

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, January 15, 2016 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law.
2. Review and approve minutes of the December 11, 2015 meeting.
3. Sheriff's Office – Consideration and discussion of resolution deleting one (1) 1.0 FTE Administrative Specialist III position and creating one (1) 1.0 FTE Correctional Officer position.
4. Human Resources – Information and Discussion regarding an update on the outcome of the Classification and Compensation Study appeals
5. Human Resources – Information and Discussion regarding an update on the recommendations of the Classification and Compensation Study Implementation Plan.
6. Adjourn.

COPIES TO:

County Clerk J. Loomis
County Administrator K. Schauf
Corporation Counsel K. Zehms
Committee on Human Resources: K. Clark/S. Miller/M. Beckfield/M. Olson/M. Conlin

Human Resources Department

DATE NOTICE POSTED AND SENT:
PREPARED BY: Amanda Twitchell, Human Resources Department

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

COMMITTEE ON HUMAN RESOURCES

Friday, December 11, 2015, 1:30 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue, Eau Claire, WI 54703

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mark Beckfield, Mark Olson, Mike Conlin

Staff Present: Heather Murray, Amanda Twitchell

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:32 p.m.

Review and approve minutes of the November 13, 2015 meeting.

Motion Mark Olson to approve minutes of the November 13, 2015 meeting as written. Motion carried 4 to 0.

Human Resources – Consideration and discussion of the appointment of committee clerk.

Motion Mark Beckfield to appoint Jill Mangus as Committee Clerk. Motion carried 4 to 0.

Human Resources – Consideration and discussion of resolution establishing the Eau Claire County Affirmative Action plan for 2015.

Supervisor Mike Conlin arrived at 1:37 p.m.

Motion Sue Miller/Mark Beckfield to approve Resolution 14-15/058 adopting the 2015 Eau Claire County Affirmative Action Plan. Motion carried 5 to 0.

Human Resources – Consideration and discussion of ordinance 15-16/090 amending Section 3.20.010 E. of the Code to provide the Sheriff reimbursement of up to \$720 for expenses incurred for the purchase of uniforms.

Motion Mark Olson/Mark Beckfield to approve Section 3.20.010 E. of the Code to provide the Sheriff reimbursement of up to \$720 for expenses incurred for the purchase of uniforms. Motion carried 5 to 0.

Human Resources – Consideration and discussion of resolution adopting the non-represented employees' salary and benefits for calendar year 2016.

Motion Mike Conlin to approve Resolution 15-16/102 amending the non-represented employees' salary schedule for a .5% increase effective the first pay period in January 2016 (beginning on January 3.) Motion carried 5 to 0.

Adjourn.

Chair Kathleen Clark declared the meeting adjourned at 2:05 pm.

Respectfully submitted,

Amanda Twitchell
Acting Committee Clerk

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REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 15, 2016		Information-Discussion		
Agenda Item No. #2		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Sheriff's Office: Deletion of one (1) 1.0 FTE Administrative Specialist III position and creation of one (1) 1.0 FTE Correctional Officer position.	X	Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
Bargaining Unit Involved:			X	Resolution 15-16/113
Prepared by: A. Twitchell				Report
Reviewed by:		Other Action:		

Human Resources has received a request to delete one (1) 1.0 FTE Administrative Specialist III position in the Sheriff's Office and create one (1) 1.0 FTE Correctional Officer position.

Whenever there is a position vacancy, departments are asked to review current operations to determine if there are more efficient methods for the delivery of services. After a review of the operations, Captain Joel Brettingen is requesting the conversion of the 1.0 FTE Administrative Specialist III position to a Correctional Officer position to increase efficiencies within the jail and to increase the safety and security of visitors, inmates, and staff. This conversion would also provide a better service to the community as the Correctional Officer would be able address a much broader range of concerns from the public instead of having to re-direct them to several other locations for answers and/or services.

The fiscal impact would not exceed \$8,959, depending upon the costs for health insurance for the selected individual. There are currently several vacancies in the Sheriff's Office which will be filled in the coming months. The savings in health insurance resulting from these vacancies will offset the expenses to implement this change.

The Committee is asked to review and approve the request to delete one (1) 1.0 FTE Administrative Specialist III position in the Sheriff's Office and create one (1) 1.0 FTE Correctional Officer and make recommendation to the County Board.

