

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Thursday, February 14, 2019 **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 December 14, 2018 meeting
4. Information Systems: Information/Discussion/Action of Resolution 18-19/106 to abolish one .50 FTE Administrative Specialist II position and create one .50 FTE Administrative Associate III position
5. Finance: Information/Discussion/Action of Resolution 18-19/108 to abolish one 1.0 FTE Payroll Assistant position and to create one 1.0 FTE Payroll Specialist position
6. Department of Human Services: Information/Discussion: 2019
7. Human Resources: Information/Discussion – Human Resources update
8. Risk Management: Information/Discussion/Action to update the following Eau Claire County policy –
 - a. Policy 523 – Safety Equipment
9. Human Resources: Information/Discussion/Action – To reschedule the April 2019 Committee on Human Resources meeting from April 12, 2019 to one of the following: April 4, April 5, April 18 or April 26.

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, December 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, Judy Gatlin, Kevin Stelljes

Member Absent: Sue Miller

Staff Present: Jamie Gower, Jill Mangus, Kathryn Schauf

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 8:30 a.m.

No Public Comment

Review and approve minutes of the October 5, 2018 and November 20, 2018 meetings

Motion Judy Gatlin to approve the minutes of the October 5, 2018 and November 20, 2018 meetings as written.
Motion carried 4-0.

Corporation Counsel: Information/Discussion/Action of Ordinance 18-19/081 to amend the County Code to add New Year's Eve and the Spring Holiday (Friday before Easter) effective January 1, 2019.

Motion Kevin Stelljes to approve as presented. Motion carried 4-0.

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

- a. Policy 403 – Holidays and Leaves around Holidays
- b. Policy 423 – Meals and Breaks

Motion Connie Russel to approve as presented. Motion carried 4-0.

Human Resources: Information/Discussion – Human Resources update

Human Resources Director, Jamie Gower, provided a general department update including a new leadership training initiative.

The Committee also requested Diane Cable (DHS Director) present 2019 information at their next meeting in February.

Next meetings – January 11 8:30am

February – Feb 14th 8:30am

Adjourn

Chair Mark Beckfield adjourned the meeting at 9:35 a.m.

Respectfully submitted,

Jill Mangus, Acting Committee Clerk

FACT SHEET

TO FILE NO. 18-19/106

Information Systems has submitted a request to reclassify one .50 FTE Administrative Associate II to one .50 FTE Administrative Associate III.

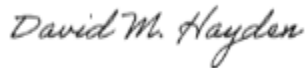
Positions are reviewed when they become vacant to determine if any changes should be made to reflect changes in duties and responsibilities that have occurred over time or are anticipated due to changing requirements in the department. The changes to the Information Systems Administrative Associate position are a combination of both.

Changes in the Records Center have reduced that workload allowing additional responsibilities to be added to the position including updating and maintaining the Eau Claire County website, monitoring website activity and posting information on Eau Claire county social media outlets and monitoring and responding to public comments or escalating to appropriate staff. This position will play a key role in the upcoming Eau Claire County website redesign project.

In addition to the new website and social media responsibilities, process changes in the Finance Department have added new financial processing responsibilities to the IS Department. These new tasks will be added to the modified Administrative Associate position.

The fiscal impact of this change is \$1,663.

Respectfully submitted,

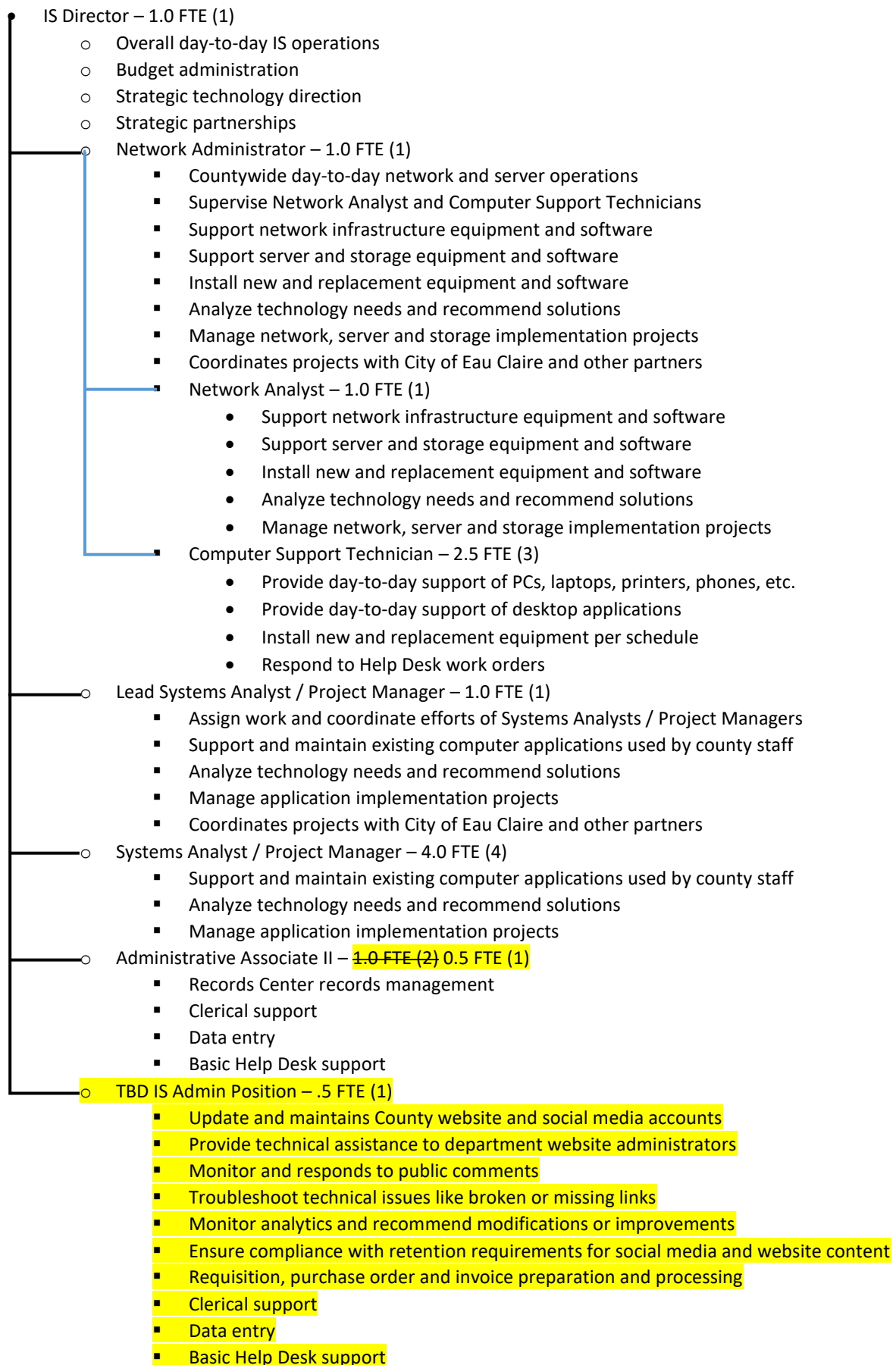


David M. Hayden
Information Systems Director



Jamie Gower
Human Resources Director

Information Systems – Proposed Structure



Fact Sheet – Change in Title of the Payroll Assistant position

Background: The Payroll area has historically been staffed with a Payroll Administrator or other Payroll management that directly supervised the Payroll Assistant. Given the evolution of the Payroll process, the introduction of NetTime for time tracking and other process changes, the Payroll Assistant no longer is directly supervised by the Payroll Administrator and the Payroll Administrator position has been replaced by an Accountant position. Currently the Payroll Assistant is managed by the Sr. Accounting Manager.

Request: Given the changes with Payroll processing, the nature and scope of the work done by the Payroll Assistant, and the experience required of the position, I am requesting a change in title for this position from Payroll Assistant to Payroll Specialist. The job description for this position has been updated to better reflect the current duties and reviewed externally in relationship to the existing compensation level with no resulting level change recommended. I believe this new title better reflects the job description for this position.

Fiscal Impact: There is no fiscal impact as a result of this title change.

