

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, May 11, 2018 **TIME:** 7:30 AM
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. Introduction of two new County Board Supervisors to the Committee on Human Resources
4. Discussion/Action: Election of Chair and Vice Chair
5. Discussion/Action: Appointment of Committee Clerk
6. Review and approve minutes of the April 13th meeting
7. Human Resources: Information/Discussion – M3 Insurance Update
8. Human Resources/County Administration: Information/Discussion/Action to update the following Eau Claire County policy –
 - a. Policy 203 – Concerns or Complaints
9. Human Resources/Sheriff's Office: Information/Discussion/Action of Resolution 18/19-023 to update the following Eau Claire County policy –
 - a. Policy 519 – Salary Plan Administration
10. Human Services: Information/Discussion/Action of Resolution 18/19-024 to authorize one new 1.0 FTE Social Worker- (Jail reentry program)
11. Human Resources: Information/Discussion – Human Resources Update
12. Human Resources: Information/Discussion/Action – Set future meeting dates

Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 7:30 a.m.

Dates: June 8, 2018

COPIES TO:

County Clerk J. Loomis

County Administrator K. Schauf

Corporation Counsel K. Zehms

Committee on Human Resources: S. Miller/M. Beckfield/J.Gatlin/C.Russell/K.Stelljes

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
Friday, April 13, 2018 **TIME: 7:30 AM**
Eau Claire County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Kathleen Clark, Sue Miller, Judy Gatlin, Mark Beckfield

Staff Present: Jamie Gower, Amanda Twitchell, Sara Bronstad

Others Present: Jon Johnson, Keith Zehms, Janet Christenson, Lissa Ziehr

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 7:30 a.m.

Public Comment

No one in attendance for public comment.

Review and approve minutes of the February 9, March 6, March 9, and March 27th meetings

Motion Mark Beckfield to approve minutes of the February 9, March 6, March 9 and March 27th meetings with one amendment to the March 27 meeting minutes. Where it indicates chairperson, Sue Miller; it should indicate Vice Chair, Sue Miller. Motion carried 4-0.

Human Resources: Information/Discussion/Action of Resolution 18/19-011 to update the following Eau Claire County policy –

- **Policy 503 – Overtime and Compensatory Time**

Motion Judith Gatlin to approve updates to Policy 503 – Overtime and Compensatory time as written. Motion carried 4 to 0.

Human Resources: Information/Discussion/Action to update the following Eau Claire County policies –

- **Policy 705 – Harassment and Discrimination**
- **Policy 513 – Travel and Expense Reimbursement**
- **Policy 715 – Injuries/Illness**

Motion Sue Miller to approve updates to Policy 705 Harassment and Discrimination, Policy 513 Travel and Expense Reimbursement, and Policy 715 Injuries/Illnesses as written. Motion carried 4 to 0.

Corporation Counsel/Human Resources: Information/Discussion/Action of Resolution/Ordinance 18/19-007 to amend the County Code

Corporation Counsel, Keith Zehms present to present changes to the Code.
Motion Judith Gatlin to approve changes to County Code as written. Motion carried 4 to 0.

Recognition Committee: Information/Discussion - Recognition Committee Update

Recognition Committee members, Sara Bronstad, Janet Christenson, and Lissa Ziehr were present to give an update on the 2018 Recognition Program. Information/Discussion only. No action taken.

Human Resources: Information/Discussion – Human Resources Update

Human Resources Director, Jamie Gower to present Human Resources Metrics to the Committee. Information/Discussion only. No action taken.

Adjourn

Kathy Clark adjourned the meeting at 8:52 a.m.

Respectfully submitted,

Amanda Twitchell
Acting Committee Clerk



Eau Claire County
Office of the County Administrator
 721 Oxford Avenue, Room 3520
 Eau Claire, WI 54703-5481
 Phone: 715-839-5106 Fax: 715-839-6243
 admin@co.eau-claire.wi.us



MEMORANDUM

TO: Committee on Human Resources
 FROM: Kathryn Schauf, County Administrator
 DATE: April 23, 2018
 RE: Policy Change: 203 Complaints and Concerns

The Employee Policy Manual contains information on the mechanism that county employees may use to bring forward complaints and concerns which are not directly related to grievances in section 203.

The request is to have this section of the manual updated to:

1. Indicate that employees may share concerns / complaints verbally or in writing.
2. Initial complaints and concerns may be sent via email.
3. Encourage the use of the online anonymous reporting tool. (Lighthouse)

The reasoning behind this change is to:

1. Encourage reporting of issues. An overly formalized process may inhibit appropriate dialog and discussion; leaving issues unaddressed. Early identification and mediation of issues ensures a better outcome.
2. Update language to correlate with current practice.

Recommended language change:

1. Procedure.

3.1 Employees are encouraged to share complaints and concerns. They may do so using the following mechanisms:

- Using the on-line anonymous reporting tool from Lighthouse. (www.lighthouse-services.com/eauclairecounty).
- Verbally to the County Administrator, or a Supervisor / Manager.
- Via an email to the County Administrator.

The employee will complete a written complaint form, available from Administration and forward it to the County Administrator. The employee will explain the nature of the concern and any suggested resolution. To ensure

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Our Mission

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

~~appropriate follow-up action can be taken, all complaints must be signed by the person initiating them.~~

~~3.2 The County Administrator will meet with the employee to discuss the concern as needed to identify appropriate next steps. This may require the County Administrator to initiate a report to be counter-signed by the employee. All complaints will be logged as to final resolution and disposition.~~

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~~3.3~~ Eau Claire County will not tolerate retaliation or harassment of an employee who shares a concern or complaint if the complaint is truthful and is made in good faith.

