

## AGENDA



Committee on Administration  
Tuesday, August 12, 2025, at 2:30 p.m.

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

### **Join by Phone:**

Dial in Number: 415.655.0001  
Access Code: 2539 374 3013

### **Join by Meeting Number:**

Meeting Number: 2539 374 3013  
Meeting Password: SQsxMJ3p6k2

### **Join from Meeting Link:**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m569d9ed676d4bc81de18e10324f8deb5>

*For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov) at least 60 minutes prior to the start of the meeting.*

1. Call meeting to order and confirm meeting notice
2. Roll Call
3. Public Comment
4. Review/approval of meeting minutes – **Discussion/Action**
  - July 8, 2025
  - July 15, 2025
  - July 29, 2025
5. File No. 25-26/048: Ordinance to amend section 2.04.010 C. of the Eau Claire County Code; Rule 1 – Meetings – **Discussion/Action**
6. File No. 25-26/049: Resolution authorizing the expenditure of \$65,900 from Opioid Settlement Funds in accordance with the approved recommended plan for youth prevention in schools and harm reduction services and community education for the remaining of 2025 – **Discussion/Action**
7. Pre-committee legislation approval process – **Discussion**
8. Appointment of Kayleen Rosman to the Groundwater Advisory Committee – **Discussion/Action**
9. Future Agenda Items
10. Announcements

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance at (715) 839-5106. For additional information on ADA requests, contact the County ADA Coordinator at (715) 839-7335, (FAX) (715) 839-1669, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

## AGENDA



Committee on Administration  
Tuesday, August 12, 2025, at 2:30 p.m.

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

### 11. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

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## MINUTES



Committee on Administration  
Tuesday, July 8, 2025, at 1:00 p.m.

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

Present: Nancy Coffey, Connie Russell, Gerald Wilkie, Steve Chilson, Katherine Schneider (remote)

Others: Samantha Kraegenbrink – Committee Clerk, Angela Eckman, Jason Szymanski, Sonja Leenhouts, Sharon McIlquham, Tiana Glenna, Kathryn Schauf, Greg Dachel (remote)

### **Call meeting to order and confirm meeting notice**

Chair Coffey called the meeting to order at 1:00 p.m. and confirmed meeting notice.

### **Roll Call**

Indicated above.

### **Public Comment**

None.

### **Review/approval of meeting minutes from June 10, 2025, and June 18, 2025**

Motion by Supervisor Chilson. No deletions, corrections, or additions. All in favor, minutes approved.

### **File No. 25-26/038: Resolution authorizing the expenditure of \$37,500 of Opioid Settlement Funds for Court Navigation Services in 2025**

Motion by Supervisor Wilkie. Tiana Glenna provided an explanation.

### **Proclamation honoring County Administrator Kathryn Schauf for ten years of dedicated service to Eau Claire County**

Motion by Supervisor Schneider. On a roll call vote: 3 yes (Supervisors Coffey, Russell, Schneider).

### **Closed Session**

The Chair will entertain a motion to go into closed session pursuant to Wis. Stat. 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of reviewing County Administrator applicant information.

Motioned by Supervisor Russell. The closed session began at 1:19 p.m.

**MINUTES**



Committee on Administration  
Tuesday, July 8, 2025, at 1:00 p.m.

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

Roll call: Nancy Coffey, Connie Russell, Gerald Wilkie, Steve Chilson, Katherine Schneider (remote)

The Committee will adjourn from Closed Session

## MINUTES



Joint Meeting: Committees on Administration and Finance & Budget  
Tuesday, July 15, 2025, at 6:30 p.m.

Government Center (721 Oxford Ave, Eau Claire, WI)  
Room 1301/1302

Present (Administration): Nancy Coffey, Connie Russell, Gerald Wilkie, Steve Chilson, Katherine Schneider (remote)

Present (Finance & Budget): Stella Pagonis, Jim Dunning, Dane Zook, Jim Schumacher, Bob Swanson

Others: Sharon McIlquham – Interim County Administrator/Corporation Counsel, Jason Szymanski

### **Call meeting to order and confirm meeting notice**

The meeting was called to order and notice was confirmed.