Respectfully Submitted,



Norbert Kirk

Finance Director

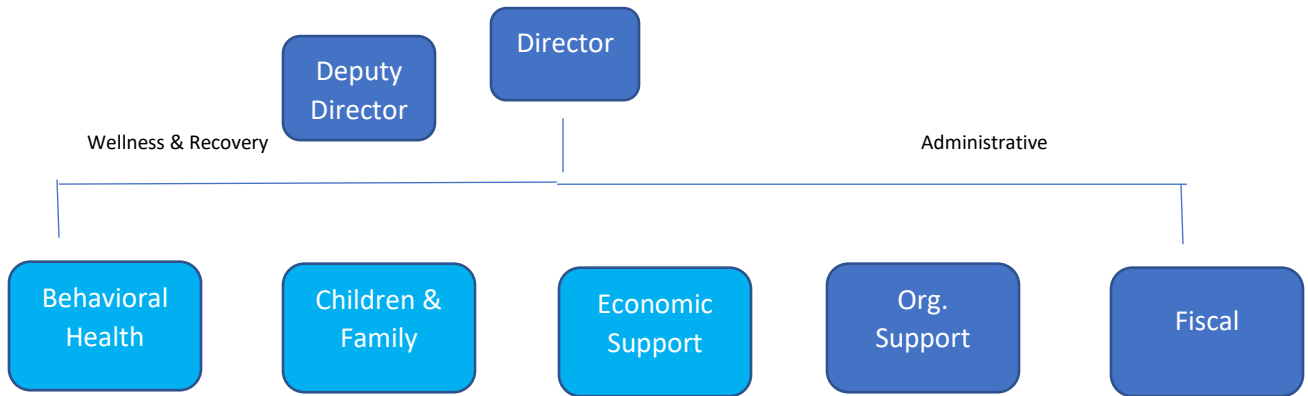
EAU CLAIRE COUNTY HUMAN SERVICES DEPARTMENT

MISSION

TO WORK TOGETHER WITH FAMILIES AND INDIVIDUALS IN ORDER TO PROMOTE ECONOMIC SELF-SUFFICIENCY, PERSONAL INDEPENDENCE, AND TO STRENGTHEN AND PRESERVE FAMILIES

VISION

Family Connections are ALWAYS Preserved and Strengthened



Position Requests 2019

Position requests in response to meeting mental health and substance abuse needs, creating structure to respond to children and family needs, and structure to support fiscal operations

Total FTE 2019 – 223.33 Approved New FTE’s - 27

Wellness & Recovery Services	Administrative Services
<p>Behavioral Health Division</p> <ul style="list-style-type: none"> o Continue development of CCS Program o Enhance Psychiatry Services o Enhance Crisis Program Services <p>Positions</p> <p>CCS Social Work Manager - 1 CCS Supervisor - 1 CCS Mental Health Professional - 2 CCS AODA Case Manager - 2 CCS Service Facilitator - 6 CCS Peer Support Specialist - 2 Social Work Supervisor- Treatment Courts - 1 Outpatient Therapist - 1 Psychiatric Nurse Practitioner – 1 Social Worker Crisis - 1</p>	<ul style="list-style-type: none"> o Data Analysis o Operation of Electronic Systems o Fiscal Staffing Structure <p>Positions</p> <p>CCS Fiscal Supervisor - 1 CCS Quality Assurance – 2 CCS Fiscal Associate III – Accounts Payable - 1</p>
<p>Children & Family Division</p> <ul style="list-style-type: none"> o Increase staffing structure o Continue development of Community Based Services o System Change <p>Positions</p> <p>Social Work Manager - 1 Juvenile Detention Supervisor - 1 Senior Social Worker - 1 Social Worker - 2</p>	<p><u>Human Services Department</u></p> <p>Director: Diane Cable 715-839-6914</p> <p>Deputy Director: Tom Wirth 715-839-4870</p>

County of Eau Claire

For 01/01/19 - 01/31/19

Variable Column Report

FJEXS01S

Periods 01 - 01

Budget to Actuals: Revenue/Expense

Month End Summary

PY Periods 01 - 01

	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Encumbered</u>	<u>Available</u>
07 HUMAN RESOURCES						
100 GENERAL FUND						
0 REVENUE	710,045.00	710,045.00	.00	.00	.00	710,045.00
07 HUMAN RESOURCES	710,045.00	710,045.00	.00	.00	.00	710,045.00
07 HUMAN RESOURCES						
100 GENERAL FUND						
1 SALARIES AND BENEFITS	587,606.00	587,606.00	.00	7,450.94	.00	580,155.06
2 CONTRACTUAL SERVICES	75,051.00	75,051.00	.00	5,875.00	22,500.00	46,676.00
3 SUPPLIES AND EXPENSES	40,389.00	40,389.00	.00	5,676.50	.00	34,712.50
7 GRANTS, CONTRIBUTIONS, OTHER	7,000.00	7,000.00	.00	29.26	.00	6,970.74
07 HUMAN RESOURCES	710,046.00	710,046.00	.00	19,031.70	22,500.00	668,514.30

Variable Column Report

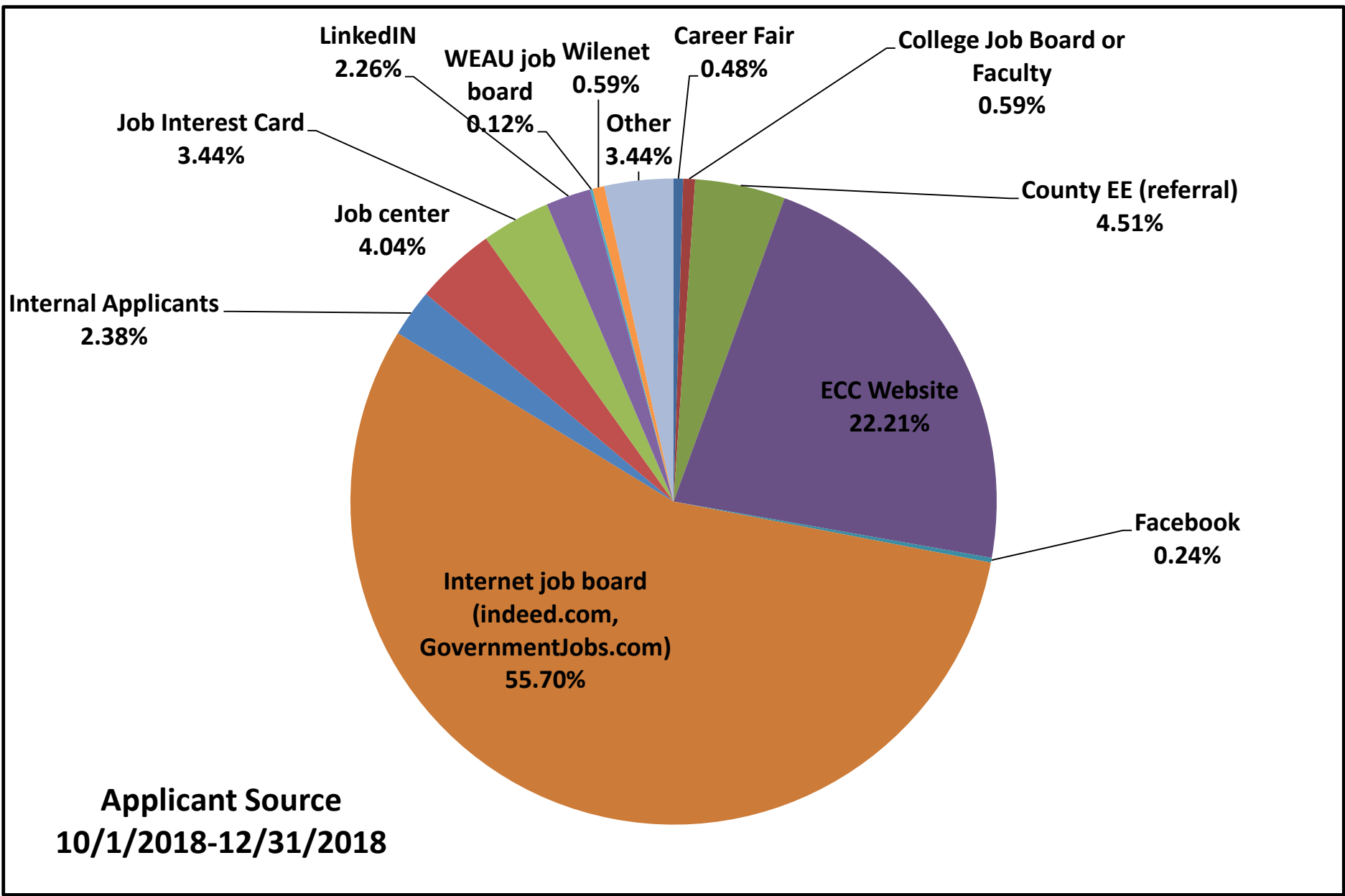
Column Heading Descriptions:

