

AGENDA

Eau Claire County
Committee on Human Resources

Date: Friday, August 9, 2019

Time: 8:30 A.M.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 1301/1302

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve minutes of the June 14, 2019 meeting
4. **Information/Discussion/Action** to add the following new Eau Claire County policies –
 - a. 211 Mutual Respect (Human Resources)
 - b. 725 Diversity and Inclusion (Diversity and Inclusion Committee)
5. **ADRC: Information/Discussion Action** of Resolution 19-20/029 to abolish 1.0 FTE Fiscal Associate IV position and create one 1.0 FTE Accountant position.
6. **Highway: Information/Discussion/Action of Resolution 19-20/040** to approve the reclassification of the Shop Superintendent position.
7. **Human Resources: Information/Discussion/Action** – Request of the committee to review 09-10/060
8. **Administration: Information/Discussion** 2020 position requests with Administrator
9. **Human Resources: Information/Discussion/Action** - 2020 Human Resources Budget presentation
10. **Human Resources: Information/Discussion** HR Department Quarterly Report
11. **Human Resources: Information/Discussion/Action** – Future Agenda items/future meeting dates
12. Adjourn

Upcoming Meeting Dates-

September 13, 2019 – The meeting will focus on 2020 position changes only.

October 11, 2019

November 8, 2019

Prepared by: Jill Mangus

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals 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 (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

Committee on Human Resources
Friday, June 14, 2019 **TIME: 8:30 AM**
Eau Claire County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Mark Beckfield, Connie Russell, Judy Gatlin, Kevin Stelljes, Sue Miller
Staff Present: Jamie Gower, Amanda Twitchell, Dave Riewestahl, Norb Kirk, Frank Draxler, Vickie Gardner, Tom Wirth
Others Present: Kelsey Smith

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 May 10, 2019 meeting

Motion Sue Miller move to approve the minutes of the May 10, 2019 meeting as written.
Motion carried 5-0.

Finance and Human Services: Information/Discussion on the Department of Human Services Funding Sources and position allocations.

Tom Wirth and Vickie Gardner were present to go over Human Services positions and funding sources. Committee requested the previous resolution that removed funding level tracking and review.

Information/Discussion/Action to the following Eau Claire County policies –Information/Discussion/Action 709 Identification and Key Card (County Administration and Sheriff’s Office)

Frank Draxler and Dave Riewestahl were present to discuss the amendments to Policy 709 Identification and Key Cards due to the upcoming changes to second floor security.

Judy Gaitlin motion to approve the amendments to Policy 709 Identification and Key Cards as written. Motion approved 5 to 0.

Information/Discussion 203 Concerns and Complaints (Human Resources)

Policy was reviewed by the Committee. No action was taken.

Human Resources: HR Updates

Jamie Gower presented HR metrics and data for Quarter 1, 2019.

Future Agenda Items

The committee would like to review the previous resolution that removed position funding tracking and review.

Future Meeting Dates-

August 9, 2019
September 13, 2019 – The meeting will focus on 2020 position changes only.

Adjourn

Chair Mark Beckfield adjourned the meeting at 10:10 a.m.

Respectfully submitted,

Amanda Twitchell
Acting Committee Clerk

FACT SHEET

Human Resources is recommending the following policies be added to the Eau Claire County Policy Manual. The policies are included in the agenda packet:

Policy 211 – Mutual Respect

The policy of Mutual Respect and Protection outlines the responsibility of both Eau Claire County employees and citizens as they interact. It is designed to provide a mechanism for individuals to register incidents in violation of this policy and show the county's continued commitment to creating an environment that is inclusive and supportive of all.

Policy 725 – Diversity and Inclusion

Eau Claire County is committed to creating a work environment that fosters a wide range of perspectives, experiences, cultures, and traditions to ensure our work culture and programs develop and embrace our employees who impact our community every day. To launch this initiative, a Diversity and Inclusion Committee was formed. This committee is comprised of employees from the following departments: Human Services, Clerk of Courts, Human Resources, Corporation Counsel, Administration, and Child Support.

This committee was tasked with developing a diversity and inclusion program for Eau Claire County employees to be included in the 2020 budget. One of the first initiatives the committee tackled was the creation of a policy regarding Diversity and Inclusion.

The Committee is asked to review and approve these new policies.

Fiscal Impact: None.

Respectfully Submitted,



Jamie Gower
Human Resources Director

POLICY 211 MUTUAL RESPECT AND PROTECTION

- 1. Purpose.** The policy of Mutual Respect and Protection outlines the responsibility of all employees and applicants for employment with Eau Claire County, elected officials, volunteers, and citizens as they interact. It also provides a mechanism for individuals to register incidents in violation of this policy.

2. Responsible Party: Administration

3. Policy.
 - 3.1 It is Eau Claire County policy that all individuals be treated fairly and with respect. This is articulated by the doctrine of Mutual Respect that has two key elements:
 - 3.1.1 The Eau Claire County employee has responsibility to those we serve, reflected in our desire to be honest, courteous and helpful, and to recognize why an individual is seeking service and the individual's perspective;
 - 3.1.2 The Eau Claire County citizen has responsibility to appropriately communicate the citizen's service needs, be prepared to assist county personnel, and not be verbally or physically abusive.