### **Roll Call (Committee on Administration)**

Indicated above.

### **Roll Call (Committee on Finance & Budget)**

Indicated above.

### **Public Comment**

None.

### **File No. 25-26/039: Resolution confirming, ratifying and delegating the authority to enter into agreements with opioid defendants designated to the Eau Claire County Officers, either the County Administrator or Corporation Counsel**

Motion by Supervisor Wilkie. On a roll call vote, 5-0 aye (Administration) and 5-0 aye (Finance & Budget.) Motion passes.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted by,

Sharon McIlquham  
*Interim County Administrator/Corporation Counsel*

## MINUTES



Committee on Administration  
Tuesday, July 29, 2025, 6:30 p.m.

Government Center (721 Oxford Ave, Eau Claire, WI)  
Room 1301/1302

Present: Nancy Coffey, Connie Russell, Gerald Wilkie, Steve Chilson, Katherine Schneider (remote)

Others: Sharon McIlquham – Interim County Administrator/Corporation Counsel, Charity Zich (remote), Jason Szymanski, Greg Dachel, Angela Eckman, Matt Theisen, Jon Johnson

### Call meeting to order and confirm meeting notice

Chair Coffey called the meeting to order at 6:30 p.m. and confirmed meeting notice.

### Roll Call

Indicated above.

### Public Comment

None

### United Way Day Off with Pay, request by Charity Zich – Chair of the United Way Committees & Airport Director

Motion by Supervisor Wilkie to approve 3 (separate) days with pay for the United Way Committee fundraiser. 5-0 aye, motion passes.

### File No. 25-26/042: Resolution confirming the appointment of Jon Johnson as County Administrator effective on September 8, 2025; affirming the County Board Chair and Jon Johnson entering into an employment contract appointing Jon Johnson to serve as County Administrator for Eau Claire County. Said Contract is contingent on approval by the Eau Claire County Board of Supervisors

Motion by Supervisor Wilkie. On a roll call vote, 5-0 aye; motion passes.

The meeting was adjourned at 6:41 p.m.

Respectfully submitted by,

Sharon McIlquham  
*Interim County Administrator/Corporation Counsel*

FACT SHEET

TO FILE NO. 25-26/048

**To amend Section 2.04.010 C. of the Eau Claire County Code; Rule 1—Meetings**

Recently Section 2.04.010 C was amended to change the annual meeting date to the 2<sup>nd</sup> Tuesday in November. However, pursuant to Wis. Stats. §59.11(1)(a), if the day of the annual meeting falls on November 11, the meeting needs to be held on the next succeeding day. This amendment is in compliance with Wisconsin Statutes.

Fiscal Impact: \$0.00

Respectfully submitted,

Sharon McIlquham  
Corporation Counsel

1 Enrolled No.

ORDINANCE

File No. 25-26/048

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TO AMEND SECTION 2.04.010 C. OF THE EAU CLAIRE COUNTY CODE;  
RULE 1- -MEETINGS

The County Board of Supervisors of the County of Eau Claire does ordain as follows:

SECTION 1. That Subsection C. of Section 2.04.010 of the code be amended to read:

2.04.010 Rule 1 – Meetings

C. The meeting on the 2nd Tuesday of November in each year shall be the annual meeting at which time the board shall adopt the county budget and tax levy for the ensuing fiscal year, in addition to its regular business. Pursuant to Wis. Stats. §59.11(1)(a), when the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. The board shall hold a public hearing on the budget in accordance with Wis. Stats. §65.90(3), on an annual basis at its second October meeting. Unless otherwise ordered, the board shall adjourn at 11:00 p.m. until 1:00 p.m. the next day until the business of the annual meeting is concluded.

