



**MARATHON COUNTY
EXECUTIVE COMMITTEE MEETING MINUTES**

Thursday, January 13, 2022, at 4:00 p.m.

Courthouse Assembly Room, B-105, 500 Forest Street, Wausau WI

| Members | Present/Web-Phone | Absent |
|-------------------------|-------------------|---------|
| Chair Kurt Gibbs | X | |
| Vice Chair Craig McEwen | X | |
| Matt Bootz | | X |
| Tim Buttke | X | |
| Sara Guild | | Excused |
| Jacob Langenhahn | | X |
| Alyson Leahy | | X |
| John Robinson | X | |
| Jean Maszk | X | |
| Randy Fifrick | W | |

Also present/WebEx: Sandi Cihlar, Chris Dickenson, Lance Leonhard, Michael Puerner, Kim Trueblood, Gerry Klein, Dale Schumacher, Tami Coulson, Other CCIT staff, Toshia Ranallo, and members from the public.

1. Call Meeting to Order

Chair Gibbs called the meeting to order at 4:00 p.m.

2. Public Comment

Steve Frazier, 7102 Evergreen St., Schofield, WI provided public comment.

3. Approval of the December 9, 2021, Executive Committee Meeting and December 21, 2021, Special Meeting minutes. MOTION BY MCEWEN; SECOND BY MASZK TO APPROVE DECEMBER 9, 2021, EXECUTIVE COMMITTEE MEETING AND DECEMBER 21, 2021, SPECIAL MEETING MINUTES. MOTION CARRIED.

4. Policy Issues for Discussion and Possible Action

A. Discussion and Recommendations for Filling Supervisor District 12/13 Seat

Discussion:

Chair Gibbs explained part of District 12 has been redistricted into District 13. He further reported two individuals have circulated nomination papers for the April election and requested the committee’s direction on the process to fill the current vacancy.

Action:

MOTION BY BUTTKE; SECOND BY ROBINSON TO KEEP THE SEAT VACANT UNTIL THE APRIL ELECTION. MOTION CARRIED.

Follow up:

Forward to the county board for informational purposes.

B. Update on 2021 Administration Work Plan Progress and Overview of Draft 2022 Administration Work Plan

Discussion:

Administrator Leonhard expressed gratitude to staff on the significant amount of work set forth on projects within the 2021 Work Plan while continuing to deliver services. The updated progress in the 2021 Work Plan and an overview of the draft 2022 Work Plan can be accessed in today’s [packet on the website located here](#).

The Administrator pointed out the following significant projects that have been completed and/or will continue through 2022:

- Facilities related projects: NCHC Lakeview campus will continue until 2023
- Regional Forensic Science Center: Anticipating results on a \$9 million State of WI grant.
- Several finance related projects including the implementation of the Enterprise Resource Planning System
- Criminal Justice related projects: opened an additional dispatch channel; additional positions with the DA's Office; supported the development and functioning of the Criminal Justice Coordinating Council (CJCC)
- Partnership in several significant projects within University of Wisconsin-Madison
- HR related projects: Workday System; Comprehensive Class Compensation Study; health care benefits evaluation
- North Central Health Care: Revising the Tri-County Agreement
- University Of Wisconsin-Stevens Point relationship in connection with the west side master plan

- A comprehensive review of the Marathon County ordinances

Leonhard requested direction from the board to prioritize the time in addressing many of the projects mentioned that will continue into 2022.

Action:

No formal action taken at this time.

Follow up:

Chair Gibbs indicated the Executive Committee will be tasked with prioritization of projects listed in the 2022 Work Plan in March after receiving input from each of the standing committees.

- C. Authorization to Participate in the Uniquely Wisconsin Program offered through the Wisconsin Counties' Association and Discover Wisconsin

Discussion:

Administrator Leonard gave a brief overview on participating in the Uniquely Wisconsin Tourism Campaign in partnership with Discover Wisconsin. The campaign is to highlight interesting facts about Wisconsin to attract tourists back to Wisconsin counties. Interested counties are being asked to participate with an investment of \$60,000 each, in anticipation that up to 20 counties choose to participate.