 - 3.2 Verbally or physically abusive conduct may include words or behavior that is disrespectful or threatening, condescending, indecent, profane, and includes any act of intimidation through a violation of personal space.

 - 3.3 All Eau Claire County employees, applicants for employment, elected officials, volunteers and citizens shall treat all individuals with respect at all times. Examples of respect include:
 - 3.3.1 Using respectful language in all verbal, written and electronic communication;
 - 3.3.2 Being open and attentive to the point of view of others;
 - 3.3.3 Using input and feedback in a respectful manner;
 - 3.3.4 Expressing disagreements tactfully and respectfully;
 - 3.3.5 Respecting the ideas, values and traditions of others.

POLICY 211 MUTUAL RESPECT

Effective Date: August 2019

Revised Date:

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4. Procedure to Respond to a Violation of this Policy.

4.1 Individual Employee

4.1.1 If an individual determines that someone has violated this policy, that individual should first attempt to resolve the situation by informing the violating party that the behavior is unacceptable.

4.1.2 If the situation is not resolved satisfactorily, or if an individual does not feel comfortable confronting an offender, a Mutual Respect and Protection Incident Report form (Appendix 211 A) should be completed as soon as possible and routed through the individual's immediate supervisor.

4.1.2.1 The Mutual Respect and Protection Incident Report form is for reporting purposes only and is not intended to be used to judge an individual employee's actions in addressing the situation. However, if it is established that an individual knowingly made false accusations, that individual will receive corrective action and/or disciplinary action, up to and including termination.

4.2 Supervisor/Department Head

4.2.1 It is the responsibility of management to ensure that all incidents are properly addressed. The immediate supervisor shall submit the completed Mutual Respect and Protection Incident Report form (Appendix 211A), including any action taken by the supervisor to address the situation, to both the department head, Human Resources, and to the County Administrator no later than the close of business on the next workday following the incident.

4.2.2 In addition, any threat of physical violence shall be reported to the appropriate law enforcement agency with jurisdiction. Any questions can be communicated with the) Eau Claire County Sheriff's Department. If a supervisor has not finished the investigation/action of an incident within the time period allotted, the supervisor should submit the Mutual Respect and Protection Incident Report form (Appendix 211 A) with a notation as to when the investigation/action will be completed. Once the supervisor has completed the action, a supplemental communication addressing the action shall be forwarded to the department head, Human Resources and County Administrator.

POLICY 211 MUTUAL RESPECT

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

4.2.3 Under no circumstances will retaliation or intimidation toward a complainant and/or other involved in an investigation be tolerated. If the complainant or any other individual who has participated in an investigation is subjected to any retaliation or intimidation, he or she should report such action immediately to Human Resources.

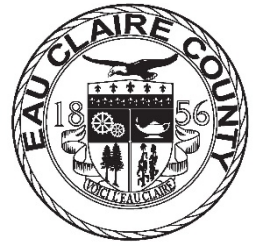
4.3 County Administrator

4.3.1 The County Administrator or designee has five business days from receipt of the communication to address the incident upon review of all the relevant facts relative to the case.

4.3.2 The administrator's actions/comments shall be forwarded to the department head, employee, Human Resources and if necessary, the Sheriff for action.

5. Posting of Policy

5.1 In an effort to ensure Eau Claire County citizens have access to this policy, all Eau Claire County facility reception areas shall have a copy of the Mutual Respect and Protection Policy notice posted in a viewable place and manner.



EAU CLAIRE COUNTY

Mutual Respect and Protection Incident Report

This form should be completed as soon as possible when an Eau Claire County employee determines that an incident has occurred in violation of the county policy on *Mutual Respect and Protection*. **It is the responsibility of management to ensure that all incidents are properly addressed.** The Eau Claire County Sherriff's Department shall be notified of all threats of physical violence.

Please note: This form is for reporting purposes only and is not intended to be used to judge an individual employee's action in addressing the situation.

Employee Information

Employee Name: _____ Today's Date: _____
Job Title: _____ Department: _____
Supervisor: _____

Details of Incident

Date of Incident: _____ Time of Incident: _____ am pm
Location of Incident: _____
Name(s) of person(s) involved in incident:

_____ Employee Public Other _____
_____ Employee Public Other _____
_____ Employee Public Other _____

Behavior Characteristics of Individual

- Disrespectful
- Threatening
- Condescending
- Indecent
- Profane
- Intimidation through violation of personal space
- Disorderly
- Physically Violent
- Other: _____

Details

Description of what happened and to whom:

How did the incident end? (ie. Individual left angry, law enforcement intervened, etc.)

Is there any previous history that you are aware of with this individual? Yes No
If yes, please explain

Details Continued

Is there anything that could be done to prevent this incident in the future? Yes No

If yes, please explain

Acknowledgement

Date Employee Notified Supervisor: _____

Employee Signature

Date

Supervisor Use

Note: The Supervisor has until the close of business the next day to submit to Department Head, Human Resources, and County Administrator.

Supervisor Actions/Comments:

Supervisor Signature

Date

cc: Department Head Employee Human Resources County Administrator

Supervisor Use

Note: The County Administrator or designee has five business days from receipt of the communication to address the incident upon review of all the facts relative to the case.

Administrative Actions/Comments:

Should this individual be seen in/around the courthouse, please contact the Sheriff's Department.

