

EAU CLAIRE COUNTY  
MEETING NOTICE/AGENDA

**COMMITTEE:** Committee on Human Resources  
**DATE:** Friday, August 12, 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 July 8, 2016 meeting
3. Human Services- Information/Discussion/Action- regarding a title change from AODA Case Manager to Social Worker
4. Human Resources – Consideration and discussion of the proposed 2017 Human Resources department budget.
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/J.Gatlin/M. Conlin

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

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**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, July 8, 2016, 1:00 p.m., Room 3312

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

### **MINUTES**

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

Staff Present: Kathryn Schauf, Jamie Gower, Jill Mangus, Keith Zehms

Other Staff Present: Tom Wirth

Members of the Public: Jack Connell, Eleanor Wolf, Steve Carlson, David Huber, Jeremy Gragert, Jim Dunning, Barb Wise, Jeff Smith, Nick Smiar, Robert Andruszkiewicz

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

Mike Conlin arrived at 1:31 p.m.

#### **Review and approve minutes of the June 10, 2016 meeting:**

Motion Sue Miller to approve minutes of the June 10, 2016 meeting as written. Motion carried 5-0.

#### **Referral / Ordinance / File #16-17/006 / "To Create Chapter 2.95 of the Code: Living Wage" / Report Back to County Board / Discussion – Action**

Motion Sue Miller to approve Ordinance/File #16-17/006 to report back to County Board. Motion carried 3-2.

#### **Human Resources- Consideration, discussion, and recommendation of the following Eau Claire County policies:**

- a. Policy 509 – Timekeeping – Motion Mike Conlin to approve changes to the policy. Motion carried 5-0.
- b. Policy 423 – Meals and Breaks – Motion Mike Conlin to approve changes to the policy. Motion carried 5-0.
- c. Policy 511 – Training and Development- Motion Judy Gatlin to approve changes to policy. Motion carried 5-0.
- d. Policy 503 – Overtime and Compensatory Time- Motion Judy Gatlin to approve changes to policy. Motion carried 5-0.

#### **Finance –Review and Discussion- 2016 Wellness Update**

Amy Sires, Payroll and Benefits Manager, provided an update of the 2016 Wellness Program.

#### **Human Resources- Consideration and discussion of Resolution 16-17/028 reclassifying one (.73 FTE) Human Resources Assistant to Administrative Associate IV**

Motion Mike Conlin to approve the reclassification. Motion carried 5-0.

**Human Resources- Information and Discussion 2017 Human Resources Strategic Priorities (Public Sector Employee Engagement)**

The Human Resources Director and the Committee discussed 2017 Human Resources Strategic Priorities.

**Adjourn.**

Kathleen Clark declared the meeting adjourned at 2:24 pm.

Respectfully submitted,

Jill Mangus  
Committee Clerk

## REPORT TO THE COMMITTEE ON HUMAN RESOURCES

### Action Required

<b>Meeting Date:</b> August 12, 2016	<b>x</b>	Information-Discussion		
<b>Agenda Item No. 3</b>		Direction to Staff		
<b>Department:</b> Human Services	<b>X</b>	Approval-Denial		
<b>Subject:</b> Human Services is requesting a title change of one vacant AODA Case Manager position to a Social Worker.		Requires Recommendation to:		
	<b>x</b>	County Board		
		Other:		
		Form:		Ordinance
				Resolution 16-17/038
<b>Bargaining Unit Involved:</b>				Report
<b>Prepared by:</b> J. Mangus		Other Action:		
<b>Reviewed by:</b> J. Gower				

The Department of Human Services has continued to experience an increase in cases opening for Ongoing Child Protective Services. Over the last five years, the number of ongoing cases opening in EC Co has doubled. Therefore, the Department needs an additional position to serve as the primary case manager for the families. The Family Services Unit AODA case manager position has been helpful in connecting families with critical resources in the community, but never developed into a primary resource for case management services or individual counseling. It is the Department's belief the money attached to the Family Services unit AODA Case Manager position would be more beneficial if attached to a Social Worker position in Ongoing Child Protective Services.

The Social Worker position would be part of the Ongoing Child Protective Services team within the Family Services Unit. The current AODA Case Manager position is located within the same team and would simply be changed to a Social Worker title.

The Committee is asked to review and approve the title change.

1 Enrolled No.

2 RESOLUTION

3 File No. 16-17/038

4 - AUTHORIZING TITLE CHANGE OF ONE AODA CASE MANAGER TO A SOCIAL WORKER-

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

7  
8 WHEREAS, their regularly scheduled meetings on July 25, 2016 and August 12, 2016 the  
9 committees on human services and human resources respectively approved a request from the  
10 department of human services to change the title of one AODA Case Manager to Social Worker ;  
11 and

12  
13 WHEREAS, the additional cost is \$0 and is budgeted within the operating budget of the  
14 department of human services; and

15  
16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board hereby approves  
17 the title change of one AODA Case Manager position to a Social Worker position. .

