

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, February 9, 2018 **TIME:** 1:00 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. Public Comment
3. Review and approve minutes of the January 12, 2018 meeting
4. Human Resources: Elected Officials Salaries for upcoming Office term for Sheriff and Clerk of Circuit Court /Ordinance/Recommendation to County Board of Supervisors/Approval-Denial/Information-Discussion of Resolution 17-18/104.
5. ADRC: Consideration/Discussion/Action of Resolution 17-18/113 to abolish two .73 FTE Cooks and create two 1.0 FTE Cooks, one .38 FTE Cook, one .73 FTE Cook, one .50 FTE Delivery Driver, and with contract approval, create one .73 FTE Cook.
6. Human Resources: Information/Discussion/Action - update to the following Eau Claire County policy –
 - a. Policy 601 – Benefits, Health Insurance, Dental Insurance, and COBRA
 - b. Policy 603 – Benefits Other
7. Human Resources: Information/Discussion/Action - Discussion on dates for Committee on Human Resource Meetings
8. Human Resources: Information/Discussion - Human Resources Update
9. Exchange of Proposals with the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County.

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) and (e) for the purpose of discussing compensation of public employees; discussion of negotiations of the 2018-2019 Wisconsin Professional Police Association Law Enforcement Employee Relations Division Sheriff's Department Non-Supervisory Unit Collective Bargaining Agreement.

Continue in Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) and (e) for the purpose of discussing compensation of public employees; negotiations of the 2018-2019 Collective Bargaining Agreement. To wit: Bargaining relative to the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County.

10. Adjourn

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.

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 1:30p-3:30p

Dates: March 9, 2018, April 13, 2018

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

Committee on Human Resources

Friday, January 12 2018 TIME: 1:30 PM

Eau Claire County Courthouse, Room 3312

721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mark Beckfield, Judy Gatlin, Mike Conlin
Staff Present: Jamie Gower, Jill Mangus, Kathryn Schauf
Others Present: Susan Schaefer, Ron Cramer, Joel Brettingen, Cory Schalinske, Diane Cable,
 Keith Zehms, Tom Wirth, Tria Vang

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:31 p.m.

Review and approve minutes of the November 12, 2017 meeting:

Motion Judy Gatlin to approve minutes of the November 10, 2017 meetings as written. Motion carried 5-0.

Human Resources: Elected Officials Salaries for upcoming Office term for Sheriff and Clerk of Circuit Court /Ordinance/Recommendation to County Board of Supervisors/Approval-Denial/Information-Discussion of Resolution 17-18/104.

Motion Mike Conlin to postpone the vote until the February 8, 2018 meeting. Motion carried 5-0.

**Human Resources: Information/Discussion/Action- update to the following Eau Claire County policy –
a. Policy 521 – On Call (Resolution 17-18/083)**

Motion Mark Beckfield to approve effective the first pay period following passage. Motion carried 5-0.

Department of Human Services: Consideration/Discussion/Action of Resolution 17-18/102 to abolish one 1.0 FTE CCS Supervisor position and create one 1.0 FTE Social Work Manager position.

Motion Mike Conlin to approve the Department of Human Services position change as requested.
Motion carried 5-0.

Highway: Consideration/Discussion/Recommendation/Action of Resolution 17-18/103 to abolish one .73 FTE Administrative Associate III position, one 1.0 FTE Highway Field Worker and to create one 1.0 FTE Administrative Associate III position.

Motion Sue Miller to approve the Highway Department position changes as requested. Motion carried 5-0.

Adjourn Open Session- 2:45pm.

Resume in Closed Session:

Staff present: Keith Zehms, Jamie Gower, Jill Mangus, Joel Brettingen, Cory Schalinske

Exchange of Proposals with the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County.

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) and (e) for the purpose of discussing compensation of public employees; discussion of negotiations of the 2018-2019 Wisconsin Professional Police Association Law Enforcement Employee Relations Division Sheriff's Department Non-Supervisory Unit Collective Bargaining Agreement.

Continued in Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) and (e) for the purpose of discussing compensation of public employees; negotiations of the 2018-2019 Collective Bargaining Agreement. To wit: Bargaining relative to the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County. Roll Call vote. All ayes.

The Corporation Counsel, Keith Zehms, presented the proposals for negotiations with the WPPA Non-Supervisory Deputy Sheriff Unit. Committee on Human Resources reviewed and discussed the items. Remained in closed session.

Next bargaining date set: February 8, 2018 at 2:30pm.

Respectfully submitted,

Jill Mangus
Committee Clerk

FACT SHEET

TO FILE NO. 17 - 18 / 104

County Code Section 3.20.001 Elected Officers and Officials Compensation, Paragraph A states:

- A. Prior to March 15th of each even numbered year the committee shall review salaries of all county elected officials and make recommendations by ordinance to the board in accordance with Wis. Stat §§ 59.22(1) for each position up for election.

State Statute 59.22 states that compensation for the four year terms need to be established before the earliest time for filing nomination papers. The earliest that nomination papers can be circulated is April 15, 2018 so the salaries will need to be set no later than the April 3, 2018 County Board meeting.

The 2016, 2017, 2018, 2019, and 2020 salaries of elected official are as follows:

B. The total annual compensation of the elected officials for calendar year 2016 shall be as follows:

1. County clerk \$59,114
2. County treasurer \$59,114
3. Register of deeds \$59,114
4. Clerk of circuit court \$71,050
5. County Sheriff \$94,903

C. The total annual compensation of the elected officials for calendar year 2017 shall be as follows:

1. County clerk \$67,373
2. County treasurer \$67,373
3. Register of deeds \$67,373
4. Clerk of circuit court \$72,116
5. County Sheriff \$96,326

D. The total annual compensation of the elected officials for calendar year 2018 shall be as follows:

1. County clerk \$69,394
2. County treasurer \$69,394
3. Register of deeds \$69,394
4. Clerk of circuit court \$73,197
5. County Sheriff \$97,771

E. The total annual compensation of the elected officials for calendar year 2019 shall be as follows:

1. County clerk \$71,475
2. County treasurer \$71,475
3. Register of deeds \$71,475

F. The total annual compensation of the elected officials for calendar year 2020 shall be as follows:

1. County clerk \$73,620
2. County treasurer \$73,620
3. Register of deeds \$73,620

A comparison survey completed by Wisconsin Counties is included in the agenda packet and includes information for the Clerk of Circuit Court and Sheriff. Additionally, Human Resources received information provided by the County Sheriff and Clerk of Circuit Court to be included in the agenda packet.

Wages need to be established for the County Sheriff and Clerk of Circuit Court through January 1, 2022. In 2014, the wages for the County Sheriff and Clerk of Circuit Court were established through calendar year 2018.

The Committee is asked to review salaries of the County Sheriff and Clerk of Circuit Court and make recommendations to the County Board of Supervisors prior to April 3, 2018.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie K. Gower".

Jamie K. Gower
Human Resources Director

Clerk of Court Proposals as of 2/5/18

<u>County</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Green Lake	1.50%	1.50%	1.50%	1.50%
Dodge	8.65	1.5	1.5	1.5
Ashland	0.96	0.95	1.13	1.12
Barron	2.5	2.44	2.44	2.44
Dunn	8	2	2	2
Jefferson	7.64	0.98	1	0.99
Lincoln	6.71	0.88	0.98	1
Manitowoc	0	0	1	1.19
Portage	19.2	1.5	2	2

Sheriff Proposals as of 2/5/18

<u>County</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Ashland	1.1	1.09	0.92	1.07
Dodge	6.62	1.5	1.5	1.5
Dunn	7.5	2	2	2
Jefferson	7.63	0.99	0.98	1
Lincoln	1.34	3.71	3.71	3.71
Portage	13.8	1.5	2	2

Elected Official Wage Analysis

2018 Salary

Clerk of Circuit Court	\$ 73,197.00
County Sheriff	\$ 97,771.00

Clerk of Circuit Court	2019	2020	2021	2022
1.5%	\$ 74,294.96	\$ 75,409.38	\$ 76,540.52	\$ 77,688.63
2.5%	\$ 75,026.93	\$ 76,902.60	\$ 78,825.16	\$ 80,795.79
3.0%	\$ 75,392.91	\$ 77,654.70	\$ 79,984.34	\$ 82,383.87

County Sheriff	2019	2020	2021	2022
1.5%	\$ 99,237.57	\$ 100,726.13	\$ 102,237.02	\$ 103,770.58
2.5%	\$ 100,215.28	\$ 102,720.66	\$ 105,288.67	\$ 107,920.89
3.0%	\$ 100,704.13	\$ 103,725.25	\$ 106,837.01	\$ 110,042.12