County Administrator Signature

Date

cc: Department Head Employee Human Resources

While the individual's behavior is a concern, we must also realize that as a citizen, he/she may have business to conduct inside the courthouse. While conducting business, he/she must abide by the conduct outlines in Eau Claire County policies.

If the individual identified in the report conducts business in a disruptive, threatening, or otherwise disorderly manner call the Sherriff's Department and report the activity. An officer will respond to your call.

POLICY 725 DIVERSITY AND INCLUSION

- 1. Purpose.** Eau Claire County is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.
- 2. Responsible Party:** Human Resources
- 3. Scope.**
 - 3.1** This policy applies to all employees and applicants for employment with Eau Claire County, whether sworn, regular, reserve, or civilian, and all volunteers.
- 4. Definitions.**
 - 4.1** Diversity. The range of human differences – recognizing that each person has layers of diversity, which together make their perspective unique and essential to the success of the organization. Human differences include, but are not limited to: personality, age, life experience, race/ethnicity, socio-economic class, gender, sexual orientation, national origin, ability and religion.
 - 4.2** Inclusion. Actively and intentionally valuing multiple layers of human differences viewing such differences as strengths. Inclusion is the degree to which employees and customers of all identities—whether visible or not—are able to be authentic and feel safe and respected.
- 5. Policy.**
 - 5.1** Eau Claire County's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of diversity and equity that encourages and enforces:
 - Respectful communication and cooperation between all employees
 - Teamwork and employee participation, permitting the representation or all groups and employee perspectives

POLICY 725 DIVERSITY AND INCLUSION

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

- Work/life balance through work-life effectiveness programming to accommodate employees' varying needs
- Employer and employee contributions to the communities we serve to promote a great understanding and respect for diversity.

5.2 All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company sponsored and participative events.

6. Reporting Procedures.

6.1 Employees who believe they have been subjected to any kind of discrimination that conflicts with Eau Claire County's diversity and inclusion policy should report directly to their supervisor or a Human Resources representative.

7. Employee Responsibilities.

7.1 Each employee of the County is responsible for complying with this policy and assisting in the initiative to make Eau Claire County a diverse and inclusion place to work.

7.2 Failure of any employee to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

8. Supervisor's Responsibilities.

8.1 All employees are responsible for complying with this policy and encouraging a welcoming diverse and inclusive workplace. Supervisors are also responsible for:

8.1.1 Advising employees on the types of behavior prohibited and the County's procedures for reporting and resolving complaints brought to their attention;

8.1.2 Monitoring the work environment daily for signs of non-inclusion;

8.1.3 Stopping any observed acts that may be considered non-inclusive, and taking appropriate steps to intervene, whether the involved employees are within their line of supervision;

8.1.4 Utilizing all reasonable means to prevent a prohibited act from occurring when they know or should know that an employee will or may perform such an activity; and

POLICY 725 DIVERSITY AND INCLUSION

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

- 8.1.5 Taking immediate action to prevent adverse action or retaliation toward the complaining party and to eliminate the hostile work environment where there has been a complaint.
- 8.1.6 No supervisor will make any employment decision that affects the terms, conditions, or privileges of an individual's employment based on the basis of that person's race, sex, religion, national origin, color, sexual orientation, age, disability or other protected status.
- 8.1.7 Failure of any supervisor to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

9. Consequences.

- 9.1 Any employee found to have exhibited any inappropriate conduct or behavior against others will be subject to disciplinary action. Inappropriate behavior constituting harassment, discrimination, or retaliation will not be tolerated and may be subject to training, referral to counseling, reassignment, disciplinary action such as a verbal or written warning, suspension without pay or termination.

10. Complaint Procedure.

- 10.1 This policy will follow the complaint procedure as outlined in Eau Claire County Policy 705 Harassment and Discrimination.

11. Remedial Action.

- 11.1 This policy will follow remedial action as outlined in Eau Claire County Policy 705 Harassment and Discrimination.

12. Training.

- 12.1 Human Resources will provide periodic and refresher training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.

13. Conclusion.

- 13.1 Eau Claire County has developed this policy to ensure that all its employees can work in an environment that is diverse and inclusive. The County will make

POLICY 725 DIVERSITY AND INCLUSION

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

- 13.2 Any employee who has any questions or concerns about these policies should talk with the director or Civil Rights Compliance Officer.

DRAFT



HUMAN RESOURCES DEPARTMENT

August 9, 2019

TO: Committee on Human Resources

FR: Diversity and Inclusion Committee: **Taylor Lahr** – District Attorney's Office, **Amy Branson** – Corporation Counsel, **Kelsey Dubay** – DHS, **Erika Gullerud** – Finance Department, **Jesse Petke** – DHS, **Colia Burton-Smith** – DHS, **Amy VanHecker** – DHS, **Angela Marinello** – Clerk of Courts, **Megan Kluck** – Child Support, **Jamero Ames** – DHS, **Samantha Cole** – Department of Administration, **Jamie Gower** – Human Resources, **Amanda Twitchell** – Human Resources

CC: Jamie Gower, HR Director

RE: Diversity and Inclusion (D&I) Proposal

Eau Claire County is committed to creating a work environment that fosters a wide range of perspectives, experiences, cultures, and traditions to ensure our work culture and programs develop and embrace our employees who impact our community every day. To launch this initiative a Diversity and Inclusion Committee was formed.

