

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, August 10, 2018 **TIME:** 8:30 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. Review and approve minutes of the July 12th meeting
4. ADRC: Information/Discussion/Action of Resolution 18/19-046 to authorize create a 1.0 FTE Options Counselor Supervisor, a .50 FTE Van Driver, reclassifications of the Kitchen Manager and ADRC Manager positions
5. County Administrator: Information/Discussion/Action: Total Reward Benefit Package including hours operation, holiday
6. Human Resources: Information/Discussion/Action - 2019 Human Resources Budget presentation
7. Human Resources: Information/Discussion: 2nd quarter metrics
8. Human Resources: Information/Discussion/Action – Set future meeting dates
 - a. DATE: Friday, September 14, 2018
 - b. TIME: 8:30 AM
 - c. PLACE: Eau Claire County Courthouse, Room 1273
 - d. AGENDA FOCUS: County Administrator’s 2019 Position Recommendations

Adjourn

Future Committee on Human Resources Meetings

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: Nancy Pabich, Human Resources Department
PREPARED BY: Jill Mangus, Human Resources Department

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Committee on Human Resources
Thursday, July 12, 2018 **TIME: 10:00 AM**
Eau Claire County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Mark Beckfield, Judy Gatlin, Kevin Stelljes
Members Absent: Sue Miller, Connie Russell
Staff Present: Jamie Gower, Kathryn Schauf, Nancy Pabich
Others Present: Jennifer Speckien, Charity Zich, Adam Kohls, Rod Eslinger

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 10:00 a.m.

No Public Comment

Review and approve minutes of the May 11th and June 27th meetings

Motion Kevin Stelljes to approve meeting minutes of the May 11th, 2018 meeting with changes as listed and June 27th, 2018 meeting as written. Motion carried 3-0.

Human Resources/County Administration: Information/Discussion/Action of Resolution 18/19-048 to update the following Eau Claire County policy – information presented by Jamie Gower and Kathryn Schauf

- **Policy 519 – Salary Plan Administration**

Motion Kevin Stelljes to approve Resolution Policy 519 - Salary Plan Administration as 1 year Pilot Program. Motion carried 3 to 0.

Human Resources: Information/Discussion – REALiving EAP utilization review

Human Resources: Information/Discussion – Life Insurance carrier update

County Administrator: Information/Discussion - Total Reward Benefit Package including hours operation, holiday and wages for 2019 budget.

Human Resources: Information/Discussion/Action – Set future meeting dates

Next Meeting scheduled for August 10th, 2018 at 8:30am Room 1273. Schedule for September 14th, 2018 at 8:30am Room 1273. Future dates to be confirmed at August meeting. Clarification from Corporate Counsel on whether committee can participate in a committee meeting and vote via telephone. Answer from Keith Zehms: No per 2.04.310 Rule 31 – Committee meetings.

Topics discussed for next meeting:

Adjourn: Motion to Adjourn Judy Gatlin

Mark Beckfield adjourned the meeting at 11:38 a.m.

Respectfully submitted,

Nancy Pabich, Committee Clerk

FACT SHEET

TO FILE NO. 18/19-046

Background

The Aging & Disability Resource Center (ADRC) has experienced growth and evolution of their programming over the past ten years (see attached timeline). As a result, the ADRC Director is recommending changes be made to the organizational structure of the department to provide more robust support to the organization as whole.

ADRC Assistant Director & Options Counselor Supervisor

The reclassification of the ADRC Manager position and addition of the Options Counselor Supervisor are necessary to support the ADRC's largest program area of Information and Counseling. Additional information about these position changes can be found in the attached organizational chart.

ADRC Van Driver

The addition of the ADRC Van Driver is needed to continue the rural transportation program that has been piloted since January 2018.

Kitchen Manager

The modification of the Kitchen Manager position is to better align the position with actual job duties. The request is to reclassify the Kitchen Manager position to a supervisory position, giving direct oversight to the kitchen staff for the central kitchen.

ADRC Request

The ADRC is requesting the following position modifications take effect with the payroll beginning on Sunday, September 2, 2018:

- 1) Reclassification and wage adjustment for the current 1.0 FTE ADRC Manager;
- 2) Create a 1.0 FTE Options Counselor Supervisor; and
- 3) Create a .5 FTE ADRC Van Driver; and
- 4) Reclassification and wage adjustment for the current 1.0 FTE Kitchen Manager.

