



Committee on Administration

AGENDA

Tuesday, October 8, 2024

2:30 p.m.

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

Join by Phone:

Dial in Number: 415.655.0001
Access Code: 2539 374 3013

Join by Meeting Number:

Meeting Number: 2539 374 3013
Meeting Password: SQsxMJ3p6k2

Join from Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m569d9ed676d4bc81de18e10324f8deb5>

*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. Review and approval of meeting minutes – **Discussion/Action**
 - September 10, 2024
 - September 24, 2024
4. Public Comment
5. Use of County Board Training Dollars – **Discussion**
6. Wet Signature Requirement – **Discussion/Action**
7. Timeline and Evaluation Process for the Administrator – **Discussion**
8. County Administrator Job Description – **Discussion/Action**
9. Appointments
 - Land Information Council
 - i. Mary Jo Bowe

Prepared by: Samantha Kraegenbrink – Executive Office 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 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.



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10. Future Agenda Items

- County Administrator Goal Update (November)
- Evaluation Instrument
- County Board Code Template from Wisconsin Counties Association

11. Announcements

12. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

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**Committee on Administration
MINUTES**

Tuesday, September 10, 2024

2:30 p.m.

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

Present: Connie Russell, Gerald Wilkie, Steve Chilson, Katherine Schneider (remote), Nancy Coffey

Others: Samantha Kraegenbrink – Committee Clerk, Jason Szymanski, Sharon McIlquham, Sonja Leenhouts, Greg Dachel, Kathryn Schauf, Matt Theisen, Eric Killen, Dave Riewestahl (remote)

Call to Order and Confirmation of Meeting Notice

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

Roll Call

Listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of meeting minutes from August 13, 2024, and August 29, 2024.

Motion by Supervisor Chilson, no deletions, corrections, or additions. All in favor, minutes approved.

Q2 Reports

The following provided the department quarter 2 report:

- Child Support – Sharon McIlquham
- Veterans Services – Eric Killen
- Information Systems – Greg Dachel
- Facilities – Matt Theisen
- Corporation Counsel – Sharon McIlquham
- Risk Management – Sonja Leenhouts
- Administration/County Board – Kathryn Schauf

Report on the status of the following files:

Supervisor Wilkie provided an update on the status of the following files that were referred to the Committee on Finance & Budget:

- 24-25/021
- 24-25/023
- 24-25/024



Committee on Administration MINUTES

Tuesday, September 10, 2024

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Connecting Strategic Plan and Budget

Administrator Schauf provided an overview. The committee had the opportunity to discuss.

ARPA Spending

Jason Szymanski presented the current ARPA funding report. Resolution 24-25/072 was provided to the Committee for action “Designating unallocated and return allocated ARPA funds to be applied toward the Department of Human Services Institution of Mental Disease (IMD) placement costs.”

Motion by Supervisor Russell to approve file no. 24-25/072 as presented. On a roll call vote Supervisors Russell, Schneider and Coffey voted aye and Supervisors Wilkie, Chilson voted nay. Motion passes.

County Administrator Update

Administrator Schauf provided updates on the following:

- EMS Study
- Opioid Settlement
- Chippewa-St. Croix Passenger Rail

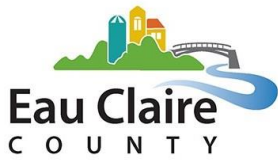
Appointments

Motion by Supervisor Chilson to approve all appointments. All in favor. Motion passes.

- Board of Land Use Appeals
 - Patrick Schaffer (*no bio provided*)
- Opioid Settlement Task Force
 - Segdrick Farley
- IFLS (Inspiring and Facilitating Library Success)
 - Supervisor Stella Pagonis

Future Agenda Items

- County Administrator Goal Update (November)
- Use of County Board Training Dollars
- Wet Signature Requirement
- Evaluation Process for the Administrator
- County Administrator Job Description



**Committee on Administration
MINUTES**

Tuesday, September 10, 2024

2:30 p.m.

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Announcements

The meeting was adjourned at 4:34 p.m.

Respectfully submitted by,

Samantha Kraegenbrink, Clerk
Executive Office Administrator



Joint Meeting:

**Committee on Administration
and
Committee on Finance & Budget**

MINUTES

Tuesday, September 24, 2024

4:30 p.m.