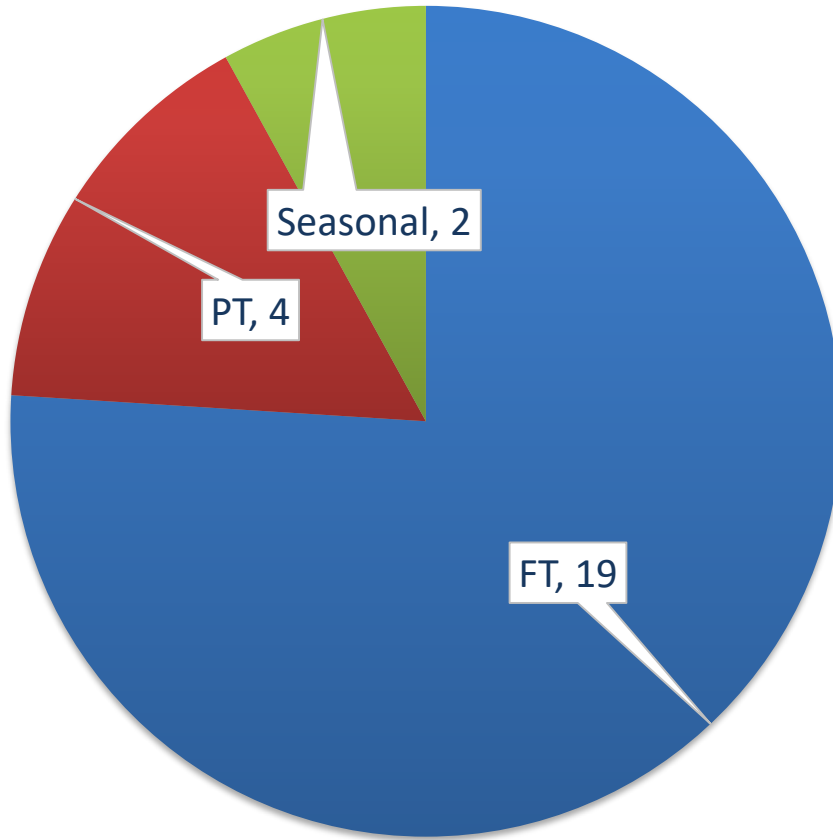
<u>Column Heading</u>	<u>Description</u>
YTD Adj Bud	Current Year Adjusted budget Year To Date
YTD Aval Bal	Current Year Available Balance Year To Date Based on ((Budget YTD + Adjust YTD) - Actual YTD - Encumberance YTD)
YTD Encumbrance	Current Year Encumbrance Year To Date
Cur YR Exp	Current year expenditures if account is not an expenditure account the value will be zero
Orig Budget	Current Year Original Budget Beginning Balance
Cur YR Rev	Current year revenue if account is not a revenue account the value will be zero