Current Title	Proposed Title	FTE	Wage Placement	2018 Fiscal Impact	Funding Source
ADRC Manager	ADRC Assistant Director	1.0	S	\$960	ADRC State & Federal grant
N/A	Options Counselor Supervisor	1.0	P	\$27,079	ADRC State & Federal grant
ADRC Van Driver (LTE)	ADRC Van Driver	.5	A	\$5,322	State DOT grant 85.21
Kitchen Manager	Kitchen Manager	1.0	K	\$653	Older Americans Act funding, program revenue

Fiscal Impact: **No fiscal impact on levy.** 2018 fiscal impact of \$34,014 to be funded by State ADRC grant, State DOT 85.21 grant and Older Americans Act revenue. Fiscal impact is calculated based on an effective date of September 2, 2018.

Respectfully Submitted,



Jennifer Speckian
ADRC Director



Jamie Gower
Human Resources Director

Jkg/jnm

ADRC Program Growth & Evolution 2010-Present

2010

85.21 Specialized Transportation Program

- No FTE change; responsibilities absorbed by current staff
- Program budget of \$214,770 (2018)
- The 85.21 specialized transportation program is funded through the Wisconsin Department of Transportation to provide transportation to individuals with disabilities and the elderly residing in Eau Claire County.

2011

Alzheimer Family Caregiver Support Program (AFCSP)

- No FTE change; responsibilities absorbed by current staff
- Program budget of \$41,258 (2018)
- AFCSP provides direct support to families providing care and support to loved ones diagnosed with Alzheimer's Disease or other dementias.

2012

Health Promotion & Prevention Programming

- Increase of 1.0 FTE
- Health promotion and prevention programming includes the evidenced based classes offered by the ADRC including Stepping On and Living Well.

2012

Augusta Satellite Office

- No FTE change; responsibilities absorbed by current staff
- The Augusta satellite office is staffed Mondays and Wednesdays by a member of the Options Counseling team.

2013

Adaptive Equipment Loan Program

- No FTE change; responsibilities absorbed by current staff
- The ADRC has over 350 pieces of adaptive equipment (wheelchairs, walkers, etc.) available to loan to those in need of items for short term purposes. Program includes management of inventory, safety and sanitation of equipment, etc.

2013

Connections to Community Living

- Increase of 1.0 FTE
- Program budget of \$100,970 (2018)
- The Connections to Community Living program assists individuals that currently reside in nursing homes that wish to live in the community with that transition.

2014

Dementia Care Specialist

- Increase of 1.0 FTE
- Program budget of \$111,110 (2018)
- The Dementia Care Specialist program has three focus areas; 1) to create a dementia friendly ADRC; 2) to provide support to those living with dementia and their families and 3) to help create a dementia friendly community.

2014

Strong Bones, Healthy Eating for Successful Living & Living Well with Diabetes

- No FTE change; responsibilities absorbed by current staff
- These programs were an expansion of our current health promotion programming.

2016

Marketing and Outreach Coordination

- No FTE change; responsibilities absorbed by current staff
- Outreach is an essential function of the ADRC and something we hear from customers as essential on a regular basis.

2017

Central Kitchen- Fall Creek Location

- Increase of 4.6 FTE
- In late 2017, the ADRC transitioned from a catering model to operating a central kitchen for the purposes of the Meals on Wheels and Congregate Dining programs.