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

Present (Committee on Administration): Connie Russell, Steve Chilson (remote), Gerald Wilkie, Katherine Schneider (remote), Nancy Coffey, Allen Myren (ex-officio), Heather DeLuka (ex-officio), Joe Knight (ex-officio)

Present (Committee on Finance & Budget): Dane Zook, Jim Dunning, Bob Swanson, Jim Schumacher, Stella Pagonis (4:36 p.m.)

Others: Samantha Kraegenbrink – Administration Committee Clerk, Kathryn Schauf, Jason Szymanski, Greg Dachel (remote), Eric Killen (remote) Matt Theisen (remote), Glenda Lyons (remote), Angela Eckman (remote), Rod Eslinger (remote), Sharon McIlquham (remote), Sonja Leenhouts (remote)

Public: Deirdre Jenkins (County Board Supervisor), Nick Smiar (County Board Supervisor)

Call to Order and Confirmation of Meeting Notice

Chair Coffey (Committee on Administration) called the meeting to order for both committees and confirmed meeting notice.

Roll Call

Listed above under present.

Public Comment

No members of the public wished to make comment.

Update on Fund Balance Projections

Jason Szymanski provided update on the projected fund balance.

**Supervisor Pagonis arrived at this time*

Potential Use of ARPA remaining dollars and 2024 and 2025 Capital Projects and Funding

The committee discussed the use of remaining ARPA funds and determined to bring forth the following resolutions to the board:

1. Motion by Supervisor Wilkie: Bonding resolution for \$3M for the jail remodel project for 2025



Joint Meeting:

**Committee on Administration
and
Committee on Finance & Budget**

MINUTES

Tuesday, September 24, 2024

4:30 p.m.

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On a roll call vote; Connie Russell (aye), Steve Chilson (aye) remote), Gerald Wilkie (aye), Katherine Schneider (aye) remote), Nancy Coffey (aye)

Dane Zook (nay), Jim Dunning (aye), Bob Swanson (aye), Jim Schumacher (aye), Stella Pagonis (aye)

2. Motion by Supervisor Pagonis: Budget amendment to remove \$830,000 ARPA funding from the jail and place into 2024 capital process

On a roll call vote; Connie Russell (aye), Steve Chilson (aye) remote), Gerald Wilkie (aye), Katherine Schneider (aye) remote), Nancy Coffey (aye)

Dane Zook (aye), Jim Dunning (aye), Bob Swanson (aye), Jim Schumacher (aye), Stella Pagonis (aye)

3. Motion by Supervisor Pagonis: All remaining ARPA funding (from any sources) to be applied to the 2024 capital projects

On a roll call vote; Connie Russell (aye), Steve Chilson (aye) remote), Gerald Wilkie (aye), Katherine Schneider (aye) remote), Nancy Coffey (aye)

Dane Zook (aye), Jim Dunning (aye), Bob Swanson (aye), Jim Schumacher (aye), Stella Pagonis (aye)

Announcements

None.

The meeting was adjourned at 5:54 p.m.

Respectfully submitted by,

Samantha Kraegenbrink, Clerk of the Committee on Administration
Executive Office Administrator

EAU CLAIRE COUNTY JOB DESCRIPTION

TITLE:	County Administrator	POS. NUMBER:	101543
DEPARTMENT:	Administration	PAY GRADE:	Z
REPORTS TO:	County Board of Supervisors	HAY RATING:	N/A
FLSA STATUS:	Exempt	EEO CATEGORY:	Administrators
UNIT:	Non-Represented	EFFECTIVE DATE:	June 2016

POSITION SUMMARY:

Under the direction of the Eau Claire County Board of Supervisors, performs responsible work of unusual difficulty and complexity at the highest administrative level. Serves as Chief Administrative Officer of Eau Claire County local government and performs the full range of administrative duties inherent to that function. Work involves the performance of all administrative duties vested in the position pursuant to Wis. Stat. § 59.18 or Chapter 2.06 of the County Code or assigned by the Eau Claire County Board by law or by intergovernmental agreement. Direct supervision is given to administrative and clerical personnel performing County Administration support services with administrative and management oversight provided to the Criminal Justice Collaborating Council Coordinator. Administrative and management direction is given to all operating departments and agencies not otherwise by law in Boards or Commissions, or in other elected officers, and according to policy guidance and direction from the Eau Claire County Board and its respective committees.

