

## SUMMARY OF PROCEEDINGS STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell (Chair), Jeff Nooyen (Vice-Chair), Tom Kautza, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson*

**Date:** Wednesday, May 27, 2020  
**Time:** 10:00 a.m.  
**Place:** Teleconference

**Committee Members Present:**

Martin Farrell (Chair) ..... Fond du Lac County  
Jeff Nooyen (Vice Chair) ..... Outagamie County  
Tom Kautza ..... Shawano County  
Alice Connors ..... Calumet County  
Donna Kalata ..... Waushara County  
Dick Koeppen ..... Waupaca County  
Jim Lowey (Alt. for Jeremy Johnson (Perm. Alt. for Laure Pecore)) ..... Menominee County  
Dave Albrecht (Perm. Alt. for Shiloh Ramos) ..... Winnebago County

**Committee Members Excused:**

None.

**Committee Members Unexcused:**

None.

**Staff /Others Present:**

Melissa Kraemer Badtke ..... Interim Executive Director  
Pam Scheibe-Johnson ..... Controller

### **Agenda**

**1) Welcome & Introductions**

Chair Farrell called the meeting to order and noted that Mr. Lowey would be attending the meeting as an alternate for Mr. Johnson.

**2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement**

Ms. Kraemer Badtke stated that the meeting was posted in compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement and that it was a legal meeting.

**3) Pledge of Allegiance**

**4) Approval of Agenda/Motion to Deviate**

Mr. Albrecht noted that he was in attendance at the May 7<sup>th</sup> Steering Committee Meeting however he was not able to speak during the meeting. Chair Farrell requested that East Central staff check to ensure that Mr. Albrecht was noted as attending the meeting. Mr. Albrecht also asked that the minutes be corrected. Chair Farrell noted that would be addressed.

Mr. Kautza motioned to approve the agenda/deviate, Mr. Albrecht seconded the motion. The motion passed unanimously.

**5) Public Comment**

No members of the public were present.

**6) Approval of the May 7, 2020 Steering Committee Meeting Summary of Proceedings**

Chair Farrell noted the amendment to correct the attendance to show Mr. Albrecht in attendance for the meeting. Chair Farrell called for a motion to approve the summary of proceedings with the correction.

Mr. Koeppen motioned to approve the summary of proceedings, Mr. Albrecht seconded the motion. The motion carried with one abstention (Mr. Lowey).

**7) Announcements / Updates**

**a) Other**

Ms. Scheibe-Johnson noted that applications are being submitted for the Controller position and that Calumet County will be assisting with that process.

Chair Farrell asked if there was a deadline for those applications to be submitted. Ms. Scheibe-Johnson replied that the deadline was June 5<sup>th</sup>.

Mr. Farrell asked where the application had been posted. Ms. Kraemer-Badtke replied that the position had been posted on Indeed.com, LinkedIn, and a governmental financial manager website that was recommended by the Calumet County Finance Director.

Chair Farrell provided a brief update on the Executive Director search. The search is going very well; a longer time frame was set to receive applicants to make sure that there was opportunity for interested applicants to apply. The deadline is June 19<sup>th</sup>. Applications have been received and there will be a good sized applicant pool. The Search Committee is working well together being assisted by Waushara County Human Resources and Mr. Sivick. The Committee is developing interview questions at this time. Shortly after the deadline of June 19<sup>th</sup> the field will be narrowed down to approximately 5-6 semi-finalists who will be interviewed electronically. From those interviews, the selection will be narrowed down to the finalists. Then, if possible, those candidates will be brought in for in-person interviews. The Search Committee wanted to check with the Steering Committee, especially Waupaca County, as Mr. Brown of Waupaca County has said that in the major hiring decisions, the county has made use of Dr. James Fico, a Ph. D. psychologist who specializes in industrial

and organizational psychology and further specializes in leadership selection and coaching. This would be for one person, the person that is selected to receive the job offer along with a thorough criminal and other background check. That person would meet with Dr. Fico for his evaluation as well. Chair Farrell asked Mr. Koeppen if he had anything to add.

Mr. Koeppen added that he had been working with Dr. Fico for his time at the county. Mr. Koeppen sits in and takes part in interviews. Dr. Fico is used for at least the first two or three may hire, not just one. He has been very valuable and when he comes back with the results it provides a good sight of the strengths and weaknesses of the candidate. He is a psychologist and the test is a 2-3 hour test and he reads the answers and makes those judgements. In Mr. Koeppen's time at the county, he has been very accurate.

Chair Farrell added that he does not have a figure for the cost of Dr. Fico's services at this time. Other organizations have used online testing procedures, such as one called Caliper, which is quite expensive even though it is online. If the Steering Committee does not have any objection, to making the use of Dr. Fico at least for one finalist, or maybe two or three final candidates, if that is how many we think we would like to present to the Steering Committee, we would like to make use of his services.