~~3.4~~ If the complaint is deemed to be covered by a formal grievance procedure, it will be referred to the Director to proceed accordingly under the applicable grievance procedure.

~~3.5~~ The County Administrator or his /her designee will normally meet with the employee, department head and all interested parties within fifteen (15) working days of receipt of the complaint and attempt to reach a solution to the problem. Information concerning a complaint will be shared on a “need to know” basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured. Follow-up actions and/or referrals taken will be documented.

POLICY 203 CONCERNS OR COMPLAINTS

1. **Purpose.** To provide a process to address concerns outside the realm of formal grievance procedures.

2. **Policy.**

2.1 The Concerns or Complaints Procedure should be used to address concerns that are not covered by a formal grievance procedure. These concerns may involve such issues as public and department policy; compliance with state, federal or local law; and potential or perceived conflicts of interest. It is the desire of the County, when practicable, to address concerns informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

3. **Procedure.**

3.1 Employees are encouraged to share complaints and concerns. They may do so using the following mechanisms:

- Using the online anonymous reporting tool from Lighthouse (www.lighthouse-services.com/eauclairecounty)
- Verbally to the County Administrator, or a Supervisor/Manager
- Via email to the County Administrator

~~The employee will complete a written complaint form, available from Administration and forward it to the County Administrator. The employee will explain the nature of the concern and any suggested resolution. To ensure appropriate follow-up action can be taken, all complaints must be signed by the person initiating them.~~

3.2 The County Administrator will meet with the employee to discuss the concern as needed to identify appropriate next steps. This may require the County Administrator to initiate a report to be counter-signed by the employee. All complaints will be logged as to final resolution and disposition.

~~3.1~~ 3.3 Eau Claire County will not tolerate retaliation or harassment of an employee who shares a concern or complaint if the complaint is truthful and is made in good faith.

~~3.2~~ 3.4 If the complaint is deemed to be covered by a formal grievance procedure, it will be referred to the Director to proceed accordingly under the applicable grievance procedure.

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POLICY 203 CONCERNS AND COMPLAINTS

Effective Date: January 1, 2012

Revised Date: January 2012; May 2018

Eau Claire County
Employee Policy Manual

~~3.3~~ 3.5 The County Administrator or his/her designee will normally meet with the employee, department head and all interested parties within fifteen (15) working days of receipt of the complaint and attempt to reach a solution to the problem. Information concerning a complaint will be shared on a “need to know” basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured. Follow-up actions and/or referrals taken will be documented.

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4. Formal Grievance Procedures.

4.1 Employees are expected to follow the formal grievance procedure that are in place for.

4.1.1 Disputes concerning Employee Discipline and Workplace Safety;

4.1.2 Discrimination Complaints through a procedure set forth in the “Eau Claire County Affirmative Action Plan”;

4.1.3 Sexual Harassment Complaints as set forth in Eau Claire County’s “Policy for Investigation of Allegations Sexual harassment and Other Unwelcome Conduct”.

5. Appendices.

5.1 General Complaint Form (Appendix 203 A)

POLICY 203 CONCERNS AND COMPLAINTS

Effective Date: January 1, 2012

Revised Date: January 2012; May 2018

Eau Claire County
Employee Policy Manual

Fact Sheet to File 18/19/023
Update to Policy 519- Salary Administration

Authorizing Correctional Officers, while training new staff as a Field Training Officer (FTO), receive additional compensation.

The Eau Claire County Sheriff's Office recently settled the WPPA Deputy Sheriff Non-Supervisory Contract negotiations resulting in an increase for FTO pay to \$2.00 per hour for the Field Services Division (deputy sheriff). We are requesting the Security Services Division (correctional officers) receive the same pay rate while training new staff.

Fiscal Impact: The correctional officers currently receive .75 cents per hour and if approved would receive an additional 1.25 per hour while training new employees. The request equates to an additional \$400 per new correctional officer hired.

Reason: The Eau Claire County Sheriff's Office seeks to maintain consistency and fairness throughout its staff and if approved this would maintain both divisions receiving the same pay for staff who are conducting training of new employees.

Fiscal Note: The Sheriff's Office currently budgets for FTO pay and the increased cost would be absorbed within this budgeted line item.

Respectfully Submitted



Sheriff Ron Cramer
Sheriff's Office



Jamie Gower
Human Resources Director

POLICY 519 SALARY PLAN ADMINISTRATION

1. Purpose. The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the county to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the county is either required to or is discretionarily providing to its residents. The county will provide these salaries and benefits on the basis of internal equity, and external competitiveness if fiscally feasible.

2. Salary plan administration.

2.1 New Hires. Will normally commence working on Step 1 of the pay grade. The hiring supervisor, with approval of the Human Resources Director, can start experienced individuals within steps 2 – 5 under any of the following conditions.

- The entrant must have substantial experience immediately usable in the new position.
- Market conditions must demand a higher starting salary step.
- Salary compression from subordinate positions requires a higher starting salary.

2.1.1 Placement above step 6 requires the approval of the County Administrator and the Human Resources Director.

2.2 Promotions. An individual who moves to a position of a higher pay grade will be placed on Step 1 of the new salary schedule; OR, the step closest to a 5% increase.

2.3 Step Increases. Step increases will occur at the start of the first pay period each July. Step increases will not be automatic. Employees must have a performance evaluation that indicates satisfactory performance.