Sheriff

County	2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.	2019 Salary	2019 % Inc.	2020 Salary	2020 % Inc.	2021 Salary	2021 % Inc.	2022 Salary	2022 % Inc.
Adams	\$76,881.00	3.00%	\$78,419.00	1.96%	\$79,987.00	2%	\$81,587.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Ashland			\$62,000.00		\$62,500.00	1%	\$63,000.00	1%	63,700.00	1.10%	64,400.00	1.09%	65,000.00	0.92%	65,700.00	1.07%
Barron	\$77,238.00		\$79,168.00	2.44%	\$83,709.00	5%	\$85,801.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Bayfield	\$67,859.00	8.26%	\$69,216.00	1.96%	\$70,601.00	1.96%	\$72,013.00	1.96%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Brown										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Buffalo										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Burnett	\$67,813.00		\$69,169.00							#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Calumet	\$84,437.64	2.00%	\$86,126.39	2.00%	\$87,848.92	2.00%	\$89,605.90	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Chippewa	\$80,116.56	2.97%	\$82,517.76	3.00%	\$84,993.29	3.00%	\$87,543.09	3.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Clark	\$67,328.09	1%	\$68,001.38	1.01%	\$68,681.39	1.01%	\$69,368.20	1.01%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Columbia										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Crawford										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Dane	\$138,859.00		\$140,595.00		\$143,407.00		\$146,275.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Dodge	\$87,123.00	3.74%	\$88,430.00	1.50%	\$89,756.00	1.50%	\$91,102.00	1.50%	97136.5	6.62%	98593.55	1.50%	1000072.45	1.50%	101573.54	1.50%
Door										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Douglas	\$75,798.00	0.00%	\$75,798.00	0.00%	\$76,556.00		\$78,087.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Dunn	\$85,263.00		\$85,902.00		\$86,546.00		\$87,195.00		93735	7.50%	95610	2.00%	97522	2.00%	99472	2.00%
Eau Claire	\$93,500.00		\$94,903.00	1.50%	\$96,326.00	1.50%	\$97,771.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Florence	\$46,852.84	2%	\$47,789.90	2.00%	\$48,745.69	2.00%	\$49,720.61	2.00%	Pending Res	#VALUE!		#VALUE!		#DIV/0!		#DIV/0!
Fond du Lac										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Forest	\$62,260.68	1.00%	\$62,883.29	1.00%	\$64,140.96	2.00%	\$65,423.78	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Grant	\$70,104.00	7.00%	\$70,805.00	1.00%	\$57,449.00	1.00%	\$72,228.00	1.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Green					\$74,298.14		1%Jan., 5%July		Pending Res.		Pending Res.	#VALUE!		#VALUE!		#DIV/0!
Green Lake	\$80,571.14	1.50%	\$81,779.71	1.00%	\$83,006.41	1.50%	\$84,251.50	150.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Iowa										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Iron										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Jackson	\$79,398.00		\$80,192.00	1.00%	\$80,994.00	1.00%	\$81,804.00	1.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Jefferson	\$89,937.82	10.53%	\$89,937.82	0.00%	\$89,937.82	0.00%	\$89,937.82	0.00%	\$ 97,364.80	7.63%	\$ 98,342.40	0.99%	\$ 99,320.00	0.98%	\$ 100,318.40	1.00%
Juneau	\$73,344.00		\$75,544.00	2.9%	\$76,299.00	1.0%	\$77,062.00	1.0%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Kenosha										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Kewaunee										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
La Crosse	\$102,702.00	1.96%	\$104,756.00	1.96%	\$106,851.00	1.96%	\$108,988.00	1.96%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Lafayette										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Langlade										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Lincoln	\$75,482.00	12.70%	\$76,236.00	1.00%	\$76,998.00	1.00%	\$77,767.00	1.00%	78822	1.34%	81857	3.71%	85008	3.71%	88281	3.71%
Manitowoc	\$88,989.00		\$90,324.00		\$91,679.00		\$93,513.00		93513	0.00%	93513	0.00%	93513	0.00%	93513	0.00%
Marathon	\$103,318.00		\$103,318.00		\$103,318.00		\$103,318.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Marinette										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Marquette	\$78,715.00	3.00%	\$80,289.00	2.00%	\$81,895.00	2.00%	\$83,533.00	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Menominee					\$48,860.71	2.00%	\$49,837.92	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Milwaukee	\$132,290.00	0.00%	\$132,290.00	0.00%	\$132,290.00	0.00%				#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Monroe	\$73,040.40	8.00%	\$73,770.80	1.00%	\$74,508.51	1.00%	\$75,253.60	1.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Oconto	\$79,478.76	3.94%	\$81,561.10	2.62%	\$83,665.38	2.58%	\$83,665.38	0.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Oneida										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

Pending County Board Approval

Pending County Board Approval

TENTATIVE

Outagamie	\$97,597.00	1.50%	\$99,061.00	1.50%	\$100,547.00	1.50%	\$105,055.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Ozaukee										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Pepin	\$64,260.00		\$65,545.00		\$66,856.00	2%	\$68,193.00	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Pierce	\$76,216.00	1.25%	\$77,169.00	1.25%	\$78,133.00	1.25%	\$79,110.00	1.25%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Polk	\$84,673.00		\$85,944.00	1.50%	\$87,233.00	1.50%	\$88,542.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Portage	\$80,456.88	1.50%	\$81,663.73	1.50%	\$82,888.69	1.50%	\$84,132.02	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Price	\$62,400.00	3.85%	\$62,400.00	0.00%	\$63,650.00	1.96%	\$63,650.00	0.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Racine										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Richland										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Rock	\$105,389.00	2.50%	\$112,597.00	6.84%	\$114,849.00	2.00%	\$117,146.00	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Rusk	\$60,002.32	-2.63%	\$60,002.32	0.00%	\$60,902.35	1.50%	\$61,815.89	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
St. Croix	\$92,001.67	9.67%	\$92,001.67	0.00%	\$92,001.67	0.00%	\$92,001.67	0.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Sauk										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Sawyer	\$68,509.00		\$70,222.00	2.44%	\$70,924.00	1.0%	\$71,633.00	1.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Shawano					\$72,641.84					#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Sheboygan										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Taylor	\$99,554.00	6.66%	\$99,554.00	0.00%	\$99,554.00	0.00%	\$99,554.00	0.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Trempealeau	\$80,240.00	3.50%	\$81,844.00	2.00%	\$83,480.00	2.00%	\$85,149.00	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Vernon	\$78,045.00	1.00%	\$78,825.00	1.00%	\$79,613.00	1.00%	\$80,410.00	1.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Vilas	\$70,066.00	0.00%	\$70,066.00	0.00%	\$71,467.32	2.00%	\$72,539.33	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Walworth	\$72,288.00		\$75,179.00	3.85%	\$78,186.00	3.85%	\$81,314.00	3.85%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Washington	\$107,000.00	7.00%	\$108,070.00	1.00%	\$109,151.00	1.00%	\$110,242.00	1.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Washburn	\$63,583.00		\$64,854.00		\$66,151.00		\$67,474.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Washington	\$96,901.70	8.69%	\$99,508.36	2.69%	\$102,145.33	2.65%	\$104,750.03	2.55%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Waukesha	\$103,321.00	1.50%	\$104,871.00	1.50%	\$106,444.00	1.50%	\$108,041.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Waupaca										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Waushara	\$81,147.00	1.48%	\$82,364.00	1.48%	\$83,599.00	1.48%	\$84,853.00	1.48%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Winnebago	\$96,282.00	7.71%	\$98,208.00	2.00%	\$100,172.00	2.00%	\$102,175.00	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Wood			\$111,072.00		\$112,174.40	1.00%	\$114,420.80	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