18  
19 BE IT FURTHER RESOLVED that the Eau Claire County Board hereby approves the title  
20 change of one AODA Case Manager position to a Social Worker position.

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33 Committee on Human Resources

34 JKG/jm

35 Dated this 12th day of August, 2016.

36 ORDINANC/16-17/038

## Human Resources

### Department Mission

Mission: To provide leadership and guidance in the development, implementation, and equitable administration of policies and practices, which add value to Eau Claire County and its employees, elected officials and department heads. The Human Resources Department strives for improved employee welfare, empowerment, growth, and retention, while assuring compliance with County policies, labor contracts, and all other federal and state personnel management regulations.

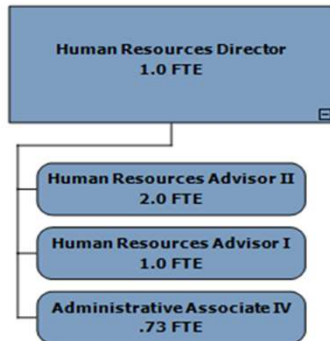
### Overview of Expenditures and Revenues

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Recommended	% Change
<b>Expenditures:</b>						
Personnel	\$362,270	\$435,830	\$423,932	\$426,650		
Services & Supplies	\$111,083	\$90,461	\$105,716	\$99,641		
Equipment						
<b>Total Expenditures</b>	<b>\$473,353</b>	<b>\$526,291</b>	<b>\$529,648</b>	<b>\$526,291</b>	<b>\$ -</b>	
<b>Revenues:</b>						
Federal/State Grants						
Charges & Fees						
Miscellaneous						
Fund Balance Applied						
Property Tax Levy	\$473,353	\$526,291	\$529,648	\$526,291		
<b>Total Revenues</b>	<b>\$ 473,353</b>	<b>\$ 526,291</b>	<b>\$ 529,648</b>	<b>\$ 526,291</b>	<b>\$ -</b>	

### Summary of Budget Changes and Highlights

- Managers are increasingly encountering generational differences in their workforces. Problems can arise from differing mindsets and communication styles of workers born in different eras. These frictions may be aggravated by new technology and work patterns that mix workers of different ages in ever-changing teams. Eau Claire County will need to be able to create a strategy to effectively address and support the differences in values and expectations of each generation.
- Like many organizations, Eau Claire County is competing in an employee driven talent market with a recruitment landscape that is clearly on a continuous evolution. In 2017 it will be critical that the County actively participate and engage in local recruitment markets to attract the best of the best for our organization.
- There continues to be fluctuation with the workforce due to the changing economies of scale. Talent acquisition for key positions will continue to be increasingly difficult. The necessity to begin to work on succession planning as well as continuing our support of employee training programs and development of internal talent is extremely critical. As we look to 2017, it will be paramount to continue the work that was done with the implementation and maintenance of the analysis of classification and compensation.
- Employee culture Eau Claire County will need to continue to look at the way in which we work to ensure we're creating work environments which are supportive of our current staff and maintain our competitiveness within these markets.
- Eau Claire County will need to continue to look at the way in which we work to ensure we're creating work environments which are supportive of our current staff and maintain our competitiveness within our local employment markets.

### Organizational Chart



Year	2011	2012	2013	2014	2015	2016	2017	% Change
FTE	4.00	3.75	4.25	4.25	4.73	4.73		

### Program Financials

<b>2017 Requested Program/Service</b>	<b>Recruitment and Retention Priority 1</b>	<b>Records Mgmt Job Classification Priority 2</b>	<b>Support and Development Priority 3</b>		<b>Totals</b>
<b>Expenditures:</b>					
Personnel	\$ 157,860	\$ 81,064	\$ 187,726	\$ -	\$ 426,650
Service & Supplies	\$ 47,707	\$ 12,330	\$ 39,604	\$ -	\$ 99,641
Equipment	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 205,567</b>	<b>\$ 93,394</b>	<b>\$ 227,330</b>	<b>\$ -</b>	<b>\$ 526,291</b>
<b>Revenues:</b>					
Federal/State Grants	-	-	-	-	\$ -
Charges & Fees	-	-	-	-	\$ -
Miscellaneous	-	-	-	-	\$ -
Fund Balance Applied	-	-	-	-	\$ -
<b>Property Tax Levy</b>	<b>205,567</b>	<b>93,394</b>	<b>227,330</b>	<b>-</b>	<b>\$ 526,291</b>
<b>Total Revenues</b>	<b>205,567</b>	<b>93,394</b>	<b>227,330</b>	<b>-</b>	<b>\$ 526,291</b>
Mandated Service?	Yes	Yes	Yes		