Ms. Kalata replied that she had no objections. Mr. Lowey commented that he would be interested to know the cost prior to doing it. Chair Farrell replied that a cost estimate would be provided before making a commitment. Mr. Kautza replied that it would be well worth looking into. Chair Farrell replied that in his own main experience in higher education that characters were encountered that looked one way on paper and presented themselves in person in certain ways that later it was found out were not accurate. An extra layer of caution is warranted in this day and age. Chair Farrell added that the process is going well and the people suggested for the Search Committee are very good choices and they are working well together although they have not met yet face to face because of the circumstances. Considering that the committee has to be meeting via electronic means it has been going quite well and the committee has been making progress and everyone has been pitching in and helping.

**8) Informational/Discussion Items:**

**a) County Issue Sharing/Roundtable**

Items of discussion included: operations during COVID-19, county reorganization meeting updates, Nominating Committee updates, potential shortfall in revenue for next year, and reopening plans.

**9) New Business/Action Items**

**a) Action on the Amended Intergovernmental Agreement with Outagamie County**

Ms. Kraemer Badtke replied that as mentioned at the last meeting, the attorney was taking a look at the intergovernmental agreement and had one area where they wanted East Central to add some additional language. That is highlighted in the red text in the meeting packet. The Outagamie County Board did approve the amended intergovernmental agreement on Tuesday, May 12<sup>th</sup>. East Central's attorney had continued to work with Outagamie County's Corporation Counsel to amend the intergovernmental agreement quickly right before the Outagamie County Board meeting. The Committee would be asking the Steering Committee to take some action on the amended intergovernmental agreement. Once the committee does

that and a signed copy is received from Outagamie County, we will be get signatures for it and place it on file with Ms. Scheibe-Johnson in the office and copies will be provided back to each of the agencies.

Chair Farrell added that the Steering Committee already has approved the agreement as a whole. The additional language in red has not yet been approved, which is why we need to vote again. Item #1 in the agreement: Rescission of Withdrawal Resolution, Outagamie County agrees to rescind its resolution to withdraw its membership from East Central and continue as a member after the 2020 calendar year; Outagamie County reserves the right to withdraw from membership as statutorily prescribed in the event any terms and conditions of this agreement are not met. Further, nothing in this agreement shall add to, delete from, or otherwise abridge Outagamie County's statutory rights of withdrawal. Chair Farrell noted that the only change are the words: 'add to', 'delete from', 'or otherwise', referring to Outagamie County's statutory rights of withdrawal, just trying to legally clarify what is and is not possible in terms of the further judgements on the agreement.

Mr. Koeppen commented on his elation regarding the progress that has been made between East Central and Outagamie County. Mr. Koeppen thanked Mr. Nooyen and the leadership at Outagamie County and Chair Farrell for leadership at East Central and Ms. Kraemer-Badtke for the great work that was done to bring this together. Mr. Koeppen commended the great work that everyone did. Chair Farrell also included Ms. Scheibe-Johnson for her role in explaining the implications of various changes. Ms. Kraemer-Badtke replied that Ms. Scheibe-Johnson had a large part in working with Outagamie County's negotiation team and taking a look at the numbers and the financial impacts. Ms. Kraemer-Badtke noted that Ms. Scheibe-Johnson's expertise was much appreciated during this process.

Chair Farrell also added that considering that very little to no progress was made during the previous year, to see the amount of progress that took place just within a month or two, which was a remarkable contrast. That says something right there about the importance of leadership and having the will to get something done and sitting down to make sure that it happens.

Mr. Koeppen stated that he agreed, and how fast it has all happened and how much progress, Chair Farrell is exactly right, it is because of people like Chair Farrell, Ms. Scheibe-Johnson, Ms. Kraemer-Badtke, Mr. Nooyen and his staff. Thank you.

Ms. Connors motioned to approve the amended intergovernmental agreement, Mr. Albrecht seconded the motion. The motion passed unanimously.

**b) Proposed Resolution 18-20: Authorizing the Commission to Submit and Support an Application for Economic Development Administration Funding from the CARES Act Institutional Grant**

Ms. Kraemer-Badtke replied that Mr. Baron, Principal Economic Development Planner, could not be on the call today. The EDA Chicago Region had a call at the same time as this meeting to discuss questions as it relates to this institutional grant. On May 8<sup>th</sup>, Mr. Baron and Ms. Kraemer-Badtke received a letter from EDA saying that we were eligible for an institutional grant out through the CARES Act Recovery Assistance for COVID-19. We are able to apply for up to \$400,000 to complete deliverables as attached in the scope of work that EDA had provided. There is no local match for this particular institutional grant and you had to be in good standing with EDA, which East Central currently is. As Mr. Baron had