Clerk of Court

County	2015 Salary	2015 % Inc.	2016 Salary	2016 % Inc.	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.	2019 Salary	2019 % Inc.	2020 Salary	2020 % Inc.	2021 Salary	2021 % Inc.	2022 Salary	2022 % Inc.
Adams	\$59,000.00	0.90%	\$60,000.00	1.67%	\$61,200.00	1.96%	\$62,424.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Ashland			\$50,000.00		\$50,500.00	1.0%	\$51,500.00	2%	\$52,000.00	0.96%	\$52,500.00	0.95%	\$53,100.00	1.13%	\$53,700.00	1.12%
Barron	\$63,100.00		\$64,678.00	2.44%	\$68,857.00	6.1%	\$70,578.00	2%	\$72,342.00	2.50%	\$74,151.00	2.44%	\$76,005.00	2.44%	\$77,905.00	2.44%
Bayfield	\$56,185.00	2.14%	\$57,385.00	2.09%	\$58,533.00	1.96%	\$59,703.00	1.96%		#DIV/0!		#DIV/0!		#VALUE!		#VALUE!
Brown										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Buffalo										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Burnett	\$54,382.00		\$55,470.00							#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Calumet	\$61,211.22	2%	\$62,435.44	2%	\$63,684.15	2%	\$64,957.84	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Chippewa	\$66,481.92	1.10%	\$68,444.64	3%	\$70,497.98	3%	\$72,612.92	3%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Clark	\$55,669.11	1.01%	\$56,225.80	1.01%	\$56,788.06	1.01%	\$57,355.94	1.01%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Columbia										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Crawford										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Dane	\$100,395.00		\$101,650.00		\$103,683.00		\$105,756.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Dodge	\$66,685.00	3.63%	\$67,685.00	1.50%	\$68,700.00	1.50%	\$69,731.00	1.50%	\$75,765.00	8.65%	\$76,901.00	1.50%	\$78,055.51	1.50%	\$79,226.34	1.50%
Door										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Douglas	\$60,090.00	0.00%	\$60,090.00	0	\$60,691.00		\$61,905.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Dunn	\$61,121.00	1.00%	\$61,579.00	1.00%	\$62,041.00	1.00%	\$62,506.00	1.00%	\$67,506.00	8.00%	\$68,856.00	2.00%	\$70,233.00	2.00%	\$71,638.00	2.00%
Eau Claire	\$70,000.00	9.86%	\$71,050.00	1.50%	\$72,116.00	1.50%	\$73,197.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Florence	\$38,772.47	2.00%	\$39,547.92	2%	\$40,338.80	2%	\$41,145.65	2%	Pending Res	#VALUE!	Pending Res	#VALUE!		#VALUE!		#DIV/0!
Fond du Lac										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Forest	\$42,828.20	1%	\$43,256.48	1%	\$44,121.62	2%	\$45,004.06	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Grant	\$55,223.00	3%	\$56,880.00	3%	\$57,449.00	1%	\$58,023.00	1%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Green					\$63,043.50	1% Jan, 5% July			Pending Res.		Pending Res.	#VALUE!		#VALUE!		#DIV/0!
Green Lake	\$63,027.64	1.50%	\$63,973.05	1%	\$64,932.65	1.50%	\$65,906.64	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Iowa							\$55,452.00	1.5		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Iron										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Jackson	\$56,621.00		\$57,561.00	1.66%	\$58,516.00	1.66%	\$59,488.00	1.66%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Jefferson	\$73,446.05	17%	\$73,446.05	0	\$73,446.05	0	\$73,446.05	0	\$79,518.40	7.64%	\$80,308.80	0.98%	\$81,120.00	1.00%	\$81,931.20	0.99%
Juneau	\$56,411.00	3%	\$57,111.00	1%	\$57,789.00	1%	\$58,330.00	1%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Kenosha										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Kewaunee										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
La Crosse	\$73,990.00	1.96%	\$75,470.00	1.96%	\$76,979.00	2.0%	\$78,519.00	2.0%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Lafayette										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Langlade										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Lincoln	\$59,026.00	1%	\$59,616.00	1%	\$60,212.00	1%	\$60,814.00	1%	\$78,822.00	6.71%	\$79,518.40	0.88%	\$80,308.80	0.98%	\$81,120.00	1.00%
Manitowoc	\$64,393.00		\$65,359.00		\$66,339.00		\$67,666.00		\$67,666.00	0.00%	\$67,666.00	0.00%	\$68,352.00	1.00%	\$69,172.00	1.19%
Marathon	\$85,371.00		\$85,371.00		\$85,371.00		\$85,371.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Marinette										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Marquette	\$56,024.00	3%	\$57,144.00	2%	\$58,287.00	2%	\$59,453.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Menominee					\$43,111.41	2%	\$43,973.70	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Milwaukee	\$125,000.00	0%	\$125,000.00	0%	\$125,000.00	0%				#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Monroe	\$51,280.56	8%	\$51,793.37	1%	\$52,311.30	1%	\$52,834.41	1%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Oconto	\$58,560.44	4.41%	\$60,059.58	2.56%	\$60,059.58	0	\$60,059.58	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Oneida										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Outagamie	\$76,576.00	1.50%	\$77,725.00	1.50%	\$78,891.00	1.50%	\$80,074.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Ozaukee										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Pepin	\$49,216.00		\$50,200.00	2%	\$51,204.00	2%	\$52,228.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Pierce	\$58,270.00	1.25	\$58,416.00	1.25	\$58,869.00	1.25	\$59,605.00	1.25		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Polk	\$55,974.00		\$56,814.00	1.50%	\$57,666.00	1.50%	\$58,531.00	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Portage	\$65,330.59	1.50%	\$66,310.55	1.50%	\$67,305.20	1.50%	\$68,314.78	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Price	\$48,000.00	2.67%	\$48,000.00	0%	\$49,000.00	2%	\$49,000.00	0%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

Pending County Board Approval

Pending County Board Approval

TENTATIVE

Racine										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Richland										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Rock	\$72,069.16	4.07	\$73,510.54	2%	\$74,980.00	2%	\$76,458.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Rusk	\$49,071.00	2.98%	\$50,081.86	2.06%	\$50,833.09	1.50%	\$51,595.59	1.50%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
St. Croix	\$70,005.56	9.75%	\$70,005.55	0	\$70,005.55	0	\$70,005.55	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Sauk										#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Sawyer	\$51,450.00		\$52,737.00	2%	\$53,264.00	1%	\$53,797.00	1%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Shawano					\$57,300.13					#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Sheboygan	\$72,281.00	6.66%	\$72,281.00	0	\$72,281.00	0	\$72,281.00	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Taylor	\$54,254.00	4.20%	\$55,339.00	2%	\$56,445.00	2%	\$57,573.00	2%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Trempealeau	\$59,835.00	1%	\$60,433.00	1%	\$61,037.00	1%	\$61,648.00	1%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Vernon	\$54,242.00	0%	\$55,327.00	0%	\$56,433.54	2%	\$57,280.04	1.5%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Vilas	\$52,529.00		\$54,367.00	3.4%	\$55,726.00	2.4%	\$57,119.00	2.4%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Walworth	\$76,369.00	2%	\$77,896.00	2.00%	\$79,454.00	2.00%	\$81,043.00	2.00%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Washburn	\$52,339.00		\$53,385.00		\$54,453.00		\$55,542.00			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Washington	\$74,077.06	5.26%	\$76,069.73	2.69%	\$78,085.58	2.65%	\$80,076.77	2.55%				#DIV/0!		#DIV/0!		#DIV/0!
Waukesha	\$78,115.00	1.50%	\$79,287.00	1.50%	\$80,476.00	1.50%	\$82,085.52	2%				#DIV/0!		#DIV/0!		#DIV/0!
Waupaca												#DIV/0!		#DIV/0!		#DIV/0!
Waushara	\$61,873.00		\$62,801.00		\$63,743.00		\$64,699.00		\$85,000		#DIV/0!		#DIV/0!		#DIV/0!	
Winnebago	\$73,931.00	12.05%	\$75,409.00	2%	\$76,917.18	2%	\$78,456.00	2%				#DIV/0!		#DIV/0!		#DIV/0!
Wood	\$74,877.40	1.70%	\$76,000.00	1.5	\$76,771.50	1%	\$78,302.90	2%				#DIV/0!		#DIV/0!		#DIV/0!

**FACT SHEET
TO FILE NO.
17-18/113**

Background

The Aging & Disability Resource Center (ADRC) operates the County elderly nutrition program 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.

In November 2017, the ADRC began preparing locally sourced meals made from scratch in a central kitchen located in Fall Creek. As of December 11, 2017, we had fully transitioned all participants over to receiving meals from the Fall Creek kitchen.

The ADRC has seen an increase in the number of homebound seniors utilizing Meals on Wheels since November. In 2017, we had a net gain of 148 new participants on the program of which 102 occurred during the last quarter. In 2016, the program had a net gain of 57 new participants.

January 2018 brought an additional gain of 28 new participants. This data clearly shows a direct correlation between program growth and when we began operating the central kitchen.

Issue

Participant growth requires more kitchen staff to supply program capacity needs. By maintaining a central kitchen, Eau Claire County has reduced the food and supply cost per meal to \$1.84, thereby increasing capacity. Former food and supply cost per meal was \$3.97 from one vendor and \$6.95 from another. The total cost per meal, including all overhead expenses, has been reduced from \$9.10/meal to \$7.03/meal which **includes** the cost of the new positions outlined below.

Recommended Solution

Position	Current FTE	Proposed FTE	Net Change	Fiscal Impact Net Change
Cook ⁽¹⁾	0.73	1.0	0.27	\$32,788
Cook ⁽¹⁾	0.73	1.0	0.27	\$18,886
Cook		0.38	0.38	\$14,810
Cook		0.73	0.73	\$28,634
Delivery Driver		0.5	0.5	\$16,251
Cook ⁽²⁾ <i>(only if needed)</i>		0.73	0.73	\$28,634
<i>Total</i>	<i>1.46</i>	<i>4.34</i>	<i>2.88</i>	<i>\$140,003</i>

⁽¹⁾ The fiscal impact includes all costs (wages+benefits); variations are due to differences in health care elections.

⁽²⁾ The ADRC has a potential opportunity to secure a contract with a neighboring county for the provision of their meals. If this contract occurs, the ADRC will need an additional .73 FTE Nutrition Program Cook to meet the increased demand. This position would be fully funded through the contract agreement with the other county. **If a contract is not established, this position will not be filled.**

Fiscal Impact: There is no levy impact. Fiscal impact of \$111,369 will be funded by Older Americans Act funds and program revenues. Fiscal impact of \$28,634 will be funded from revenue derived through a contract agreement with a neighboring county. The ADRC also maintains a fund balance specific to the nutrition program. It is not anticipated that any fund balance will be needed for these positions; however, if the need would arise funds are available.

Respectfully Submitted,



**Jennifer Speckien
ADRC Director**



**Jamie Gower
Human Resources Director**

NEW POSITION REQUEST FORM INSTRUCTIONS FOR 2018 BUDGET

This form is to provide County leadership, including the Board of Supervisors, a thorough explanation of reasons for new position requests to adequately assess all costs associated with the position. Additionally, this is to assist departments with the planning process for all new positions and make the transition process smoother. While most fields/questions are self-explanatory, others require further explanation.