2017

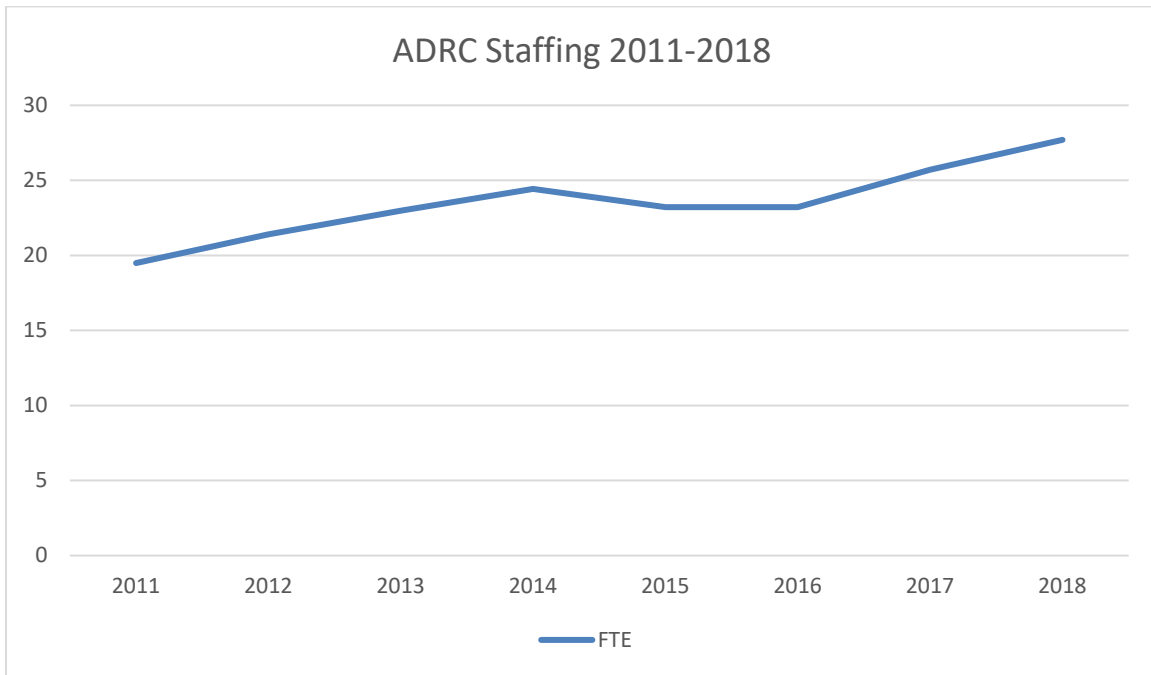
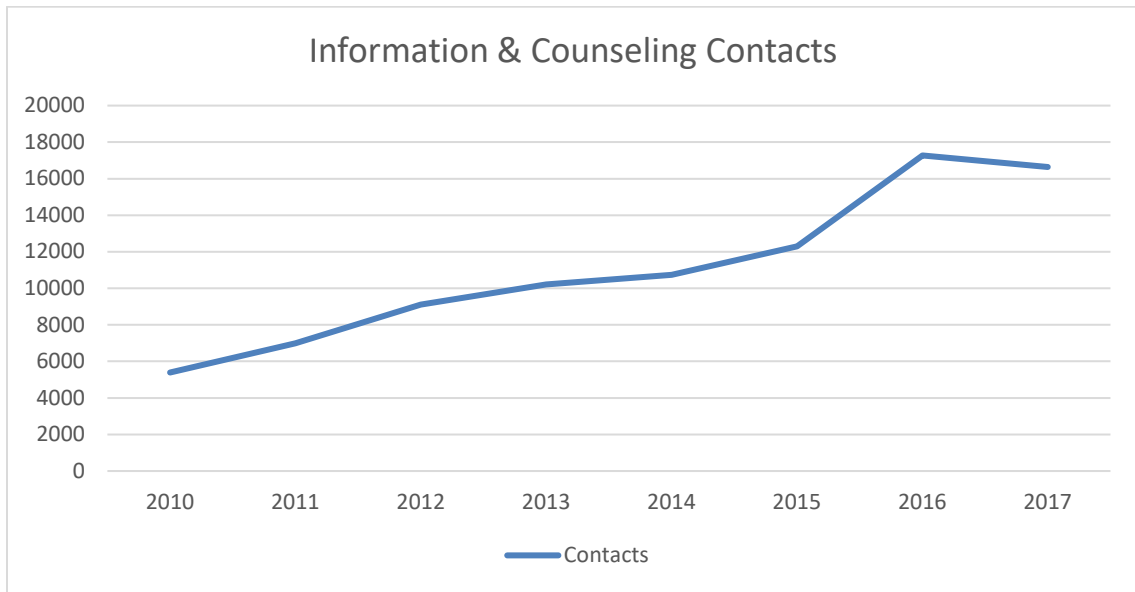
Fiscal Associate transitioned to ADRC from Finance

- Increase of 1.0 FTE
- The Fiscal Associate position formerly housed within the finance department was transitioned to the ADRC in late 2017.

2018

Rural Transportation Program

- Increase of .5 FTE
- The ADRC obtained a wheelchair accessible vehicle in 2018 to enhance transportation services in the rural part of Eau Claire County.