mentioned on the call last time, he has been reaching out to economic development partners, counties, and local communities, to better understand what information and assistance they need as part of the COVID-19 Economic Recovery. A letter from the EDA Chicago Office was included in the packet materials along with the EDA institutional grant draft scope of work plan. Mr. Baron prepared this document as it relates to the institutional grant. He laid out the timeline. East Central only has 30 days to reply to this request so it does make it more challenging because it is a short time period. Once they receive our application they will let us know what we are approved for and how much, 60-90 days after they have received it. There is a scope of work and EDA has outlined 4 various areas of work that they would like us to accomplish as part of this grant. Item #1 was short term and long term economic development planning and coordination to develop or update a disaster recovery and resiliency economic plan. This is one area of focus that had been addressed in the CEDS document. It did not include a lot of information, part of this piece of the scope of work would be to develop a disaster recovery and resiliency plan for the region and an implementation plan and then how that would tie into the three-year planning grant for EDA. This would look at some time for an economic development planner, GIS staff and possibly some additional resources. The International Economic Development Corporation (IEDC) has some free materials now but we would be looking at potentially becoming a member so that we could receive training and resources to be able to provide those out to our communities and partner organizations. For Item #2 we would be looking at funding one or more regional disaster economic recovery coordinators for a two year period, this is a two year grant. In this particular instance we would be looking at utilizing a sub-contractor to help implement disaster recovery activities, primarily with businesses and communities within the East Central Region and providing them resources we can support their recovery in. This would be looking at providing additional assistance to those businesses and communities and developing a strategy and communications strategy along with materials for that as well. Moving on to Technical Assistance and Capacity Building for Member Organizations and Local Businesses and Other Stakeholders Impacted by COVID-19, this would be looking at also continuing to have some staff and possibly a sub-contractor to help provide trainings and workshops for economic development organizations within the East Central Region in assisting them in any way that we can. Item #4: Organizational Capacity for COVID-19 Response including Technology and Personnel Costs for Members. Mr. Baron has been working a lot with our IT Manager and Mr. Pfefferle, one of our GIS Planning Specialists to provide data and information related to businesses that have been impacted by COVID-19. They have posted some of that on the website. There would be additional resources needed to continue to update that information possibly looking at an ArcGIS Hub, which would allow the mapping and visualize data pieces to be displayed. There would be additional dollars to help fund support staff to develop those visualizations and visual pieces for the COVID-19 Recovery. This would be a two-year grant; we would be notified 60-90 days after we had submitted the application. We are continuing to work through the application, Mr. Baron was taking a close look at it. We had a couple of questions and hopefully those will be answered today during the call with the Chicago Region.

Ms. Connors commented that the Economic Development Committee did approve this at their meeting last week.

Chair Farrell asked regarding the \$400,000, if the full amount would be applied for or would it be some lesser amount that would be applied for. Ms. Kraemer-Badtke replied that it would be the \$400,000 with subcontractors to be able to do some of the work and work in partnership with East Central and its partner organizations. Ms. Scheibe-Johnson, Mr. Baron and Ms. Kraemer-Badtke have been looking at staff capacity. With a lot of this work it would

likely be Mr. Baron, Economic Development Planner, who also oversees the 3-year planning grant with EDA; Mr. Pfefferle who has been coordinating with the Esri Business Analyst application and providing some of that data along with Mr. Zuege, GIS Manager and Mr. Badtke, IT Manager. There would be designated funding for those staff to provide some assistance on this program. For the most part, it would be Mr. Baron and Mr. Pfefferle's time that would be accounted for along with some subcontractors and some expenses.

Chair Farrell commented that additional staff would not be added for this. Ms. Kraemer-Badtke replied no, not at this time.

Chair Farrell commented that this would be a great thing and that he hoped we are able to get this. His earlier meeting today was with Envision Greater Fond du Lac, our main county economic development organization. A lot of the talk at that whole meeting was about regional cooperation and trying to create clusters of innovation and working regionally all the way from the Dodge County border with Waupun all the way to Winnebago County, Oshkosh, but even beyond. Chair Farrell noted that he found this an exciting prospect if East Central could bring in this amount of resources and really have a region-wide impact on economic development. This would be very welcomed and it is what is being looked for.

Ms. Connors motioned to approve the resolution, Mr. Nooyen seconded the motion. The motion passed unanimously.

**c) CLOSED SESSION: The Committee will convene, if needed, into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, and hiring of a new Executive Director and Controller.**

Ms. Connors motioned to move into closed session, Ms. Kalata seconded the motion. A roll call vote was taken to move into closed session. The vote passed unanimously.

Closed session began at 10:43 a.m.

**d) RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.**

A roll call vote was taken to reconvene into open session. Ms. Kalata was noted as absent for the remainder of the meeting. The vote passed unanimously.

The committee reconvened into open session at 11:51 a.m.

**i) Action from closed session discussions**

There was no action taken from closed session.

## **10) Next Meeting Date & Agenda Items**

A Doodle poll will be issued to determine the next meeting of the Steering Committee during the week of June 15<sup>th</sup> - 19<sup>th</sup>.

## **11) Adjourn**

Mr. Nooyen motioned to adjourn, Ms. Connors seconded the motion. The motion passed unanimously.

*Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.*