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Effective <input type="text"/>	
Referred to County Board on <input type="text"/>	
Signed <input type="text"/>	

1 Enrolled No.

2 RESOLUTION

3 File No. 15-16/113

4 - AUTHORIZING DELETION OF ONE ADMINISTRATIVE SPECIALIST III POSITION
5 AND CREATION OF ONE CORRECTIONAL OFFICER POSITION-

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
7 positions or changes therein be submitted to the board for authorization; and
8

9 WHEREAS, at their regularly scheduled meetings on January 7, 2016 and January 15, 2016
10 the committees on judiciary and law enforcement and human resources respectively approved a
11 request from the sheriff's office to delete one administrative specialist III position and create one
12 correctional officer position to better meet the organizational needs of the sheriff's office; and
13

14 WHEREAS, the additional cost will not exceed \$8,959 and is budgeted within the operating
15 budget of the sheriff's office.
16

17 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
18 hereby approves deletion of one administrative specialist III position and creation of one correctional
19 officer position.
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34 Judiciary and Law Enforcement
35 Dated this ___ day of _____, 2015.
36 KRZ/ylk
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Committee on Human Resources
Dated this ___ day of _____, 2015.

FACT SHEET

TO FILE NO. 15-16/113

The Eau Claire County Sheriff's Office currently utilizes 1 FTE Administrative Specialist III position to provide coverage at the Eau Claire County Jail's front lobby. This position was created/granted during the staffing and budgeting plans for the newly constructed jail. The position took over many tasks and job duties that were assigned to Correctional Officers in the previous jail. This re-assignment was an attempt to reduce the costs associated with these duties.

This position has been under constant evaluation since the jail opened in September of 2012. During this evaluation period the Eau Claire County Jail has experienced several difficulties with this position and is requesting the conversion of the 1 FTE Administrative Specialist III position to a Correctional Officer position to increase efficiencies within the jail and to increase the safety and security of visitors, inmates, and staff. This conversion would also provide a better service to the community as the Correctional Officer would be able address a much broader range of concerns from the public instead of having to re-direct them to several other locations for answers and/or services.

This conversion would allow for greater monitoring of all visitors to the facility to include those that are approved for professional visitations in the semi-contact visiting rooms. We have experienced an increase in the number of unauthorized visitors gaining access to the semi-contact rooms. Having an experienced Correctional Officer approving and/or denying access would increase the safety and security of the facility.

The front lobby is utilized as an area for the public to drop off clothing and other approved items. Each of these items requires a search by a correctional officer for the safety of the facility. Having a correctional officer at this location to immediately complete the search would increase efficiency of delivery, reduce the number of lost items, and again would increase the security of the facility. The assigned correctional officer could also assist with releasing inmate property which is a function that cannot currently be performed from the front lobby area. Medications currently can only be accepted through Central Control as they need to be counted, logged, and turned over to nursing by correctional staff. This practice could be moved to the front lobby increasing efficiency both for staff and the public as they would not have to drop medications off at a separate location than other items. This would also help alleviate pressure on the Central Control post to increase safety.

In addition, the Sheriff's Office intends to re-assign additional duties to this position or area that are currently being done by correctional officers within the jail. This will increase the efficiency within the jail and assist with areas of understaffing such as the Booking/Receiving area that was recently mentioned as an understaffed area in our annual DOC inspection document. These tasks include accepting, logging, searching, and scanning inmate mail; greater monitoring of the approximately 8,550 inmate visits per year; security "wandering" of professional visitors granted access to the secure portions of the jail; and answering questions of the public that cannot be addressed by the current staffing plan resulting in call transfers to correctional officer work stations.

This change would also allow for another person to cover for overtime shifts to help reduce the number of day off order-ins in an effort to reduce staff stress and turnover. It would also provide for an additional person to respond to an emergency if/when needed.

During this evaluation period the Sheriff's Office has had a great number of citizen complaints about services we are unable to provide at the lobby window. At one time we were able to assign a uniformed correctional officer who was on a Progressive Return to Work Plan to this area. During the time of this assignment we observed an increase in efficiency at this location and within the facility as a whole due to the greater level of service we were able to provide to the public and staff.