ESSENTIAL FUNCTIONS (Illustrative only):

- Performs administrative duties to supervise and manage the ongoing operations of Eau Claire County departments, programs, and services
 - Provides for the execution of all ordinances and resolutions of the County Board and all laws of the State subject to enforcement by him/her or by officers who are under his/her direction and supervision
 - Supervises and coordinates the work of the departments and agencies under the direct jurisdiction or fiscal control of the County Board, requiring periodic submission of organization charts and departmental activity reports
 - Prepares and submits County Administrative Code procedures for County Board adoption and reviews such code and revisions periodically or as directed by the County Board
 - Investigates the value of transferring responsibility for specific functions between County departments and agencies or consolidating departments and agencies, and reports findings to the County Board
 - Utilizes the services of personnel of other departments and agencies under control of the County Board and the services of outside experts and consultants
- Provides accountability for specified personnel functions
 - Exercises responsibility and authority to ensure adherence to applicable laws, regulations, County Code provisions, and public sector equal employment opportunity principles and practices in personnel administration within county government
 - Acts as resource person for all union negotiations
 - Exercises supervisory authority with respect to department heads, including interviews and appointments (subject to confirmation by the County Board of Supervisors), grievances, evaluations, demotions, suspensions, and terminations
 - Exercises appointing authority over staff as are assigned by the County Board to the Administrator's office
 - Makes recommendations to the County Board or Chair of the Board on the appointment of persons to positions for which the Board or the Chair is the appointing authority
- Provides professional consultation and staff support to assist the County Board in making

informed decisions regarding operations and key policy matters

- Attends all meetings of the County Board, except when excused; advises and makes recommendations to the County Board on matters within the position's administrative authority; presents to the County Board all data pertaining to the responsibilities of the County Board and all needs of business which come to her or his attention
- Prepares, provides, or causes to be prepared or provided such reports, studies, data, and research as the County Board and committees may require concerning county government operations
- Prepares and presents an annual report to the County Board on the condition of the County
- Prepares plans and programs for the County Board's consideration in anticipation of future needs
- Recommends adoption of new or revised ordinances, orders, and resolutions to promote the public interest and improve County services and operations
- In consultation with the Chair of the County Board, prepares the meeting agendas of the County Board and, in collaboration with the Corporation Counsel, prepares all resolutions and ordinances thereafter
- Attends and participates in committee meetings and provides research and data as requested by committee chairs; maintains current knowledge of pending and existing legislation pertaining to County government; solicits the County Board's positions on significant legislative matters
- Responsible for the coordination, preparation, submission and administration of an annual county budget
 - Meets with Committee to establish procedures, format, and priorities desired in preparation of the annual budget
 - Furnishes department heads with appropriate budget forms, instructions, and assistance in budget preparation
 - Develops and submits annual County Administrator's office budget
 - Attends budget review committee meetings for several departments
 - Conducts and schedules budget hearings and meetings on departmental budget requests with the Finance and Budget Committee, presenting and advocating for his or her executive recommendations
 - Provides annual budget recommendations to the Finance and Budget Committee and County Board of Supervisors
- Exercises responsibility for financial reports and planning in cooperation with the Finance and Budget Committee
 - Keeps the County Board fully advised as to the financial condition and needs of the County
 - Develops financial plans and recommends methods of financing future needs
- Performs other administrative and oversight duties of a fiscal nature
 - Manages county investments and securities and invests surplus funds, subject to the supervision of the Finance and Budget Committee
 - Develops projected cash requirements for the County and ensures that requisite cash is available when needed
 - Examines or causes to be examined accounts, records, and operations of all boards, commissions, departments, offices, or agencies which receive monies from the County Board
 - Administers the county property, liability, and other insurance programs, including self-insurance, ensuring that all claims are processed and referrals and recommendations are made to appropriate authorities
 - Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs, and assists in applications for and procurement of such grants
 - Develops bonding projects for the County and makes subsequent recommendations to the County Board

