

Administration and Risk Management

SELECTED PERFORMANCE MEASURES	
Meetings Attended (County Administrator):	220
Risk Manager:	68
Community Events:	7
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Current initiatives in process <ul style="list-style-type: none"> ○ Rural Partners Network (Host Community) ○ Communications and Crisis Communications – notification systems for partner agencies ○ External communications (exploring forms of an application for cell phones) ○ Management of the Budget webpage ○ 2024 Social Media Plan (Instagram, Twitter, Facebook, LinkedIn); communications strategy; employee townhall ○ Economic forecast ○ The Employee Gateway (in place of the Employee Extranet) ○ WPPA negotiations ○ UniverCity ○ Ongoing County Code reviews and updates ○ ARPA funding ○ County board onboarding/ orientation ▪ Continuation of Employee Connections (monthly employee newsletter) ▪ State of the County presentation at Eggs and Issues for Eau Claire Chamber. ▪ Participation in power outage emergency management scenario ▪ Human Resources <ul style="list-style-type: none"> ○ Priority identification and planning – identifying strategy for 2024 budget and role out ○ Policy Manual modifications / review ○ Employee input group is being reformed for shared decision making model. VOICES is up and running. ○ Capacity building within departments to support change in coaching / mentoring models ▪ Performance management process is underway and is linked to connection points between strategic plan, budget, quarterly reports, and work plans. <ul style="list-style-type: none"> ○ A separate work group will be tasked with providing linkage with strategic planning process. ○ Discussion and input with Department Heads in November/December: testing various forms for quarterly, annual and budget documents. ○ Development of recommendations for changes to process to be shared with Committee on Administration in early 2024 ▪ Finance and Budget <ul style="list-style-type: none"> ○ 2024 budget compilation, finalization ○ Capital Projects – developing planning strategy consistent with Board desire on investment and debt. Discussion with Finance and Budget. ○ Continued research into policy areas for improvements to processes ▪ Committees and Taskforces supported. <ul style="list-style-type: none"> ○ Passenger Rail Commission coordination and meetings (including a newly formed Rail Commission sub-committee) ○ Conduct Inquiry Board ○ Opioid Settlement Taskforce ○ Committee on Human Resources 	

- Committee on Administration
- County Board of Supervisors
- Broadband Committee
- Regional Partners Network: Regional trail development – signature project.
- EMS Study Taskforce
- Compensation and Performance Management
- Rural Partners network coordination for the region

ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- Cybersecurity issues and insurance premiums continue to be an issue.
- Preparing for county board election in April 2024
- Economic Development Committee – providing resources to allow committee to become operational.

CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)

Administration

- Wisconsin Counties Association- Legislative Updates
- External State-wide Boards: Wisconsin Institute of Public Policy and Service; Board of Visitors: Extension; Whitburn Institute; Wisconsin County Administrators / Executives Board; Wisconsin City / County Managers Association Board
- Internal Services
- New Employee Orientation
- New County Board Supervisor Orientation
- Redevelopment of the employee extranet to the Employee Gateway
- Training of newly hired/appointed Committee Clerks
- Per diem and mileage tracking for all governmental bodies

Risk / Safety

- Working with departments regularly to address safety concerns or issues and to ensure proper procedures are being followed (highway, airport, parks and forest, sheriff's dept, ADRC, DHS and facilities).
- Held Highway Safety training and Flagger Recertification in October 2023
- Provided training for Facilities Maintenance and Custodial Staff in November 2023
- Completed all insurance renewals
- Assisting employees with ergonomic concerns virtually and in person
- Highway Safety Committee
- New Employee Orientation presentations (monthly)
- Local Public Health Emergency Planning (PHEP) committee
- Needle Disposal Problem-Solving Team with Health Department and others
- Judiciary and Law Committee meetings
- Highway Committee Meetings
- Traffic Safety Commission

GOALS FOR NEXT QUARTER

Risk / Safety

- Planning for MSHA training and Highway Safety Day in March 2024
- Additional online training for employees (emergency action procedures)
- Continue work with Strategic Plan work group for County Board and budget connection
- Placement and communication on new sharps containers in locals around Eau Claire county

Administration

- Working collaboratively with Risk and Human Resources to develop and implement ongoing training in NeoGov.
- Areas of shared focus: Human Resources – 2023 detailed implementation plan for overall compensation and total rewards system plan including administration of the plan; Finance – Finance policies, budget policies and priorities, debt, and capital plan. Clarification of process for approval steps post budget approval.
- Yearly calendar for major initiatives for citizen engagement and collaborative response from departments.
- Internal work teams:
 - Performance Management – working with strategic plan refresher / connection committee
 - Strategic Plan - embedded into operations
 - Communications: craft strategy, build framework – (department heads, board, staff) –
 - Needs analysis for departments – determine both capacity and capability
 - Goals: branding; communications guidelines; focus on push notifications