Funding Source(s): Is this County Levy, Grant Funded, or funded by user fees? If it is grant funded, what is the duration of the grant? If it is funded by user fees, how stable is the client-base in terms of future success?

Anticipated Start Date: Is the position to be effective on January 1, or at some later time of the year? If so, please explain later anticipated start date.

Sunset Date: Many County positions are tied to grant funds, or to the length of a specific project. Please indicate the date that this position is anticipated to expire and attached supporting grant documentation.

Pay Grade and FLSA Status: *Please contact the Human Resources Department prior to completing these two sections.*

Does this position already have a position classification and job description? It is extremely important that we have a completed position questionnaire for new position requests before consideration by the County Board of Supervisors. Positions without completed position questionnaires will not be considered.

What are the major functions? You should be able to extract this information from the completed job questionnaire. However, please summarize the information on this form to assist the individuals reviewing this form.

What caused the need? Not only is this an important item for tracking the workload of the various departments, but this is also helpful in tracking the changing mandates (funded and unfunded) of federal and state agencies.

Is this work currently being performed by someone else? If this is a matter of shifting job duties from one individual to another, further review may be necessary. If the work is being performed by someone else, but it is a matter of increased workload, please indicate here.

How does this position fit into the organizational structure? It is important to identify the reporting relationships before the position is created rather than trying to fit the position into the department's structure after-the-fact. *Please review your department's organizational chart with your Human Resources partner.*

What - if any - client groups? Who will benefit from the services provided by this individual?

Are there alternatives? As a rule, the last option to be considered should be the creation of a new position. What resources are available in the community? Are there technological advancements that could be utilized? ***This may require further research or creativity on the part of the department.***

What will be the effect if the position is not created? What would happen if the County Board denied the new position request? Please provide documentation supporting your statement.

Can the position costs be offset by eliminating or reducing a lower priority function? Have you reviewed the effectiveness of your existing programs? You may need to research some of the following issues: client base served; cost per client; changes in mandates; changes in demographics; participation rates; etc.

How does this position fit into the long-range and strategic plans? Please review your Mission/Goals and Programs/Priorities. Does this position or change assist you in reaching these targets?

Financial Analysis: In this form you are being asked to not only identify the costs associated with adding this position in the 2018 budget, but the estimated costs for the following year as well. It is hoped that this will assist the Departments in developing a long-range focus on the addition of positions, in addition to assisting County leadership with estimating future-year costs.

**EAU CLAIRE COUNTY NEW POSITION AUTHORIZATION FORM
BUDGET YEAR 2018**

Department:	ADRC	Position Requested:	Nutrition Program Cook
FTE Requested:	.27 & .27 Total (0.54)	Funding Source(s):	Title III-C2 grant, Title III-C1 grant, program donations
Anticipated Start Date:	March 1, 2018	Sunset Date (If Applicable):	
Pay grade:	E	FLSA Status:	Non-Exempt

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Does this position already have a position classification and position description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # _____ a new position classification and job description will need to be developed
What are the major functions of the proposed position?	Prepare meals, from scratch, for the Meals on Wheels and Senior Dining programs. Package individual meals for Meals on Wheels delivery. Unload deliveries of food and kitchen supplies. Diligently follow all sanitation and proper cooking techniques to ensure the safety of the program participants.
What caused the need for this position? (i.e. State or Federal initiatives, increased workload, etc.)	Significant operational overhaul of the Elderly Nutrition Program. See attached for growth and performance data.
Is this work currently being performed by someone else? If yes, please describe who is doing the work and what the individual will be doing if the proposed position is created?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We currently have two .73 FTE Nutrition Program Cook positions. Both have been temporarily approved to 1.0 FTE. This request is to make that a permanent FTE adjustment.
What, if any are the client or groups served by this position?	Homebound seniors residing in Eau Claire County.
Are there alternatives to the services that this individual would provide? Please explain.	There are not any alternatives that would be more cost effective or maintain the quality of the meals being prepared. For example, purchasing already prepared and processed foods could save on prep time but would significantly decrease the nutritional value of the meals we are providing and it would also cost more money.
What will be the anticipated effect if this position is not created? Please explain.	The ADRC is likely going to need to put a cap on the number of participants at any given time which would create a waiting list to receive Meals on Wheels.
Can the position costs be offset by having the work done in a more innovative way that can reduce operational costs? Please explain.	No. This position is necessary because of overhauling the nutrition program to operate in an innovative way which has resulted in a reduction of operational costs.

<p>How does this position fit into the long-range and strategic plans of the Department and/or County? How does this position fit into the organizational structure of the Department? <i>(Please attach a departmental organizational chart.)</i></p>	<p>This position supports the service delivery overhaul of the Elderly Nutrition Program in Eau Claire County. That overhaul met all 5 values outlined in the 2016-2018 Strategic Plan. It also fit within 2 of the 3 priority areas of the plan; Innovate and Adapt and Improve Collaboration.</p> <p>This position will be directly supervised by the Nutrition Program Supervisor. <i>(see attached)</i></p>
<p>If you wish to clarify or make additional comments regarding this request, please do so here. <i>Please be as specific and to-the-point as possible.</i></p>	<p>The growth that the nutrition program has experienced since November when we started preparing our own food has been significantly more than anticipated. In addition, operational expenses are coming in less than what was anticipated which is creating available revenue to support the staffing needs to continue to meet the demand for services in a cost effective manner. <i>(see attached fact sheet)</i></p>

Please Complete the Fiscal Analysis Portion of this request (excel form 2018 Fiscal Analysis Position Request)

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION AND CALCULATIONS

INTERNAL USE ONLY	
COUNTY ADMINISTRATORS REVIEW & COMMENTS:	
HR DIRECTOR'S REVIEW & COMMENTS:	
FINANCE DIRECTOR'S REVIEW & COMMENTS:	

COUNTY BOARD RESOLUTION NUMBER:		DATE OF ADOPTION BY THE COUNTY BOARD:	
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NEW POSITION REQUEST FORM INSTRUCTIONS FOR 2018 BUDGET

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**EAU CLAIRE COUNTY NEW POSITION AUTHORIZATION FORM
BUDGET YEAR 2018**

Department:	ADRC	Position Requested:	Nutrition Program Cook
FTE Requested:	.73	Funding Source(s):	Contracted revenue
Anticipated Start Date:	TBD	Sunset Date (If Applicable):	
Pay grade:	E	FLSA Status:	Non-Exempt

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Does this position already have a position classification and position description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # _____ a new position classification and job description will need to be developed
What are the major functions of the proposed position?	Prepare meals, from scratch, for the Meals on Wheels and Senior Dining programs. Package individual meals for Meals on Wheels delivery. Unload deliveries of food and kitchen supplies. Diligently follow all sanitation and proper cooking techniques to ensure the safety of the program participants.
What caused the need for this position? (i.e. State or Federal initiatives, increased workload, etc.)	Significant operational overhaul of the Elderly Nutrition Program. See attached for additional data.
Is this work currently being performed by someone else? If yes, please describe who is doing the work and what the individual will be doing if the proposed position is created?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What, if any are the client or groups served by this position?	Homebound seniors residing in Chippewa and Eau Claire Counties.
Are there alternatives to the services that this individual would provide? Please explain.	Yes. We could choose to not secure a contract with Chippewa County for the provision of their meals.
What will be the anticipated effect if this position is not created? Please explain.	The ADRC would not be able to secure a contract with Chippewa County for the provision of their meals to homebound seniors.
Can the position costs be offset by having the work done in a more innovative way that can reduce operational costs? Please explain.	No. This position would be fully funded through an outside contract.
How does this position fit into the long-range and strategic plans of the Department and/or County? How does this position fit into the organizational structure of the Department? (Please attach a departmental organizational chart.)	This position supports the service delivery overhaul of the Elderly Nutrition Program in Eau Claire County. That overhaul met all 5 values outlined in the 2016-2018 Strategic Plan. It also fits within the priority area of Improve Collaboration. This particular collaboration is seen as a strategic priority at the State level.

	This position will be directly supervised by the Nutrition Program Supervisor. <i>(see attached)</i>
If you wish to clarify or make additional comments regarding this request, please do so here. <i>Please be as specific and to-the-point as possible.</i>	This position would only be filled if a contract is secured with Chippewa County for the provision of meals allowing us to secure the revenue necessary to support the position.

Please Complete the Fiscal Analysis Portion of this request (excel form 2018 Fiscal Analysis Position Request)

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION AND CALCULATIONS

INTERNAL USE ONLY	
COUNTY ADMINISTRATORS REVIEW & COMMENTS:	
HR DIRECTOR'S REVIEW & COMMENTS:	
FINANCE DIRECTOR'S REVIEW & COMMENTS:	

COUNTY BOARD RESOLUTION NUMBER:		DATE OF ADOPTION BY THE COUNTY BOARD:	
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NEW POSITION REQUEST FORM INSTRUCTIONS FOR 2018 BUDGET

This form is to provide County leadership, including the Board of Supervisors, a thorough explanation of reasons for new position requests to adequately assess all costs associated with the position. Additionally, this is to assist departments with the planning process for all new positions and make the transition process smoother. While most fields/questions are self-explanatory, others require further explanation.

