

ADDENDUM

Eau Claire County Board of Supervisors
Tuesday, October 18, 2016 / 7 pm

Location:
Courthouse, County Boardroom (Room 1277)
721 Oxford Ave. Eau Claire, WI

Eau Claire County Mission Statement:

"To provide quality, innovative and cost-effective services that safeguard and enhance the well-being of residents and resources"

- (1) Indicates 1st Reading
- (2) Indicates 2nd Reading

10. REPORTS OF STANDING COMMITTEES, COMMITTEES, COMMISSIONS AND BOARDS UNDER 2.04.160 AND SECOND READING OF ORDINANCES

Committee Human Resources

File No.

- | | |
|---------------|--|
| 16-17/056 (1) | Authorizing to Convert Existing Recycling Coordinator Contract Position with Dunn County to a Part-Time .60 FTE Eau Claire County Position
(pg. 2-3) |
| 16-17/057 (1) | Authorizing Title Change of Two Crisis Response Coordinators to Crisis Response Specialists
(pg. 4-5) |
| 16-17/058 (1) | Increase One .20 FTE Victim Witness Specialist Position to .73 FTE and Increase One .625 FTE Victim Witness Specialist Position to .73 FTE
(pg. 6-7) |

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.

Fact Sheet to File No. 16-17/056

Re: Request to convert existing Recycling Coordinator contract position with Dunn County to part-time (.6 FTE) Eau Claire County position

SUMMARY

Eau Claire County is designated by the Wisconsin Department of Natural Resources (WDNR) as a Responsible Unit to ensure compliance with Wisconsin's recycling law. Requirements include ensuring that all residents have access to curbside recycling service or drop-off centers within easy access, have access to information about recycling, and that non-residential locations including businesses, institutions, and special events are recycling materials that are banned from landfills.

For a number of years Eau Claire County Planning & Development has contracted with Dunn County to share the services of a full-time recycling coordinator, providing .5 FTE (20 hours per week) of staffing to Eau Claire County. In addition, the Senior Planner provides program oversight, assistance, and management.

Dunn County has offered the Recycling Coordinator an opportunity to expand her duties in their Solid Waste Department and has provided Eau Claire County with a 60-day termination notice, in compliance with the terms of the attached Recycling Efficiency Grant Project Cooperative Agreement. A copy of the 60-day termination letter is attached for your reference.

In order to fulfill statutory DNR requirements for Responsible units and maintain existing levels of services, the Planning & Development Department requests the conversion of the contracted Recycling Coordinator position with Dunn County to a part-time (.6 FTE) Eau Claire County position within the Planning & Development Department. A position description would be developed based on Dunn County's Recycling Specialist position and recruitment would follow established Eau Claire County procedures.

DETAIL OUTLAY OF POSITION COST AND BUDGET IMPACT

The Department has budgeted \$34,750 in the 2017 budget for contract services to provide Recycling Coordinator services. The proposed pay grade for the Recycling Coordinator position would be Pay Grade "K" (\$21.60 - \$26.47/hr.). As a County employee, the position could be advertised as .6 FTE (24 hours per week) at Pay Grade "K" at lower cost than currently budgeted for contract services. Following is a breakdown of the proposed cost of the position:

Total Hours (24 hrs./week x 52 weeks)	1,248 hours/year
x Pay Rate (assumes Pay Rate "K", Step 1)	\$21.60/hour
= Total Base Pay	\$26,956.80/year
+ FICA @ 7.65%	\$2,062.20
+ WRS @ 6.8%	\$1,833.06
= Total Compensation	\$30,852.06
Amount Budgeted for 2017	\$34,750
Difference	+\$3,897.94

As the recycling program is operated as an enterprise fund and the new position would not exceed the budgeted cost of contracted services, there will be *no levy impact* to the County.

Committee Action: The Eau Claire County Committee on Planning and Development conducted a public hearing on Tuesday, October 4, 2016 regarding the proposed position and, on a vote of 3 in favor and 0 against, the Committee recommended approval of the position to the Committee on Human Resources.

The Eau Claire County Committee on Human Resources conducted a public hearing on Friday, October 14, 2016 regarding the proposed position and, on a vote of 4 in favor and 0 against, the Committee recommends approval of the position to the County Board.

Respectfully submitted on behalf of the Committee on Planning and Development and Committee on Human Resources,



Matt Michels, AICP
Senior Planner

1 Enrolled No.

2 RESOLUTION

3 File No. 16-17/056

4 - AUTHORIZING TO CONVERT EXISTING RECYCLING COORDINATOR CONTRACT
5 POSITION WITH DUNN COUNTY TO A PART-TIME .60 FTE EAU CLAIRE COUNTY 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
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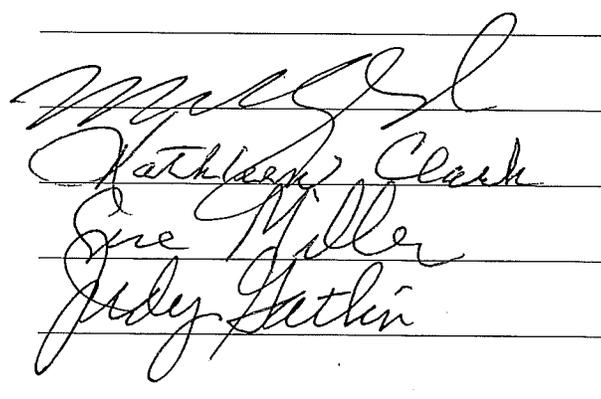
9 WHEREAS, their regularly scheduled meetings on October 4, 2016 and October 14, 2016
10 the committees on planning and development and human resources respectively approved a request
11 from the department of planning and development to convert existing Recycling Coordinator
12 contract position with Dunn County to a part-time .60 FTE Eau Claire County position; and
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14 WHEREAS, there will be no levy impact and is budgeted within the contracted services
15 budget of the department of planning and development; and
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17 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board hereby approves
18 to convert existing Recycling Coordinator contract position with Dunn County to a part-time .60
19 FTE Eau Claire County position.
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21 BE IT FURTHER RESOLVED that the Eau Claire County Board hereby approves to convert
22 existing Recycling Coordinator contract position with Dunn County to a part-time .60 FTE Eau
23 Claire County position.
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Committee on Human Resources

JM/

Dated this 14th day of October, 2016.