This committee was tasked with developing a diversity and inclusion program for Eau Claire County employees to be included in the 2020 budget. Our goal is to keep growing our organization, not only in increasing representation from as wide a range of perspectives, experiences, cultures, and traditions as possible but to make sure our culture and programs develop our employees who impact our community every day.

The D&I Committee was formed under the Total Rewards Strategy to attract, motivate, retain and engage employees. Recognition is demonstrated through programs acknowledging employee efforts, actions, behaviors or performance.

Why are we doing this?

Policies based on discrimination are passive and lack depth. We want to be proactive and focus on what makes individuals unique. We want to encourage individuals to speak up and say something because silence is not acceptable.

We want to be able to serve the public to the best of our abilities and feel we can't help others if we ourselves are feeling underappreciated and have a lack of resources. We believe it starts from within. It's the right thing to do.

Feedback

One of the initiatives our committee took upon was to survey the employees at Eau Claire County. We had 32% of employees participate in the survey. A copy of the survey summary results can be found attached to your packet.

Recommendation

The D&I Committee is excited to recommend the implementation of the following strategic programming.

1. *Policy Development*- Eau Claire County exercises its commitment to a variety of employment policies and priorities. Implementing a policy to outline the definitions of diversity and inclusion as well as outline the expectations is important to this initiative and the committee.
2. *Quarterly Newsletter* – A newsletter will be generated quarterly by the D&I Committee. The newsletter will contain various information related to diversity and inclusion and invite employees to share stories of their experiences at work and outside of work. To encourage employees to share the D&I Committee is requesting the funds to support employee participation. These funds would total \$200 which would be separated into \$50 increments.
3. *Training* –

721 Oxford Avenue, Suite 3402 • Eau Claire, WI • 54703-5481

(715) 839-4710 • (715) 839-1669 Fax

www.co.eau-claire.wi.us

AN EQUAL OPPORTUNITY EMPLOYER

- a. *Phase I: Leadership training.* The Human Resources department has 2019 leadership training funds available to support this initiative in 2019.
- b. *Phase II: All employee training.* Annually Eau Claire County staff participate in a county wide training day. This training day occurs on every Martin Luther King Day. In this same spirit the committee is requesting \$2,000 to bring in a keynote speaker for this day.

Total Cost

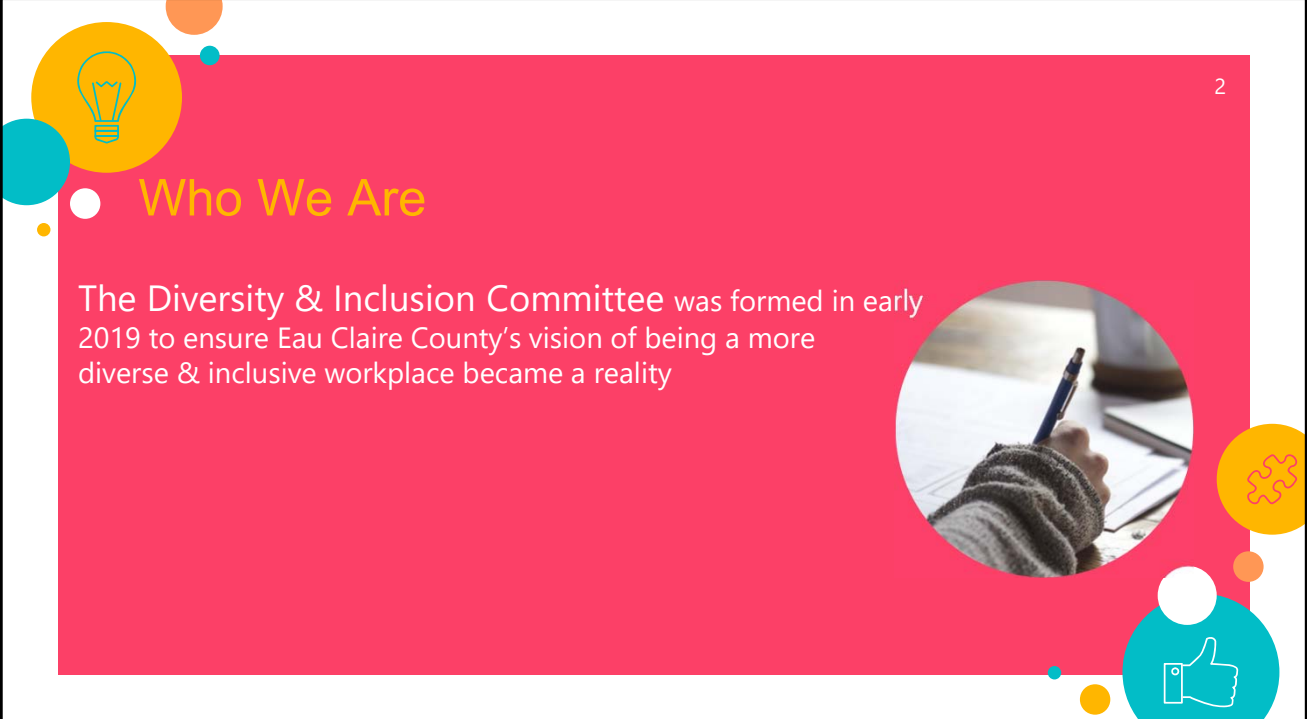

The D&I Committee's proposal for a countywide Diversity and Inclusion program is still in the creation stage. The above outlines a framework of what we'd like to see in our program, but details are still being reviewed.