2.3.1 An employee who has received an unsatisfactory performance evaluation, is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not receive the annual step increase.

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016

Eau Claire County
Employee Policy Manual

3. Parks and Forest.
 - 3.1 Coon Fork Park Rangers will receive housing accommodations which include L.P. gas for heating and cooking. The adjusted annual value of in kind wages, inclusive of housing and utilities is \$1,237.
 - 3.2 Coon Fork Park Rangers will receive a .78¢ per hour adjustment in recognition of the on-site living requirement.
4. Highway.
 - 4.1 Mechanics that obtain and maintain certification from ASE (The National Institute for Automotive Service Excellence) for heavy-duty truck service will be paid an annual certification allowance on the first pay period following their anniversary date of employment. The employee will submit proof of certification from ASE before payment. The allowance will be \$50 for each truck area test passed, with a maximum annual certification allowance of \$400 per employee for Master Certification.
5. Airport.
 - 5.1 The Maintenance Technician positions at the airport will receive an additional fifty cents (\$.50) per hour for all hours worked as long as these positions provide ARFF services at the airport.
6. Subpoena Pay.
 - 6.1 Employees who are subpoenaed or required to testify in court outside of their normally scheduled hours shall receive a minimum of one (1) hour pay.
 - 6.2 Subpoena fees will be retained by the County.
7. Appointment of Child Support Management and Legal Support Duties
 - 7.1 The Corporation Counsel will appoint one Assistant Corporation Counsel to perform the duties of providing oversight of the county's child and spousal support, paternity, and medical support liability program in accordance with state and federal laws, rules and regulations as outlined in the job description addendum.
 - 7.1.1 The Corporation Counsel will notify the Director of the appointment.

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016

Eau Claire County
Employee Policy Manual

7.1.2 The Assistant Corporation Counsel appointed to these duties will receive an annual stipend of \$1,500 which will be distributed throughout the year each pay period.

8. Field Training Officers.

8.1 Field Training Officers (FTO) will receive ~~\$2.0075¢~~ per hour when training new employees only. The FTO will not receive this ~~\$2.0075¢~~ for meetings.

9. Death While an Active Employee.

9.1 Upon the death of an employee, the employer will pay to the employee's spouse or to the estate if there is no surviving spouse, any earnings due to the employee at the time of his or her death.

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016

Eau Claire County
Employee Policy Manual

FACT SHEET

To file 18-19/024

Position Request for Social Worker (Jail reentry program)

Eau Claire County Human Services, Eau Claire County Sheriff Department, the District Attorney's Office, Justice Reform advocates and the Criminal Justice Collaborating Council have been concerned with the number of individuals who reenter the Eau Claire County jail soon after discharge.

Since 2014 approximately 175 individuals have reentered the Eau Claire County jail 5 times or more.

Internal discussions with system stakeholders indicate numerous barriers that individuals face when they are released from jail. The most significant barriers have been identified as:

- Lack of safe and affordable housing
- Access to treatment for mental illness and/or addiction issues
- Not having a designated person, or mentor, to help support them in the community
- Not having access to a resource guide or directory that could assist in their reentry into the community.

These barriers are not unique to Eau Claire County and research of successful reentry programs such as the New York City **Frequent users Service Enhancement Program (FUSE)** indicates that:

“While many people experience some form of residential instability after prison or jail, research has identified a subset of persons with repeated episodes of both incarceration and homelessness.” They go on to state; “The central premise is that people with chronic health and behavioral health conditions cycle in and out of incarceration and homelessness and are poorly served by the system at great public expense and with limited positive outcomes for their lives.”

To this end; Eau Claire County Department of Human Services submitted and received a 5 year - \$400,000 reentry diversion grant from the Wisconsin Department of Justice (DOJ) Grant in early February 2018.

The Department of Human Services and system stakeholders have been meeting to put together a pilot entry program; which will entail the addition of one FTE social work position. This position will be housed at the Eau Claire County Jail and work closely with jail administration and local advocates to assist and support individuals released from the Eau Claire County Jail.

In addition to the DOJ grant dollars, some of the services provided by the Social Worker would be billable to Medical Assistance (M.A).

Position Request for Social Worker (Jail reentry program)