ENACTED:

**Committee on Administration**

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Nancy Coffey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connie Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerald Wilkie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Chilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Schneider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Samantha Kraegenbrink – Committee Clerk

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## FACT SHEET

to File No. 25-26/049

### **Background**

On June 17, 2025, the Eau Claire County Board of Supervisors approved a plan for the Eau Claire County Opioid Settlement dollars, developed by the Opioid Settlement Task Force which was formed by the County Board in 2022 ([Opioid Task Force | Eau Claire County](#)). The plan is part of the County's broader opioid abatement strategy, aimed at reducing the impact of opioid use disorder in the community. The approved plan includes priorities and strategies that are allowable under this settlement including strategies focused on:

- Youth prevention in schools
  - Supporting evidence-based prevention curriculum, programs, and peer support in schools in Eau Claire County.
- Harm reduction services and community education
  - Provide community education county-wide about available harm reduction, treatment, and recovery resources.
  - Equip community members and first responders and others in the community with lifesaving tools (e.g. Narcan nasal spray, fentanyl test strips) and training to prevent overdose deaths.
  - Educate people about risk reduction and overdose prevention.
  - Provide sharps containers to reduce improper needle disposal, lowering the risk of HIV, Hepatitis C, and other bloodborne infections.
  - Provide medication lockboxes and bags to safely store prescription medication to prevent accidental poisoning or misuse by children and others.

### **Benefits**

Evidence-based youth prevention programs have been shown to delay the onset of drug use, reduce risky behaviors, and improve student knowledge and attitudes about drugs including opioids. Primary prevention efforts like this, which are designed to stop use before it starts, can interrupt the pathways to addiction and overdose. Youth primary prevention also reduces the risk of substance use and lessens other negative outcomes. By implementing programs within the schools, we can provide factual, age-appropriate information to help students make healthy choices, and normalize conversations about mental health, peer pressure, and substance use.

Implementing a harm reduction program is a critical, evidence-based approach to address substance use. Providing evidence-based tools (e.g. Narcan nasal spray, testing strips) can directly prevent overdose deaths and reduce the spread of infectious diseases. Distributing medication lockboxes and bags, sharps disposal, and allocating staff time for coordination are essential to address substance use through a public health and safety lens.

The Eau Claire City-County Health Department (ECCCHD) is a recognized leader in primary prevention of alcohol and other drug misuse in Eau Claire County. With expertise in public health and substance misuse prevention, ECCCHD leads and supports a range of evidence-based strategies that reduce risk factors and strengthen protective factors across the community. The department partners with schools, healthcare systems, government agencies, law enforcement, community organizations, and businesses to implement programs such as school-based education, youth engagement, public awareness campaigns, and policy support. These collaborative efforts contribute to building a healthier, more resilient community.

**Fiscal Impact:** \$65,900 from Opioid Settlement Funding

Respectfully submitted by,

Lieske Giese, Director, Eau Claire City-County Health Department (ECCCHD)

Peggy O'Halloran, Community Health Promotion Manager, ECCCHD

4 RESOLUTION AUTHORIZING THE EXPENDITURE OF \$65,900 FROM OPIOID  
5 SETTLEMENT FUNDS IN ACCORDANCE WITH THE APPROVED RECOMMENDED  
6 PLAN FOR YOUTH PREVENTION IN SCHOOLS AND HARM REDUCTION SERVICES  
7 AND COMMUNITY EDUCATION FOR THE REMAINING OF 2025

8 WHEREAS, on June 17, 2025, the Eau Claire County Board of Supervisors voted in  
9 support of the Opioid Settlement Task Force’s recommended plan, which includes youth  
10 prevention in schools, harm reduction services, and community education as part of the County’s  
11 comprehensive opioid abatement strategy; and

12 WHEREAS, substance use and overdose continue to present serious public health and  
13 safety challenges in Eau Claire County and across the state of Wisconsin; and

