

## **MINUTES**

Eau Claire County

### **• Committee on Administration •**

Wednesday, August 3, 2016

4:30 p.m.

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Kathy Clark, Colleen Bates, Jerry Wilkie and Mark Beckfield

Staff Present: Kathy Schauf; County Administrator, Keith Zehms; Corporation Counsel, Dave Hayden; Information Systems Director and Sharon Rasmusson

### **Chairman Moore called the meeting to order at 4:30 pm.**

#### Review / Approval of Committee Minutes / Discussion – Action

- July 12, 2016
- July 28, 2016

**ACTION:** Supervisor Bates made a motion to approve the July 12, 2016 and July 28, 2016 committee minutes. Motion carried unanimously.

#### 2016 United Way Day of Caring & Day Off w/Initiatives Request – September 23, 2016 Discussion –Action

<https://www.uwgc.org/day-caring>

This years United Way Day of Caring will be held on Friday, September 16th. Employees will need to utilize PTO time to participate in the event and each department must maintain adequate staffing. Members discussed previous year's contributions by County staff.

**ACTION:** Committee supports county employees participating in the 2016 United Way Day of Caring on the condition that departments are adequately staffed and that PTO is used for volunteer hours.

In the past, the committee has approved an incentive for employees that contribute to United Way whereby their names are put into a drawing for a Day Off with Pay during the United Way Kick Off event. County Administrator is requesting to keep this incentive for this year's event.

**ACTION:** Supervisor Wilkie made a motion to approve the day off with pay incentive. Motion carried, 5-0.

#### **2017 Budget Follow-up / Discussion-Action**

Information Systems: Dave Hayden walked the committee through his capital improvement budget. More PC replacements (held off last year due to Windows 10) and replacing technology that is 5,6 or 7 years old. Big driver is the voting machines in the county clerk's office. County Administrator stated that the county is not responsible to provide voting machines.

Still outfitting squads with select equipment. Supervisor Wilkie is concerned that not all squads have video equipment and encourages IS to consider adding this video equipment to the department's capital budget. Body camera issues also need to be resolved yet.

County Administrator Schauf mentioned to the committee that she has met with a group of department heads with regard to the Capital Improvement Program. There is a possibility that some items be moved from capital to the operating budget.

Motion by Supervisor Clark to approve of the IS capital budget with an amendment of adding video equipment to squad cars. Motion carried, 5-0.

Administration: Motion by Supervisor Wilkie to approve of the budget request and performance measures for Administration. Motion carried, 5-0.

County Board: Supervisor Wilkie recommends that the Committee on Administration look at performance measures for county board next year. Committee directed County Administrator to place this on the April 2017 committee agenda. Supervisor Bates would like the whole of the board to look at this. Motion by Supervisor Bates to approve of the budget request for the county board account. Motion carried.

#### Governmental Agreement with Dunn County for Medical Examiner Services/Discussion-Action

Committee discussion centered around the proposed contract with Dunn County. Corporation Counsel will provide an ordinance and fact sheet for the September meeting. It is anticipated that the contract will be effective October 1, 2016.

#### Performance Measures for County Board /Discussion- Action

(see above)

#### CGI Community Video Update/ Discussion-Action

Chairperson Moore provided a brief update and stated CGI representatives will be in the county August 22-23, 2016 for videotaping. This is a great opportunity to showcase the county through a video on the county website.

The meeting was adjourned at 5:30 pm by unanimous consent.

Minutes respectfully submitted by,

Sharon Rasmusson  
Committee Clerk