Funding Source(s): Is this County Levy, Grant Funded, or funded by user fees? If it is grant funded, what is the duration of the grant? If it is funded by user fees, how stable is the client-base in terms of future success?

Anticipated Start Date: Is the position to be effective on January 1, or at some later time of the year? If so, please explain later anticipated start date.

Sunset Date: Many County positions are tied to grant funds, or to the length of a specific project. Please indicate the date that this position is anticipated to expire and attached supporting grant documentation.

Pay Grade and FLSA Status: *Please contact the Human Resources Department prior to completing these two sections.*

Does this position already have a position classification and job description? It is extremely important that we have a completed position questionnaire for new position requests before consideration by the County Board of Supervisors. Positions without completed position questionnaires will not be considered.

What are the major functions? You should be able to extract this information from the completed job questionnaire. However, please summarize the information on this form to assist the individuals reviewing this form.

What caused the need? Not only is this an important item for tracking the workload of the various departments, but this is also helpful in tracking the changing mandates (funded and unfunded) of federal and state agencies.

Is this work currently being performed by someone else? If this is a matter of shifting job duties from one individual to another, further review may be necessary. If the work is being performed by someone else, but it is a matter of increased workload, please indicate here.

How does this position fit into the organizational structure? It is important to identify the reporting relationships before the position is created rather than trying to fit the position into the department's structure after-the-fact. *Please review your department's organizational chart with your Human Resources partner.*

What - if any - client groups? Who will benefit from the services provided by this individual?

Are there alternatives? As a rule, the last option to be considered should be the creation of a new position. What resources are available in the community? Are there technological advancements that could be utilized? ***This may require further research or creativity on the part of the department.***

What will be the effect if the position is not created? What would happen if the County Board denied the new position request? Please provide documentation supporting your statement.

Can the position costs be offset by eliminating or reducing a lower priority function? Have you reviewed the effectiveness of your existing programs? You may need to research some of the following issues: client base served; cost per client; changes in mandates; changes in demographics; participation rates; etc.

How does this position fit into the long-range and strategic plans? Please review your Mission/Goals and Programs/Priorities. Does this position or change assist you in reaching these targets?

Financial Analysis: In this form you are being asked to not only identify the costs associated with adding this position in the 2018 budget, but the estimated costs for the following year as well. It is hoped that this will assist the Departments in developing a long-range focus on the addition of positions, in addition to assisting County leadership with estimating future-year costs.

**EAU CLAIRE COUNTY NEW POSITION AUTHORIZATION FORM
BUDGET YEAR 2018**

Department:	ADRC	Position Requested:	Meal Delivery Worker
FTE Requested:	.5	Funding Source(s):	Title III-C2 grant, program donations
Anticipated Start Date:	March 1, 2018	Sunset Date (If Applicable):	
Pay grade:	A	FLSA Status:	Non-Exempt

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Does this position already have a position classification and position description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # _____ a new position classification and job description will need to be developed
What are the major functions of the proposed position?	Transport prepared meals from Fall Creek to Eau Claire. Deliver meals to multiple drop off locations throughout Eau Claire for Meals on Wheels volunteers to pick up. Pick up equipment after volunteers have delivered the meals to participants. Track and coordinate maintenance for ADRC delivery van(s).
What caused the need for this position? (i.e. State or Federal initiatives, increased workload, etc.)	Significant operational overhaul of the Elderly Nutrition Program.
Is this work currently being performed by someone else? If yes, please describe who is doing the work and what the individual will be doing if the proposed position is created?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This work is currently being done by a limited term employee.
What, if any are the client or groups served by this position?	Homebound seniors residing in Eau Claire County.
Are there alternatives to the services that this individual would provide? Please explain.	No, there aren't any alternatives as we need to get the food from Fall Creek to Eau Claire in order to maintain our volunteer base.
What will be the anticipated effect if this position is not created? Please explain.	Inability to get the food from Fall Creek to Eau Claire. Using our vans creates a substantial savings for the program since we don't have to pay mileage. At this time, only Eau Claire County employees can drive county owned vehicles.
Can the position costs be offset by having the work done in a more innovative way that can reduce operational costs? Please explain.	No. This position is necessary because of overhauling the nutrition program to operate in an innovative way that has reduced operational costs.

<p>How does this position fit into the long-range and strategic plans of the Department and/or County? How does this position fit into the organizational structure of the Department? <i>(Please attach a departmental organizational chart.)</i></p>	<p>This position supports the service delivery overhaul of the Elderly Nutrition Program in Eau Claire County. That overhaul met all 5 values outlined in the 2016-2018 Strategic Plan. It also fit within 2 of the 3 priority areas of the plan; Innovate and Adapt and Improve Collaboration.</p> <p>This position will be directly supervised by the Nutrition Program Supervisor. <i>(see attached)</i></p>
<p>If you wish to clarify or make additional comments regarding this request, please do so here. <i>Please be as specific and to-the-point as possible.</i></p>	<p>The growth that the nutrition program has experienced since November when we started preparing our own food has been significantly more than anticipated. In addition, operational expenses are coming in less than what was anticipated which is creating available revenue to support the staffing needs to continue to meet the demand for services in a cost effective manner. <i>(see attached fact sheet)</i></p>

Please Complete the Fiscal Analysis Portion of this request (excel form 2018 Fiscal Analysis Position Request)

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION AND CALCULATIONS

INTERNAL USE ONLY	
COUNTY ADMINISTRATORS REVIEW & COMMENTS:	
HR DIRECTOR'S REVIEW & COMMENTS:	
FINANCE DIRECTOR'S REVIEW & COMMENTS:	

COUNTY BOARD RESOLUTION NUMBER:		DATE OF ADOPTION BY THE COUNTY BOARD:	
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NEW POSITION REQUEST FORM INSTRUCTIONS FOR 2018 BUDGET

This form is to provide County leadership, including the Board of Supervisors, a thorough explanation of reasons for new position requests to adequately assess all costs associated with the position. Additionally, this is to assist departments with the planning process for all new positions and make the transition process smoother. While most fields/questions are self-explanatory, others require further explanation.

Funding Source(s): Is this County Levy, Grant Funded, or funded by user fees? If it is grant funded, what is the duration of the grant? If it is funded by user fees, how stable is the client-base in terms of future success?

Anticipated Start Date: Is the position to be effective on January 1, or at some later time of the year? If so, please explain later anticipated start date.

Sunset Date: Many County positions are tied to grant funds, or to the length of a specific project. Please indicate the date that this position is anticipated to expire and attached supporting grant documentation.

Pay Grade and FLSA Status: *Please contact the Human Resources Department prior to completing these two sections.*

Does this position already have a position classification and job description? It is extremely important that we have a completed position questionnaire for new position requests before consideration by the County Board of Supervisors. Positions without completed position questionnaires will not be considered.

What are the major functions? You should be able to extract this information from the completed job questionnaire. However, please summarize the information on this form to assist the individuals reviewing this form.

What caused the need? Not only is this an important item for tracking the workload of the various departments, but this is also helpful in tracking the changing mandates (funded and unfunded) of federal and state agencies.

Is this work currently being performed by someone else? If this is a matter of shifting job duties from one individual to another, further review may be necessary. If the work is being performed by someone else, but it is a matter of increased workload, please indicate here.

How does this position fit into the organizational structure? It is important to identify the reporting relationships before the position is created rather than trying to fit the position into the department's structure after-the-fact. *Please review your department's organizational chart with your Human Resources partner.*

What - if any - client groups? Who will benefit from the services provided by this individual?

Are there alternatives? As a rule, the last option to be considered should be the creation of a new position. What resources are available in the community? Are there technological advancements that could be utilized? ***This may require further research or creativity on the part of the department.***

What will be the effect if the position is not created? What would happen if the County Board denied the new position request? Please provide documentation supporting your statement.

Can the position costs be offset by eliminating or reducing a lower priority function? Have you reviewed the effectiveness of your existing programs? You may need to research some of the following issues: client base served; cost per client; changes in mandates; changes in demographics; participation rates; etc.

How does this position fit into the long-range and strategic plans? Please review your Mission/Goals and Programs/Priorities. Does this position or change assist you in reaching these targets?

Financial Analysis: In this form you are being asked to not only identify the costs associated with adding this position in the 2018 budget, but the estimated costs for the following year as well. It is hoped that this will assist the Departments in developing a long-range focus on the addition of positions, in addition to assisting County leadership with estimating future-year costs.

