

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, October 5, 2018 **TIME:** 8:30 AM
PLACE: Eau Claire County Courthouse, Room 1301/1302
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 September 14, 2018 meeting
 4. Administration: Consideration/Discussion/Recommendation/Action of the Amended 2019 New, Modified, or Abolished Position Requests
 5. Human Resources: Information/Discussion – Temporary Hire process overview
 6. Human Resources: Information/Discussion – Human Resources update
- Adjourn

COPIES TO:

County Clerk J. Loomis
County Administrator K. Schauf
Corporation Counsel K. Zehms
Committee on Human Resources: M. Beckfield/S. Miller/C. Russell/J.Gatlin/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, September 14, 2018 **TIME: 8:30 AM**
Eau Claire County Courthouse, Room 1301/1302
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Mark Beckfield, Connie Russell, Sue Miller, Judy Gatlin
Members Absent: Kevin Stelljes
Staff Present: Jamie Gower, Kathryn Schauf, Amanda Twitchell, Jill Mangus
Others Present: Norb Kirk, Dave Hayden, Jennifer Speckien, Matt Theisen, Jon Johnson, Diane Cable,
 Vickie Gardner, Sheriff Cramer, Dianne Hughes, Dan Bresina, Dave Riewestahl, Joel
 Brettingen, Cory Schalinske, Sandra McKinney

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 8:34 a.m.

No Public Comment

Review and approve minutes of the August 10th meeting

Motion Connie Russell to approve meeting minutes of the August 10, 2018 meeting as written. Motion carried 4-0.

Administration: Consideration/Discussion/Recommendation/Action of the 2019 New, Modified, or Abolished Position Requests:

The County Administrator presented her proposed 2019 budget to the Committee. The following Department Heads discussed their respective proposed budgets: Sheriff Ron Cramer (Sheriff), Dave Hayden (Information Systems), Diane Cable (DHS), Jon Johnson (Highway), Matt Theisen (Facilities), Norb Kirk (Finance), Jennifer Speckien (ADRC).

Motion Judy Gatlin to approve as presented. Motion carried 4-0.

Human Resources: Information/Discussion – Amended 2018 Quarter 2 Human Resources Metrics

The Human Resources Director provided an updated quarter 2 metric than what was presented last month.

Next COHR meeting: Friday, October 5, 2018 at 8:30am.

Meetings will continue to be the 2nd Friday each month at 8:30am.

Adjourned- 10:10am.