ORDINANC/16-17/056

FACT SHEET

TO FILE NO. 16-17/057

At its October 14, 2016 meeting, the Committee on Human Resources approved a request from the District Attorney's Office to change the title of two Crisis Response Coordinator positions to Crisis Response Specialists.

The title change will better reflect the job duties assigned to the position as well as better align the job with the Victim Witness Specialist positions.

The title change has no fiscal impact.

Respectfully submitted,



Jamie K. Gower
Human Resources Director

/jm

1 Enrolled No.

2 RESOLUTION

3 File No. 16-17/057

4 - AUTHORIZING TITLE CHANGE OF TWO CRISIS RESPONSE COORDINATORS TO CRISIS
5 REPOSENSE SPECIALISTS-

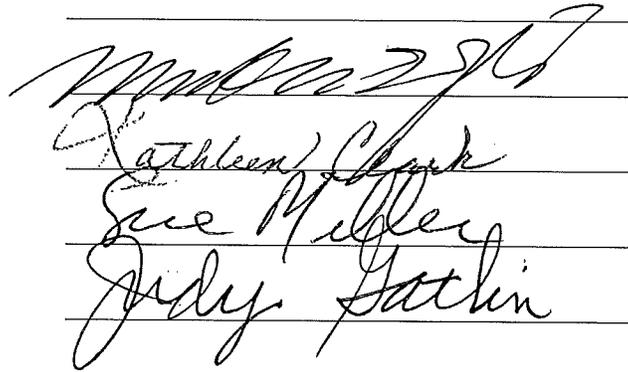
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
7 positions or changes therein be submitted to the board for authorization; and

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9 WHEREAS, their regularly scheduled meeting on September 9, 2016 the committee on
10 human resources approved a request from the District Attorney's Office to change the title of Crisis
11 Response Coordinator to Crisis Response Specialist; and

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13 WHEREAS, the additional cost is \$0 and is budgeted within the operating budget of the
14 office of the district attorney; and

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16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board hereby approves
17 the title change of two Crisis Response Coordinator positions to Crisis Response Specialists.

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19 BE IT FURTHER RESOLVED that the Eau Claire County Board hereby approves the title
20 change of two Crisis Response Coordinator positions to Crisis Response Specialist positions.

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34 Committee on Human Resources

35 JM/

36 Dated this 14th day of October, 2016.

ORDINANC/16-17/057

**FACT SHEET
TO FILE NO. 16-17/058**

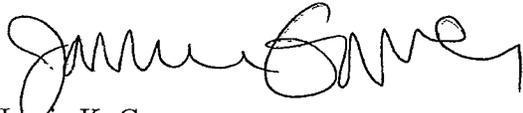
On September 22, 2016, the WI Department of Justice supplied Eau Claire County District Attorney's office with a grant related specifically to the District Attorney Victim Witness Specialist positions. This additional grant funding has been secured to go along with our current VOCA grant that we have received since March of 1998. These grant funds will cover all expenses related to increasing our two part-time positions to 29 hours per week.

Currently one of these positions works 15 hours per week and the other position works 25 hours per week. The District Attorney's office will provide an in-kind match by providing office space.

The VOCA grant will provide \$36,670 to cover these additional hours. The rest of these hours are covered by the county and a percentage by the state through DOJ.

County Board approval is requested.

Respectfully submitted,



Jannie K. Gower
Human Resources Director

16-17/058

1 **Enrolled No.**

RESOLUTION

File No. ~~15-16/158~~

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3 - INCREASE ONE .20 FTE VICTIM WITNESS SPECIALIST POSITION TO .73 FTE AND
4 INCREASE ONE .625 FTE VICTIM WITNESS SPECIALIST POSITION TO .73 FTE -
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6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the Board for authorization; and
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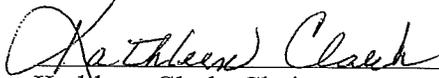
9 WHEREAS, at its regularly scheduled meeting on October 14, 2016, the committee on human resources
10 approved a request from the district attorney to increase one .20 FTE victim witness specialist position to .73
11 FTE and increase another .625 FTE victim witness specialist position to .73 FTE to better meet the
12 operational demands of the district attorney's office; and
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14 WHEREAS, the 2016 increased cost is \$65,719 and is covered by grant funds, DOJ reimbursement and
15 the current department budget.
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17 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
18 approves an increase of one .20 FTE victim witness specialist position to .73 FTE and increase another .625
19 FTE victim witness specialist position to .73 FTE for the duration of the supplemental grant funds.
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21 ADOPTED:
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24 I certify that the foregoing correctly represents the action taken
25 by the undersigned committee on October 14, 2016 by a vote
26 of 4 for, 0 against.
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29 Kathleen Clark, Chair
30 Committee on Human Resources
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32 /JM

33 Dated this 14th day of October, 2016.
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