<b>2016 Approved Program/Service</b>	<b>Recruitment and Retention Priority 1</b>	<b>Records Mgmt Job Classification Priority 2</b>	<b>Support and Development Priority 3</b>		<b>Totals</b>
<b>Expenditures:</b>					
Personnel	\$ 161,257	\$ 82,808	\$ 191,765	\$ -	\$ 435,830
Service & Supplies	41,421	10,643	38,397	\$ -	\$ 90,461
Equipment	-	-	-	-	\$ -
<b>Total Expenditures</b>	<b>\$ 202,678</b>	<b>\$ 93,451</b>	<b>\$ 230,162</b>	<b>\$ -</b>	<b>\$ 526,291</b>
<b>Revenues:</b>					
Federal/State Grants	-	-	-	-	\$ -
Charges & Fees	-	-	-	-	\$ -
Miscellaneous	-	-	-	-	\$ -
Fund Balance Applied	-	-	-	-	\$ -
<b>Property Tax Levy</b>	<b>202,678</b>	<b>93,451</b>	<b>230,162</b>	<b>-</b>	<b>\$ 526,291</b>
<b>Total Revenues</b>	<b>202,678</b>	<b>93,451</b>	<b>230,162</b>	<b>-</b>	<b>\$ 526,291</b>
Mandated Service?	Yes	Yes	Yes		

<b>#1 Recruitment and Retention</b>		Budget	Levy		FTE's
		204,771	204,771		1.74
This program involves recruitment and selection functions designed to identify and secure the best quality candidates to fill vacant positions. HR promotes open competition, provides equal employment opportunity, and ensures non-discrimination to facilitate fair and equitable representation of all persons in the county.					
<b>OUTPUTS</b>					
		<i>(YTD column = Jan-Jul results)</i>			
		<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>YTD 2016</u>
Job requisitions:		128	111	98	65
Advertisements:		54	56	64	27
Applications reviewed:		5763	5684	5062	2441
Positions filled:		121	106	92	62
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	<u>2014</u>	<u>2015</u>	<u>YTD2016</u>
To recruit, select, and appoint the best qualified persons for Eau Claire County government positions.	90% of new hires complete their probationary period.	90%	100%	94%	91%
To facilitate fair and equitable representation in order to prevent non-discrimination of all persons in the Eau Claire County government workforce.	100% of external job advertisements are placed with minority organizations.	100%	100%	100%	100%
To provide qualified applications to departments in a timely manner in order to assist them in filling vacancies.	95% of outside recruitments will have applications screened and referred to departments as identified by the position recruitment strategy	95%	100%	93%	90%
<b>#2 Records Management and Classification</b>		Budget	Levy		FTE's
		93,498	93,498		0.90
This program consists of the activities that are involved in maintaining the compensation system, including job description and job classification methods and systems, designed to provide a means for correct wage placement and categorization. In addition, the program involves the work that goes into record keeping and personnel data management to ensure compliance with local, state, and federal requirements.					
<b>OUTPUTS</b>					
		<i>(YTD column = Jan-Jul results)</i>			
		<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>YTD2016</u>
Number of job descriptions created and/or updated:		172	200	33	17
Number of classification reviews performed:		0	1	160	2
Number of personnel files maintained:		654	682	735	1,218
Number of requests for family medical leave:		150	126	119	50



<b>Performance Goal</b>	<b>Outcome Measures</b>	<b>Benchmark</b>	<b>2014</b>	<b>2015</b>	<b>YTD2016</b>
To provide accurate and consistent descriptions of duties, responsibilities, and qualifications in order to clearly articulate employee expectations.	33% of all job descriptions are reviewed and updated annually.	33%	100%	20%	10%
To submit the EE0-4 report to the U.S. Equal Employment Opportunity Commission no later than September 30 of every odd year.	100% of the time the EE0-4 report will be submitted to the U.S. Equal Employment Opportunity Commission no later than September 30 of every odd year.	100%	N/A	100%	N/A
To provide the updated Affirmative Action Plan to the Committee on Human Resources by November of each year.	100% of the time the update to the Affirmative Action Plan will be provided to the Committee on Human Resources no later than the November meeting.	100%	100%	100%	N/A
To update the Civil Rights Compliance Plan every three years and submit it to the State within established deadlines.	100% of the time the Civil Rights Compliance Plan will be updated every three years.	100%	100%	100%	100%
	100% of the time the Civil Rights Compliance Plan will be submitted to the State within established deadlines.	100%	100%	100%	100%
<b>#3 Support &amp; Development</b>		Budget 228,022	Levy 228,022		FTE's 2.09
<p>This program involves the work that goes into maintaining employer-employee relationships that contribute to satisfactory employee productivity, motivation and morale. The Support and Development program includes employee relations activities that focus on preventing and resolving problems involving employees that arise out of or affect work situations. In addition, this program functions to develop and provide training and development opportunities.</p>					

