

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, July 14, 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 June 16, 2017 meeting
4. Human Resources - 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: Collective Bargaining. Roll Call Vote.

Motion to go into Open Session. Committee Action.

5. Aging and Disability Resource Center: Consideration/Discussion/Action of Resolution 17-18/041 to add a one (1.0 FTE) Kitchen Manager position and two (.73 FTE) Cook positions.
6. Human Resources: Information/Discussion – Benefit discussion presented by Amy Sires, Benefit Administrator and Kristin Schmidt, M3
7. Human Resources – Consideration/ Discussion of the annual update to the Eau Claire County Affirmative Action Plan for 2017
8. Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 1:30p-3:30p

Dates:

- August 11, 2017
- September 15, 2017 *
 - *Note; 2018 new position or position modifications will be reviewed
- October 13, 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.

MINUTES

Committee on Human Resources

Friday, June 16, 2017 / 1:30 PM

Eau Claire County Courthouse, Room 1273

721 Oxford Avenue, Eau Claire, WI 54703

Members present: Supervisors Judy Gatlin, Kathy Clark, Sue Miller, Mike Conlin

Members excused: Supervisor Mark Beckfield

Staff present: Jamie Gower, Jennifer Speckien, Jon Johnson, Amy Wong, Tria Vang

Chairperson Kathleen Clark called the meeting to order at 1:30 pm.

Certify Compliance with Open Meetings Law

Public Comment: None.

Jamie Gower introduced Amy Wong, Finance Director and Tria Vang, Payroll Administrator

Review and Approve Minutes of the April 14, 2017 and May 16, 2017 meetings

On a motion by Supervisor Conlin the April 14, 2017 committee minutes were approved. Motion carried. On a motion by Supervisor Gatlin, the May 16, 2017 committee minutes were approved. Motion carried.

Human Resources: Information/Consideration/Discussion/Action – updates to the existing Eau Claire County policy

a. Policy 523 – Safety Equipment 17-18/032

Jon Johnson, Highway Commissioner, present. 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. 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. Motion by Supervisor Gatlin to approve. Motion carried.

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.

Jennifer Speckien, ADRC Director present. There is a request to increase the Meal Site Worker position from .375 FTE to .412 FTE. The additional 3 hours will allow for the Meal Site Worker to take over the management of the evening meal that occurs two times per month at the Senior Center and allow for better alignment with like job responsibilities. Motion by Supervisor Conlin to approve of increase the Meal Site Worker FTE from .375 to .412 FTE. Motion carried.

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

A job analysis and evaluation is being recommended to change the job title of the Volunteer Coordinator to Outreach Coordinator to reflect increased responsibility currently performed by the Volunteer Coordinator. In addition, position also performs marketing duties. The fiscal impact of the change is \$2,690 of which 100% is funded by state and federal sources. Motion by Supervisor Miller to approve of the change in job title of the Volunteer Coordinator to Outreach Coordinator including a paygrade adjustment from Paygrade G to I. Motion carried.

Human Resources: Information/Discussion – General Human Resources updates

Jamie Gower, Human Resources Director, shared general human resource updates, including the following:

- Chippewa Valley Labor Market – skills gap employer survey results was distributed.
- HR Metrics was also shared with the committee.
- Concerned with Class/Comp schedule (applicants are turning down offers due to a number of reasons).
- Total rewards strategy
- Development of a Recognition Committee
- Work life effectiveness
- Amy, Jamie and Tria working on removing benefit piece from Finance to Human Resources.

Next meetings are scheduled as follows: July 14, August 11 and September 8.

Committee adjourned at 2:37 pm.

Respectfully submitted,

Sharon Rasmusson
Committee Clerk

FACT SHEET

TO FILE NO. 17/18-041

Background

The Aging & Disability Resource Center (ADRC) operates the elderly nutrition program for Eau Claire County. These programs are commonly known as Meals on Wheels and the Senior Dining programs. The ADRC serves roughly 78,000 meals per year of which 88% are for homebound seniors on the Meals on Wheels program and 12% are served at locations throughout the County. Without this program, many of Eau Claire County's seniors would not be able to live safely in their own homes.

Historically, the ADRC has used a caterer/contracted vendor for the provision of these prepared meals. Sacred Heart Hospital and Augusta Nursing and Rehabilitation are the vendors with contracts until December 31, 2017.

In partnership with the Purchasing Department the ADRC completed a request for proposal process for 2018 vendor(s). Upon completion of that process the result was one bid which would only provide services for the area currently served by Sacred Heart Hospital. Since the proposal process, that bidder rescinded their proposal leaving no interested vendors for the Eau Claire, Altoona and Fall Creek areas for 2018. Augusta Nursing and Rehabilitation submitted a quote of \$9 per meal in 2018 for the Augusta/Fairchild area which is a 30% cost increase over the current rate.