Respectfully submitted,

Jill Mangus, Acting Committee Clerk

AMENDED
2019 Position Changes
CoHR 10/5/18

Department	Action	Position Title	FTE	Cost	New Tax Levy	Other	Start Date	Type of Source	Approve	Deny	County Administrator's Recommendation	Administrator Levy Impact	Administrator Other Impact
ADRC													
ADRC	Abolish	Options Counselor (vacant)	(0.73)	\$ (68,813)	\$ (68,813)				x		Maintains core function and allows for restructure	(68,813)	-
ADRC	Abolish	Prevention Program Coordinator	(1.00)	\$ (81,544)	\$ (81,544)				x			(81,544)	-
ADRC Total			(1.73)	\$ (150,357)	\$ (150,357)	\$ -						\$ (150,357)	\$ -
Administration/Purchasing/Finance													
Administration	Add	Administrative Specialist III	0.50	\$ 40,096	\$ 40,096				x		Multi-departmental reorganization. Increased hours to accommodate abolished position.	40,096	-
Administration	Add	Administrative Specialist II	0.20	\$ 9,240		\$ 9,240		TAD Grant	x		Multi-departmental reorganization. Increased hours to accommodate abolished position.		9,240
Administration	Abolish/Create	Assistant County Administrator (vacant)	(1.00)	\$ (96,804)	\$ (96,804)				x		Eliminated to create positions targeted at developing Risk / Safety function.	(96,804)	-
Administration		Administrative Operations Manager	1.00	\$ 145,896	\$ 145,896				x		Project management, risk management development.	145,896	-
Purchasing	Abolish	Purchasing Director	(1.00)	\$ (88,030)	\$ (88,030)				x		Position was funded ~40% by the city	(88,030)	-
Finance	Add	Contract Purchasing Manager	-	\$ 55,242	\$ 55,242				x		Cost to contract 0.5 FTE with City of Eau Claire; no FTE. Continues integration of purchasing functions.	55,242	-
Purchasing	Transfer FTE	Administrative Specialist III	(1.00)	\$ (51,962)	\$ (51,962)				x		Integration of purchasing and finance.	(51,962)	-
Finance/Facilities		Administrative Specialist III	1.00	\$ 51,962	\$ 51,962				x		Position will be allocated 0.5 FTE from Facilities	51,962	-
Purchasing	Transfer FTE	Purchasing Specialist	(1.00)	\$ (81,305)	\$ (81,305)				x		Integration of purchasing and finance.	(81,305)	-
Finance		Purchasing Specialist	1.00	\$ 81,305	\$ 81,305				x		Integration of purchasing and finance.	81,305	-
Administration	Add	Risk Analyst	1.00	\$ 48,717	\$ (1,283)	\$ 50,000	7/1/2019		x		\$50,000 is included in the insurance allocation to the departments in the 2019 budget	(1,283)	50,000
Purchasing	Abolish	Printing Technician	(1.00)	\$ (45,909)	\$ (45,909)				x		Position eliminated.	(45,909)	-
Administration/Purchasing/Finance			(0.30)	\$ 68,448	\$ 9,208	\$ 59,240						\$ 9,208	\$ 59,240
Facilities													
Facilities	Abolish	Custodian	(3.00)	\$ (161,237)	\$ (161,237)				x		Changed cleaning schedule and revised contract.	(161,237)	-
Facilities	Add	Contract Custodian Services	-	\$ 73,572		\$ 73,572			x			-	73,572
Facilities	New	Administrative Specialist I	1.00	\$ 67,058	\$ 67,058					x	Position will be replaced by .5 FTE share with Finance	-	-
Facilities Total			(2.00)	\$ (20,607)	\$ (94,179)	\$ 73,572						\$ (161,237)	\$ 73,572
Highway													
Highway	Abolish/Create	Project Manager	(1.00)	\$ (99,107)	\$ (99,107)				x		This transition creates a needed second to the Highway Commissioner to add operational stability.	(99,107)	-
Highway		Assistant Highway Commissioner	1.00	\$ 121,642	\$ 121,642				x			121,642	-
Highway	Abolish/Create	Highway Worker Field	(30.00)	\$ (2,177,970)	\$ (2,177,970)				x		Streamlines field workers into one job title to gain operational efficiencies by allowing highway leadership to assign projects and assignments on skillset vs. title.	(2,177,970)	-
Highway		Heavy Equipment Operator	30.00	\$ 2,208,930	\$ 2,208,930				x			2,208,930	-
Highway	Abolish/Create	Highway Worker Field	(1.00)	\$ (68,016)	\$ (68,016)				x			(68,016)	-
Highway		Lead Highway Worker	1.00	\$ 73,032	\$ 73,032				x			73,032	-
Highway	Title Change Only	Engineer	(1.00)	No fiscal impact									
Highway		Engineering Supervisor	1.00	No fiscal impact									
Highway	Title Change Only	Project Manager	(2.00)	No fiscal impact									
Highway		Maintenance Supervisor	2.00	No fiscal impact									
Highway	Title Change Only	Lead Parts and Inventory	(1.00)	No fiscal impact									
Highway		Parts and Inventory Coordinator	1.00	No fiscal impact									
Highway Total			-	\$ 58,511	\$ 22,535	\$ -						\$ 58,511	\$ -