2

Who We Are

The Diversity & Inclusion Committee was formed in early 2019 to ensure Eau Claire County's vision of being a more diverse & inclusive workplace became a reality



3


Who We Are

The Diversity & Inclusion Committee is comprised of Eau Claire County employees from the Department of Human Services, Human Resources, Administration, Clerk of Courts, Child Support, District Attorney Office, and Corporation Counsel



4

BE YOURSELF. WE LIKE IT THAT WAY.





5

We Surveyed Employees!

one comment said:

"I think gender inclusive and sexual orientation fall far short from previous employers I've had."

We want to be the employer of choice and change that perception!



6

We Surveyed Employees!

What improvements can be made?

More holidays celebrated based on the diversity of our employees.

Offer training on how to not only work with employees but also the public

Have more inclusive bathrooms

Stop pretending that the "elephant" is not in the room

Focus on recruiting and retaining employees from all backgrounds – broadening diversity at Eau Claire County



8

Employee Feedback

- Bring importance of diversity & inclusion to the forefront of what we do and why it is a critical part of our success
- Educational trainings
- Celebrating more holidays based on the diversity of our workforce
- Supervisor level training
- More awareness in the form of advertising, marketing, promotion on social media, etc.
- DISCUSS! People avoid the topic of Diversity & Inclusion because they're uncomfortable



The Bottom Line

10

- **Create a stronger more effective workforce**
 - **People like to work with others who they know will truly listen to what they have to say and treat them with respect**
 - **Employees stay longer, work harder, and enjoy coming to the office**
 - **Less turnover, which means saving time and money on recruiting and hiring**
 - **Employees will be advocates for our organization**

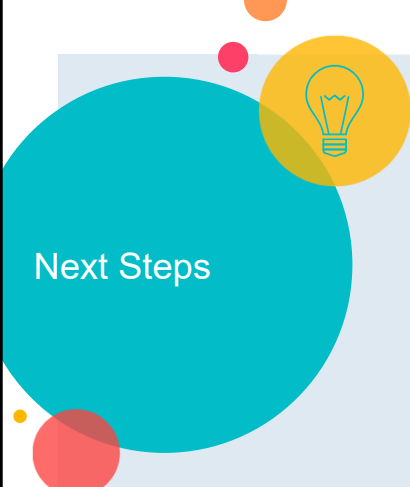
Reference:
<https://www.forbes.com/sites/forbescommunicationscouncil/2018/07/19/why-you-need-to-prioritize-diversity-equality-and-inclusion-to-win/#2b28b0b37600>



12


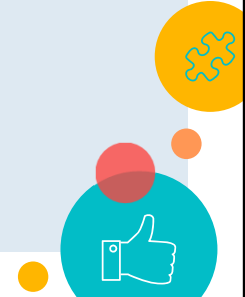
Policy

The Diversity & Inclusion Committee felt that the first important step would be to include this initiative into the County's policy.



13

- 2019 Program Initiative – Educate County employees, what the committee does and why Diversity & Inclusion is important.
- Prepare and present a proposed budget to various committees and boards to gain support of this initiative
- Show Eau Claire County citizens and employees that we are an amazing diverse and inclusive employer. The employer of choice



14

QUESTIONS?



FACT SHEET

TO FILE NO. 19-20/029

ADRC Request

A job analysis and evaluation were performed in collaboration with Human Resources as outlined in Policy 825. As a result of the analysis we are bringing forward a recommendation to change the job title of 1.0 FTE Fiscal Associate IV to 1.0 FTE Accountant and a paygrade adjustment.

Background-Facts

In April 2018 the Fiscal Associate IV, was integrated into the ADRC. Prior to that this position was in the Finance Dept and upon a vacancy, it was moved to the ADRC. The job description at that time replicated the Finance Dept position. It's apparent we've been asking this position to do higher level accounting duties that were not listed in the initial job description. Job Description has been updated to accurately reflect current duties.

Current Title	Proposed Title	2019 Fiscal Impact	2020 Fiscal Impact	Funding Source
Fiscal Associate IV	Accountant	\$6,785	\$12,157	ADRC, OAA, Transportation (85.21)

Respectfully submitted,



Linda Struck
ADRC Director



Jamie Gower
Human Resources Director

**2019 Fiscal Analysis
Position Request**

Indicate Abolish or Create Indicate Abolish or Create

Action Position Title	Abolish	Create	DIFFERENCE
	1.0 - Fiscal Associate - Pay Grade H Effective 7/5/19 PP	1.0 - Accountant - Pay Grade O Effective 7/5/19 PP	
Salary for FY 2019 (Hours/year * pay rate)	\$ 25,319	\$ 32,105	\$ 6,786
FICA (7.65%)	1,937	2,456	\$ 519
WRS Employer (6.55%)	1,658	2,103	\$ 444
Health Insurance (or incentive)	23,102	23,102	\$ -
Wellness HSA	2,000	2,000	\$ -
Computer Equipment (laptop 2000/desktop 1500)			\$ -
Office Furniture -			\$ -
Office Supplies			\$ -
Other Operating Expenditures (i.e. cell phone)			\$ -
Renovation/Relocation Costs			\$ -
Revenues (Use Negative #)			\$ -
Other			\$ -
*TOTAL	\$ (54,017)	\$ 61,766	\$ 7,749