Fiscal Impact

The fiscal impact would not exceed \$8,959, depending upon the costs for health insurance for the affected individuals. There are currently several vacancies in the Sheriff's Office which will be filled in the coming months. The savings in health insurance resulting from these vacancies will offset the expenses to implement this change.

Respectfully Submitted,

Captain Joel Brettingen

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 15, 2016	X	Information-Discussion	
Agenda Item No. #4	X	Direction to Staff	
Department: Human Resources		Approval-Denial	
Subject: Human Resources: Update on the outcome of the Classification and Compensation salary schedule appeals.		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
			Resolution
Bargaining Unit Involved:			Report
Prepared by: A. Twitchell		Other Action:	
Reviewed by:			

Upon the implementation of the Classification and Compensation salary schedule, employees had an opportunity to appeal the pay grade placement of their respective positions.

Eligible reasons for an appeal included:

- Substantial changes in the position responsibilities since the position review was performed by the consultant.
- Incumbents in a position determine they did not provide enough information to the consultant during the review process for the consultant to fully understand the expectations of the job duties and responsibilities.
- Any other reason based on the job's content (skills needed, job duties, and working conditions) that the incumbent feels the consultant should take into consideration.
- Position classification (title).

Employees completed an appeal request form which was provided to the immediate supervisor who made a recommendation and provided it to the department head. The department head made a recommendation and the forms were provided to the consultant. The consultant reviewed the new information and determined if any change in pay grade was warranted.

Forty-four (44) appeals were received in Human Resources and provided to the consultant. The outcome of those appeals is as follows:

Approved with wage increases – 28*
 Title changes only – 10*
 Denials – 20*

*While the number of appeals received was forty-four (44), the results may have included more than one individual if there were additional individuals within that classification (Sergeants, Diversion Program Coordinator, etc.)

Appeal results were implemented and back pay was paid to the date of implementation of the salary schedule. A breakdown of the appeal costing and fiscal impact will be provided at the meeting.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: 1/15/2016	X	Information-Discussion	
Agenda Item No. 5	X	Direction to Staff	
Department: Human Resources		Approval-Denial	
Subject: Human Resources: Update on the recommendations of the Classification and Compensation Study Implementation Plan recommendations.		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
			Resolution
Bargaining Unit Involved: N/A			Report
Prepared by: A. Twitchell		Other Action:	
Reviewed by:			

In August 2015, the County Board adopted a Classification and Compensation study/schedule. The goals and objectives of the classification and compensation study were to:

1. Conduct an external market analysis of current positions within Eau Claire County to other similar municipalities.
2. Conduct an internal analysis of positions within Eau Claire County to account for external market factors and to ensure internal equity (including internal equity with pre-Act 10 and current union positions.)
3. Make recommendations to the current compensation system that will attract and retain highly qualified employees.
4. Incorporate all salary schedules into a single compensation system.
5. Develop a compensation system that is 'fair and equitable' and easy to use in-house.
6. Define how the system should be maintained and the resulting changes, if any, should be implemented.
7. Determine the fiscal impact of the proposed system on the County's budget.

In the Classification and Compensation Study Implementation Plan, it was recommended that:

... in June the County analyze the status of both the 2015 & 2016 budgets to determine if additional step increases can be provided to employees who are being placed below step 6 of the new salary schedule and have been in their position for five (5) or more years. Any other pay rate anomalies should be reviewed and considered by the County Administrator and Human Resources Director in June as well.

In addition to looking further at those employees who are below market (step 6) and have been in their position for five (5) or more years, we have identified additional issues related to other pay rate anomalies including:

- Existing employees (not limited to those who have been in their position for at least five (5) years) who were placed on the beginning steps of the pay schedule. Hiring supervisors, with the approval of the Human Resources Director, can start experienced individuals within steps 2-5. Keeping the initial goals of the Classification and Compensation Study in mind (to attract and retain highly qualified employees,) hiring supervisors may be starting new employees at a higher rate of pay than those who are already performing those duties; therefore, affecting employee morale.
- With the decrease in the percentage between the steps of the schedule, some employees began employment with a salary trajectory that in some cases, took half as long to get from A to B than the trajectory of the new salary schedule (especially when starting on the beginning steps of the new salary schedule.)

In the coming months, we will work with the County Administrator and Finance Director to look at potential options that may help alleviate some of these pay rate anomalies. We expect to have options to present to you by the recommended timeframe of June 2016.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			