HR Metrics Q4 2018

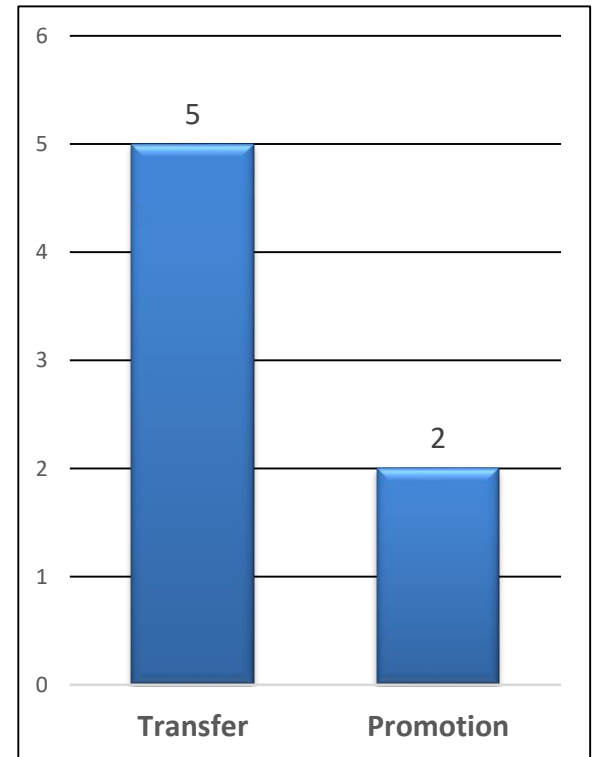
Committee on Human Resources

February 14, 2019

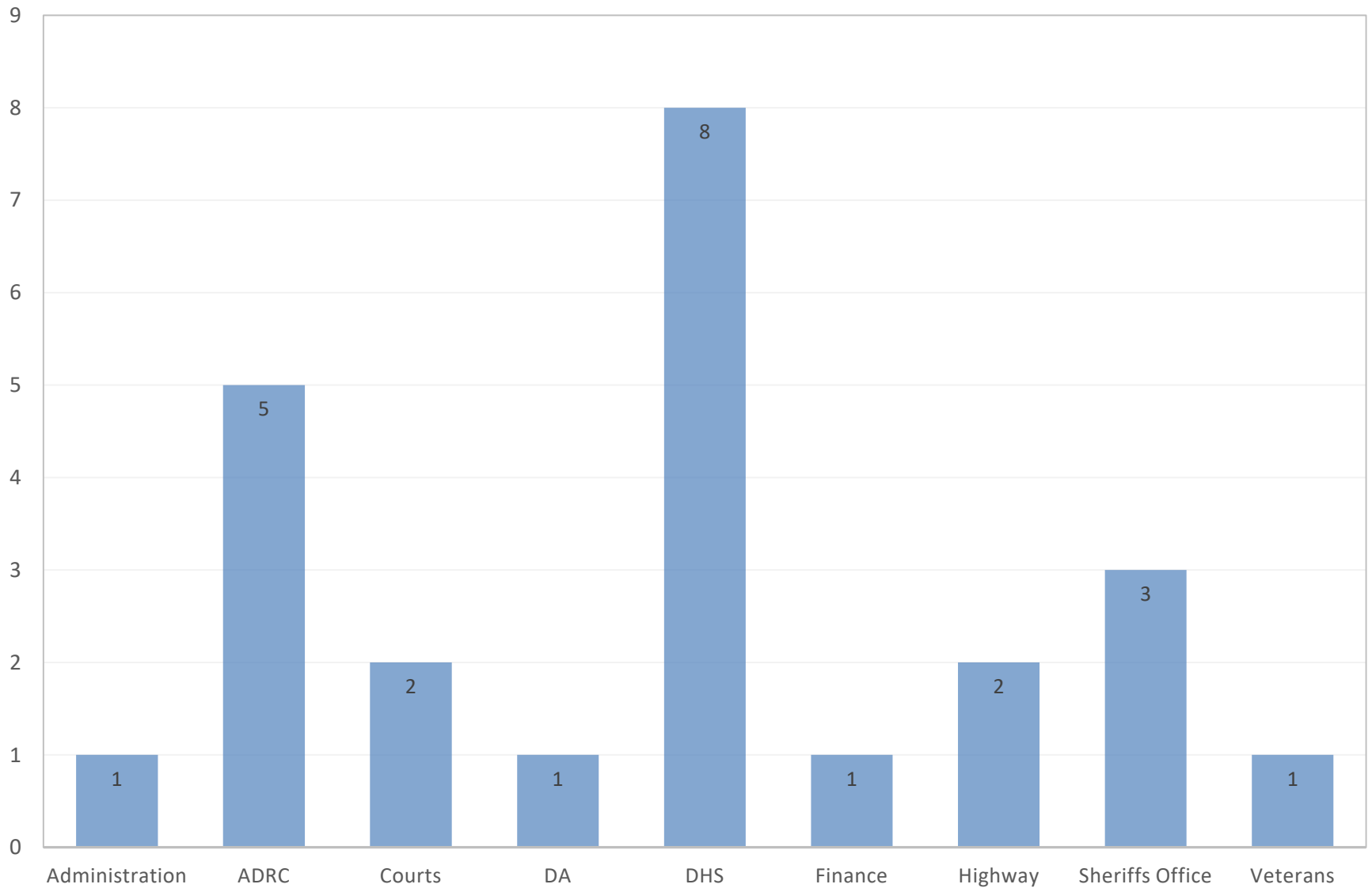




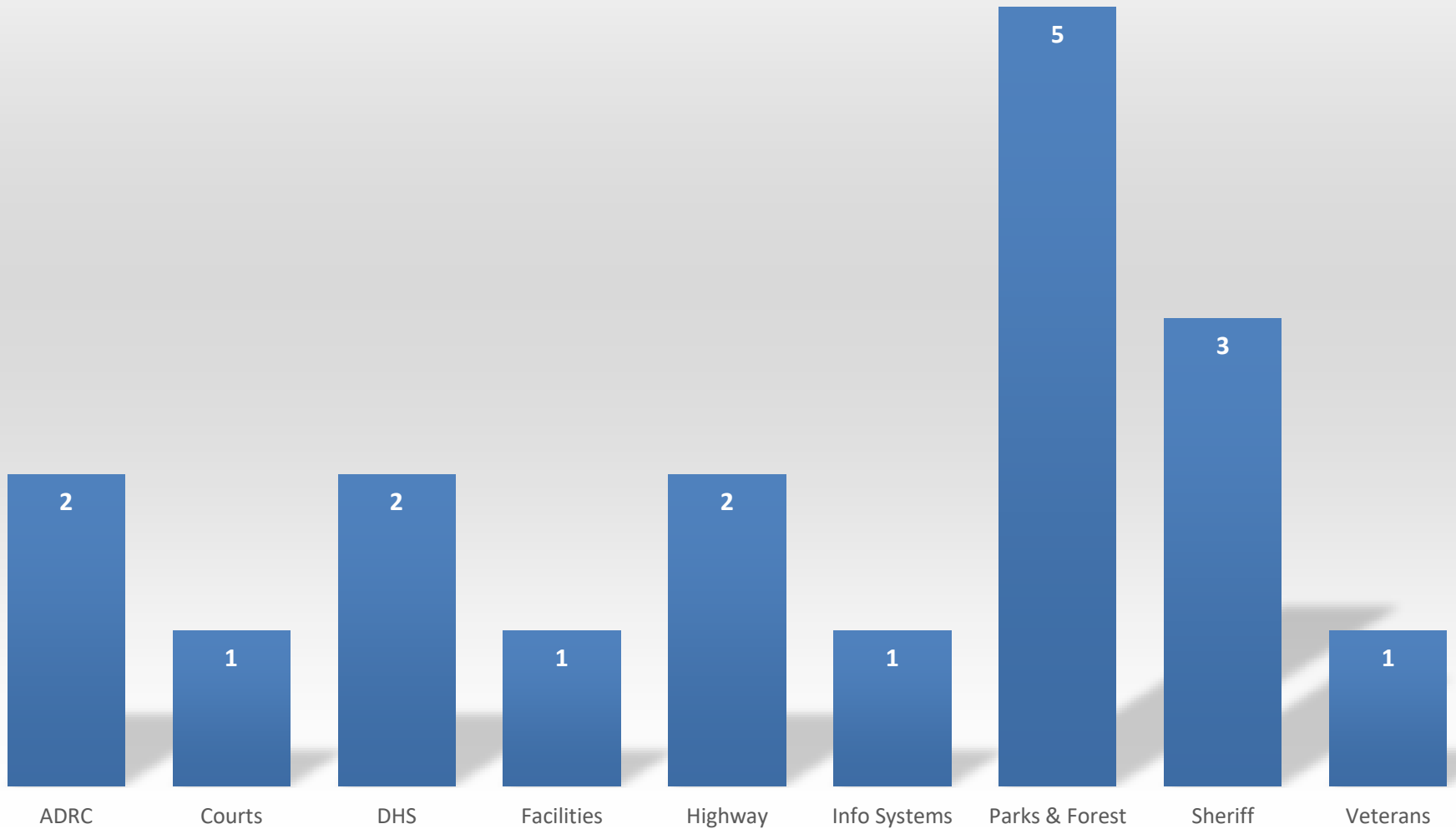
Total Applicants approximately 842
10/1/18-12/31/18
total jobs= 25