14 WHEREAS, evidence-based youth prevention programs have been shown to reduce risky  
15 behaviors, delay the onset of drug use, and improve knowledge about substances, including  
16 opioids; and

17 WHEREAS, implementing prevention efforts within schools provides students with  
18 factual, age-appropriate information to support healthy decision-making and normalize  
19 conversations about mental health, peer pressure, and substance use; and

20 WHEREAS, harm reduction is a proven public health approach that reduces the negative  
21 consequences of substance misuse, including overdose deaths and the spread of infectious  
22 diseases; and

23 WHEREAS, equipping community members, first responders, and others with lifesaving  
24 tools such as Narcan nasal spray and fentanyl test strips, along with comprehensive risk  
25 reduction education, can save lives and support safer communities; and

26 WHEREAS, distributing sharps containers, medication lockboxes, and bags helps prevent  
27 accidental poisonings, improper disposal, and the spread of HIV, Hepatitis C, and other  
28 bloodborne infections; and

29 WHEREAS, the Eau Claire City-County Health Department (ECCCHD) is a recognized  
30 leader in substance misuse prevention and public health initiatives in Eau Claire County, and has  
31 demonstrated success in implementing collaborative, evidence-based strategies across sectors;

32 NOW, THEREFORE, BE IT RESOLVED, that Eau Claire County Board of Supervisors  
33 hereby supports and endorses the continued development and implementation of:

34  
35 **1. Youth Substance Use Prevention in Schools**

36 Supporting evidence-based prevention curricula, programs, and peer support initiatives in  
37 Eau Claire County schools.

38 **2. Harm Reduction Services and Community Education**

39 a. Expanding county-wide education on harm reduction, treatment, and recovery  
40 resources;

41 b. Distributing and training individuals on the use of Narcan nasal spray and fentanyl test  
42 strips;

43 c. Providing community education on overdose prevention and risk reduction strategies;

44 d. Offering sharps containers to reduce improper needle disposal and lower the risk of  
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1 disease transmission;  
2 e. Providing medication lockboxes and secure storage solutions to prevent accidental  
3 misuse or poisoning.  
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5 NOW, THEREFORE BE IT FURTHER RESOLVED, that the Eau Claire County Board  
6 of Supervisors hereby authorizes the expenditure of \$65,900 from the Opioid Settlement Funds  
7 for the purpose of supporting youth substance use prevention in schools and harm reduction  
8 services and community education for the 2025 calendar year.  
9

10 ADOPTED:

11 **Committee on Administration**

12		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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14	Nancy Coffey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Connie Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Gerald Wilkie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Steve Chilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Katherine Schneider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19  
20 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

21 ATTEST:

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Samantha Kraegenbrink – Committee Clerk  
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1 **Committee on Finance & Budget**

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	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
3 Jim Dunning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Stella Pagonis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Jim Schumacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Bob Swanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Dane Zook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9 Dated this 7 day of August, 2025.

10 ATTEST:

**REVIEWED**

*By Erika Gullerud at 1:10 pm, Aug 07, 2025*

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13 Erika Gullerud – Interim Committee Clerk

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## Pre-Committee Legislative Review and Approval Procedure

### Purpose

To ensure all proposed legislation is legally sound and financially feasible before being presented to any committee, this procedure mandates review and approval by the Corporation Counsel and Finance Director.

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### Procedure

#### 1. Drafting Phase

- **Responsibility:** Legislation sponsors (elected officials, department heads, etc.)
  - **Action:** Prepare the full draft of the proposed legislation including all supporting documentation (e.g., fiscal notes, legal references, intended impact).
- 

#### 2. Submission for Preliminary Review

- **Responsibility:** Legislation sponsor
  - **Action:** Submit the draft legislation to:
    - **Administration and Corporation Counsel.** Once the review is complete with the office of Administration and Corporation Counsel, Corporation Counsel will forward to the **Finance Director**
  - **Deadline:** No later than **10 business days** before the intended committee meeting date.
- 

#### 3. Corporation Counsel Review

- **Responsibility:** Corporation Counsel Office
- **Action:**
  - Review for legal sufficiency, compliance with existing laws, and potential legal risks.
  - Suggest revisions or clarifications as needed.
  - Approve or reject with legal rationale.

