

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, December 10, 2019

2:30 p.m.

Courthouse - Room #3312
721 Oxford Avenue • Eau Claire, WI

1. Call to Order and confirmation of meeting notice
2. Public Comment
3. Review/Approval of Committee Minutes – **Discussion/Action**
 - a. November 12, 2019
4. Interviews for District 22 Vacancy – **Discussion/Action**
 - a. Katherine Schneider, PH.D.
 - b. Kevin Rosenberg
 - c. Joshua Clements
 - d. Dana Roach
5. Potential County Property Options for Supervised Release – Diane Cable and Rod Eslinger – **Discussion/Action**
6. Financial Policy – Budget Deviations Policy/Procedure from Norb Kirk – **Discussion/Action**
7. Appointment to the LEPC – **Discussion/Action**
 - a. Robert King
8. Operational Improvement Plan Updates by Frank Draxler and Kathryn Schauf – **Discussion**
 - a. Strategic Plan Update by Consultant, Rob Karwarth
9. Set Future Committee Meetings and Items for Discussion

Next Regular Meeting – January 14, 2020 at 2:30 p.m.

Prepared by: Samantha Cole

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, November 12, 2019

2:30 p.m.

Courthouse - Room #3312
721 Oxford Avenue • Eau Claire, WI

Members Present: Mark Beckfield, Nick Smiar, Ray Henning

Members Absent: Gerald Wilkie, Colleen Bates

Others Present: Norb Kirk – Finance Director, Matt Theisen – Facilities Director, Frank Draxler – Administrative Operations Manager, Eric Killen – Veteran Services Director, Kathryn Schauf – County Administrator, Samantha Cole – Administrative Specialist III, Megan Kluck – Child Support Director, Tim Sullivan – Corporation Counsel, Dave Hayden – Information Systems Director, Connie Russell, Judy Gatlin

Chair Smiar called the meeting to order at 2:30 p.m.

No members of the public wished to speak or were present.

The committee reviewed the minutes from the October 8, 2019 meeting. Supervisor Henning motioned to approve the minutes as presented; Supervisor Beckfield seconded the motion. 3-0, motion passed.

Departments who report to the Committee on Administration were in attendance and gave updates and highlights from Quarter 3.

Administrator Schauf gave updates on the 2020 Strategic planning process. We have identified a vendor who will incorporate Speak Your Peace with the Strategic Plan. The Administration department will work with the vendor to create a workflow and timeline. Frank Draxler noted that the County would like to move to a 5-year plan instead of a 2-year plan. The committee request that this matter is added to the next meeting and to provide additional material. Other updates shared was the recruitment of an HR Director, the County Department Heads working on Operational Effectiveness and the discussion of legislation regarding TPRs.

The committee reviewed and discussed the nominations for the 2020 Generous Jurors funds. There was a motion made by Supervisor Beckfield to approve the Drug Endangered Children (DEC) program for the 2020 year. The motion was seconded by Supervisor Beckfield. 3-0, motion passed.

The committee discussed the proclamation for School Choice Week. The proclamation will move forward to the County Board with the change of two grammatical errors.

The committee discussed the current Budget Reporting Policy. The committee asks that Corporation Counsel review wording and bring forth to the next meeting to review and refer to the Committee on Finance and Budget.

The committee discussed potential code changes to include the Chair of the Board as a non-voting ex-officio member of all committees as well as updating the policy to follow current practice. Corporation Counsel presented Ordinance 19-20/081 – To Amend Section 2.04.030 D. of the Code: Rule 3- Opening of Meeting; To Amend Section 2.04.120 A. of the Code: Rule 12-Standing Committees. Supervisor

Henning motioned to approve; seconded by Supervisor Beckfield. Motion passed, 3-0.

Chair Smiar acknowledged Sue Millers departure from the Board of Supervisors. A solicitation for the vacancy has been posted.

Chair Smiar recommended the appointment of Philip Swanhorst to the Eau Claire County Housing Authority. Supervisor Beckfield motioned to approve, Supervisor Henning seconded the motion; motion passed 3-0. Recommendation will move to the County Board.

The meeting was adjourned at 3:38 p.m.

Respectively submitted by,



Samantha Cole
Administrative Specialist III (Department of Administration)

Budget Deviations

Policy

All Eau Claire County departments shall attempt to operate within their adopted balanced budget. When it becomes apparent that this is not likely or possible and a material deviation (> \$25,000) from the budget expectations has, will, or is likely to occur, resulting in a net budget shortfall, the department is required to alert their Oversight Committee, as well as the Finance & Budget Committee, of their anticipated deviation from the adopted budget, the reason for the deviation, and their strategy for mitigation. The notification should be regardless of whether the deviation is resulting from revenues below budget, expenditures exceeding budget, or any situation that results in a potential overall deficit.

Procedure

1. As soon as a department becomes aware that their overall annual budget **has, will, or is likely** to be exceeded, or a net deficit condition could occur, the department should alert their Oversight Committee and the Committee on Finance & Budget in writing at the next regularly scheduled meeting. The department shall provide an estimate of the amount of the deviation, and a detailed mitigation strategy to reduce the financial impact on the finances of the County.
2. When the department can estimate with more certainty the final amount of the deviation, taking into account any mitigating adjustments planned or made during the year, they should notify their Oversight Committee and the Committee on Finance & Budget in writing of the change in estimate for the deviation from the adopted budget.
3. If an emergency purchase causes a department's expenditures to exceed their approved budget, the department should report the situation to their Oversight Committee and the Committee on Finance & Budget at the next regularly scheduled meetings. As with above, an estimate of the amount of the overage, and a detailed mitigation strategy to lessen the financial impact on the finances of the County should be provided.
4. The department shall continue to report monthly to their oversight committee and the Committee on Finance & Budget on the status of the budget deviation and mitigation efforts until such time as the deviation has been mitigated or eliminated.