**EAU CLAIRE COUNTY NEW POSITION AUTHORIZATION FORM
BUDGET YEAR 2018**

Department:	ADRC	Position Requested:	Nutrition Program Cook
FTE Requested:	.38	Funding Source(s):	Title III-C2 grant, Title III-C1 grant, program donations
Anticipated Start Date:	March 1, 2018	Sunset Date (If Applicable):	
Pay grade:	E	FLSA Status:	Non-Exempt

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Does this position already have a position classification and position description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # _____ a new position classification and job description will need to be developed
What are the major functions of the proposed position?	Prepare meals, from scratch, for the Meals on Wheels and Senior Dining programs. Package individual meals for Meals on Wheels delivery. Unload deliveries of food and kitchen supplies. Diligently follow all sanitation and proper cooking techniques to ensure the safety of the program participants.
What caused the need for this position? (i.e. State or Federal initiatives, increased workload, etc.)	Significant operational overhaul of the Elderly Nutrition Program.
Is this work currently being performed by someone else? If yes, please describe who is doing the work and what the individual will be doing if the proposed position is created?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We currently have a .38 limited term employee that is currently doing this work.
What, if any are the client or groups served by this position?	Homebound seniors residing in Eau Claire County.
Are there alternatives to the services that this individual would provide? Please explain.	There are not any alternatives that would be more cost effective or maintain the quality of the meals being prepared. For example, purchasing already prepared and processed foods could save on prep time but would significantly decrease the nutritional value of the meals we are providing and it would also cost more money.
What will be the anticipated effect if this position is not created? Please explain.	The ADRC is likely going to need to put a cap on the number of participants at any given time which would create a waiting list to receive Meals on Wheels.
Can the position costs be offset by having the work done in a more innovative way that can reduce operational costs? Please explain.	No. This position is necessary because of overhauling the nutrition program to operate in an innovative way that has reduced operational costs.

<p>How does this position fit into the long-range and strategic plans of the Department and/or County? How does this position fit into the organizational structure of the Department? <i>(Please attach a departmental organizational chart.)</i></p>	<p>This position supports the service delivery overhaul of the Elderly Nutrition Program in Eau Claire County. That overhaul met all 5 values outlined in the 2016-2018 Strategic Plan. It also fit within 2 of the 3 priority areas of the plan; Innovate and Adapt and Improve Collaboration.</p> <p>This position will be directly supervised by the Nutrition Program Supervisor. <i>(see attached)</i></p>
<p>If you wish to clarify or make additional comments regarding this request, please do so here. <i>Please be as specific and to-the-point as possible.</i></p>	<p>The growth that the nutrition program has experienced since November when we started preparing our own food has been significantly more than anticipated. In addition, operational expenses are coming in less than what was anticipated which is creating available revenue to support the staffing needs to continue to meet the demand for services in a cost effective manner. <i>(see attached fact sheet)</i></p>

Please Complete the Fiscal Analysis Portion of this request (excel form 2018 Fiscal Analysis Position Request)

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION AND CALCULATIONS

INTERNAL USE ONLY	
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FINANCE DIRECTOR'S REVIEW & COMMENTS:	

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NEW POSITION REQUEST FORM INSTRUCTIONS FOR 2018 BUDGET

This form is to provide County leadership, including the Board of Supervisors, a thorough explanation of reasons for new position requests to adequately assess all costs associated with the position. Additionally, this is to assist departments with the planning process for all new positions and make the transition process smoother. While most fields/questions are self-explanatory, others require further explanation.

Funding Source(s): Is this County Levy, Grant Funded, or funded by user fees? If it is grant funded, what is the duration of the grant? If it is funded by user fees, how stable is the client-base in terms of future success?

Anticipated Start Date: Is the position to be effective on January 1, or at some later time of the year? If so, please explain later anticipated start date.

Sunset Date: Many County positions are tied to grant funds, or to the length of a specific project. Please indicate the date that this position is anticipated to expire and attached supporting grant documentation.

Pay Grade and FLSA Status: *Please contact the Human Resources Department prior to completing these two sections.*

Does this position already have a position classification and job description? It is extremely important that we have a completed position questionnaire for new position requests before consideration by the County Board of Supervisors. Positions without completed position questionnaires will not be considered.

What are the major functions? You should be able to extract this information from the completed job questionnaire. However, please summarize the information on this form to assist the individuals reviewing this form.

What caused the need? Not only is this an important item for tracking the workload of the various departments, but this is also helpful in tracking the changing mandates (funded and unfunded) of federal and state agencies.

Is this work currently being performed by someone else? If this is a matter of shifting job duties from one individual to another, further review may be necessary. If the work is being performed by someone else, but it is a matter of increased workload, please indicate here.

How does this position fit into the organizational structure? It is important to identify the reporting relationships before the position is created rather than trying to fit the position into the department's structure after-the-fact. *Please review your department's organizational chart with your Human Resources partner.*

What - if any - client groups? Who will benefit from the services provided by this individual?

Are there alternatives? As a rule, the last option to be considered should be the creation of a new position. What resources are available in the community? Are there technological advancements that could be utilized? ***This may require further research or creativity on the part of the department.***

What will be the effect if the position is not created? What would happen if the County Board denied the new position request? Please provide documentation supporting your statement.

Can the position costs be offset by eliminating or reducing a lower priority function? Have you reviewed the effectiveness of your existing programs? You may need to research some of the following issues: client base served; cost per client; changes in mandates; changes in demographics; participation rates; etc.

How does this position fit into the long-range and strategic plans? Please review your Mission/Goals and Programs/Priorities. Does this position or change assist you in reaching these targets?

Financial Analysis: In this form you are being asked to not only identify the costs associated with adding this position in the 2018 budget, but the estimated costs for the following year as well. It is hoped that this will assist the Departments in developing a long-range focus on the addition of positions, in addition to assisting County leadership with estimating future-year costs.

**EAU CLAIRE COUNTY NEW POSITION AUTHORIZATION FORM
BUDGET YEAR 2018**

Department:	ADRC	Position Requested:	Nutrition Program Cook
FTE Requested:	.73	Funding Source(s):	Title III-C2 grant, Title III-C1 grant, program donations
Anticipated Start Date:	TBD	Sunset Date (If Applicable):	
Pay grade:	E	FLSA Status:	Non-Exempt

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Does this position already have a position classification and position description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # _____ a new position classification and job description will need to be developed
What are the major functions of the proposed position?	Prepare meals, from scratch, for the Meals on Wheels and Senior Dining programs. Package individual meals for Meals on Wheels delivery. Unload deliveries of food and kitchen supplies. Diligently follow all sanitation and proper cooking techniques to ensure the safety of the program participants.
What caused the need for this position? (i.e. State or Federal initiatives, increased workload, etc.)	Significant operational overhaul of the Elderly Nutrition Program.
Is this work currently being performed by someone else? If yes, please describe who is doing the work and what the individual will be doing if the proposed position is created?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What, if any are the client or groups served by this position?	Homebound seniors residing in Eau Claire County.
Are there alternatives to the services that this individual would provide? Please explain.	There are not any alternatives that would be more cost effective or maintain the quality of the meals being prepared. For example, purchasing already prepared and processed foods could save on prep time but would significantly decrease the nutritional value of the meals we are providing and it would also cost more money.
What will be the anticipated effect if this position is not created? Please explain.	The ADRC is likely going to need to put a cap on the number of participants at any given time which would create a waiting list to receive Meals on Wheels.
Can the position costs be offset by having the work done in a more innovative way that can reduce operational costs? Please explain.	No. This position is necessary because of overhauling the nutrition program to operate in an innovative way that has reduced operational costs.
How does this position fit into the long-range and strategic plans of the Department and/or County?	This position supports the service delivery overhaul of the Elderly Nutrition Program in Eau Claire County. That

<p>How does this position fit into the organizational structure of the Department? <i>(Please attach a departmental organizational chart.)</i></p>	<p>overhaul met all 5 values outlined in the 2016-2018 Strategic Plan. It also fits within the priority area of Improve Collaboration. This particular collaboration is seen as a strategic priority at the State level.</p> <p>This position will be directly supervised by the Nutrition Program Supervisor. <i>(see attached)</i></p>
<p>If you wish to clarify or make additional comments regarding this request, please do so here. <i>Please be as specific and to-the-point as possible.</i></p>	<p>The growth that the nutrition program has experienced since November when we started preparing our own food has been significantly more than anticipated. In addition, operational expenses are coming in less than what was anticipated which is creating available revenue to support the staffing needs to continue to meet the demand for services in a cost effective manner. <i>(see attached fact sheet)</i></p>

Please Complete the Fiscal Analysis Portion of this request (excel form 2018 Fiscal Analysis Position Request)