Recommended Solution

The ADRC is recommending to transition all food preparation in house through the operation of a central kitchen located in Fall Creek. Transitioning from a catering model to a central kitchen model will create long-term sustainability for this program, allowing us to control costs as well as quality. Geographically, Fall Creek is the center of Eau Claire County allowing for maximum efficiency and food safety for serving seniors living anywhere within the county. An in-house kitchen model is used in several other counties and tribes throughout Wisconsin and has proven to be one of the most cost effective, efficient, and flexible ways to operate the nutrition program. Those counties include: Florence, Forest, Sawyer, Washburn, Burnett, Barron, St. Croix, Taylor, Oconto, Marinette, Door, Waupaca, Adams, Marquette, Fond du Lac, Racine, Iowa and Lafayette. All 15 tribes in Wisconsin operate their own kitchens as well. Additionally, the ADRC will be able to obtain the majority of the raw food through a partnership with Feed My People at a very affordable rate.

Location of Kitchen Operation

The Fall Creek Nursing Home is currently vacant and has offered the ADRC a 3 year lease agreement to use the kitchen, all equipment, dining room, laundry facilities and offices in order to operationalize the model described above. The offer includes an 'all inclusive' fixed rent amount that includes the access and use of the space, all utilities, lawn care, snow removal and all equipment as well as building upkeep. This location and arrangement is ideal for the ADRC as a whole.

Benefits of the facility

The dining room will provide space for outreach events, classes, presentations, and special events, a senior dining site, etc. The office space will allow us to relocate the nutrition program team all to this location and also allow us to have satellite office hours to enable our rural resident’s easier access to ADRC services, similar to our Augusta satellite office hours. Operationally, the kitchen will require a full-time Kitchen Manager position (1.0 FTE) and two part-time Nutrition Program Cooks (0.73 FTE each).

ADRC Requests & 2017 Fiscal Impact per Request

The current contracts terminate on December 31, 2017. In order to successfully operationalize these changes by 2018 the ADRC will need the kitchen staff on board in 2017. The ADRC would also like to start preparing some meals in 2017, slowly working up to the 300+ meals per day served by January 1, 2018. This will allow for a smoother transition for both staff and the homebound seniors that rely on these meals.

Below is a list of the requests needed to set this transition plan in motion:

- 1) Create a full-time Kitchen Manager position to be filled by September 1, 2017. \$20,648

	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Total
2017 Fiscal Impact						
Kitchen Manager, (Pay Range I) step 1	\$13,616	\$1,042	\$926	\$5,055	\$9	\$20,648

- 2) Create two part-time Nutrition Program Cook positions to be filled by October 15, 2017. \$11,886

	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Total
2017 Fiscal Impact						
Nutrition Program Cook, (Pay Range E) step 1	\$5,193	\$397	\$353	\$0	\$0	\$5,943

**Fiscal impact will only occur in 2017 because of startup and needing to operate both the kitchen model and catering model concurrently. It is anticipated that there will be minimal or no fiscal impact in 2018.*

Fiscal Impact: **There is no levy impact. Fiscal impact of \$32,534 will be funded in part by State and Federal sources (\$12,785) and in part by the nutrition program fund balance (\$19,749). The total available funding in the nutrition program fund balance is \$56,887.**

Respectfully Submitted,

**Jennifer Speckien
ADRC Director**

**Jamie Gower
Human Resources Director**

FACT SHEET

Information from Eau Claire County's Benefit Administrator, Amy Sires and Kristin Schmidt, M3, Benefit Consultant will be provided during the Committee Meeting on Friday, July 14th, 2017.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jamie K. Gower". The signature is written in a cursive style with a large, looped initial "J".

Jamie K. Gower

FACT SHEET

The 2017 Affirmative Action Update is complete and is ready for review and approval by the Committee on Human Resources. Due to size of the document, it was sent separate from the agenda.

Eau Claire County is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex, however, all have one common purpose--to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

The plan is enclosed for your review and approval. An overview of what you will see in the plan includes the following:

- An Introduction to the Plans
- An Affirmative Action Plan for Minorities and Women
- An Affirmative Action Plan for Protected Veterans and Individuals With Disabilities
- Our employment data consists of:
 - Workforce Analysis/Lines of Progression
 - Job Group Analysis
 - Availability Analysis
 - Internal Availability Analysis
 - Comparison of Incumbency to Availability and Placement Goals
 - Goals Progress
 - Personnel Transactions Summary
 - Data Collection Analysis
 - Zip Code Analysis

This Affirmative Action Plan is designed to cover the following reporting period:

- Affirmative Action implementation period: January 1, 2017 through December 31, 2017
- Transaction period: January 1, 2016 through December 31, 2016

The Committee is asked to review the plan updates and be prepared to approve the plan at the August 11, 2017 Committee meeting.

Respectfully Submitted,



Jill Mangus
AA/EEO Officer



Jamie K. Gower
HR Director