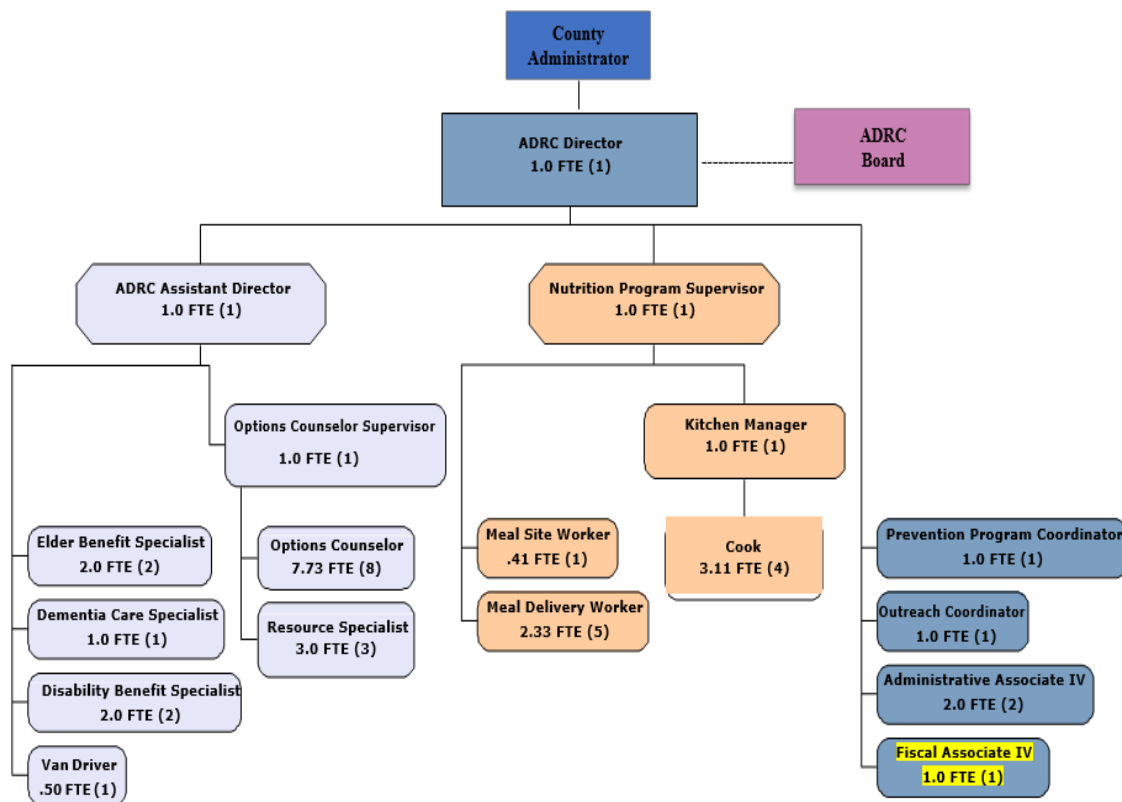
*If position is funded with grant dollars, supporting documentation substantiating grant must be attached.

Calculations

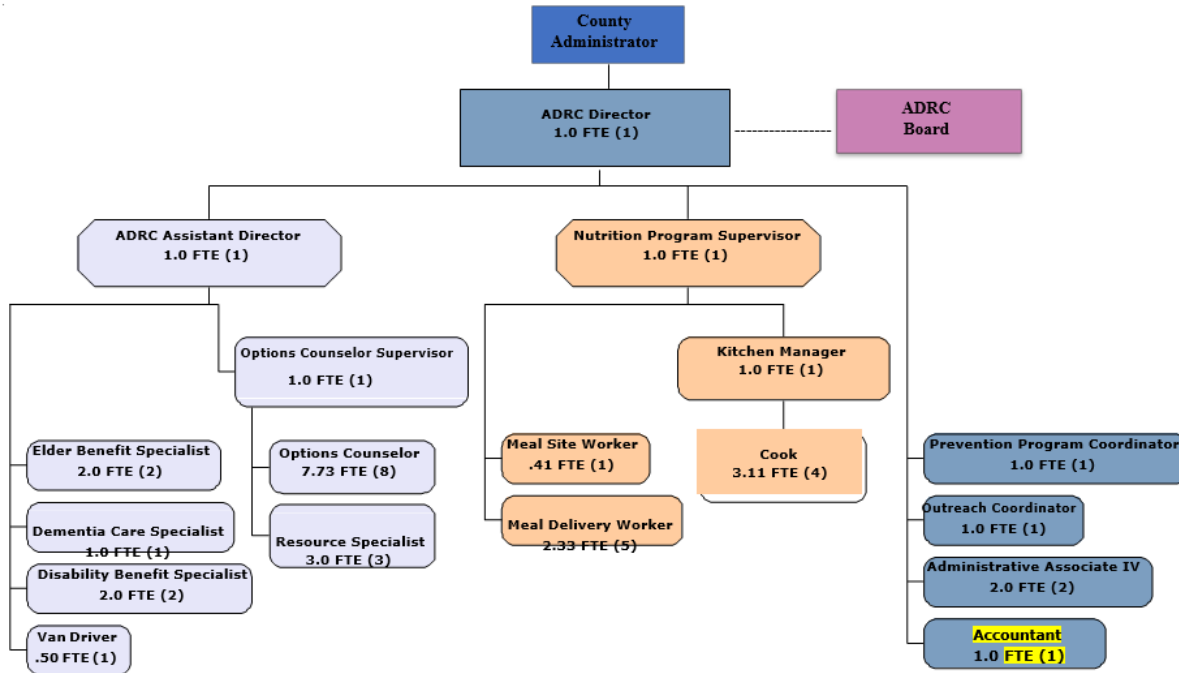
	Paygrade H, Step 6 Fiscal Associate	Paygrade O, Step 1 Accountant
	1.00	1.00
Jan-19	-	-
Jul-19	25,319.28	32,104.80
Average 2019 Yearly Salary	25,319.28	32,104.80