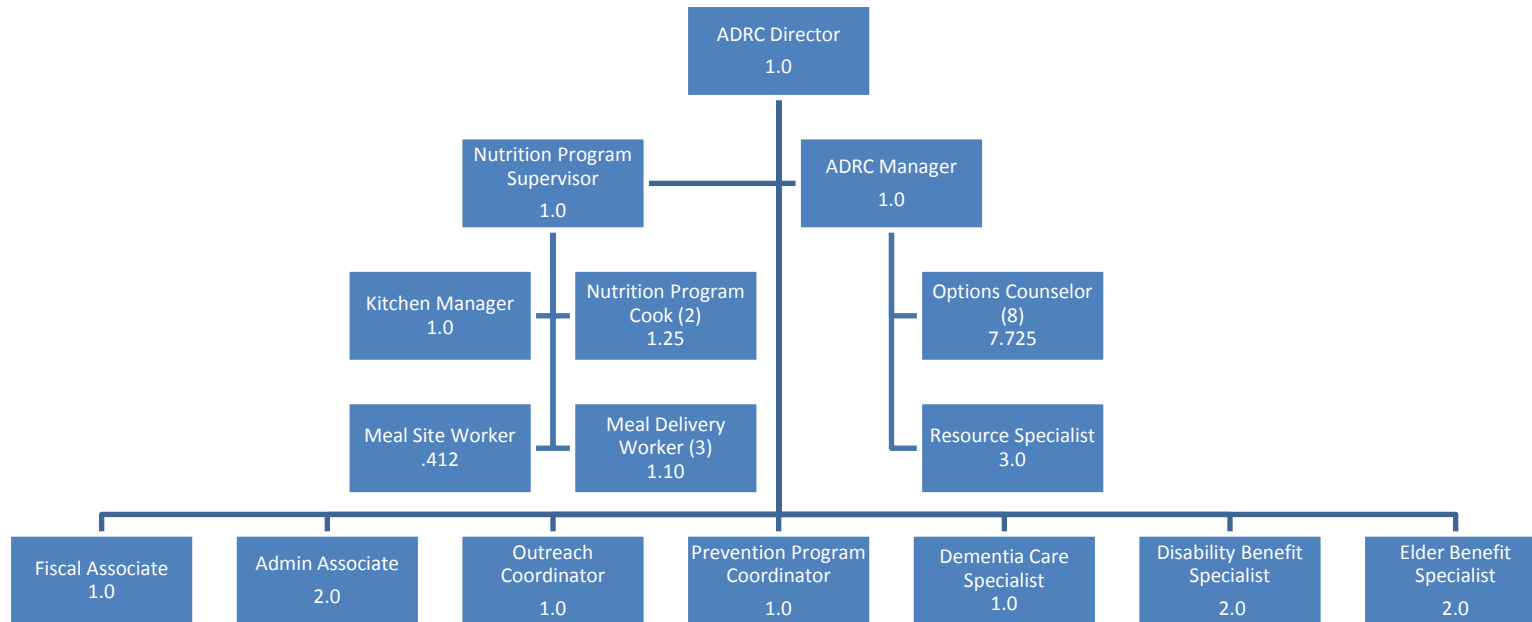
PLEASE ATTACH ANY SUPPORTING DOCUMENTATION AND CALCULATIONS

INTERNAL USE ONLY	
COUNTY ADMINISTRATORS REVIEW & COMMENTS:	
HR DIRECTOR'S REVIEW & COMMENTS:	
FINANCE DIRECTOR'S REVIEW & COMMENTS:	

COUNTY BOARD RESOLUTION NUMBER:		DATE OF ADOPTION BY THE COUNTY BOARD:	
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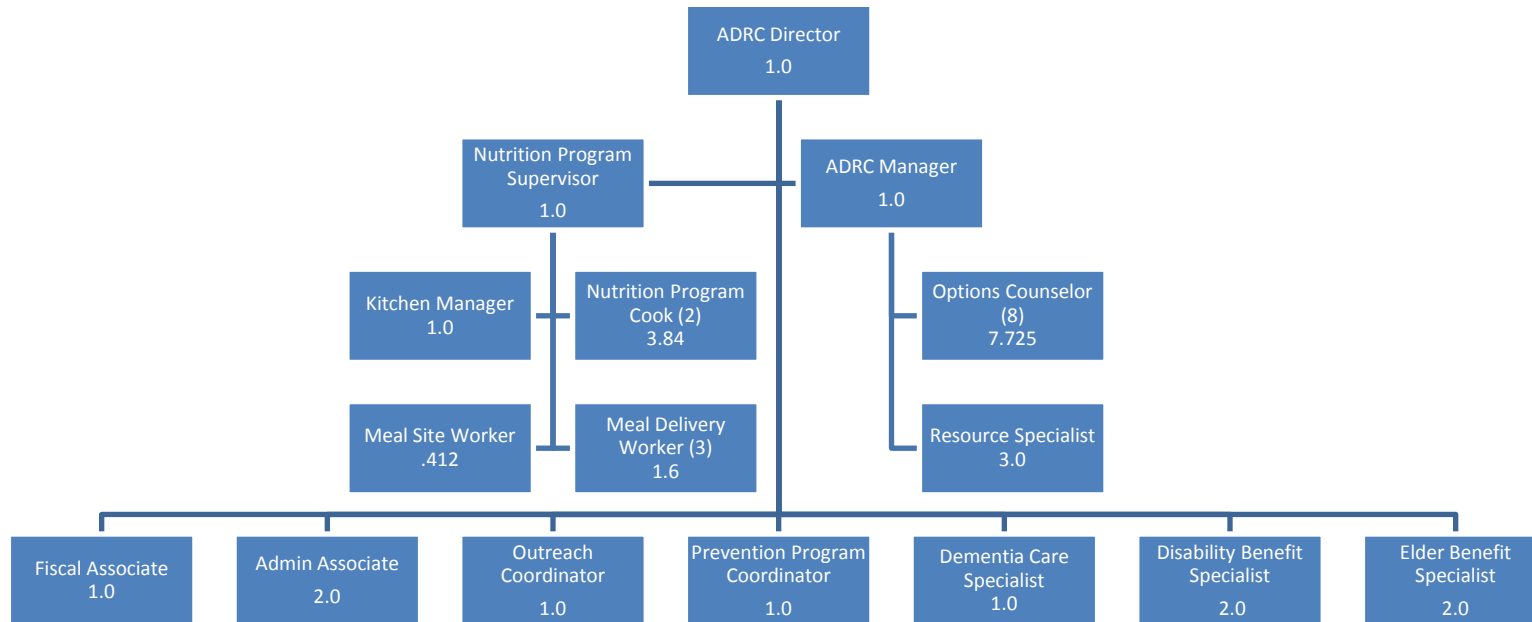
CURRENT ORGANIZATIONAL CHART



YEAR	2011	2012	2013	2014	2015	2016	2017	2018 BUDGET	2018 NEW REQUESTS
FTE	19.49	21.41	22.99	24.42	23.21	23.21	25.7	27.7	30.58



PROPOSED ORGANIZATIONAL CHART



YEAR	2011	2012	2013	2014	2015	2016	2017	2018 BUDGET	2018 NEW REQUESTS
FTE	19.49	21.41	22.99	24.42	23.21	23.21	25.7	27.7	30.58

In 2017 the county board adopted a resolution which transitioned benefit administration from the finance department to the human resources department. This transition became fully effective in July 2017. As such staff spent the later part of the year working toward analyzing, developing and executing the 2018 Eau Claire County benefit program.

The next phase of the transition plan is to complete an analysis of the corresponding policies that are tied to benefit administration. In this first quarter staff have identified two (2) policies that needed to be updated to reflect current processes as well as identify various housekeeping items.

The policies with the requested changes are included in the agenda packet:

Policy 601 – Benefits, Health Insurance, Dental Insurance and Cobra

To better align with the current practice the human resources department is recommending the attached policy change. The proposed change provides the committee with the opportunity to continue to review recommendations for the health and dental plan designs which are ultimately adopted as part of the county budget.

Policy 603 – Benefits Other

The benefits listed in this policy are all voluntary, employee paid benefits. As such the proposed policy change provides the committee with the opportunity to approve recommendations for design and selection of said benefits. In addition the changes include the additional benefit offerings for the 2018 plan year as well as some general housekeeping edits.

The committee is asked to approve these changes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie K Gower".

Jamie K Gower
Human Resources Director

POLICY 603 BENEFITS – OTHER

1. **Purpose.** The Committee will ~~approve~~ ~~determine~~ the design and selection of benefits ~~based upon recommendation from the County Administrator and HR Department.~~ ~~The Committee retains the right to change these benefits.~~ Employees will be notified of any such changes.

2. Types of Insurance that may be ~~Provided~~ provided.

2.1 Group life insurance.

- 2.1.1 The county will participate in the Wisconsin Group Life Insurance Program as provided in Wis. Stat. § 40.70 through 40.74. All regular employees and elected officers will be eligible to participate, except those who have elected to waive said insurance.
- 2.1.2 The maximum post retirement reduction of insurance for employees or elected officers will be 75 percent of the insurance in force at the time of retirement.
- 2.1.3 Effective January 1, 1983, the county will participate in the Spouse and Dependent Life Insurance Program pursuant to the provisions of Wis. Admin. Code Ch. ETF 60 for its eligible employees and elected officers with the total cost paid by the employee or elected officer.
- 2.1.4 The employee or elected officer share of the premium for insurance provided in this section will be paid by payroll deduction.
- 2.1.5 Effective July 1, 1984, the county will participate in the additional group life insurance program pursuant to the provisions of Wis. Stat. § 40.03(6)(b) for its eligible employees and elected officials with the total cost paid by the employee or elected official.
- 2.1.6 Effective July 1, 1995, the county will participate in the supplemental group life insurance program pursuant to the provisions of Wis. Stat. § 40.03(6)(b) for its eligible employees and elected officials with the total cost paid by the employee or elected official.
- 2.1.7 Effective February 1, 1998, the county will participate in the additional group life insurance program pursuant to the provisions of Wis. Stat. § 40.03(6)(b) for its eligible employees and elected officials with the total cost paid by the employee or elected official.

