

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, June 16, 2017 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve minutes of the April 14, 2017 and May 16, 2017 meetings
4. Human Resources: Information/Consideration/Discussion/Action – updates to the existing Eau Claire County policy –
 - a. Policy 523 – Safety Equipment 17-18/032
5. Aging and Disability Resource Center: Consideration/Discussion/Action of Resolution 17-18/030 to increase FTE of one Meal Site Worker from .375 to .412.
6. Aging and Disability Resource Center: Consideration/Discussion/Action of Resolution 17-18/031 to change the job title of the Volunteer Coordinator to Outreach Coordinator and a paygrade adjustment from paygrade G to I.
7. Human Resources: Information/Discussion – General Human Resources updates
8. Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 1:30p-3:30p

Dates:

- July 14, 2017
- August 11, 2017
- September 8, 2017

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

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

Thursday, April 14, 2017 1:30 p.m., Room 1273

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

MINUTES

Members Present: Kathleen Clark, Sue Miller, Judith Gatlin, Mike Conlin
Member absent: Mark Beckfield
Staff Present: Jamie Gower, Jill Mangus
Other Staff Present: Kathryn Schauf

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

No public comment.

Review and approve minutes of the March 9, 2017 meeting:

Motion Mike Conlin to approve minutes of the March 9, 2017 meeting as written. Motion carried 4 to 0.

Department of Human Services: Consideration/Discussion/Action of Resolution 17-18/005 to create three (3.0 FTE) CCS Service Facilitators, one (1.0 FTE) Mental Health Professional, and two (2.0 FTE) CCS AODA Case Managers.

Motion Mike Conlin to approve Resolution 17-18/005 to create three (3.0 FTE) CCS Service Facilitators, one (1.0 FTE) Mental Health Professional, and two (2.0 FTE) CCS AODA Case Managers. Motion carried 4 to 0.

Human Resources: Information/Discussion – Budget/Performance Measures

The Human Resources Director provided an update on current budget/performance measures of the department. Discussion only.

Adjourn

Meeting adjourned at 2:22 p.m.

Respectfully submitted,

Jill Mangus
Committee Clerk

COMMITTEE ON HUMAN RESOURCES

Tuesday, May 16, 2017 6:30 p.m., Room 1301/LEC

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

MINUTES

Members Present: Kathleen Clark, Sue Miller, Judith Gatlin,
Members Absent: Mark Beckfield, Mike Conlin
Staff Present: Amanda Twitchell
Other Staff Present: Josh Pedersen

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 6:30 p.m.

No public comment.

Parks and Forest: Consideration/Discussion/Action of Resolution 17-18/021 to create one (.19 FTE) Forester position.

Motion Sue Miller to approve creation of one (.19 FTE) Forester position in the Parks and Forest Department. Motion carried 3 to 0.

Adjourn

Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Amanda Twitchell
Acting Committee Clerk

FACT SHEET

TO FILE NO. 17-18/032

Amending the Eau Claire County Employee Policy Manual

Human Resources received a request to update Policy 523 Safety Equipment in the Eau Claire County Employee Policy Manual.

The requested changes to the policy will allow up to \$200 every two years to be reimbursed for the purchase of steel-toed boots for all employees required to wear steel-toed boots in the Highway Department. Currently, the policy permits reimbursement only to those employees *not* required to wear uniforms.

In addition, the proposed amendment reflects an increase in the tool and/or prescription safety glass allowance from \$400 to \$800 per year for Mechanics, Welders, and Tire Repair/Equipment Movers in the Highway Department. The current allowance has not been updated for over 10 years.

The fiscal impact for the proposed amendment regarding safety boot reimbursement is \$4,980.00 and will be covered by state funding.

The fiscal impact for the proposed amendment to the annual reimbursement amount for tool and/or prescription safety glass is \$2,400.00 and will be covered under the Highway’s Shop Operations budget.

Eau Claire County Highway Department

Cost Analysis for Safety Boots

Item	Description	Unit Cost	Quantity	Total
Safety Boots	Safety Boots conforming to ANSI standards Boot Program will be run through local business to ensure cost savings and streamlined operations	\$100.00	63	\$ 6,300.00
Work Shirt	Discontinue rental of class 3 work shirt	\$ (33.00)	40	\$(1,320.00)
			Total Cost	\$ 4,980.00

Eau Claire County Highway Department

Cost Analysis for Tool Allowance

Item	Description	Unit Cost	Quantity	Total
Tool Allowance	Proposed Tool Allowance for Highway Department Mechanics	\$ 800.00	6	\$ 4,800.00
Tool Allowance	Current Allowance Payment	\$(400.00)	6	\$(2,400.00)
			Total Additional Cost	\$ 2,400.00

Respectfully submitted,

Jon L. Johnson
Highway Commissioner

Jamie K. Gower
HR Director

POLICY 523 SAFETY EQUIPMENT

1. **Purpose.** To ensure that employees wear safety equipment that will provide the necessary support and protection required of the job they are assigned.

2. ~~Employees Required to Wear Uniforms~~Highway Employee Requirements:

~~2.1~~ 2.1 Employees required to wear steel toed boots will be ~~Reimburse~~reimbursed~~nt up to \$200 every two years for steel toed boots-will be provided.~~ ~~Employees are required to supply at their own expense and wear approved,~~Boots must be serviceable 6-inch minimum height safety-toed work boots meeting the standards outlined in the latest Safety Manual for Eau Claire County Employees.

~~2.1~~

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~~2.2~~ 2.2 ~~Employees with responsibilities in the field who are not required to wear uniforms may be required to wear work boots.~~

~~2.3~~ 2.3 ~~If required to wear work boots, these employees will be compensated up to \$200 every two years for boots meeting the requirements outlined in 2.1.~~

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~~2.4~~2.2 To be eligible for the reimbursement, a receipt must be provided for review and approval.