Notes:

Sample Request: Abolish Fiscal Associate (1.0 FTE) replace with Accountant (1.0 FTE)



- Provides fiscal support to the ADRC
 - Maintains general ledgers and budgets for all ADRC grants; monitors regulations and changes to fiscal reporting requirements
 - Provides technical assistance and cost and funding analysis to maximize use of federal, state and County funding; monitors sub-contract and voucher program spending
 - Prepares and submits monthly fiscal reports for reimbursement of state and federal grant contracts, including Community Aids Reporting System (CARS) reports; monitors and provides support to ADRC staff for 100% time reporting; prepares summary and analysis of time reporting
- Processes accounts payable bills
- Assists staff and ADRC Director with preparation and presentation of annual department budget; maintains budget, monitors spending, and makes recommendations to Director and ADRC Board if requested
- Prepares and presents monthly and year-to-date financial reports upon request
- Assists with annual County audit and department-specific audits; provides information, assistance, documentation, and reports; researches information as needed; and reconciles various general ledger accounts
- Compiles, calculates, and prepares information for annual budget reports and department annual reporting
- Prepares annual cost report of court services
- Provides receptionist functions for the department
 - Accepting incoming calls, emails and faxes and determining appropriate staff to forward the inquiries to
 - Taking reservations for department information sessions and classes
 - Assists with incoming calls during daily Meals on Wheels delivery; troubleshoots delivery issues; assists with reservations and cancellations
 - Greeting walk in customers and determining which staff to refer them to
- Provides other clerical backup for the department, as needed
 - Compiles information folders for new customers
 - Coordinates mailings, etc.
 - Provides back up for department committee clerk functions
- Performs other related duties as required or assigned



- Assists the Director in a range of financial management and required reporting functions for the Aging and Disability Resource Center (ADRC) including, but not limited to financial analysis and reporting, budgeting and auditing. Work involves fiscal analysis and interpretation of financial transactions involving general funds, grants, contracts and specialized accounts related to the Department. This position also plays a key role in the preparation and maintenance of the ADRC annual budget.
 - Reconciles general ledger accounting in preparation for annual audit; oversees State reporting and reconciles various State systems to the County system; monitors regulations and changes to fiscal reporting requirements
 - Prepares monthly State Community Aids Reporting System CARS reports for reimbursement of State Contracts; reports to other state agencies that contract with ADRC
 - Provides professional support to the Director in matters concerning fiscal operations; assists in administering contracts between the Department and the State; assists in preparing the Department's annual operating budget; assists with grant budgeting; provides ongoing analysis of the State reporting funding information
 - Provides professional support to administrative staff for the fiscal operations of the Department; prepares analyses, financial statements and reports as required; analyzes multiple funding sources to maximize use of Federal, State and County revenue; interprets state directives and contracts relative to financial and program requirements and determines best approach to capture and report financial outputs; assists independent and State auditors with department audits; establishes and maintains adequate fiscal internal control systems
 - Calculates allocation of Agency Management Support Overhead and Indirect Costs to various cost centers for reimbursement as allowed by the State/County contract and other funding sources
 - Ensures accurate processing and reporting of expenditures and revenues for budgets, grants and contracts providing on-going accountability of account balances
 - Process accounts payable bills
 - Prepares meal cost estimate to be used for billing purposes; maintains system to bill and track receipt of revenue
 - Provides support to ADRC staff for time reporting; prepares summary and analysis of time reporting; acts as a resource to staff

FACT SHEET

TO FILE NO. 19-20/040

Positions are reviewed when they become vacant to determine if any amendments 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 Shop Supervisor job description are the result of this review.

Changes were made to the job description to support the direction of the Highway Department. Higher level tasks were added including equipment procurement and disposal as well as financial review and approval related to fleet operations. The amended position was evaluated at pay grade R (currently pay grade O).

Due to the changes in the job description, the Highway Department is also requesting a title change to the position from Shop Supervisor to Shop Superintendent to more accurately reflect the duties of this position.

The fiscal impact of abolishing the Shop Supervisor position and creating the Shop Superintendent position is \$10,333 and will be covered by charging out a shop rate (no increase to tax levy).