- Monitors all issues on County and municipal debt which affect County bond ratings
- Negotiates intergovernmental contracts and rental or lease contracts on behalf of the County Board
- Directs and coordinates activities to manage all real and personal property of the County over which the County Board has authority, subject to legal restraints and the overall supervision of the County Board or committees thereof
 - Responsible for care and custody of all county properties over which the County Board has authority and for maintaining such property in repair and maintains in a permanent record a perpetual inventory of such property
 - Directs preparation of long-range plans for the management of county properties and for construction and alteration of physical facilities needed to render county services properly, submitting such plans to the County Board and recommending the priority of projects
 - Coordinates, with the appropriate committee(s), the preparation of architectural plans for County buildings and their construction or modification
 - Allocates space to County departments and agencies
- Addresses the public relations affairs for the County and the County Board
 - Receives complaints concerning county operations and refers them to the appropriate committee or department head
 - Conducts investigations, studies, and surveys as appropriate or directed by said committee or the County Board and reports findings to the appropriate parties
- Represents the County in the transaction of its business and works with elected and appointed officials in the financing and operation of the County government
- Coordinates the administration of departments and agencies under the direct jurisdiction of the County Board
- Acts as the principal liaison between the County Board and all other departments, boards and commissions
 - Invites other local units of government in the County to cooperate and collaborate with the County Board through the establishment of joint conference committees, and other arrangements
 - Coordinates County and County special district functions with federal, state, and other county, municipal or special district functions as necessary
- Performs other related duties and services as directed or required by the County Board

WORK ENVIRONMENT:

- Sedentary with occasional walking or standing in a general office setting
- Minimal presence of hazards

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong sense of professional and personal integrity, ethics, and standards
- Knowledge of current management principles, practices, and techniques as they pertain to local governmental administration including: coordination of varied activities of a large organization and staff; budgeting and budgetary control; fiscal analysis and management; personnel management, public sector labor relations and contract negotiations, and equal employment opportunity principles; strategic and organizational planning; program development and evaluation; management information systems; organizational behavior, psychology, and development; risk management and safety; professional standards of practice and ethics
- Demonstrated leadership ability and skills to plan, organize, direct, and coordinate the administration, financial, and operational functions of county government
- Comprehensive knowledge of local, State, and Federal legislation affecting county government
- Knowledge and ability to handle cash management and investment of County funds including bonding and capital outlay
- Knowledge of funding resources including governmental and private grant availability and procedures

- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables
- Ability to develop and effectively present information clearly and in an interesting manner to elected officials, news media, employees, and the general public
- Ability and skill to establish and maintain effective working relationships with staff personnel, community and Board officials, other elected officials, State and Federal representatives and the general public
- Must be able to work the allocated hours of the position

REQUIRED QUALIFICATIONS:

- Completion of a Master’s degree in business or public administration, management, government, finance, economics, accounting, investment, or a related field from an accredited college or university
- Ten (10) years experience in business, industry, or government at a responsible management or supervisory level
- Five (5) years experience in public sector management
- Citizen of the United States

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Possess and maintain a valid Wisconsin Motor Vehicle Operator's License and acceptable driving record

DESIRED QUALIFICATIONS:

- Organizational budgeting and investment experience
- Administrative experience with public sector labor relations and equal employment opportunity practices and principles
- International City/County Managers Association (ICMA) Credentialed Manager certification

APPROVALS:

_____	_____
Supervisor	Date
_____	_____
Department Head	Date
_____	_____
Human Resources Director	Date

EMPLOYEE REVIEW:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

_____	_____
Incumbent’s Signature	Date

Incumbent’s name printed	

EAU CLAIRE COUNTY JOB DESCRIPTION

TITLE:	County Administrator	GRID LEVEL:	23
DEPARTMENT:	Administration	EEO CATEGORY:	Administrators
REPORTS TO:	County Board of Supervisors	EFFECTIVE DATE:	June 2024
FLSA STATUS:	Exempt		

COMPANY DESCRIPTION: Eau Claire County prides itself on being a service focused employer dedicated to delivering high quality public services in a comprehensive and timely manner. We believe in collaborating with our community partners to create a vibrant, healthy, physical, social, and economic environment where people can live & work. Our employment philosophy is to hire employees with the knowledge, skills & desire to work in a service-oriented culture where employee growth & development is encouraged through coaching and mentoring & a desire to serve others is nurtured.