~~2.5~~2.3 To be ~~compensated~~reimbursed, these boots must be worn during working hours the majority of the year.

~~2.6~~2.4 Other safety apparel aside from the above will be provided by the department.

~~3.~~ 3. ~~Tool and Prescription Safes~~

~~3.1~~2.5 Mechanics, Welders, and Tire Repair/Equipment Movers will be entitled to an annual tool and/or prescription safety glass allowance of up to ~~\$400~~\$800 per year to be paid upon presentation of receipts, at the discretion of the supervisor. Payment for the previous year will be made in January of the following calendar year.

3. Parks and Forest Employee Requirements

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3.1 Employees required to wear steel toed boots will be reimbursed up to \$200 every two years for steel toed boots. Boots must be serviceable 6-inch minimum height safety-toed work books meeting the standards outlined in the latest Safety Manual for Eau Claire County Employees.

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POLICY 523 SAFETY EQUIPMENT

Effective Date: January 1, 2012

Revised Date: July 2012, July 2017

Eau Claire County
Employee Policy Manual

3.2 To be eligible for the reimbursement, a receipt must be provided for review and approval.

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3.3 To be reimbursed, these boots must be worn during working hours the majority of the year.

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3.4 Other safety apparel aside from the above will be provided by the department.

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4. Airport Maintenance Employees

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~~4.1~~ 4.1 Reimbursement up to \$50 per year for steel toed boots will be provided. Employees must present a copy of the purchase receipt for reimbursement.

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POLICY 523 SAFETY EQUIPMENT
Effective Date: January 1, 2012
Revised Date: July 2012, July 2017

Eau Claire County
Employee Policy Manual

FACT SHEET

TO FILE NO.

ADRC Request

The ADRC is requesting to increase the Meal Site Worker position to .412 FTE from its current .375. This equates to an additional 3 hours per bi-weekly pay period.

Background and Facts

In 2012, the ADRC began a 'pilot' senior dining site at the LE Phillips Senior Center known as the evening meal. This meal occurs two times per month at 5:00PM. It is highly attended and has evolved out of the 'pilot' stage to an ongoing meal site for the senior dining program. As a pilot, the Volunteer Coordinator was given the job duty to manage the evening meal. This is not a well-aligned job responsibility for the Volunteer Coordinator position.

The current Meal Site Worker for the senior dining program is responsible for managing the meal site at St. John's Apartments in Eau Claire which is served over the noon hour. The additional 3 hours will allow for the Meal Site Worker to take over the management of the evening meal and allow for better alignment with like job responsibilities.

Fiscal Impact

There is no fiscal impact on tax levy and will be funded with State and Federal sources.

	Salary	FICA 7.65%	WRS Employer 6.80%	Health Insurance	Life Insurance	Total
3. Increased hours for Meal Site Worker						
Meal Site Worker (Pay Range A) Step 1 (CURRENT)	\$10,444	\$799	0	0	0	\$11,243
Meal Site Worker (Pay Range A) Step 1 (PROPOSED)	\$11,475	\$878	0	0	0	\$12,353
Total Increase						\$1,109

Fiscal Impact: \$1,109 funded with State and Federal funding sources.

Respectfully Submitted,

Jennifer Speckien
Jennifer Speckien
ADRC Director

Jamie K Gower
Jamie Gower
Human Resources Director

FACT SHEET

TO FILE NO.

ADRC Request

A job analysis and evaluation was performed in collaboration with Human Resources as outlined in Policy 825. As a result of the analysis we are bringing forward a recommendation to change the job title of the Volunteer Coordinator to Outreach Coordinator and a paygrade adjustment. The fiscal impact of the adjustment is listed below.

Background and Facts

The Volunteer Coordinator position has evolved significantly over the past 9 years. For many years, the primary focus of this position was volunteer coordination for the Meals on Wheels program only. The Aging & Disability Resource Center became operational in 2008. As a result of growing from the Department on Aging to an ADRC, the needs and role of this position have changed over time.

The Volunteer Coordinator is presently responsible for all volunteer recruitment, coordination and orientation for several program areas within the ADRC- not just Meals on Wheels. As part of volunteer recruitment, the Coordinator must have strong professional relationships with a variety of community partners. Additionally, since the Coordinator is recruiting volunteers for a wide array of ADRC programs, the Coordinator must have significant knowledge of the programs and services offered through the ADRC.

The Volunteer Coordinator has also been responsible for the ADRC website, ADRC Facebook page, online event registration, coordination of outreach events and presentation requests as well as other duties relating to outreach for the agency as a whole.

Because of these changes occurring over the course of the past 9 years, it warranted a review of the job description and job title to bring them into alignment with what is required of the position.

Fiscal Impact

There is no fiscal impact on tax levy as the additional cost will be funded by State and Federal sources.

	Salary	FICA 7.65%	WRS Employer 6.80%	Health Insurance	Life Insurance	Total
2. Title and Wage Change of Volunteer Coordinator						
Volunteer Coordinator (Pay Range G) Step 3 (CURRENT)	\$38,813	\$ 2,969	\$ 2,639	\$ 20,222	\$ 20	\$ 64,663
Outreach Coordinator (Pay Range I) Step 1 (PROPOSED)	\$41,163	\$ 3,149	\$ 2,799	\$ 20,222	\$ 20	\$ 67,353
Total Increase						\$ 2,690

Fiscal Impact: \$2,690 funded by State and Federal sources.

Respectfully Submitted,

Jennifer Speckien

**Jennifer Speckien
ADRC Director**

Jamie K Gower

**Jamie Gower
Human Resources Director**