee clerk shall be responsible for recording the attendance of members on the
19 appropriate forms.
20 3. The committee clerk shall see that all resolutions, ordinances, amendments and reports of the
21 committee are properly drafted and signed prior to submission to the county administrator
22 4. The committee clerk shall see that all resolutions and ordinances indicate next to the
23 supervisors signature an aye vote, nay vote, or abstention

24
25 **RULES OF THE BOARD AMENDMENT #18 FROM CONNIE RUSSELL**

26
27 2.04.240 Rule 24--Termination of debate.

28
29 A. Any person desirous of terminating the debate may call the previous question which,
30 when seconded ~~by 6 members other than the mover~~, shall be submitted by the chair in
31 this form: "Shall debate be closed?"
32