POLICY 603 BENEFITS – OTHER

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

- 2.2 Social security. The county will provide social security coverage to all employees under the Federal Old Age, Survivors, Disability and Health Insurance System pursuant to the provisions of Wis. Stat. § 40.41 (1), except for exemptions provided by law.
- 2.3 Deferred compensation. All eligible county employees and elected officers will be afforded the opportunity to voluntarily participate in the Eau Claire County employees deferred compensation plan pursuant to the rules, terms and conditions outlined in the plan.
- 2.4 Roth IRAs. The County will make deductions for Roth IRAs through a provider designated by the county for employees who wish to enroll.
- 2.5 Coverdell IRA. The County will make deductions for Roth IRAs through a provider designated by the county for employees who wish to enroll.
- 2.6 EdVest college savings program. The County will make available the EdVest Section 529 college savings program. Please visit www.edvest.com for information on how to enroll.

~~2.7~~ 2.7. Group disability plan. The County will offer a group long-term disability plan and a group short-term disability plan. Employees will be solely responsible for making all premium payments. Employees working 20 or more hours per week are eligible to participate the first of the month following employment. ~~Employees transferring from part-time positions to positions allocated at 20 hours or more per week will have 30 days from the date of transfer to enroll in the group disability plan. Thereafter enrollment will only be available during the annual open enrollment period (first two weeks of December).~~

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~~2.8~~ 2.8 Whole life insurance plan. The County will offer a whole life insurance plan. Employees will be solely responsible for making all premium payments. Employees working 20 or more hours per week are eligible to participate. Enrollment will only be available during the annual open enrollment period (~~first two weeks of December~~).

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~~2.9~~ 2.9 Flexible spending account. Pretax deductions for flexible spending accounts for dependent care expenses and unreimbursed medical expenses will be allowed if, and only if, there is enough employee participation so there is no net cost to the county. Newly hired employees may participate in the flexible spending account upon ~~completion of six months of employment, and are eligible~~ the first of the month following ~~that date of hire~~. This benefit is eligible for all regular status employees, who work 30+ hours a week and are also eligible for health insurance benefits.

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POLICY 603 BENEFITS – OTHER

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

~~2.10~~ 2.10 Health trust account.

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~~2.10.12.6.1~~ Pursuant to Section 106 of the Internal Revenue Code of 1986 as amended, the County will make available a health trust account, also referred to as a post-employment health plan. Employer contributions are allowed to a designated post-employment health plan (health trust account) at no administrative cost to the Employer. The Employer's contribution on behalf of its employees will be limited to ~~the health insurance deductible roll over and~~ the paid time off and/or extended leave bank payout to retiring or terminating employees, and pursuant to policy 503 #4.3.2.2. There will be no further contributions or fees paid by the Employer.

~~2.10.22.6.2~~ If the health plan design includes an ~~deductible with an employer's share reimbursed by the employer~~ HRA deductible reimbursement account, any portion not reimbursed will be rolled over into the eligible employee's post-employment health plan as per Policy 425 ~~Section 11 12~~—"Payment Upon Separation". Employees must be enrolled in the health plan for the full calendar year to be eligible for this post-employment health plan contribution.

~~2.10.32.6.3~~ Employees ~~terminating separating with ten (10) or more years of creditable employment with~~from Eau Claire County may have a portion of their unused paid time off and/or extended leave bank paid or rolled over and deposited into the health trust account upon terminating as per Policy 425 ~~Section 11 12~~—"Payment Upon Separation".

~~2.10.42.6.4~~ ~~For all employees including Correctional Officers and Civilian Jail Sergeants as well as supervisory Sergeants who receive a calendar year compensatory time payout, the employer's contribution on behalf of its employees will be deposited into the health trust account.~~

Comment [AS1]: This is referenced in 2.10.1 above (per policy 503 4.3.2.2). Removing for duplication.

~~2.11~~ 2.11 Vision Insurance. All eligible county employees and elected officers will be afforded the opportunity to voluntarily participate in the Eau Claire County vision plan pursuant to the rules, terms and ~~conditions outlined~~conditions outlined in the plan.

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POLICY 603 BENEFITS – OTHER

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

2.12 Accident Insurance. The County will offer a group accident **insurance** plan.

Employees will be solely responsible for making all premium payments.

Employees working 20 or more hours per week are eligible to participate the first of the month following employment.

2.13 Critical Illness Insurance. The County will offer a group critical illness **insurance** plan. Employees will be solely responsible for making all premium payments.

Employees working 20 or more hours per week are eligible to participate the first of the month following employment.

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POLICY 603 BENEFITS – OTHER

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

POLICY 601 BENEFITS - HEALTH INSURANCE, DENTAL INSURANCE & COBRA

1. **Purpose.** To provide health and dental insurance to those employees who qualify for coverage.
2. Coverage.
 - 2.1 The design and selection of health/dental care plans is ~~determined~~ reviewed by the Committee on an annual basis consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health/dental plan(s) as adopted ~~by the Committee~~ as part of the county budget.
3. Eligibility/Health Insurance Plan.
 - 3.1 Full-time employees (as defined in Eau Claire County Policy 001 Definitions) who qualify for coverage may participate in the Health Insurance Plan(s). Eligible employees will contribute, and the County will contribute, to the costs for the Health Insurance Plan.
 - 3.2 The County will make an offer of Health Insurance to any regular status employee working 30+hours/week who becomes eligible under the Affordable Care Act. The measurement period will be defined as November through October.
4. Effective Date.
 - 4.1 Health insurance coverage will be effective the 1st day of the month following the month of hire, provided the employee has completed an application. Employees not applying during probation may subsequently attain coverage only at open enrollment or by experiencing a qualifying event.
5. Incentive Payment.
 - 5.1 Eligible employees electing to waive the county health insurance plan, who prove that they, their spouse, and dependents have health insurance coverage from another source, will be compensated by the county in the amount of \$50 or \$100 per month depending upon single or family coverage. Eligible employees electing to take a single health insurance plan and who prove that their spouse and dependents have health insurance coverage from another source will be compensated by the county in the amount of \$50 per month. Eligible employees opting to delete or reduce coverage must inform the county in writing within 30 days of the effective date of this change.

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

6. Payment of Employee Share of Premium.
 - 6.1 Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except as provided in 8.
7. Spouse also Employee.
 - 7.1 The county will provide coverage under only 1 family plan or 2 single plans when spouses are county employees.
8. Coverage upon separation.
 - 8.1 Employees discharged will have insurance coverage only through the month in which the discharge is effective.
 - 8.2 Employees on unpaid leave or layoff, and retired employees or their surviving spouses may continue insurance under the county plans by remitting monthly premiums by check or money order to the insurance company. Insurance will be canceled if the employee or retiree fails to remit payment upon notice of delinquency. Employees on FMLA will continue to pay their contribution, but will be allowed a 30-day grace period to pay and the county will give a 15 day notice of intent to cancel.
 - 8.2.1 No cost of any part of the health insurance plan, including but not limited to, deductibles, co-pays, co-insurance, etc. will be reimbursed or paid for by the County.
 - 8.2.2 Continuing insurance means whatever plan election is chosen at the time of retirement. No changes to increase the number of dependents will be permitted after the initial election.

Employees receiving worker's compensation payments will continue to be responsible for the employee portion of their benefit elections.

- 8.3 Waiver of Coverage.
- 8.4 Any employee who is eligible to be covered by group health insurance who fail to apply for coverage will be considered to have waived coverage. Affected employees will be notified of said constructive waiver and may, within 10 days of such notice, cancel the constructive waiver by submitting an application for health insurance coverage to the human resources department.

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

- 8.5 During open enrollment or when an employee experiences a change in status the employee may elect to decline or cancel health insurance coverage by signing and returning a waiver form provided by the human resources department.
 - 8.6 A waiver will be effective upon receipt by the human resources department or, in the case of cancellation, on the day of the month following receipt by the human resources department. Any waiver may be withdrawn prior to its effective date.
9. Group Dental Plan. The County will make available a group dental plan.
- 9.1 The following applies to employees in regular full-time positions, except those mentioned in 9.2.
 - 9.1.1 Employees who participate in the dental plan will pay the entire premium.
 - 9.1.2 Open Enrollment. Employees covered by the dental plans may elect to change from one to another annually during the period of December 1-15, effective on the following January 1.
 - 9.1.3 Coverage. Coverage will only be provided under one family plan or two single plans when both spouses are County employees.
 - 9.2 The following applies to Jail Employees, Civilian Jail Sergeants, Detective Sergeants, Sergeants, Airport Maintenance & Airport Custodial employees.
 - 9.2.1 The employee will pay 10 percent of the dental premium.
 - 9.2.2 Open Enrollment. Employees covered by authorized plans may elect to change from one to another annually during the period of December 1-15, effective on the following January 1.
 - 9.2.3 Coverage will only be provided under one (1) family plan or two (2) single plans when spouses are both County employees.
 - 9.2.4 Employees hired on or after January 1, 2012, will not receive the employer contribution to the provided dental plan.
10. Insurance Continuation (“COBRA”).

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

Revised Date: January 2017

Eau Claire County
Employee Policy Manual

- 10.1 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.
- 10.2 All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.
- 10.3 For additional details regarding coverage and premium contributions, contact a member of the payroll team.

2018

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Observed Holidays
 County Board
 Payday
 COHR