AMENDED
2019 Position Changes
CoHR 10/5/18

Department	Action	Position Title	FTE	Cost	New Tax Levy	Other	Start Date	Type of Source	Approve	Deny	County Administrator's Recommendation	Administrator Levy Impact	Administrator Other Impact	
Human Services (DHS)														
DHS	New	Psychiatric Nurse Practitioner	1.00	\$ 146,707	\$ 5,528	\$ 141,179			x		Positions supports Comprehensive Community Services Program, mental health clinic and Family Services. Tax levy is reassign from contracts and supplies and services as part of the transition from contract care.	5,528	141,179	
DHS	New	Juvenile Detention Supervisor - 2nd shift	1.00	\$ 99,757		\$ 99,757			x			-	99,757	
DHS	New	Social Worker - Crisis	1.00	\$ 70,833	\$ 61,083	\$ 9,750	4/1/19	MA Revenue	x			61,083	9,750	
DHS	New	Outpatient Clinical Services Therapist	1.00	\$ 73,766	\$ 26,966	\$ 46,800	4/1/19	MA Revenue	x			26,966	46,800	
DHS	New	Social Work Manager - Ongoing Services	1.00	\$ 81,930	\$ 81,930		4/1/19		x			81,930	-	
DHS	New	Senior Social Worker - Access	1.00	\$ 96,311	\$ 96,311				x			96,311	-	
DHS	New	Social Worker - Resource Unit	1.00	\$ 92,401	\$ 92,401				x			92,401	-	
DHS	New	Social Worker - Ongoing	1.00	\$ 92,401	\$ 92,401				x			92,401	-	
DHS	New	CCS Supervisor	1.00	\$ 99,757		\$ 99,757		Fully Funded by Medical Assistance	x			-	99,757	
DHS	New	CCS Quality Assurance	2.00	\$ 151,482		\$ 151,482		Fully Funded by Medical Assistance	x			-	151,482	
DHS	New	CCS Mental Health Professional	2.00	\$ 192,622		\$ 192,622		Fully Funded by Medical Assistance	x			-	192,622	
DHS	New	CCS AODA Case Manager	2.00	\$ 184,802		\$ 184,802		Fully Funded by Medical Assistance	x			-	184,802	
DHS	New	CCS Service Facilitator	6.00	\$ 554,406		\$ 554,406		Fully Funded by Medical Assistance	x			-	554,406	
DHS	New	CCS Fiscal Associate III - Billing Specialist	1.00	\$ 72,939		\$ 72,939		Fully Funded by Medical Assistance	x			-	72,939	
DHS	New	CCS Manager	1.00	\$ 107,196		\$ 107,196		Fully Funded by Medical Assistance	x			-	107,196	
DHS	New	CCS Fiscal Supervisor	1.00	\$ 99,757		\$ 99,757		Fully Funded by Medical Assistance	x			-	99,757	
DHS	New	CCS Peer Support Specialist	2.00	\$ 142,714		\$ 142,714		Fully Funded by Medical Assistance	x			-	142,714	
DHS	New	Social Work Supervisor	1.00	\$ 99,852		\$ 99,852		Fully Funded by the Federal TAD Grant	x			-	99,852	
DHS	Abolish/Create	Crisis Coordinator	(1.00)	\$ (98,565)	\$ (98,565)				x			(98,565)	-	
DHS		Crisis Support Supervisor	1.00	\$ 99,852	\$ 99,852				x			99,852	-	
DHS	Title Change Only	Children's Court Services Manager	(1.00)						x			-	-	
DHS		Juvenile Detention Manager	1.00						x			-	-	
DHS	Title Change Only	AODA Case Manager	(1.00)						x			-	-	
DHS		Treatment Court Case Manager	1.00						x			-	-	
DHS	Title Change Only	Social Worker	(2.00)						x			-	-	
DHS		Treatment Court Case Manager	2.00						x			-	-	
Human Services (DHS)			27.00	\$ 2,460,920	\$ 457,907	\$ 2,003,013						-	\$ 457,907	\$ 2,003,013
Information Systems														
Information Systems	Abolish	GIS Analyst (vacant)	(1.00)	\$ (99,215)	\$ (99,215)				x			(99,215)	0	
Information Systems			(1.00)	\$ (99,215)	\$ (99,215)	\$ -						\$ (99,215)	\$ -	
Sheriff's														
Sheriff	New	Administrative Associate III	1.00	\$ 61,226	\$ 61,226				x	x	Approving 1.0 Baliff and 0.5 Admin Associate III	\$ 20,812	0	
Sheriff	New	Bailiff	2.00	\$ 197,082	\$ 197,082				x	x		\$ 98,541	0	
Sheriff	New	Detective	1.00	\$ 89,996	\$ 89,996				x	x		0	0	
Sheriff	New	Civilian Sgt	1.00	\$ 111,797	\$ 111,797				x	x		0	0	
Sheriff's Total			5.00	\$ 460,101	\$ 460,101	\$ -						-	\$ 119,353	\$ -
			26.97	\$ 2,777,801	\$ 606,000	\$ 2,135,825						\$ 234,170	\$ 2,135,825	

Please note, totals costs include: salary, fringe benefits, computer/office equipment, vehicle, etc. as applicable.

Temporary staffing at Eau Claire County

PRESENTED TO THE COMMITTEE ON HUMAN RESOURCES

OCTOBER 5, 2018

Position Control for Temporary Staff

Eau Claire County Policy 001 “Definitions”

- Section 2.9.6 Temporary Part-time Employees. Employment in a short-term position for a period of one (1) to six (6) months, working ten (10) to twenty-eight (28) hours per week unless otherwise authorized by the Human Resources Director or County Administrator.