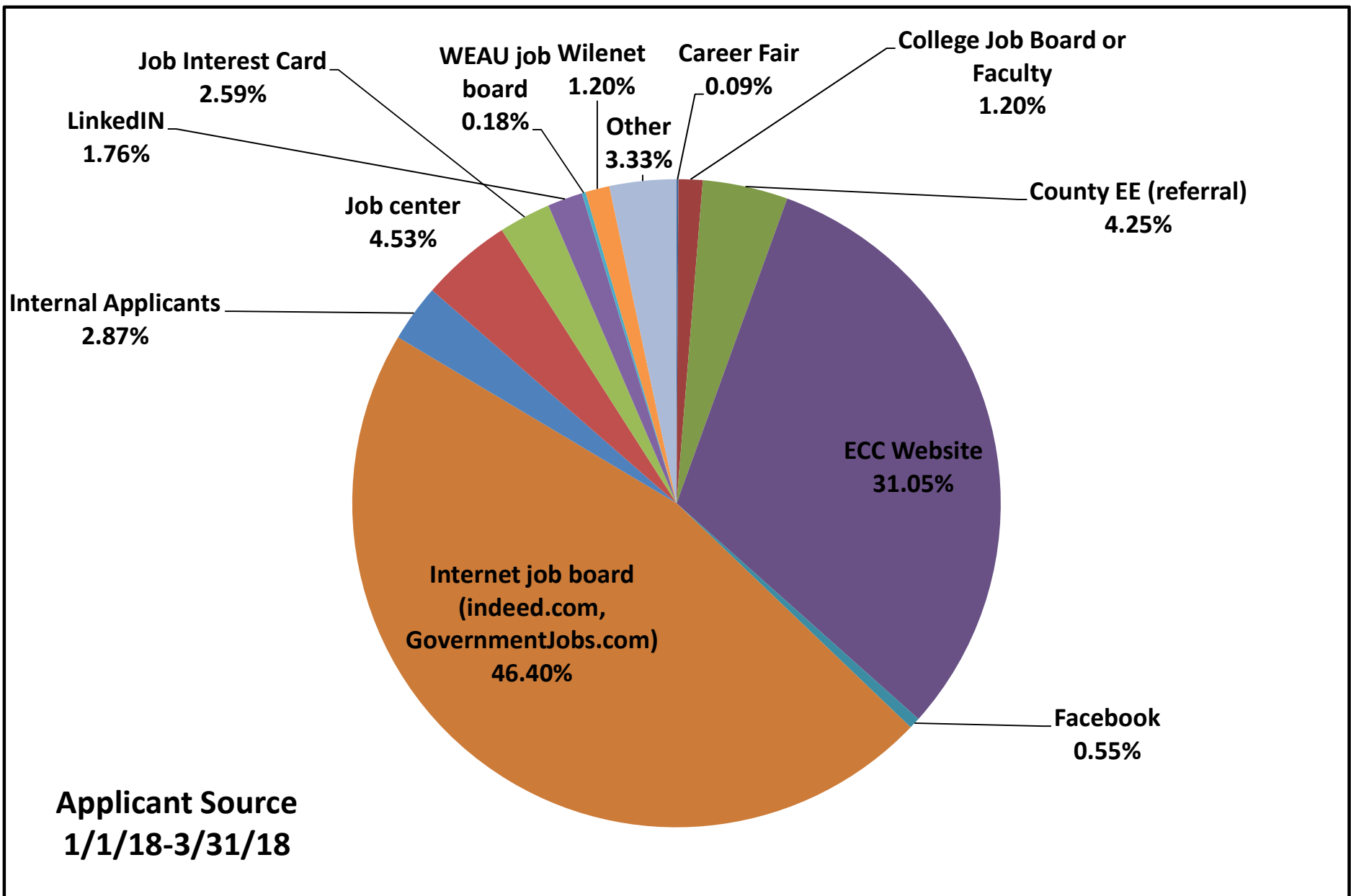
Fiscal Analysis:

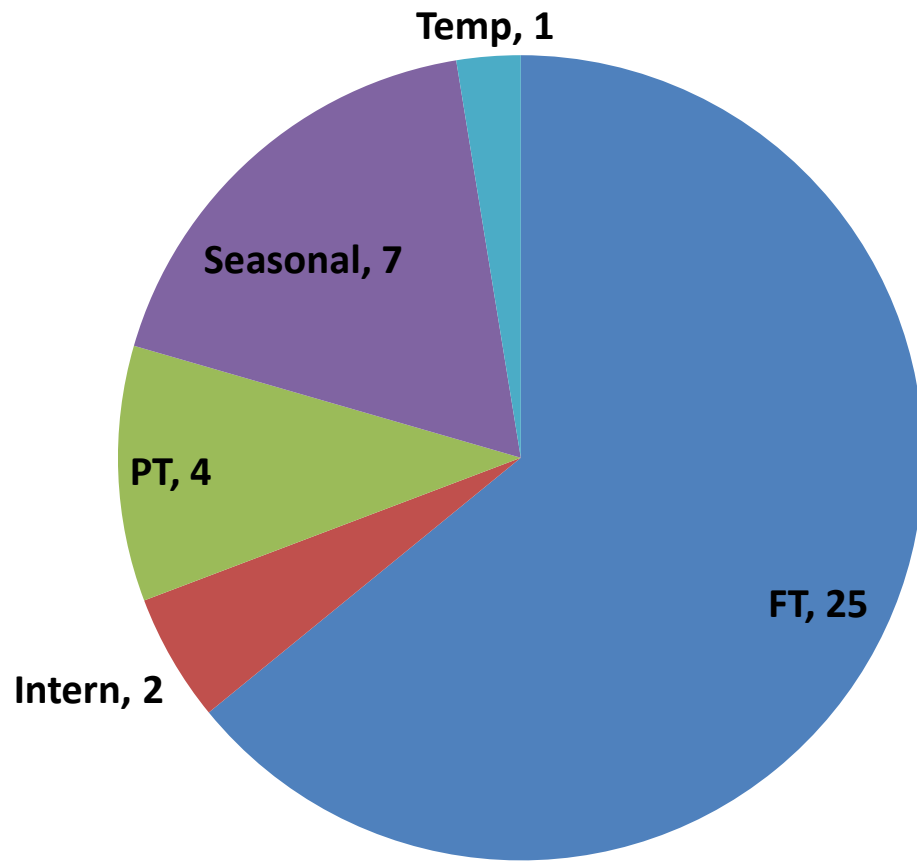
Position Title - Social Worker	FY 2018	FY 2019 (est.)	
Salary for FY 2018 (Hours/year * pay rate)	\$ 53,019.20	\$ 54,079.58	NOTE: 2019 Salary estimate based on 2% increase
Paygrade	N	N	
FICA (7.65%)	\$ 4,055.97	\$ 4,137.09	
WRS Employer (6.70%)	\$ 3,552.29	\$ 3,623.33	
Health Insurance (or incentive)	\$ 20,874.00	\$ 22,335.18	NOTE: 2019 health insurance based on 7% increase
Life Insurance	\$ -		
Computer Equipment	\$ 1,600.00		
Other MIS Costs (Software, etc.)	\$ -		
Office Furniture	\$ 2,175.00		
Office Supplies	\$ -		
Other Operating Expenditures	\$ -		
Renovation/Relocation Costs	\$ -		
Revenues <i>(Use Negative #)</i>	\$ (80,000.00)	\$ (80,000.00)	Reentry Grant (\$80,000 per year)
Other - MA Revenue	\$ (5,276.46)	\$ (4,175.18)	
*TOTAL	\$ (0.00)	\$ 0.00	
*If position is funded with grant dollars, supporting documentation substantiating grant must be attached.			