POSITION SUMMARY: The County Administrator manages County operations by directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the County Board of Supervisors. This position assumes the duties as Chief Administrative Officer of Eau Claire County local government and coordinates, directs, and performs the full range of administrative duties inherent to that function. The County Administrator performs all administrative duties vested in the position pursuant to Wis. Stat. § 59.18 or Chapter 2.06 of the County Code or assigned by the Eau Claire County Board by law or by intergovernmental agreement.

QUALIFICATIONS:

- Applies keen sense of professional and personal integrity, ethics, and standards to support and facilitate the County Board in developing strategies for all issues in the County, to include analyzing, providing guidance, and recommending appropriate actions.
- Through comprehensive knowledge of local, State, and Federal legislation affecting county government executes and enforces all ordinances and resolutions of the County Board and all laws of the State subject to enforcement by this position.
- Uses demonstrated leadership ability to provide professional consultation and recommendations to assist the County Board in making informed decisions regarding operations, key policy matters, and appointments of persons for which the Board or Chair is the appointing authority.
- Applies knowledge of local, State, and Federal legislation affecting county government to review, prepare, and submit County Administrative Code procedures for County Board adoption.
- Uses planning and organization skills to direct and coordinate activities to manage all real and personal property of the County over which the County Board has authority.
- Uses expertise and ability to manage cash flow and investment of funds to develop, monitor, and revise County budget and create financial reports and planning in cooperation with the Finance and Budget Committee.
- Applies effective presentation skills to address public relations affairs for the County and County Board.
- Applies knowledge of current management principles, practices, and techniques to appoint, administer, supervise, and direct the administration of staff of the Administrator's office and other county offices and departments.
- Uses ability and skill to establish and maintain effective working relationships with staff personnel, community and Board officials, other elected officials, State and Federal representatives and the general public to represent the County at communal events and on a variety of Boards, Commissions, and Committees.
- Performs other related duties as required or assigned.

TRAINING AND PROFESSIONAL EXPERIENCE QUALIFICATIONS:

- Master’s degree in business or public administration, management, government, finance, economics, accounting, investment, or a related field from an accredited college or university.
- Ten (10) years of experience in business, industry, or government at a responsible management or supervisory level.
- Five (5) years of experience in public sector management.

DESIRED TRAINING AND PROFESSIONAL EXPERIENCE QUALIFICATIONS:

- Organizational budgeting and investment experience.
- Administrative experience with equal employment opportunity practices and principles.
- International City/County Managers Association (ICMA) Credentialed Manager certification.

OTHER QUALIFICATIONS:

- Citizen of the United States.
- Must have valid driver’s license, an acceptable driving record, and access to private transportation for work-related duties.
- Must possess and maintain personal automobile insurance in the amount of \$100,000/\$300,000.

Note: The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Eau Claire County is an equal opportunity employer that is committed to fostering, cultivating, and preserving a culture of diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including recruiting, hiring, placement, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Eau Claire County makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [EEO Policy](#).

APPROVALS:

Department Head	Date

Human Resources Director	Date

EMPLOYEE REVIEW:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I have been given a copy of this description.

Incumbent’s Signature	Date

Mary Jo Bowe – Land Information Council
(representing the Realtor’s Association)



Current Managing Broker of 50 Realtors throughout NW Wisconsin and leading the State of WI Realtors Association. I have met with Political Leaders throughout WI to speak on behalf of housing issues, growth and needs for NW WI and our entire state.

If selected, how would you work to better our community?

I would continue to advocate for our areas needs that help build our communities with services and education. The land information council committee is a great opportunity to educate myself and bring that knowledge back to the boards I serve on to help out communities.

Potential Conflicts of Interest:

Home address is Eau Claire, Chippewa County. I also have a residence in Cadott, WI, along with a home in Eau Claire. I work in Eau Claire City (*i.e. Eau Claire County*).

Administration Analysis: County Code Section 2.05.672 (A) (6): A realtor or member of the Realtor Association ***employed within the county.***