Eau Claire County Code Chapter 3

- 3.15.030 B. Authorization for all temporary part-time and seasonal positions or changes therein shall be approved by the director, subject to departmental budgetary constraints

When are Temporary employees used

- Leaves of absence
 - Family Medical, Personal, Military, or Disabled Veterans
- Staffing changes
 - Resignations, retirements, terminations
 - Reorganizations
- Temporary projects
- Grant funds

Temporary Staff Sources

- Referrals
- Temporary agencies
- Networking
- Eau Claire County job postings
- Community relationships
- Students
- Internships

Pre-employment process for temp staff

- Application
- Interview
- References and background check

Questions?



RECOGNITION PROGRAM

JANUARY THROUGH AUGUST - 2018

Total submissions: 68

Monthly Recognition Awarded: 14

Quarterly Recognition Awarded: 4

Intermittent Recognition Awarded: 5

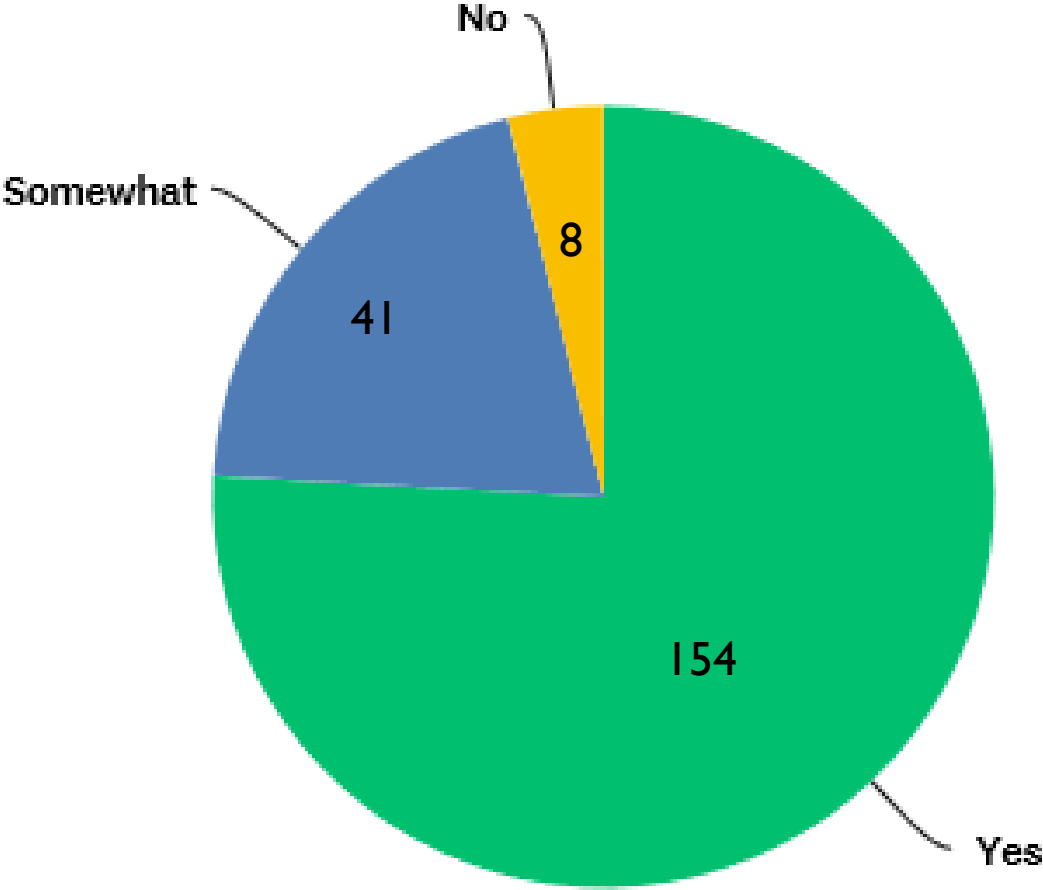
Monthly Recognition Spend: \$700

Quarterly Recognition Spend: \$400

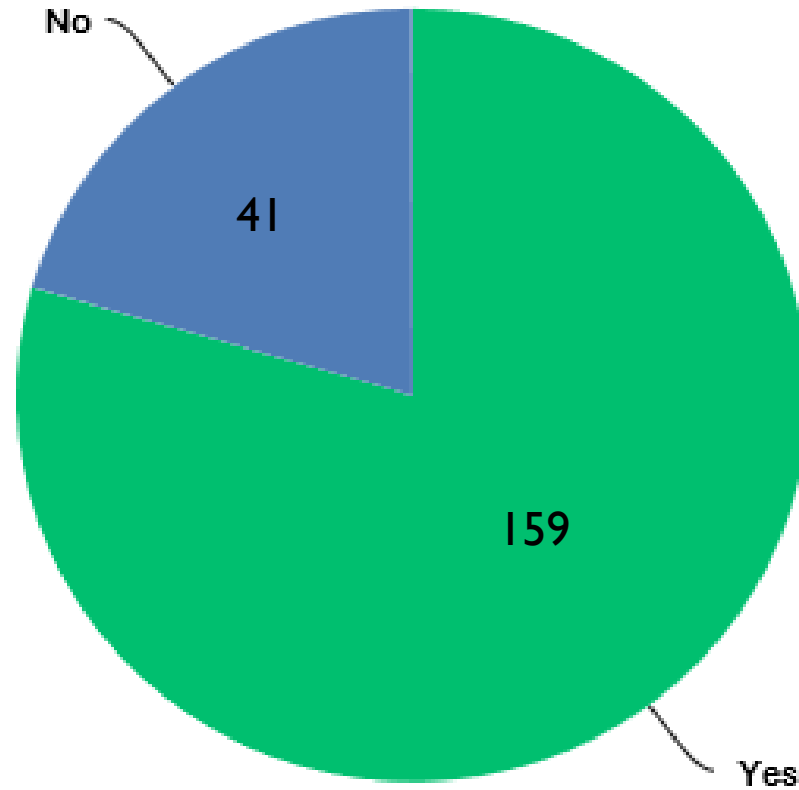
Intermittent Recognition Spend: \$250

Total Spent: \$1,350

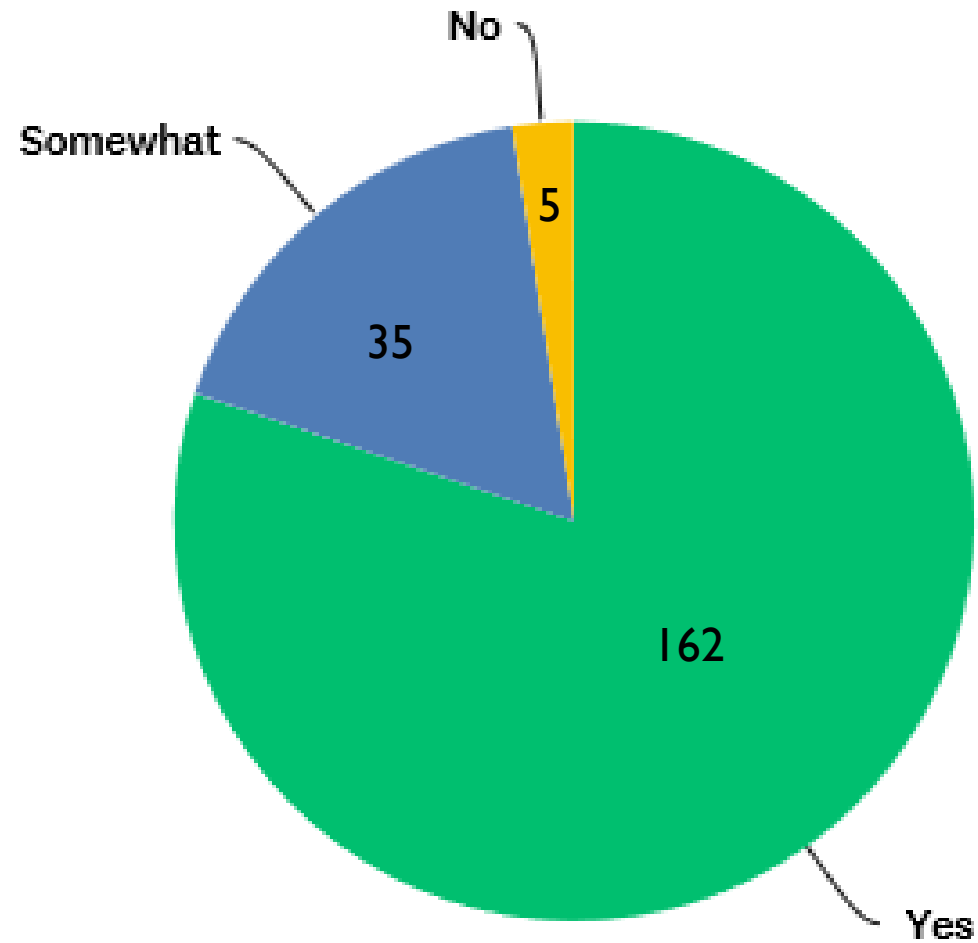
ARE YOU AWARE OF OUR CURRENT RECOGNITION PROGRAM?