HR Metrics Q1 2018

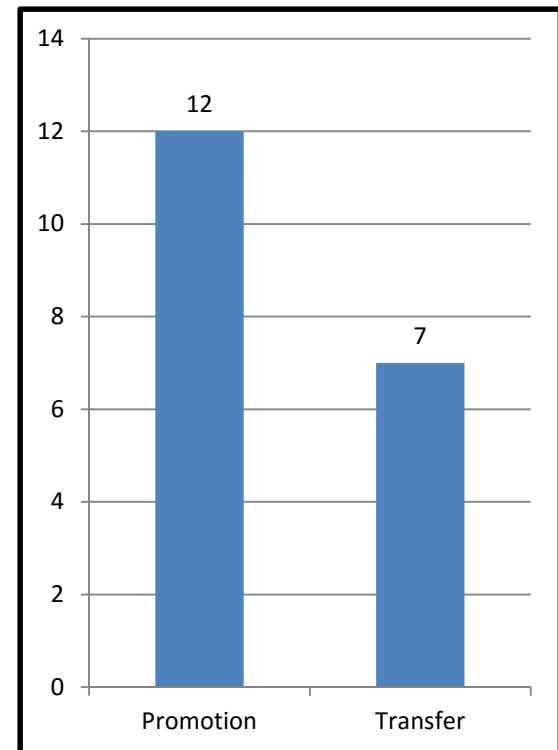
Committee on Human Resources

May 11, 2018

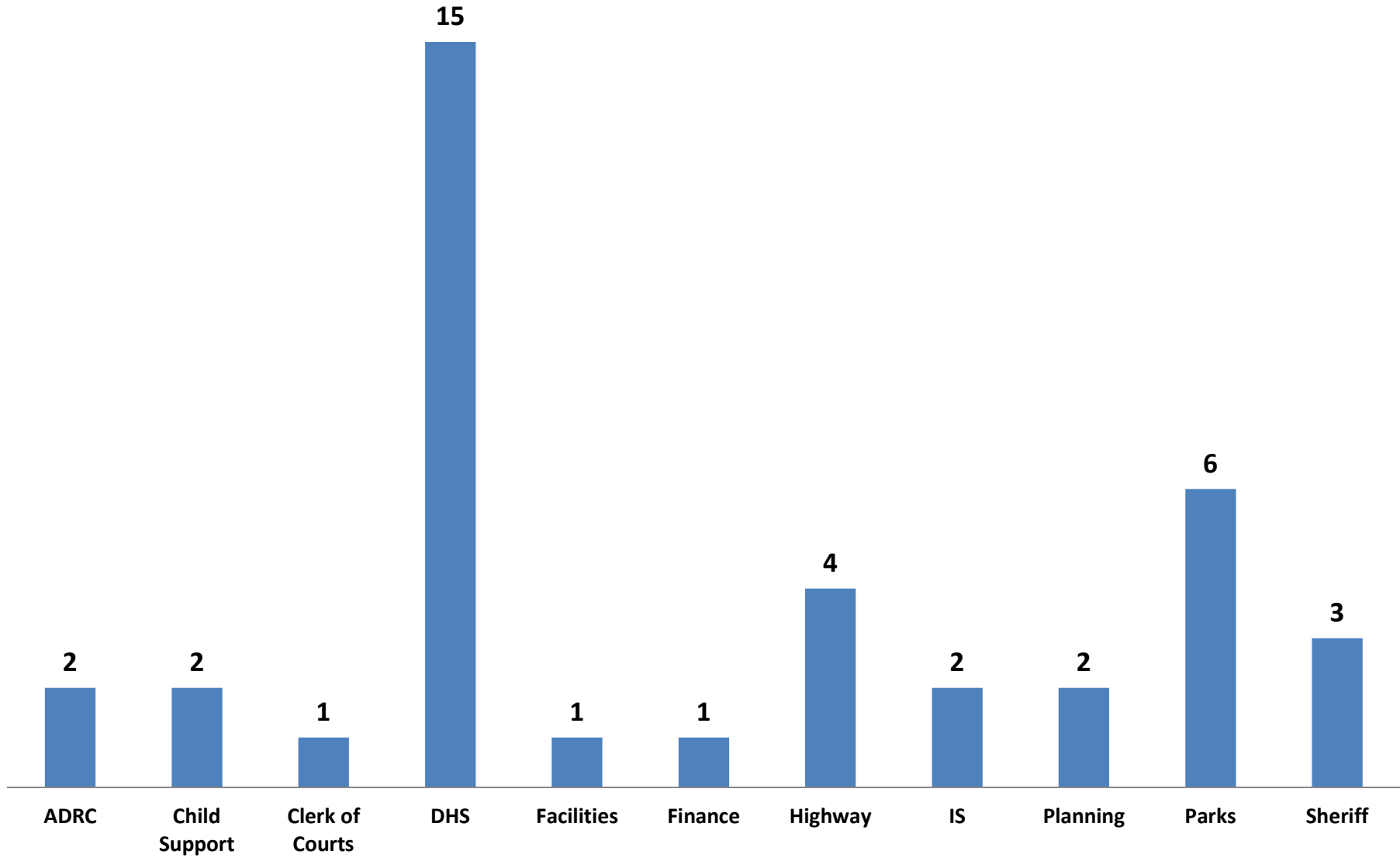




