



Committee on Administration

MINUTES

Tuesday, October 8, 2024

2:30 p.m.

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

Present: Connie Russell, Gerald Wilkie, Katherine Schneider (remote), Nancy Coffey, Steve Chilson, Dane Zook (ex-officio)

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Sharon McIlquham, Angela Eckman, Greg Dachel (remote), Sonja Leenhouts (remote), Dave Riewestahl (remote, 3:10 p.m.)

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

Roll call is indicated above under present.

Review and approval of meeting minutes from:

- September 10, 2024. Motion by Supervisor Schneider to approve the minutes as presented. All in favor, minutes approved.
- September 24, 2024. Motion by Supervisor Russell to approve the minutes as presented. All in favor, minutes approved.

Public Comment

No members of the public wished to make comment.

Use of County Board Training Dollars

Samantha Kraegenbrink provided overview of the current practice in allocating county board training dollars. Samantha will draft a process based on the discussion of the committee to allocate equally amongst supervisors with a review in July and releasing unused/unallocated training dollars.

Wet Signature Requirement

Attorney McIlquham provided overview of current requirements. Corporation Counsel will draft an ordinance to remove wet signature requirements in the code as recommended by this Committee and to allow the clerk to attest to the vote.

Timeline and Evaluation Process for the Administrator

Chair Coffey provided overview of the proposed timeline. The committee had the opportunity to discuss.



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County Administrator Job Description

Angela Eckman provided overview of the current and proposed administrator's job description. Motioned by Supervisor Schneider to postponed until the November meeting. All in favor, this item will be placed on a future agenda of the committee for further context and review.

Appointments

Motion by Supervisor Chilson. All in favor, appointment will move to the County Board.

- Land Information Council
 - i. Mary Jo Bowe

Future Agenda Items

- County Administrator Goal Update (November)
- Evaluation Instrument
- County Board Code Template from Wisconsin Counties Association
- County Board Training Process/Procedure
- Change in wet signature requirement (ordinance)
- Administrator Job Description.

Announcements

The meeting was adjourned at 4:35 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Committee Clerk
Executive Office Administrator