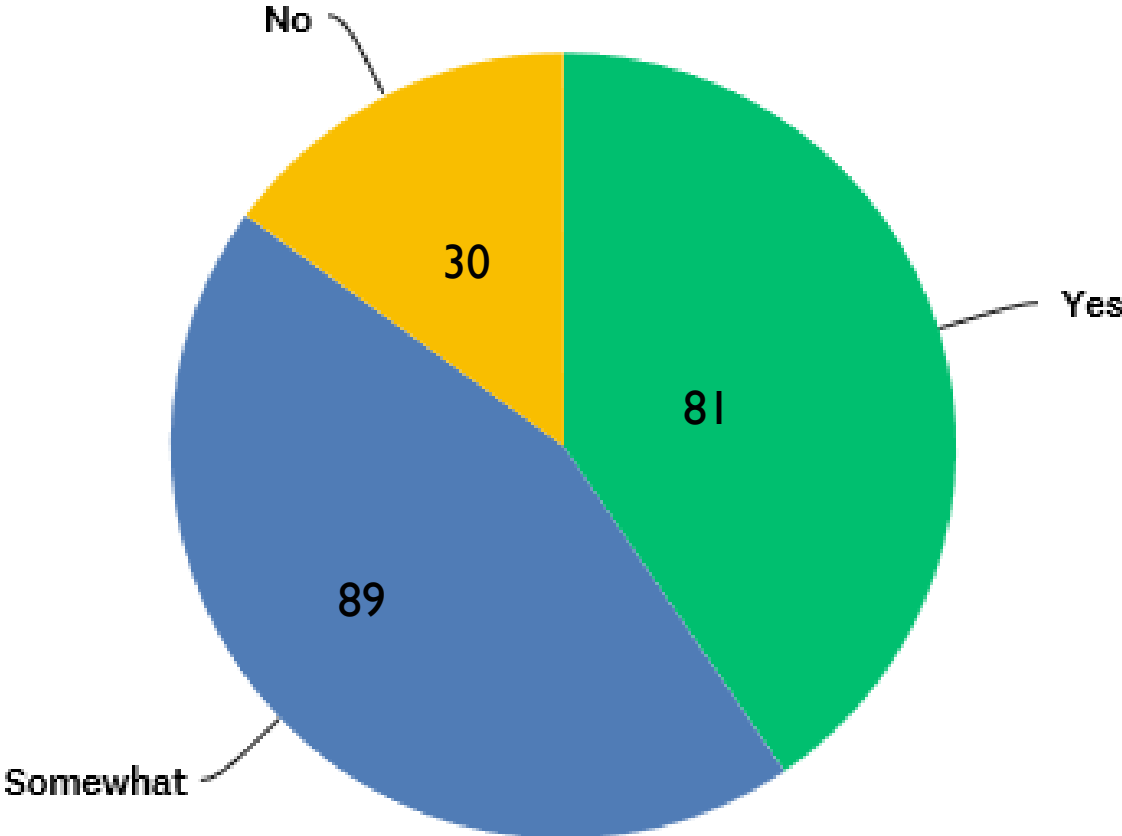
DO YOU KNOW HOW TO NOMINATE YOUR COWORKERS FOR RECOGNITION?



DO YOU BELIEVE EMPLOYEE RECOGNITION IS IMPORTANT?



IN YOUR OPINION, IS THE CURRENT RECOGNITION PROGRAM SUCCESSFUL IN PROVIDING RECOGNITION?