Total Applicants approximately
1456
1/1/18-3/31/18
total jobs= 39

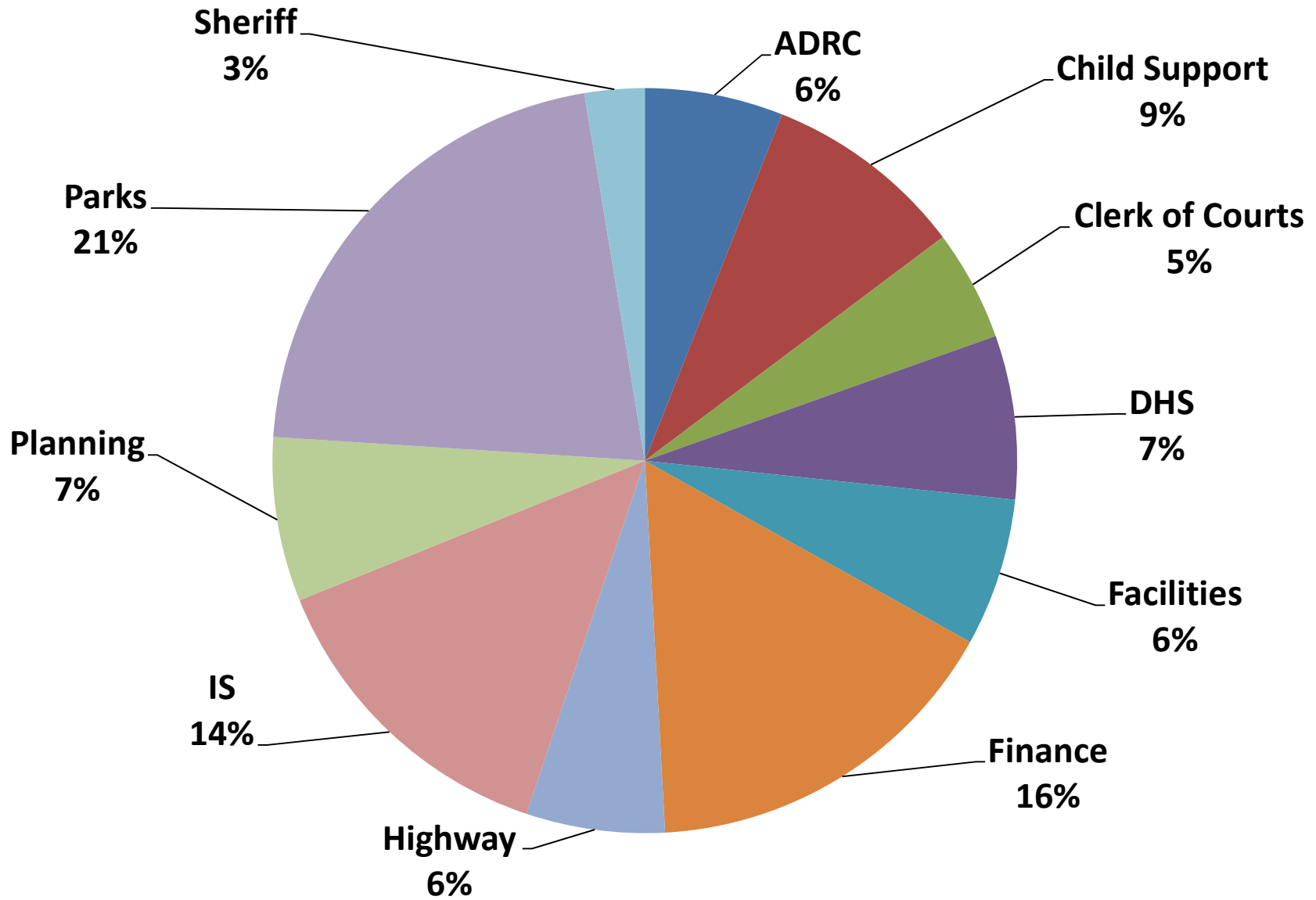


Open Positions by department Q1 2018