The American Rescue Plan Act (ARPA) includes aid to the tourism industry as an allowable use of funds. Participating in this campaign would allow Marathon County to promote tourism at a lower cost than engaging with Discover Wisconsin in its own campaign, while partnering with other counties to maximize exposure and leverage a unique marketing opportunity while also supporting the overall growth of tourism spending within the State.

Administrator Leonard has had discussions and will continue to engage with the local Convention & Visitors Bureau to partner in the development of the campaign and potential sharing of the participation expense.

Action:

MOTION BY ROBINSON; SECOND BY BUTTKE TO MOVE TO AUTHORIZE THE PARTICIPATION IN THE UNITED UNIQUELY WISCONSIN TOURISM CAMPAIGN AT A COMMITMENT OF NO GREATER THAN \$60,000 USING AMERICAN RESCUE PLAN ACT FUNDING AND TO HAVE THE COUNTY ADMINISTRATOR FURTHER ENGAGE THE LOCAL CONVENTION AND VISITORS BUREAU TO PARTNER IN THE DEVELOPMENT OF THE CAMPAIGN INCLUDING THE POTENTIAL SHARING OF THE PARTICIPATION EXPENSE. MOTION CARRIED.

Follow up:

Forward to the County Board.

- D. Authorization to lease space within the Community Partners Campus

Discussion:

Administrator Leonard provided an overview on leasing space within Community Partners Campus. The purpose is to develop and operate a shared space nonprofit center to other tax-exempt organizations to create a community in which charitable, educational, medical, and social services can be more efficiently administered to local individuals and families in need.

Action:

MOTION BY ROBINSON; SECOND BY BUTTKE TO MOVE TO RECOMMEND THE COUNTY ADMINISTRATOR ENTER INTO A LEASE AGREEMENT WITH COMMUNITY PARTNERS CAMPUS FOR A PERIOD OF APPROXIMATELY FIVE YEARS WITH THE FUNDING SOURCE TO BE DETERMINED AT A LATER DATE BY THE HUMAN RESOURCES FINANCE AND PROPERTY COMMITTEE. MOTION CARRIED.

Follow up:

Forward to the County Board.

5. Operational Functions Required by Statute, Ordinance, or Resolution – None

6. Educational Presentations and Committee Discussion

- A. Update on the Implementation of Multi-Factor Authentication (MFA) for County Board members

Discussion:

IT Director Gerry Klein provided background on the need to implement Multi-Factor Authentication (MFA) which will

aid in protecting county information stored on the server. He further explained the insurance company notified them in November that the county is required to have cyber insurance coverage by January 31, 2022. MFA will ask county staff and supervisors to provide additional information before accessing email or the county network using an app called Microsoft Authenticator downloaded on their personal cell phone. If individuals do not have a personal cell phone, they will be issued a hard token which is a small device that will provide them with a code similar to the app used on a cellphone.

Klein commended Dale Schumacher, Tami Coulson, and the rest of his team for all the extra effort brought forward to have MFA implemented so quickly.

B. Gather Input from Supervisors on questions for the Administrator’s Review Survey

Discussion:

Chair Gibbs explained the Executive Committee performs the evaluation for the County Administrator in their first-year term. In the second year there is a requirement in the board rules that includes input is to be solicited from all 38 county board supervisors.

Chair Gibbs requested input from committee members as to what questions should be posed to the full county board to gather feedback to evaluate the County Administrator’s performance.

Supervisors suggested questions could be centered around the following:

- The 2021 and 2022 Work Plans
- Communications with the administrator, specifically with the boards, committees, commissions, the public and workforce
- The responsiveness to emergencies

Chair Gibbs indicated questions will be drafted and will be distributed to supervisors after the Administrator presents the 2021 Work Plan update at the January County Board meeting.

7. Next Meeting Date & Time, Location, Announcements and Future Agenda Items:

A. Committee members are asked to bring ideas for future discussion.

B. Next Executive Committee Meeting: **Wednesday, February 9, 2022, at 4:00 p.m.**

8. Adjournment

THERE BEING NO FURTHER BUSINESS TO DISCUSS, MOTION BY MC EWEN; SECOND BY BUTTKE TO ADJOURN THE MEETING AT 5:13 P.M. MOTION CARRIED.

The recorded meeting can be viewed here: <https://tinyurl.com/MarathonCountyBoard>

Respectfully submitted by, Toshia Ranallo.