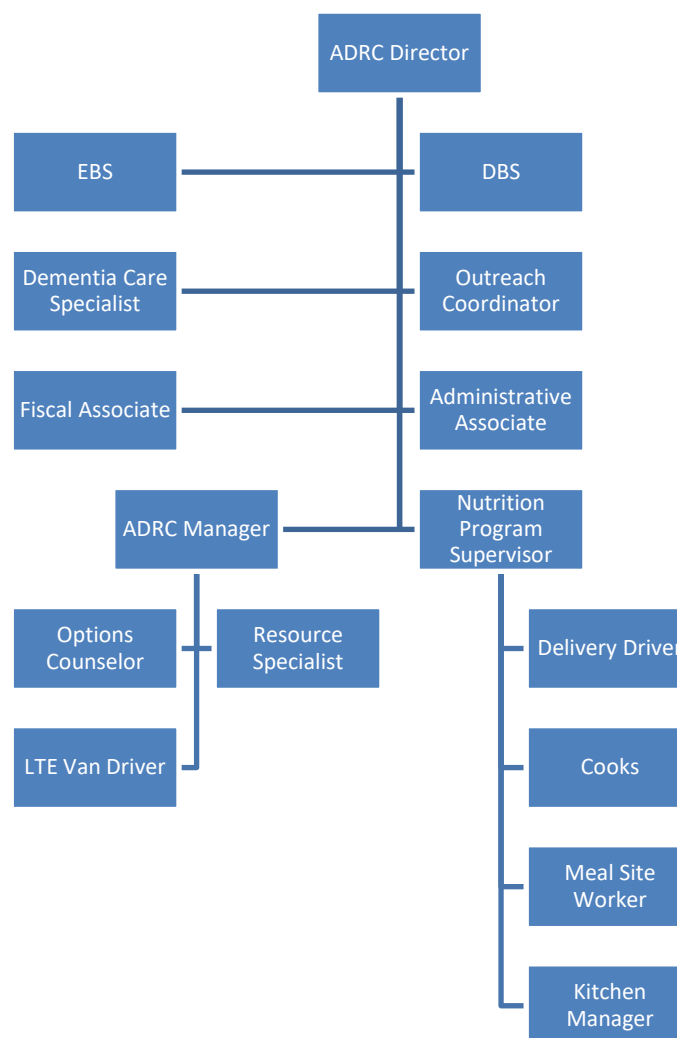


CURRENT ORGANIZATIONAL STRUCTURE

ADRC Director

Issue: position focus is split among multiple areas from programmatic operations, administrative operations and strategic operations. As the department has grown and evolved, program areas have stayed with the Director that don't necessarily make sense.

Result: 1) unable to provide adequate support to direct report staff; 2) unable to focus on strategic initiatives for the department; 3) unable to engage in community networking activities; 4) volume of increased complex policy issues and changes at State and Federal level creating a demand on time