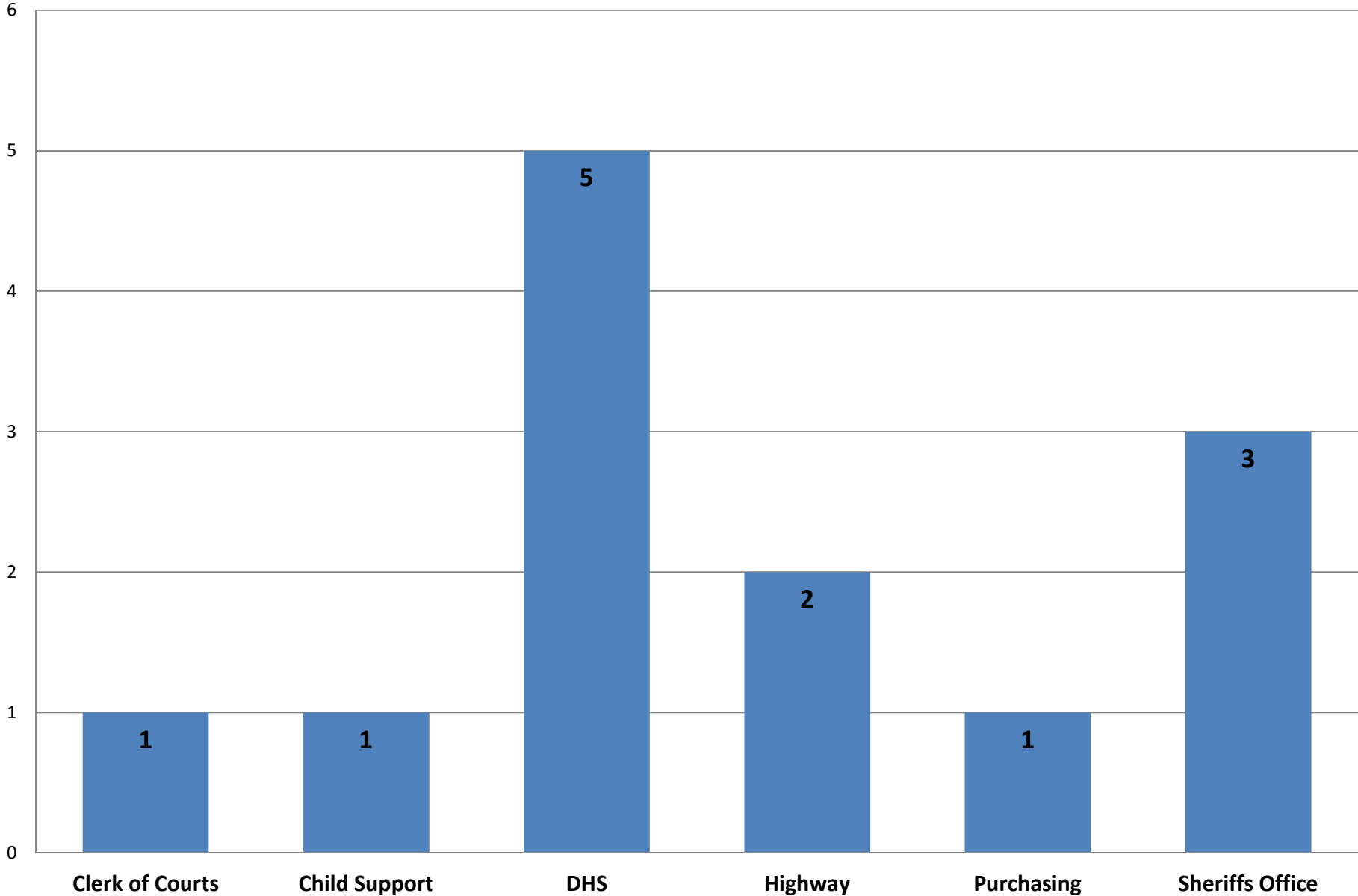


***Alternative View**

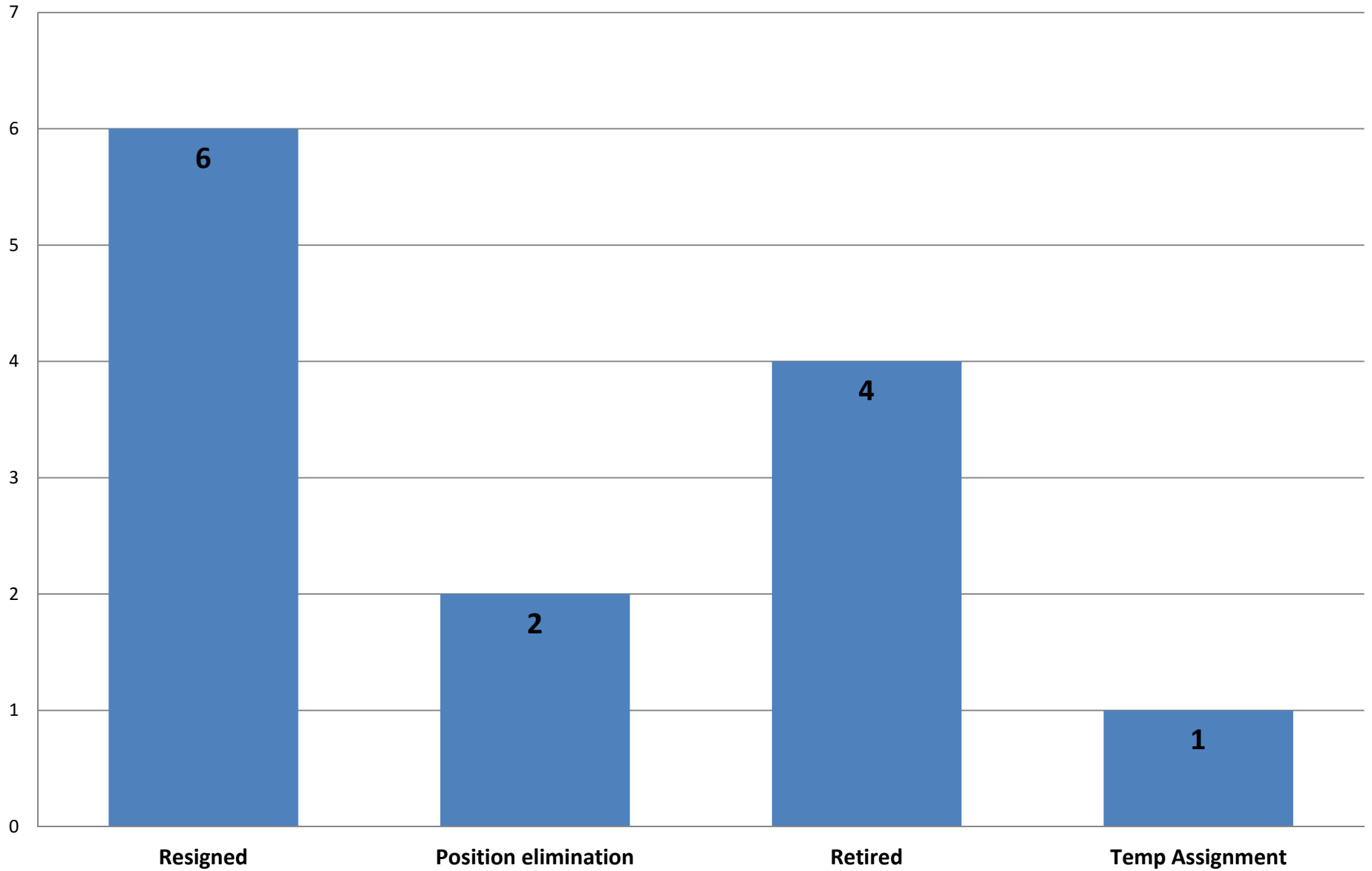
**Open positions by department
Q1 2018**



