

## MINUTES



Committee on Administration  
Tuesday, February 18, 2025, at 2:30 p.m.

Government Center (721 Oxford Ave, Eau Claire, WI)  
Room 3312

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

Others: Kathryn Schauf, Sarah Diederick Kasdorf (presenter), Sharon McIlquham, Greg Dachel, Sonja Leenhouts, Angela Eckman, Leah Simington, Dave Riewestahl

Public: County Board Supervisor Nick Smiar

### Call meeting to order and confirm meeting notice

Chair Coffey called the meeting to order at 2:30 p.m. and confirmed meeting notice.

### Roll Call

Indicated above.

### Public Comment

No members of the public wished to make comments.

### Review and approval of meeting minutes from January 21, 2025

Motion by Supervisor Russell. No deletions, corrections, or additions. Minutes approved as presented.

### County Board Rules, the WCA Template – Sarah Diederick-Kasdorf, Director of Outreach & Member Engagement (Wisconsin Counties Association)

Sarah Diederick-Kasdorf provided template background and advised of the importance of rules. Potential changes:

- Organize the Rules of the Board so that navigation is easier
- Definition of session
- Agenda Content:
  - Who controls the agenda content, clarification of County Board chair role with Administration
- Use of county e-mail addresses (statement clarifying)
- Committee appointments and having the County Administrator making appointments (standing by County Board chair); any board or commission should be appointed by the Administrator
- Compensation for board members
- Minutes
  - Who takes the minutes (WI State Statute 59.23) committee clerk appointments, Working with the

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### County Clerk

- Board relationship with Administrator for role clarification
- Who can speak on behalf of the board
- Board member participation in committees – how they speak and participate
- Public comment language – what are members of the public able to comment on (item on agenda or any topic?)
- Attire

Next steps: Will take in small sections at each meeting to discuss.

### **File No. 24-25/114: Ordinance to amend section 2.04.010 A. & C. of the Code: Rule 1 – Meetings**

Motion by Supervisor Wilkie. Roll call vote (aye: Supervisors Coffey, Chilson, Wilkie, Schneider, Russell.) Motion carried.

### **Requested agenda items from Supervisor Dane Zook**

- Speaking at meetings (will be handled in Rules of the Board)
- Proper attire (will be handled in Rules of the Board)
- Sleeping (will be handled individually)

### **Proposed change in quarterly narrative reporting**

Motion by Supervisor Chilson to approve that at a minimum each department will provide a narrative report mid-year and annually, and quarterly financial reports. Motion carried, 4 yes, 1 no.

Motion by Supervisor Wilkie for reconsideration of the previous agenda item: Review of Quarterly Reports. Motion carried, 5 yes, 0 no.

Motion by Supervisor Wilkie to approve that at a minimum each department will provide a narrative report semi-annually and annually, and quarterly financial reports. Any department that is projecting a deficit consistent with the budget deviation policy requires monthly financial and narrative reports to the oversight committee. Motion carried, 5 yes, 0 no.

### **Review of Program Mandates**

Brief review with the Committee

### **Committee Agency Funding**

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The Committee agreed on having a basic concept of using contracts and embedding contracts within specified departmental areas. A report will be prepared for future consideration with detail from discussion.

### Future Agenda Items

- Time limits for oral reporting
- Community Agency Funding
- Rules of the Board
- Impact of federal financial cuts

### Appointments

Motion by Supervisor Chilson to approve all appointments listed below. Motion carried, 5 yes and 0 no.

- Economic Development Committee
  - i. Roy Atkinson
- Aging & Disability Resource Center Board
  - i. Mike O'Brien
- Local Emergency Planning Committee
  - i. Brian Drollinger

The meeting was adjourned at 4:46 p.m.

Respectfully submitted by,

Kathryn Schauf  
*County Administrator*