<b>OUTPUTS</b>					
<i>(YTD column = Jan-Jul results)</i>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>YTD2016</b>
Number of investigations performed:		12	14	14	6
Number of disciplines processed:		13	14	9	7
Number of committee-approved policies & procedures developed/revised:		19	8	12	7
Number of large group orientations:		1	2	0	0
Number of new hire individual orientations:		89	84	82	41
Number of employees recognized:		171	142	131	101
Number of requests for disability accommodations:		2	4	7	6
Number of requests for progressive duty return to work		n/a	n/a	n/a	
Number of HR sponsored training and development opportunities offered:		1	2	1	5
Number of internal promotions/transfers		n/a	n/a	n/a	20
Employee Assistance Program (utilization and helpline use)		n/a	n/a	n/a	44
Number of exit interviews:		8	8	4	5
Number of resignations or terminations		73	47	61	30
<b>Performance Goal</b>	<b>Outcome Measures</b>	<b>Benchmark</b>	<b>2014</b>	<b>2015</b>	<b>YTD2016</b>
To provide timely advice, technical assistance and counseling assistance to staff and management in human resources issues and complaint.	90% of formal investigations will be completed within 30 days.	90%	85%	87%	85%
To provide an efficient and fair system for evaluating employee performance in order to improve employee performance, strengthen supervisor-employee relationships, and recognize employee accomplishments and good work.	100% of department requesting assistance with employee evaluations will receive assistance.	100%	100%	100%	100%
To provide an orientation system that assists new employees with building a foundation of knowledge about Eau Claire County employment.	95% of all new hires are orientated with the first 3 days.	95%	100%	100%	100%
To provide a recognition system that recognizes and rewards the dedicated service of Eau Claire County employees.	100% of recognition awards are distributed to department heads within 30 days of the milestone anniversary date.	100%	60%	83%	50%
To provide additional learning opportunities for employees within their area of assigned duties.	80% of survey respondents indicated that the training was "somewhat" or "absolutely applicable" to their job.	80%	81%	85%	N/A
To provide real-time data and analysis to review trends for recruitment and retention strategies	80% of the time quarterly metrics will be provided to department heads	n/a	n/a	n/a	n/a
<b>Totals</b>		Budget 526,291	Levy 526,291		FTE's 4.73

### Summary of Requested Addbacks

Description	Department Requested	Administrator Recommendation	F & B Committee Recommendation
Leadership YOUiversity	\$9,000		
Lighthouse Compliance Hotline	\$750		
Investigations	\$6,000		
<b>Total</b>	<b>\$15,750</b>	<b>\$0</b>	<b>\$0</b>

- Leadership YOUiversity - \$9,000 requested addback to continue the Supervisory Training that was initiated in 2016. This is a twelve (12)-month program presented by RealLiving for twenty (20) supervisors.
- Lighthouse Compliance Hotline - \$750 requested
- Investigations - \$6,000 requested addback to budget for outside investigations

## REPORT TO THE COMMITTEE ON HUMAN RESOURCES

### Action Required

<b>Meeting Date:</b> 8/12/16	<b>X</b>	Information-Discussion	
<b>Agenda Item No.</b>	<b>X</b>	Direction to Staff	
<b>Department:</b> Human Resources		Approval-Denial	
<b>Subject:</b> Human Resources: Update on the recommendations of the Classification and Compensation Study Implementation Plan recommendations.		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
			Resolution
<b>Bargaining Unit Involved:</b> N/A			Report
<b>Prepared by:</b> J.Gower		Other Action:	
<b>Reviewed by:</b>			

In the Classification and Compensation Study Implementation Plan, which was adopted in 2015, the following items were outlined for action in 2016:

- **Step Increases:** It is recommended that step increases occur each July. Employees who have satisfactory performance evaluations and are not on a performance improvement plan will receive a step increase at the start of the first pay period in July.
- **For 2016,** it is 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.

In follow-up to this direction, Human Resources staff along with Department Heads and the County Administrator have reviewed, analyzed and discussed several options with the goal to provide solutions to help to outstanding concerns related to the Classification and Compensation Study. A copy of options, costing, and a letter from the County Administrator will be provided at the meeting.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			