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#### 4. Finance Director Review

- **Responsibility:** Department of Finance
- **Action:**
  - Analyze financial implications, including budget impact, funding sources, and sustainability.
  - Verify the fiscal impact if applicable.
  - Approve or reject in accordance with financial rationale.

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#### 5. Stamping and Recordkeeping

- **Responsibility:** Each reviewing office
- **Action:**
  - Upon approval, each office must apply an **official digital "Approved" stamp** to the legislation.
  - The stamped copy must be included in the agenda packet provided to the Governmental body

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#### 6. Rejection or Required Revisions

- If either party **rejects** the legislation:
  - The **Corporation Counsel** and/or the **Finance Director** will remain in contact with you regarding required revisions.
  - Sponsor may revise and resubmit, following the same procedure.

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#### 7. Certification for Committee Submission

- **Responsibility:** Committee Clerk
- **Action:**

- Verify Corporation Counsel and Finance Department approval stamps are present before placing the legislation on a committee agenda.
- 

## 8. Amendments at Committee Level

- **Responsibility:** Committee Clerk
- **Action:**
  - If there are amendments at a committee level when:
    - Legislation is being adopted/enacted by more than one committee:
      - If the legislation has been adopted/enacted by committee one and committee two is reviewing and making amendments; the amended legislation must be reviewed by Corporation Counsel for legality and Finance Department to verify fiscal impact. Legislation must return back to committee one for approval of the amended version.
    - Legislation is being adopted/enacted by one committee
      - The legislation must be reviewed by Corporation Counsel for legality and Finance Department to verify fiscal impact.

## Enforcement & Compliance

- No legislation shall be scheduled for committee review without **both** approval stamps.
  - Committee chairs are required to confirm stamped approval before proceeding.
-

Submission # 4212589  
IP Address 147.219.118.214  
Submission Recorded On 07/24/2025 4:42 PM  
Time to Take Survey 4 minutes, 36 seconds

Page 1

Incomplete applications will not be processed.

Please note, not all board/commission/councils have openings and applications submitted outside of a vacancy will be placed on file.

**\* Today's Date**

07/24/2025 4:43 PM

**Name of Board or Commission You are Applying For (applications are retained for 2 years)**

**\* Please select one from the list below. ?**

Groundwater Advisory

**\* Are you a current employee of Eau Claire County or employed at a firm that is a vendor or has an affiliation with Eau Claire County?**

No

\*

**The majority of Boards/Commissions/Councils and Committees meet on a monthly basis (date and time is determined by the committee.) Can you commit to attending meetings in accordance with the schedule of the Boards/Commissions/Councils and Committees you are applying for?**

?

yes usually

**\* Full Name**

Kayleen Rosman

**\* Age 18 or Older**

Yes

**\* Residence Address**

E26755 COUNTY ROAD RR  
FAIRCHILD WI 54741

**\* Home Phone Number**

(715) 533-2929

**\* Business/Cell Phone Number**

(715) 533-2929

**\* Email**

krosman64@gmail.com

**\* Do you currently reside/live within Eau Claire County limits?**

Yes

**Number of Years:**

37

**\* Education**

Masters in Education

**\* Do you have relatives employed or appointed to serve in Eau Claire County?**

No

**If yes, please list name, department, and relationship.**

\*\*SKIPPED\*\*

**\* Please describe any potential conflicts of interest (or list n/a)**

n/a

**\* List County Boards, Commissions, or Committees on which you have served**

none

**\* Please describe how you are qualified for the position of interest**

I am a Town of Fairchild Board member and am interested in serving.

**\* If selected, how would you work to better our community?**

Disseminate information from the committee that involves the community

**Attachment**

\*\*SKIPPED\*\*