



**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



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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



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**Announcements**

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

Respectfully submitted by,

Samantha Kraegenbrink, Clerk  
*Executive Office Administrator*