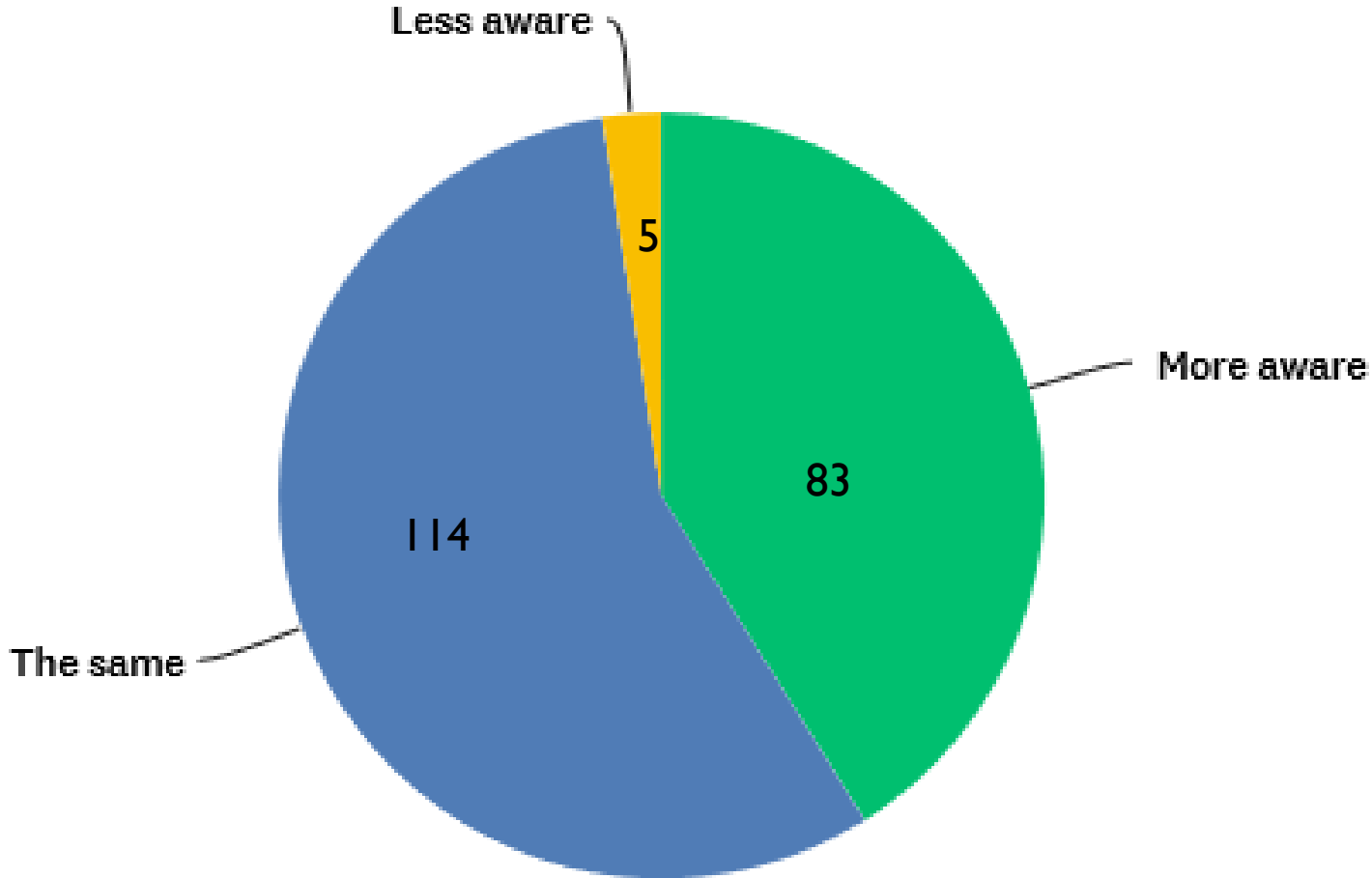


HOW SATISFIED ARE YOU WITH THE NEW PROGRAM?

- Asked to rate 0 (worse than having no program) to 100 (couldn't be better)
- 199 Responses
- Average rating: 60.33
- 72% rating program 50 or higher

Rating	0-24	25-49	50-74	74-100
Number of Respondents	18	37	77	67

SINCE JANUARY, WHEN THIS PROGRAM WAS IMPLEMENTED, HOW CONSCIOUS ARE YOU OF COWORKERS' ACCOMPLISHMENTS?



POSITIVE FEEDBACK

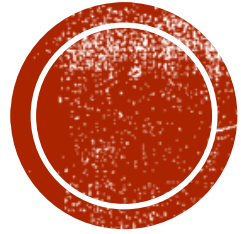
- Absolutely a great idea! Boosts morale.
- I have worked at another county and really appreciate this program.
- I really love how visible the new program is! I like that people are recognized for things other than just years of employment!
- I'm more aware of folks in other departments I don't see as often, and how they interact with one another.
- I appreciate the good deeds that staff do that go beyond the scope of their regular job duties.
- I am personally aware of my co-workers accomplishments and they work hard. It's an awesome team to work with and I feel like that is prize.
- I'm now on the lookout to nominate someone
- It is nice to hear what other employees in other departments are doing well.