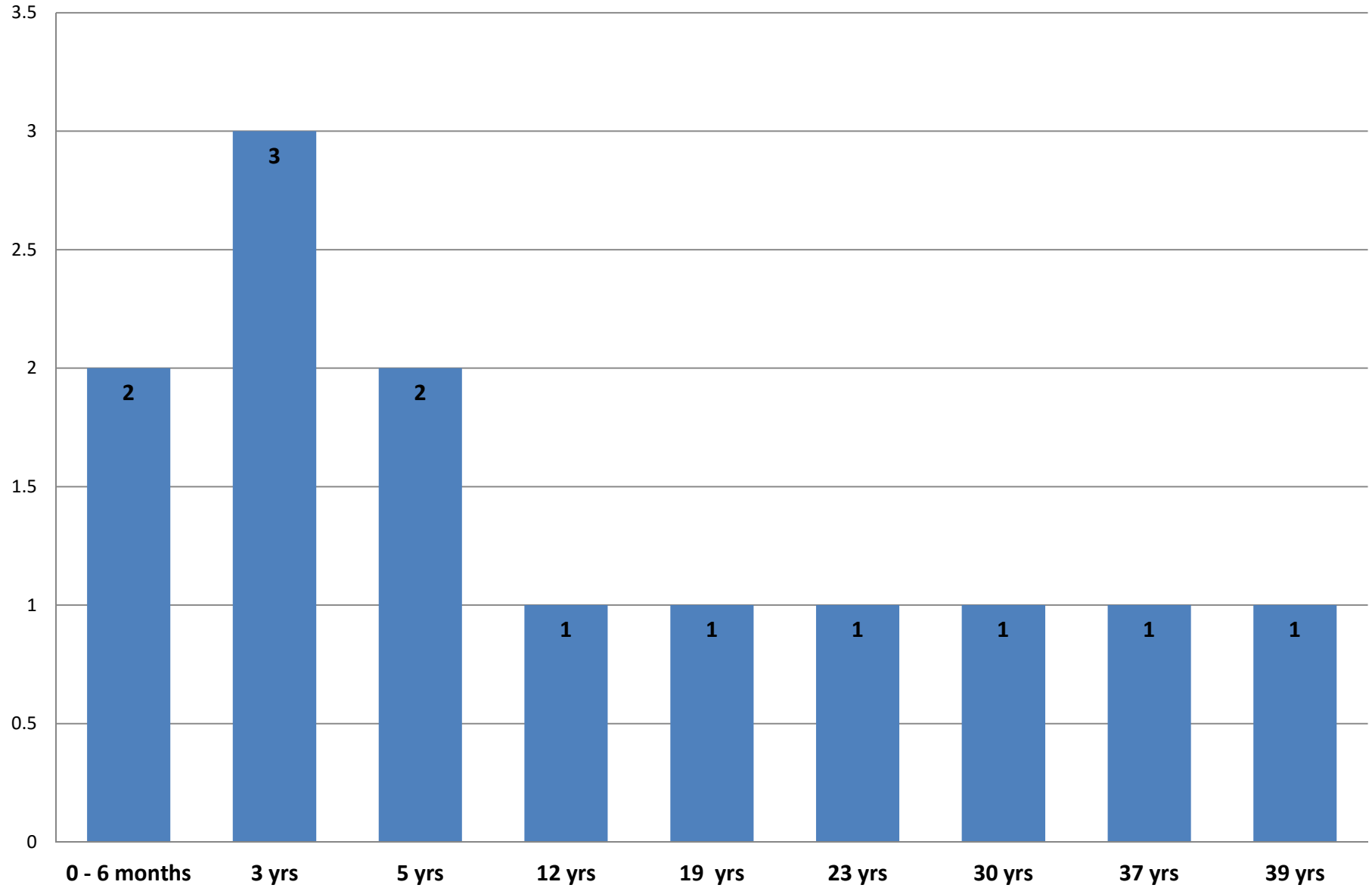
Separation by department Q1 2018



Reason for Separation Q1 2018



Separation by length of service Q1 2018



Discussion/Questions