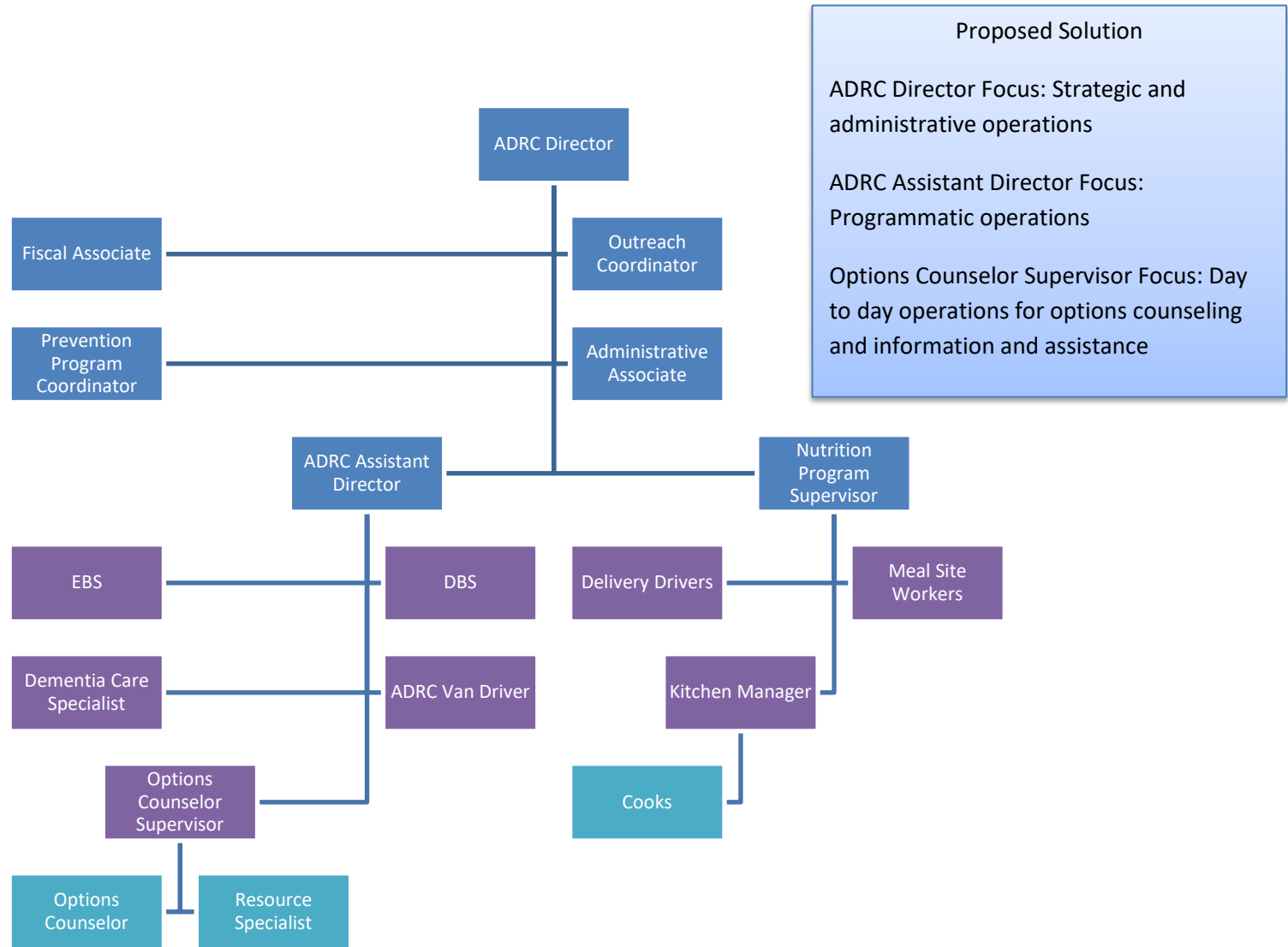


ADRC Manager

Issue: position has continually evolved over time, taking on additional responsibilities and program areas that aren't well accounted for within the ADRC Managed job description. One example is the management of the 85.21 specialized transportation program. The ADRC Manager also assists the ADRC Director with many day to day operations activities in other programmatic areas of the ADRC.

Result: 1) unable to provide the required oversight for the long-term care functional screen; 2) unable to provide adequate support and shadowing of options counseling staff; 3) volume of increased complex consumer issues creating a demand on time.

PROPOSED ORGANIZATIONAL STRUCTURE



Fact Sheet Hours of Operation

Background

With an unemployment rate of 2.9% and the growing challenges for recruitment and retention in the marketplace, Eau Claire County must seek solutions to create a work environment that aligns with the county's Total Reward Strategy (TRS) to create an environment that offers **work-life effectiveness**.

Work-life effectiveness is the county's commitment to a specific set of organizational practices, policies and programs, plus a philosophy that actively supports efforts to help employees achieve success at both work and home.

Analysis

In an effort to determine the impact of a change, the administrators office collected information from department's related to the foot traffic that they experienced between 4:30p-5:00p. A summary of that information will be provided by the Administrator's office once it is compiled.

Department's have also noted that the foot traffic during the lunch hour is greater than in the 4:30 p.m. – 5:00 p.m. time frame. The change in close time is perceived to allow for greater flexibility for not only employees but for management to cover active times within the office and allow additional employee flexibility.

Human Resources staff collected input from other municipalities in Wisconsin to provide a metric that should be used to demonstrate market competitiveness. A list of those that responded as well as summary of the hours is listed below:

- Ashland
- Barron
- Brown
- Burnett
- Chippewa
- Crawford
- Dane
- Dodge
- Dunn
- Eau Claire
- Florence
- Fond duc Lac
- Green
- Iowa
- Jackson
- Jefferson
- Juneau
- Kewaunee
- Lafayette
- Manitowoc
- Marathon
- Oneida
- Outagamie
- Pierce
- Price
- Rock
- Rusk
- Sauk
- Shawano
- Sheboygan
- St. Croix
- Taylor
- Taylor
- Trempealeau
- Vilas
- Walworth
- Washington
- Waukesha
- Waupaca
- Winnebago
- Wood
- City of Eau Claire
- City of Altoona

<u>Hours of Operation</u>	
7:30-4:00	1
7:45-4:30	1
8:00-4:30	27
8:00-4:00	3
8:00-5:00	7
8:30-4:30	2
8:30-4:00	1