Eau Claire County Open house

SEPTEMBER 20, 2018

Successful Open house September 20, 2018

- 2 Sessions (a.m. & p.m.)
- Approximately 40 attendees
- Department Involvement- 10 Departments participated promoting their career opportunities
- 5 Facility Tours performed
- Extensive Social Media Advertising Campaign– reaching over 1,500 individuals, including two Facebook live posts!
- WEAU TV- The Sheriff went live 4 times during the morning newscast promoting the event



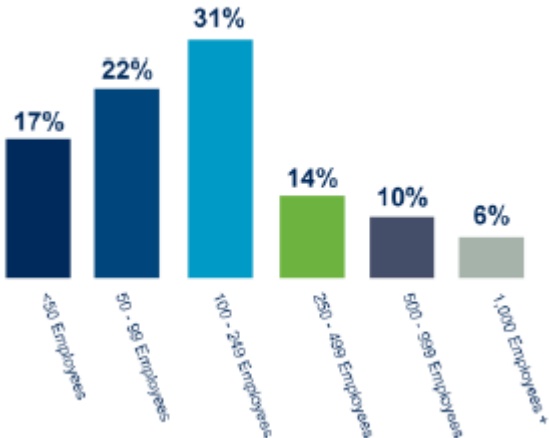
CHIPPEWA VALLEY TALENT MARKET UPDATE

Committee on Human Resources

October 5, 2018

MRA PAY TRENDS SURVEY 2019 — WI DATA

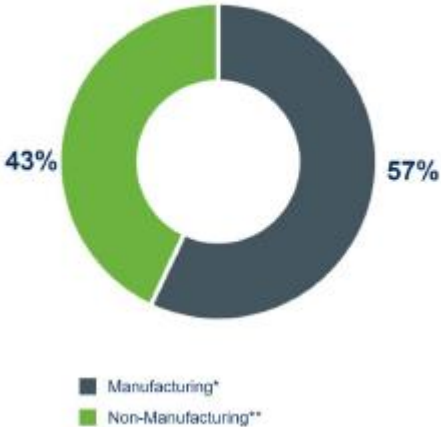
Employment Size (N=424)



Location



Industry Type (N=424)



...“SURVEY SAYS”

Challenges:

- Labor shortage
- Retention
- Competitive salary/wage offerings

Compensation strategy objectives for 2019:

- Retention (98%)
- Attraction (93%)
- Wages/salaries (75%)



TACTICS USED TO ATTRACT/BUILD AN ENGAGED WORKFORCE

- Employers are managing recruiting and retention challenges in various ways.

Percentage of organizations implementing the specified strategies to address recruitment and retention challenges (N=629)

*Top Recruiting Strategies

Increasing starting salaries	70%
Increasing emphasis on employee referrals	64%
Using temp/staffing agencies, or recruiters	64%
Adjusting pay ranges upward	57%
Offering a referral bonus	53%
Filling jobs with existing staff	50%

*Top Retention Strategies

Adjusting pay ranges upward	66%
Training/development of existing staff	65%
Focus on existing staff retention where recruitment is difficult	55%
Filling jobs with existing staff	53%
Conducting new hire, stay, and/or exit surveys	53%

**Many more tactics are used to varying degrees, based on the culture of the organization and its unique workforce.*

Source: MRA Pay Trends Survey Results 2018



CHIPPEWA VALLEY STATS

- 2.9% unemployment rate
- Sign-on bonuses
 - Clearwater Car Wash (\$1,000)
 - Kentucky Fried Chicken (\$500)
- Starting wages
 - Culver's (\$13.00/hour)
 - Clearwater Car Wash (\$11.00/hour)
 - Eau Claire County (\$13.53/hour)



PAST 3 YEARS OF MARKET PAY

Western Wisconsin

	Base Wage	\$20.00
		COLA %
2017	\$20.60	3.00%
2018	\$21.28	3.30%
2019	\$21.96	3.20%

Eau Claire County

	Base Wage	\$20.00
		COLA %
2017	\$20.10	0.50%
2018	\$20.30	1.00%
2019	\$20.50	1.00%

Difference after 3 years of COLA adjustments = \$6,100
 This not include any pay adjustments based upon performance



DISCUSSION

