

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, March 11, 2016 **TIME:** 2:30 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 February 5, 2016 and February 17, 2016 meetings.
3. District Attorney: Consideration and discussion of Resolution 15-16/153 adding one (.73 FTE) Victim Witness Specialist Position.
4. Human Resources – Information and Discussion regarding an update on the recommendations of the Classification and Compensation Study Implementation Plan.
5. 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: Jill Mangus, 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, February 5, 2016, 1:00 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: Kathryn Schauf, Amanda Twitchell, Jill Mangus, Angie Harmon

Other Staff Present: Janet Loomis, Kathryn Christenson, Glenda Lyons

Vice Chair Sue Miller called the meeting to order and certified compliance with Open Meetings Law at 1:10 p.m.

Motion Mike Conlin to go into Open Session. Motion carried 4 to 0.

Review and approve minutes of the January 15, 2016 meeting.

Motion Mike Conlin to approve minutes of the January 15, 2016 meeting as written. Motion carried 4 to 0.

Kathleen Clark arrived at 1:13 p.m.

Human Resources/Corporation Counsel: Ratification of the WPPA Non-Supervisory Unit Labor Agreement/Resolution 15-16/133/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff.

Motion Mark Olson to approve Resolution 15-16/133 to ratify the WPPA Non-Supervisory Unit Labor Agreement. Motion carried 5 to 0.

Motion Mike Conlin to move to closed session at 1:17 p.m. Roll call vote

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to Adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. To wit: Interviews for the Eau Claire County Human Resources Director. Roll call vote.

. Motion by Mark Olson to go into Open Session at 3:30 p.m. Motion carried 5 to 0.

Human Resources: Elected Officials Salaries for upcoming Officer term for County Treasurer, County Clerk, and Register of Deeds/Ordinance/Recommendation to the County Board of Supervisors/Approval-Denial/Information-Discussion.

Motion Mark Olson to increase the annual salaries for the County Treasurer, County Clerk, and Register of Deeds to \$67,373 in 2017 with 2% increases in 2018, 2019, and 2020. Motion carried 5 to 0.

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COMMITTEE ON HUMAN RESOURCES

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Human Resources: Information and Discussion regarding employee engagement surveys.

The County currently utilizes REALiving for assistance with organizational change and leadership initiatives and the County Administrator prefers to pursue surveying employees after these programs are in place.

Adjourn.

Kathleen Clark declared the meeting adjourned at 4:28 pm.

Respectfully submitted,

Jill Mangus
Committee Clerk

COMMITTEE ON HUMAN RESOURCES

Wednesday, February 17, 2016, 6:45 p.m., Room 1302

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

MINUTES

Members Present: Sue Miller, Mark Beckfield, Mark Olson

Members Absent: Kathleen Clark, Mike Conlin

Staff Present: Kathryn Schauf, Amanda Twitchell

Vice Chair Sue Miller called the meeting to order and certified compliance with Open Meetings Law at 6:46 p.m.

Human Resources: Review/Discussion & Approval of Resolution 15-16/141 for the purposes of confirming the appointment of Jamie Gower as the Eau Claire County Human Resources Director effective March 8, 2016.

Motion Mark Olson to approve Resolution 15-16/141 confirming the appointment of Jamie Gower as the Eau Claire County Human Resources Director effective March 8, 2016. Motion carried 3 to 0.

Adjourn.

Sue Miller declared the meeting adjourned at 6:54 pm.

Respectfully submitted,

Amanda Twitchell
Acting Committee Clerk

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REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: 3/11/2016		Information-Discussion		
Agenda Item No. #3		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: District Attorney: Creation of one (1) .73 FTE (29 hours/week) Crisis Response Coordinator position.	X	Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
Bargaining Unit Involved:			X	Resolution 15-16/153
Prepared by: A. Twitchell				Report
Reviewed by:		Other Action:		

Human Resources has received a request to create one (1) .73 FTE (29 hours/week) Crisis Response Coordinator in the District Attorney's Office.

In January of 2016, the District Attorney's Office was awarded \$34,586 in supplemental grant funds to allow the hiring of an additional 29 hour/week Crisis Response Coordinator.

The grant period runs from October 1 – September 30. The fiscal impact is as follows:

Budget Year

Total position cost May 1st, 2016 – December 31, 2016: **\$22,008**

Total position cost January 1, 2017 – December 31, 2017: **\$33,807**

Grant Period

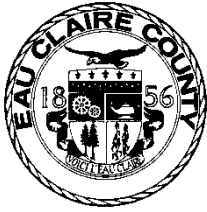
Total position cost May 1st, 2016 – September 30, 2016: **\$13,714**

Total position cost October 1, 2016 – September 30, 2017: **\$33,575**

A memo provided by the District Attorney's Office is also included in the agenda packet.

The Committee is asked to review and approve the request to create one (1) .73 FTE Crisis Response Coordinator position in the District Attorney's Office.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			



OFFICE OF DISTRICT ATTORNEY
EAU CLAIRE COUNTY COURTHOUSE
721 Oxford Avenue Eau Claire, WI 54703
(715) 839-4828 (715) 831-5818 Fax



GARY KING
DISTRICT ATTORNEY

PETER RINDAL
DEPUTY DISTRICT ATTORNEY

ASSISTANT DISTRICT ATTORNEYS
Meri Larson Benjamin Webster
Loralee Clark Ellen Anderson
Kelly Mandelstein Derek Dominguez

MEMO

TO: Committee on Human Resources

FROM: Jessica Bryan, Victim Witness Coordinator

DATE: February 18, 2016

RE: Additional Staff per VOCA Grant Funding

On January 26, 2016, the WI Department of Justice supplied Eau Claire County District Attorney's office with supplemental grant funds to allow the hiring of an additional Crisis Response Coordinator/Specialist for 29 hours per week. This additional grant funding has been secured to go along with our current VOCA grant that we have received since March of 1998. These grant funds will cover all expenses related to this additional position. The District Attorney's office will provide an in-kind match by providing office space. If these grant funds do not continue at any time in the future we will not come back to the county requesting funds to cover this position. The VOCA grant before these supplemental funds provided us with \$50,366.00 for operation per year, the additional funds will increase that to \$84,952.00 per year.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: 3/11/2016	X	Information-Discussion	
Agenda Item No.	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:			

At the March Committee on Human Resources meeting, the recommendation of the consultant in the Implementation Plan of the Classification and Compensation Study was reviewed.

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, the County Administrator, Human Resources, and Finance reviewed 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.)

After this holistic review, costing was completed for a potential option to help alleviate some of these remaining concerns related to the Classification and Compensation Study. A copy of this option and costing will be provided at the meeting.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			