County	# of holidays
Ashland	10
Barron	8
Brown	8
Burnett	11
Chippewa	9
Crawford	10
Dane	10
Dodge	10
Dunn	9
Eau Claire	8
Florence	11
Fond duc Lac	11
Green	9
Iowa	9
Jackson	9
Jefferson	9
Juneau	11
Kewaunee	11
Lafayette	11
Manitowoc	10

County	# of holidays
Marathon	9
Oneida	11
Outagamie	10
Pierce	10
Price	10
Rock	9
Rusk	10
Sauk	9
Shawano	9
Sheboygan	10
St. Croix	9
Taylor	8.5
Trempealeau	10
Vilas	9
Walworth	9
Washington	9
Waukesha	11
Winnebago	10
Wood	10

Common Additional Holidays

NYE Day
Spring Holiday

Respectfully Submitted,
Kathryn Schauf

POLICY 401 HOURS OF WORK

1. **Purpose.** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective County operations.
2. Business Hours.
 - 2.1 ~~County offices are open from 8 a.m. to 5 p.m. Monday through Friday except for established holidays or as determined by the County Board. Each department is required to be staffed to service the public during these times. Normal work hours are 8 a.m. to 5 p.m., however, scheduling may be adjusted according to operational needs within a given department~~See County Code 2.09.010 Business hours.
3. Flexible Schedules.
 - 3.1 The purpose of flexible schedules is to enhance the ability of the County to fulfill its responsibilities, to render services to the public, and to enhance employee morale.
 - 3.2 A flexible schedule may be worked out with the prior approval of the department head, or designee, and affected employee(s).
 - 3.3 The department head, or designee, may discontinue the flexible schedule. When discontinuing or altering an established flexible schedule, the department head will normally provide the employee with two (2) weeks advance notice of such change.

POLICY 401 HOURS OF WORK

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

1. **Purpose.** To identify employee holidays and to establish a consistent procedure for scheduling and payment.

2. **Holidays Observed.** The following holidays will be observed.

2.1

New Year's Day	Thanksgiving Day	<u>Spring Holiday (Friday before Easter)</u>
Memorial Day	Day after Thanksgiving	<u>New Year's Eve Day</u>
Independence Day	Christmas Eve Day	
Labor Day	Christmas Day	

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3. **Eligibility.**

3.1 Regular full-time employees are eligible to receive compensation for holidays. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or excused absences. Employees who call in sick immediately before or after a holiday may be required to furnish a physician's certification of illness in order to receive holiday or paid time off pay.

3.2 Employees returning from an unpaid leave of absence will not receive holiday pay until returning to their normal work schedule for one full pay period prior to the holiday.

4. **Compensation.**

4.1 Employees working less than 40 hours/week, but meeting the definition of regular full-time employees, will have their holiday pay prorated to their average hours per day (e.g. an employee working 35 hours/week would receive 7 hours of holiday pay).

4.2 Employees will receive 8 hours of holiday pay for observed holidays.

4.3 Highway, Parks and Forest, and Airport employee's will receive 10 hours of holiday pay for any holiday falling during the time frame they are normally scheduled to work four (4) 10 hour days per week.

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date: November 6, 2013

Revised Date: September 2014

Eau Claire County
Employee Policy Manual

5. Work on Holiday.

5.1 In cases where a full time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

5.1.1 In cases where a part time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive pay at time and one half the hourly rate for all hours worked.

5.2 Exempt supervisory employees who are required to work on a holiday due to unforeseeable circumstances, or are required to work on a holiday as part of their normal work schedule will receive pay for the holiday and pay at straight time for all hours worked, regardless of the number of hours previously worked in the work week.

5.3 Supervisory Sergeants required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

6. Paid and Unpaid Leaves Around Holidays.

6.1 Unpaid leave time should not be granted unless all accrued paid time off and extended leave bank (if applicable as defined in Policy 425) is exhausted. Holidays falling within any unpaid period of absence, will be without pay. Full or part-time regular employees, who take excused unpaid leave immediately before and/or after a holiday, will not be paid for that holiday.

7. Holidays Falling on a Weekend.

7.1 Whenever any of the observed holidays falls on a Saturday, the preceding Friday will be observed as the holiday, and when falling on a Sunday, the succeeding Monday will be observed as the holiday. When Christmas Eve falls on Friday and Christmas Day on Saturday, the preceding Thursday and Friday will be observed as the holiday. When Christmas Eve falls on Sunday and Christmas Day on Monday, the following Monday and Tuesday will be observed as the holiday.

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date: November 6, 2013

Revised Date: September 2014

Eau Claire County
Employee Policy Manual