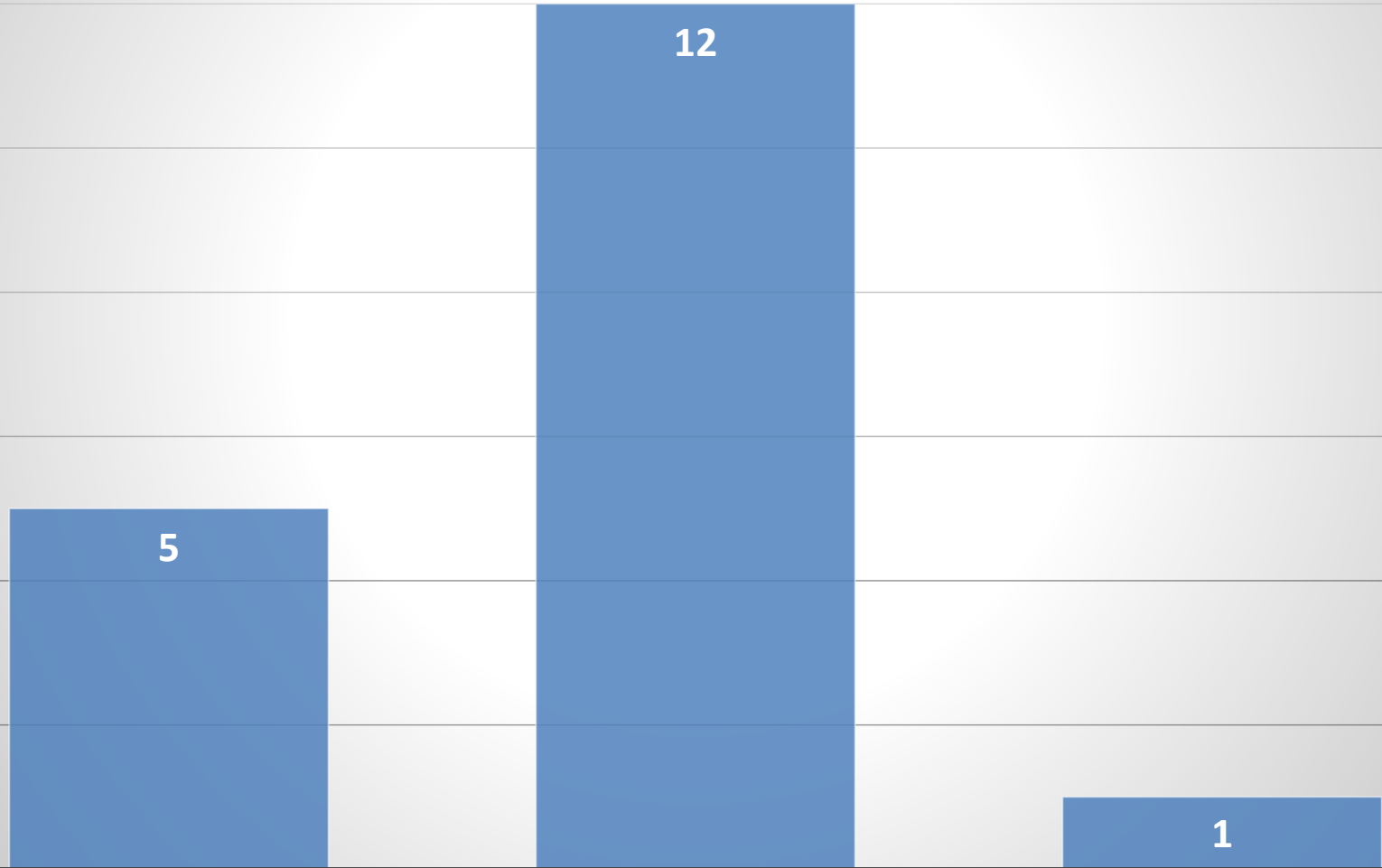
Open positions by department Q4 2018



Separation by department Q4 2018



Reason for separation Q4 2018

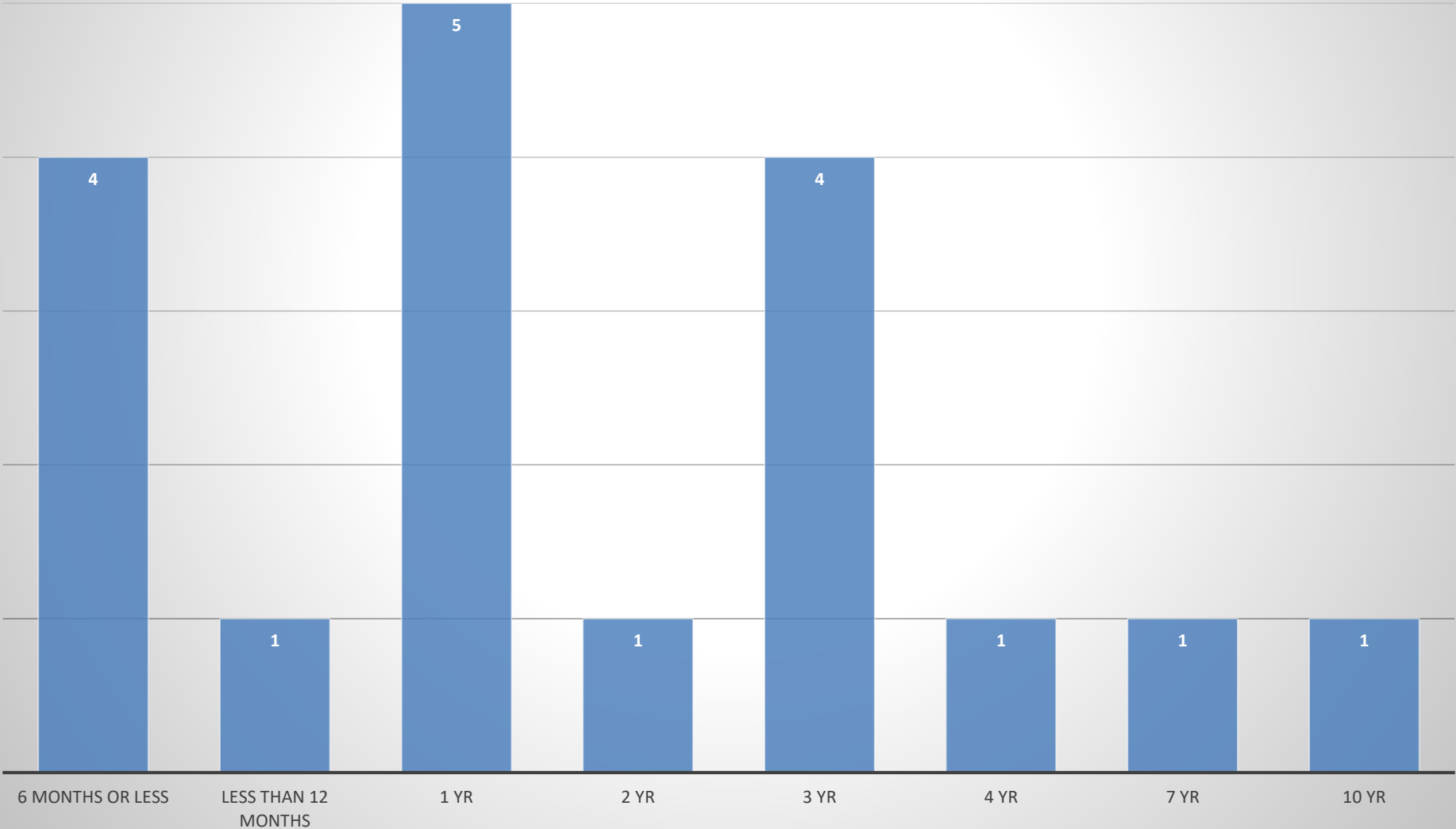


SEASONAL

RESIGNED

RETIRED

Separation by Length of Service Q4 2018



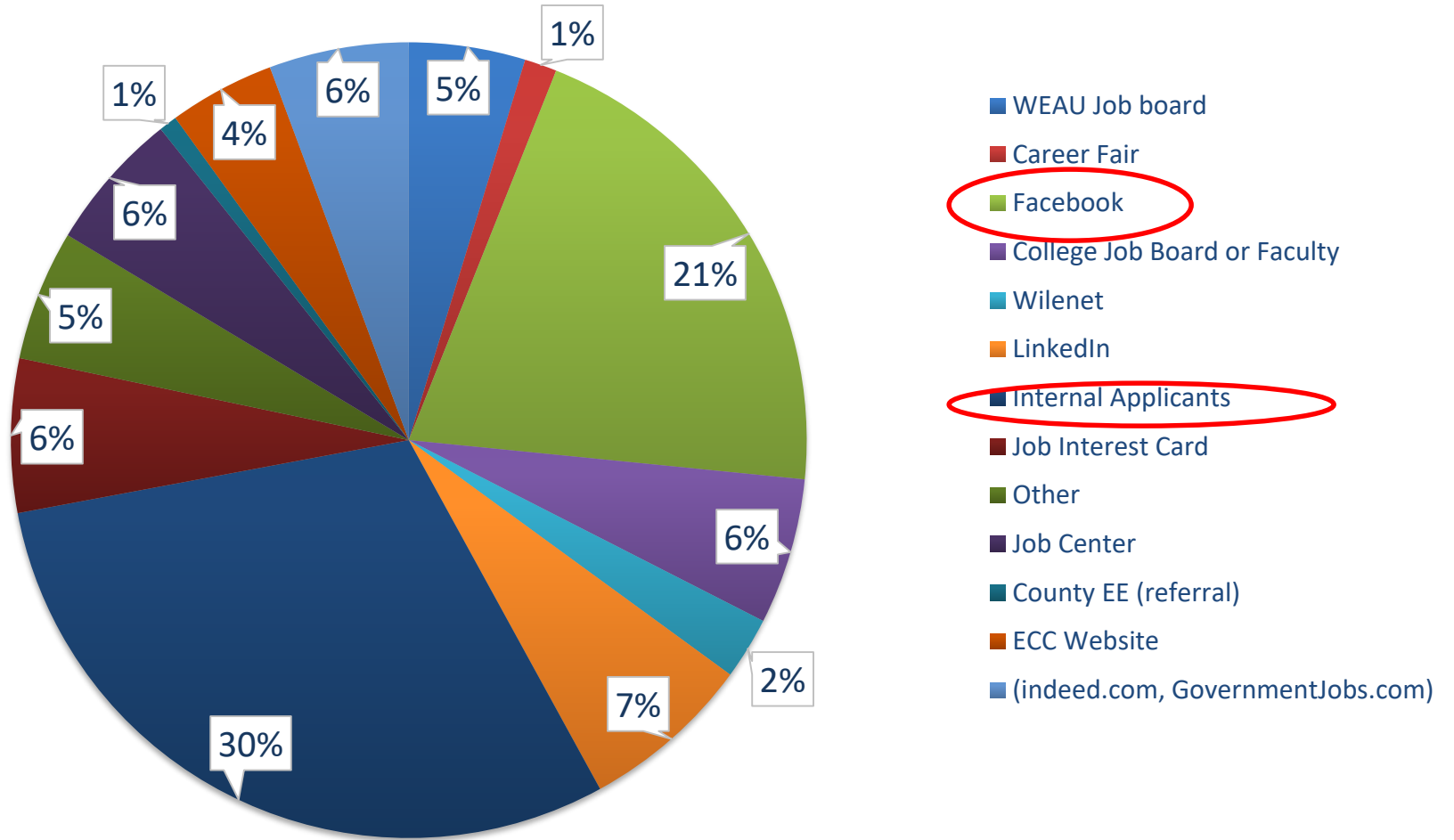
Discussion/Questions

2018 HR Metrics

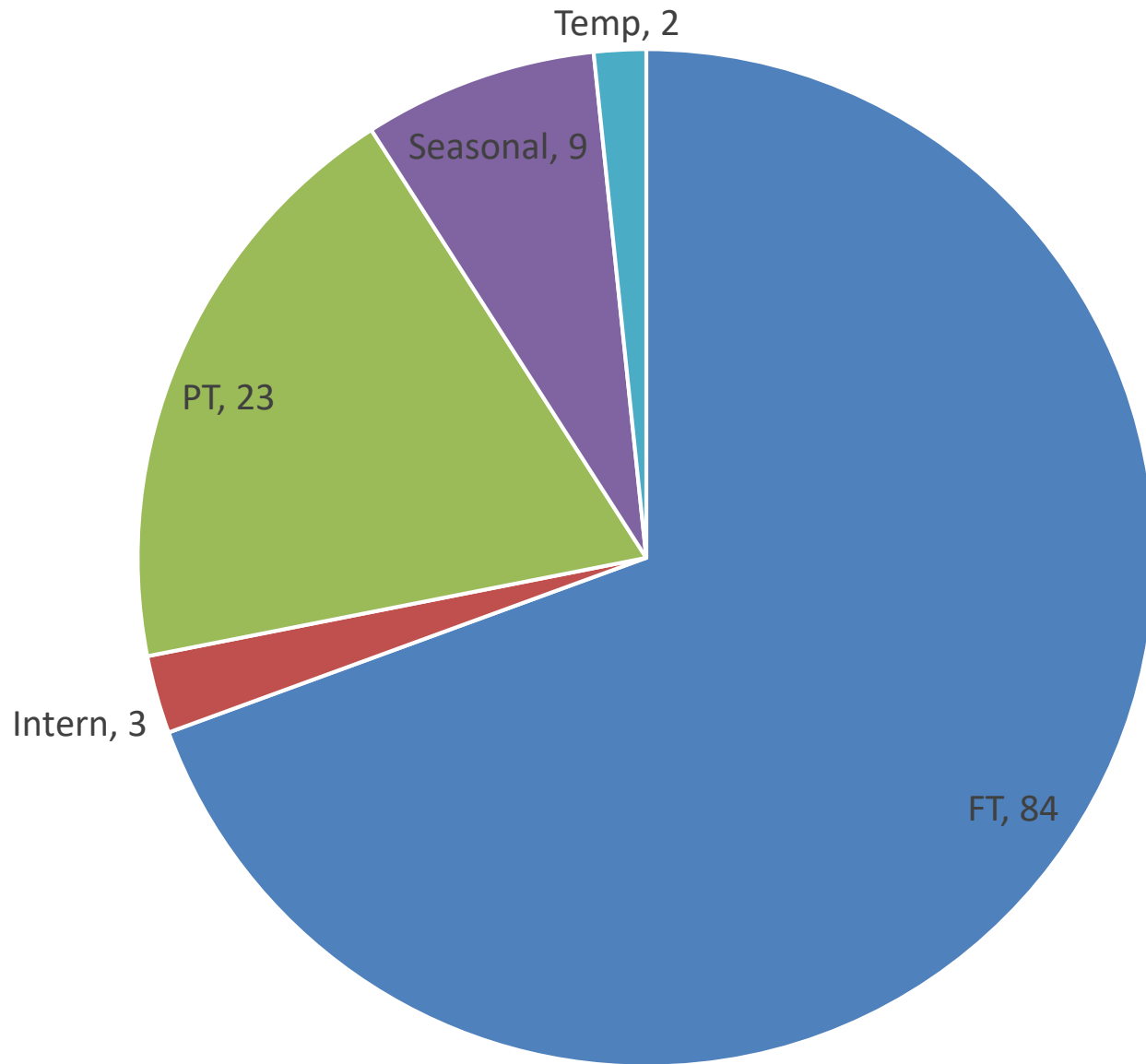
Committee on Human Resources

February 14, 2019

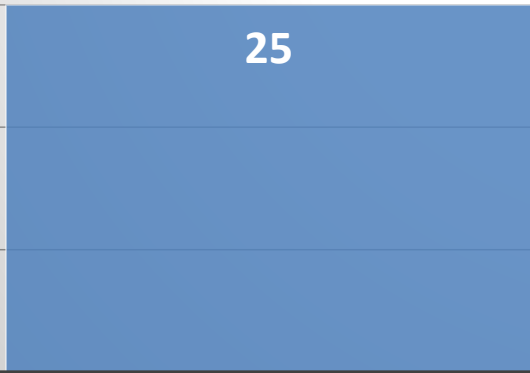
Applicant Source 1/1/18-12/31/18



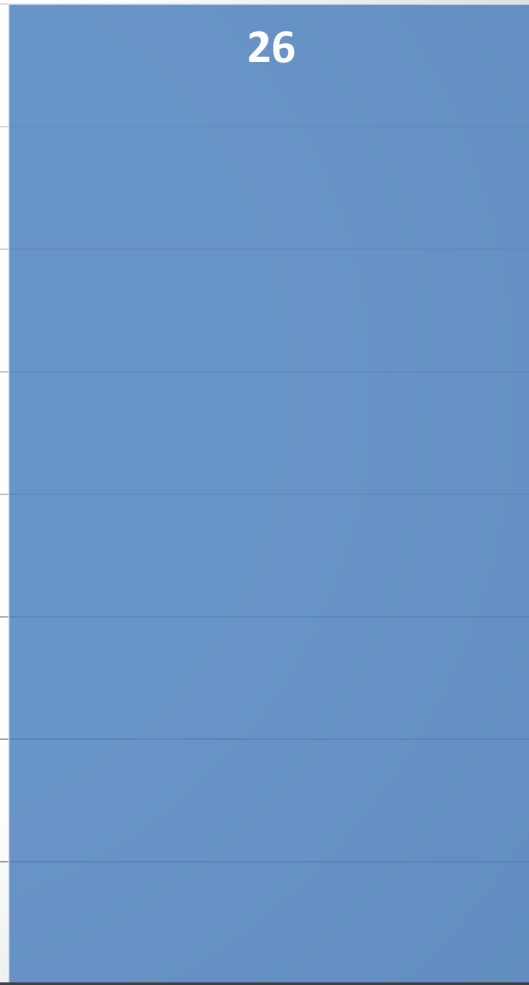
Total jobs = 121
Total apps = 3908



Promtion/Transfers 2018

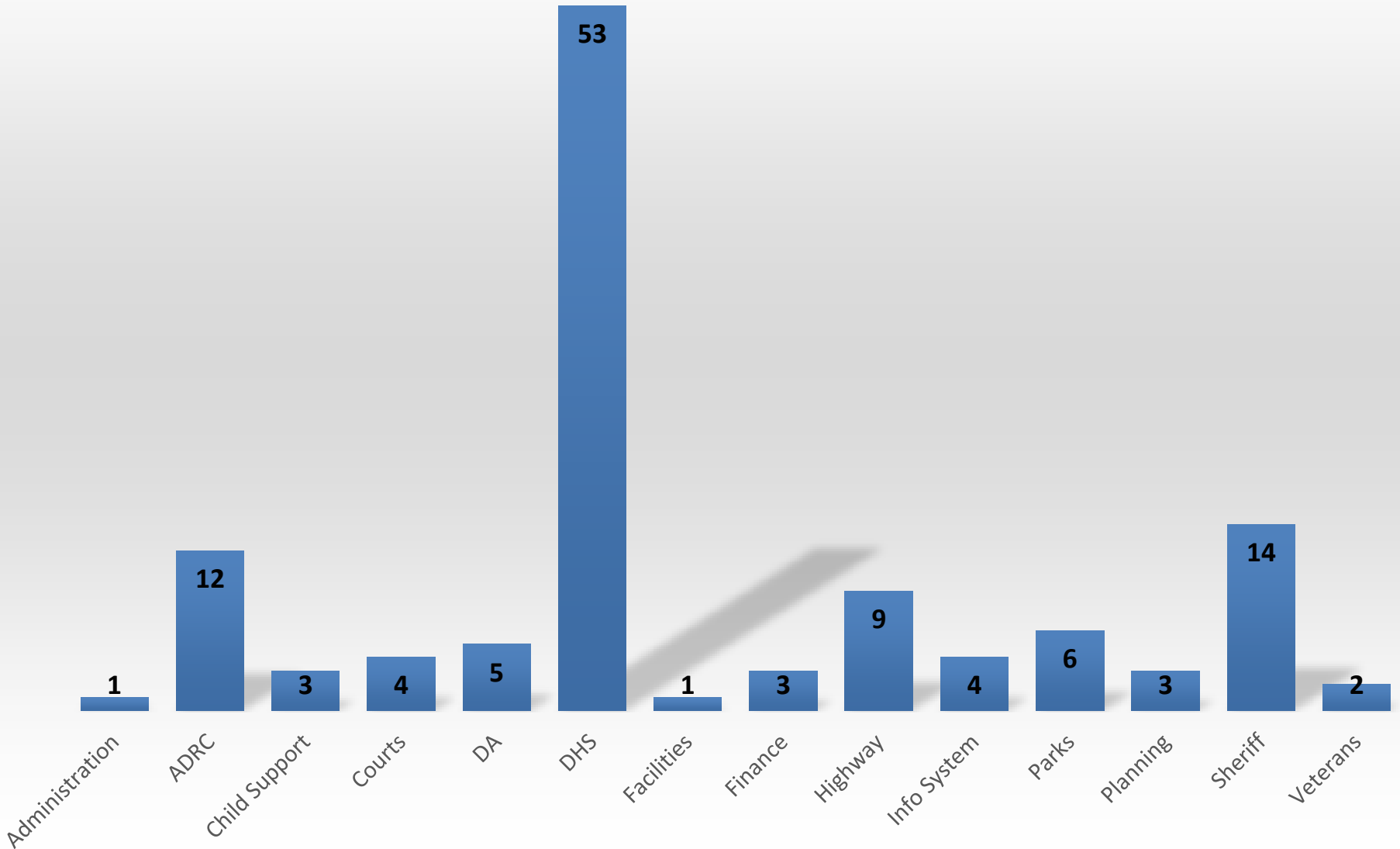


PROMOTION

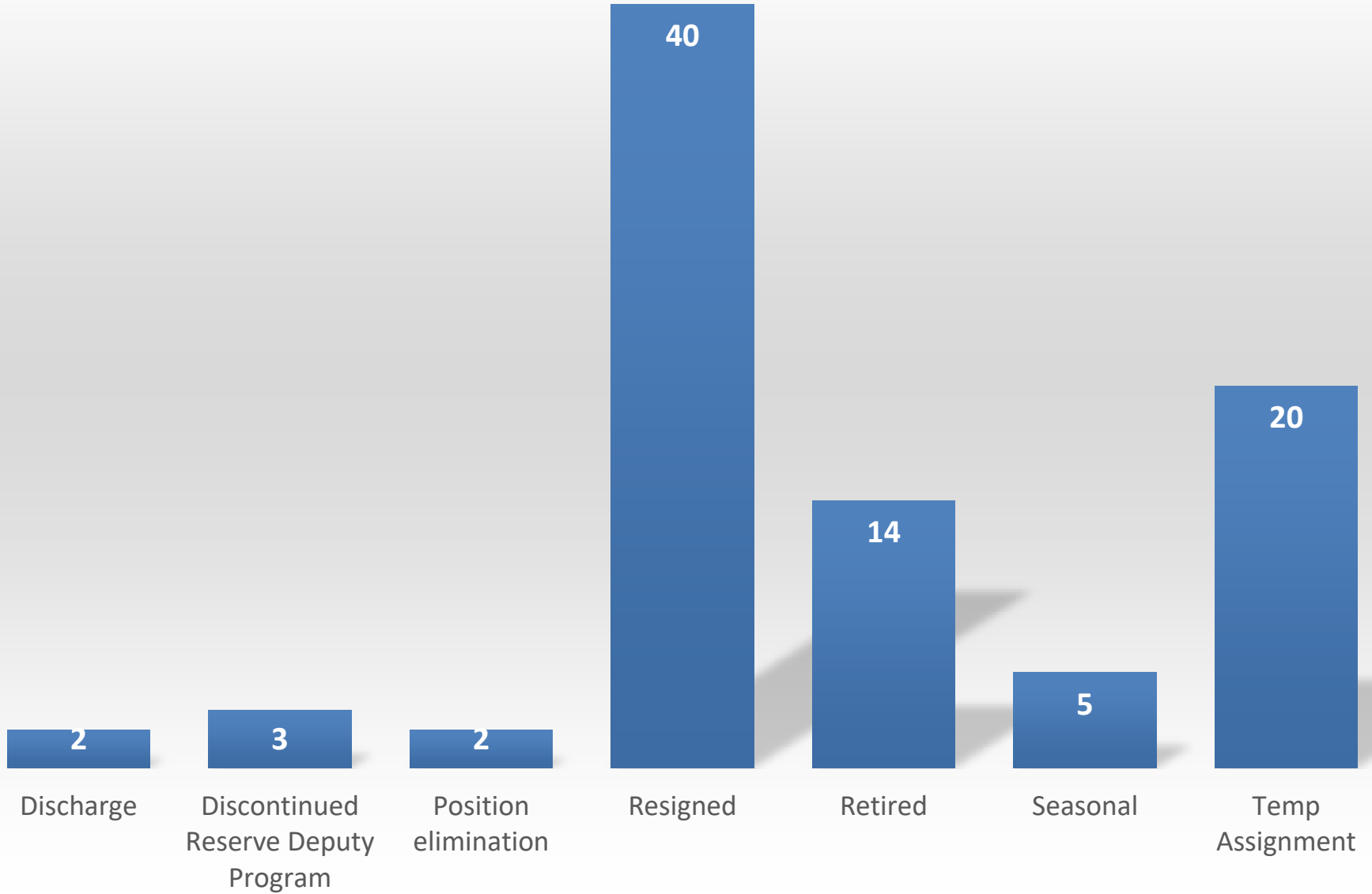


TRANSFER

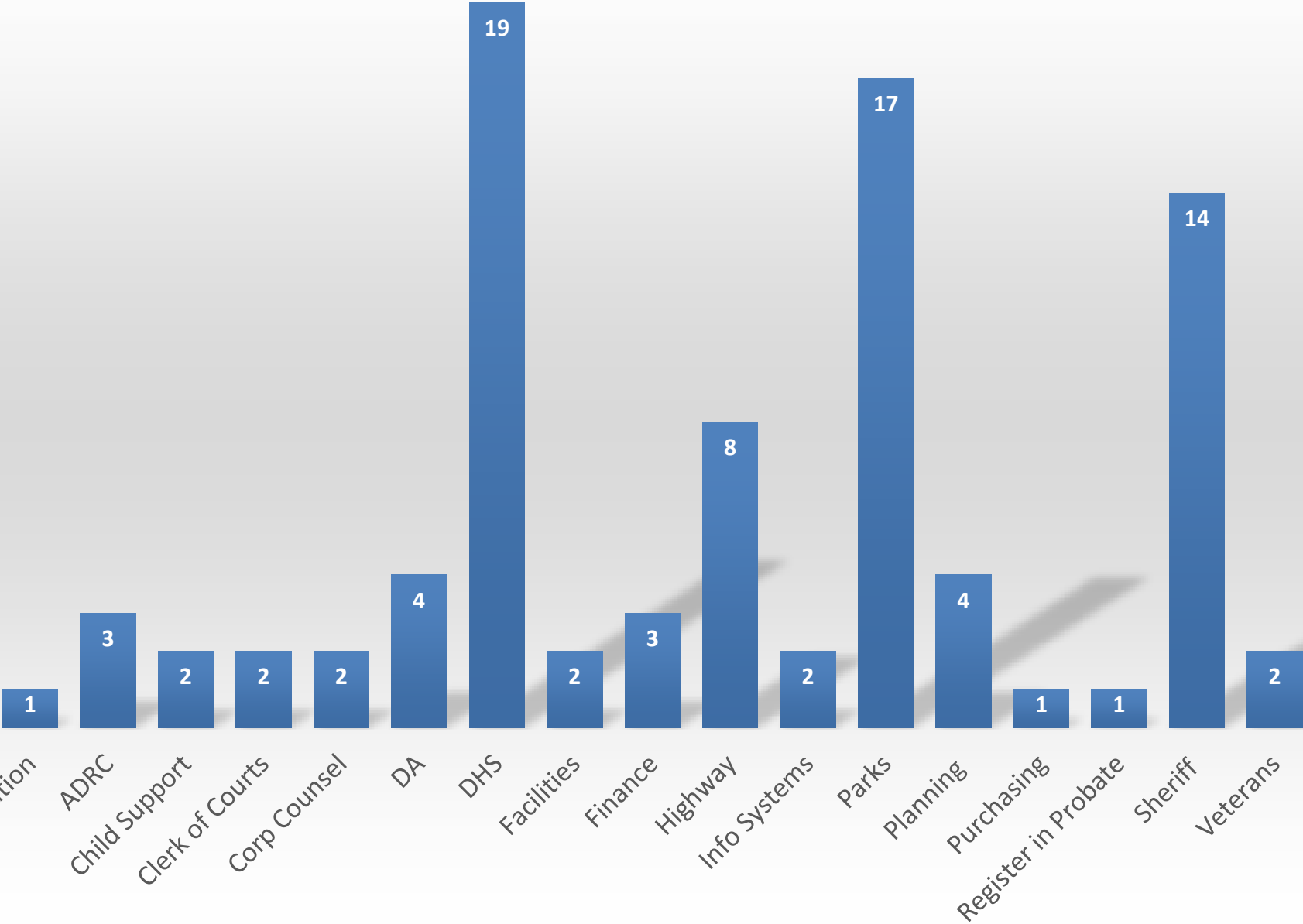
2018 - Open Positions by Department



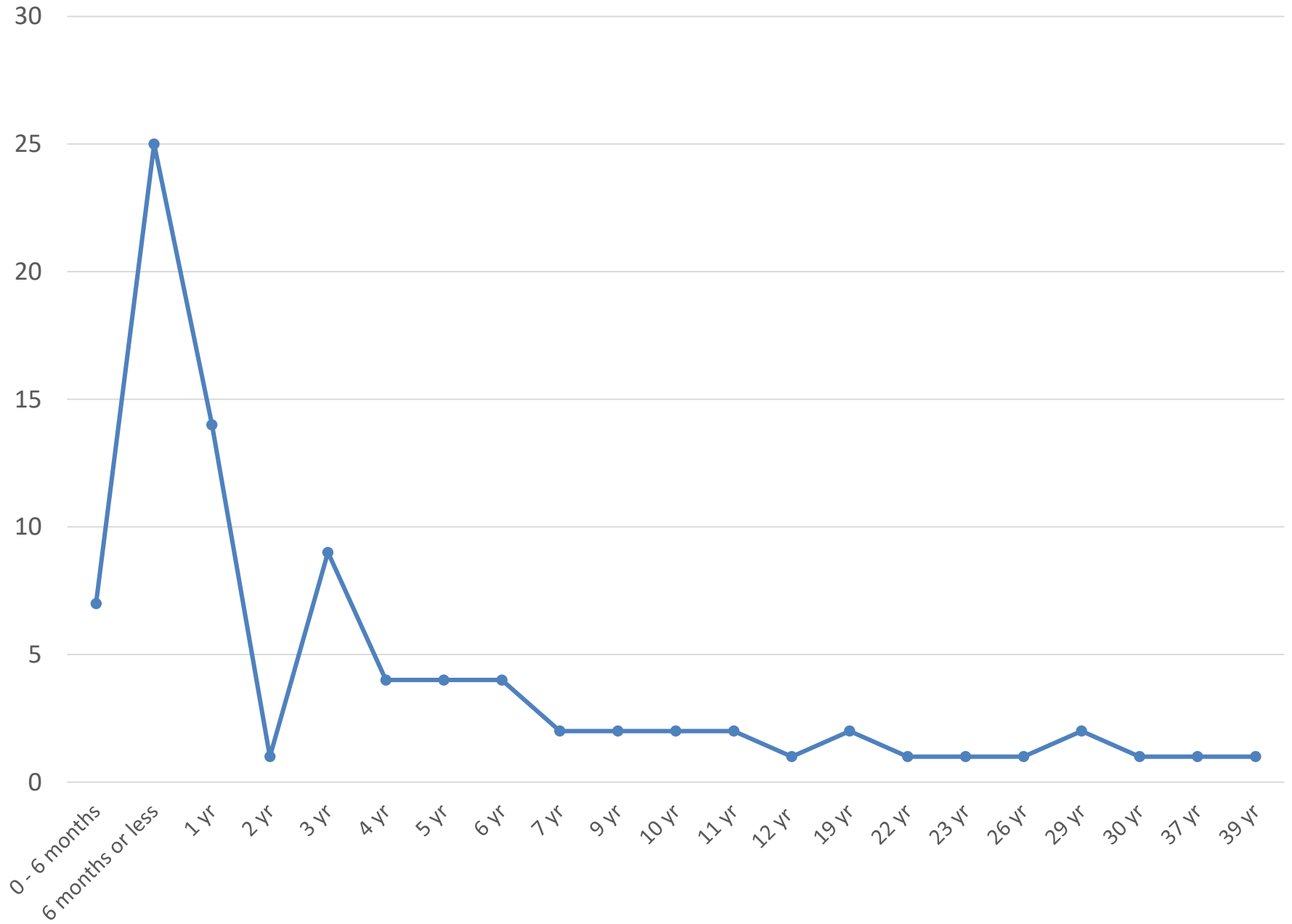
2018 Reason for separation



2018 Separation by department



2018 Separation by length of service



FACT SHEET

Risk Management is making changes to Policy 523 Safety Equipment to streamline the amount of money toward the purchase safety footwear for employees that require the use of such personal protective equipment (PPE).

FISCAL IMPACT: The changes will have little to no fiscal impact to the allocated Risk Management budget.

REASON

The latest revision of the Safety Equipment policy in effect since January 1, 2012 included employees from the Highway Department, Parks & Forest and Airport Maintenance employees. The policy omitted the Planning and Development department even though certain employees qualify for safety footwear reimbursement. The changes in this revision omitted departments and simply states All Employees Required to Wear Safety Footwear.

In addition, this revision will include Maintenance employees from Facilities and to increase the amount of \$50 that Airport Maintenance employees get towards the purchase of safety footwear to \$100 a year to be consistent with other departments in the County.

FINANCIAL ANALYSIS

There is little to no additional cost by adding the Maintenance employees in Facilities to the safety footwear program and increasing the amount from \$50 to \$100 every year for Airport Maintenance employees. Essentially, employees can be reimbursed \$100 every year or not to exceed \$200 every two years toward the purchase of a pair of safety footwear.

RECOMMENDATION

To be consistent and streamline the reimbursement of safety footwear for all employees that require the use of such PPE.

Respectfully Submitted,

Frank Draxler

POLICY 523 SAFETY EQUIPMENT

1. Purpose. To ensure that employees wear safety equipment that will provide the necessary support and protection required of the job they are assigned.

Formatted: Font: Bold

1-2. Responsible Department: Administration

Formatted: Normal

Formatted: Font: Bold

Formatted: Indent: Left: 0", Hanging: 0.5"

2-3. All Employees Required to Wear Safety Footwear~~Highway Employee Requirements~~

Formatted: Font: Bold

Formatted: Font: Bold

~~2-13.1~~ Employees required to wear steel toed boots will be reimbursed up to \$200 every two years for steel toed boots. Boots must be serviceable 6-inch minimum height safety-toed work boots meeting the standards outlined in the latest Safety Manual for Eau Claire County Employees.

~~2-23.2~~ To be eligible for the reimbursement, a receipt must be provided for review and approval.

~~2-33.3~~ To be reimbursed, these boots must be worn during working hours the majority of the year.

~~2-43.4~~ Other safety apparel aside from the above will be provided by the department as necessary.

4. Highway Department Tools

Formatted: Font: Bold

~~2-54.1~~ Mechanics, Welders, and Tire Repair/Equipment Movers will be entitled to an annual tool and/or prescription safety glass allowance of up to \$800 per year to be paid upon presentation of receipts, at the discretion of the supervisor. Payment for the previous year will be made in January of the following calendar year.

~~3. Parks and Forest Employee Requirements~~

Formatted: Font: Bold

~~3-1~~ Employees required to wear steel toed boots will be reimbursed up to \$200 every two years for steel toed boots. Boots must be serviceable 6-inch minimum height safety-toed work boots meeting the standards outlined in the latest Safety Manual for Eau Claire County Employees.

~~3-2~~ To be eligible for the reimbursement, a receipt must be provided for review and approval.

~~3-3~~ To be reimbursed, these boots must be worn during working hours the majority of the year.

POLICY 523 SAFETY EQUIPMENT

Effective Date: January 1, 2012

Revised Date: June 2017

Eau Claire County
Employee Policy Manual

~~3.4~~ Other safety apparel aside from the above will be provided by the department.

~~4.~~ **Airport Maintenance Employees**

~~4.1~~ Reimbursement up to \$50 per year for steel toed boots will be provided.
Employees must present a copy of the purchase receipt for reimbursement.

Formatted: Heading 2, Outline numbered + Level: 3 +
Numbering Style: 1, 2, 3, ... + Aligned at: 0.5" + Indent at:
1"

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Formatted: Indent: Left: 0.5"

POLICY 523 SAFETY EQUIPMENT

Effective Date: January 1, 2012

Revised Date: June 2017