Respectfully Submitted,

Jon Johnson
Highway Commissioner

Jamie Gower
Human Resources Director

**2019 Fiscal Analysis
Position Request**

Abolish/Create Position Request Form

Effective Dates _____ Effective Dates 7/30/2019 _____ Effective Dates 7/30/2019 _____
 Action Taken Abolish Adding Position

Position Title	Shop Supervisor- Pay Grade O	Shop Supervisor - Pay Grade R	DIFFERENCE
Salary for FY 2020 (Hours/year * pay rate)	\$ 57,346	\$ 66,394	\$ 9,048
FICA (7.65%)	4,387	5,079	\$ 692
WRS Employer (6.55%)	3,756	4,349	\$ 593
Health Insurance (or incentive)	23,102	23,102	\$ -
Wellness HSA	2,000	2,000	\$ -
Computer Equipment-Including Monitor (Laptop - \$1,750/Desktop - \$1,285)			\$ -
Office Furniture - New purchases			\$ -
Office Supplies - As required			\$ -
Other Operating Expenditures (i.e. cell phone)			\$ -
One-time Renovation/Relocation Costs			\$ -
Non-Levy Revenues (Use Negative #)			\$ -
Other			\$ -
*TOTAL COST/LEVY IMPACT	\$ (90,591)	\$ 100,924	\$ 10,333

No increase to Levy for funding because this position is covered by charging out a shop rate

Salary Calculation Using 2020 Index

	Hourly Rate Current/Vacancy Paygrade O, Step 1 Shop Supervisor	Hourly Rate New Position Pay Grade R, Step 1 Shop Supervisor	Net Impact
FTE	1.00	1.00	-
1/05/2020, Current Cost-Addition at Step 3	28.68	33.22	4.54
7/5/2020, Current Cost-Addition at Step 4	29.27	33.87	4.60
Average 2020 Yearly Salary	28.98	33.55	4.57

2020 Paid Hours 2096

Salary Calculation Using 2020 Index

	Salary Current/Vacancy Paygrade O, Step 1 Shop Supervisor	Salary Current/Vacancy Pay Grade R, Step 1 Shop Supervisor	Net Impact
FTE	1.00	1.00	-
1/05/2020, Current Cost-Addition at Step 3	59,654.00	69,098.00	9,444.00
7/5/2020, Current Cost-Addition at Step 4	60,882.00	70,450.00	9,568.00
Average 2020 Yearly Salary	60,268.00	69,774.00	9,506.00

- Notes:**
- * Use existing employee rate or vacant position rate for abolishment calculation, including health insurance and HSA
 - * All new positions are budgeted based on Step 3.
 - * Departments are responsible for the cost of any new computer hardware and the cost must be included in the department budget
 - * Any non-levy revenue supporting the position should be noted.

(Ldr.-Tele. Sep. 26, 2009)

ORDINANCE

Enrolled No. 0153-012

File No. 09-10/059

-TO AMEND SECTION 3.65.010 G. OF THE CODE: UNPAID LEAVE OF ABSENCE DEFINED; TO AMEND SECTION 3.65.010 F. OF THE CODE: UNPAID LEAVE/OF ABSENCE DEFINED; TO AMEND SECTION 3.65.030 OF THE CODE: FAMILY AND MEDICAL LEAVE; TO REPEAL AND RECREATE SECTION 3.65.040 OF THE CODE: MILITARY LEAVE-

The County Board of Supervisors of the County of Eau Claire does ordain as follows:

SECTION 1. That Subsection C. of Section 3.65.010 of the code be amended to read:

C. Written request required. Any employee request for an unpaid leave shall be submitted in writing to the department head at least 30 days in advance and shall state the reason for such leave and the period of time to be absent. The 30-day notice may be waived under emergency circumstances by the authorizing party. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

SECTION 2. That Subsection F. of Section 3.65.010 of the code be amended to read:

F. Benefits during unpaid leave. No employee benefits shall be earned while an employee is on unpaid leave. Benefit accruals such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. However, the employee may continue group life and health insurances by remitting monthly premium payments to the human resources/finance department. Such insurances shall be cancelled if the employee fails to remit payment upon notice of delinquency.

SECTION 3. That Section 3.65.030 of the code be amended to read:

A. Family and Medical Leave Act. The county shall comply with state and federal Family and Medical Leave Acts which provide child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver/leave availability to employees. For additional information refer to the human resources policy and procedure manual or contact the director of the payroll/benefits supervisor.

B. Benefits during leave. Employees may substitute accrued county provided paid time while taking unpaid FMLA leave; however, the substitution does not extend the length of FMLA leave.

BC. Extended medical leave. Medical leave may be requested for personal illness when all sick leave hours FMLA leave have been exhausted. Such a request may be approved for up to 6 months by the director, and may be extended up to a maximum of 18 months by the committee upon proof of medical necessity, and thereupon the employee shall be subject to the provisions of 3.170.050 E. Employees on medical leave shall provide a medical release acceptable to the county upon return to service. (Ord. 147-54, 2003)

SECTION 4. That Section 3.65.040 of the code be repealed and recreated to read:

A. Military service leave. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal county base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two-weeks will be unpaid. However, employees may substitute accrued county provided paid time off for the absence.

B. Uniformed Services Employment and Reemployment Rights Act (USERRA). The county shall comply with all applicable state and federal uniformed services employment and reemployment rights laws. For additional information or questions about military leave, contact the director.

ENACTED: September 15, 2009

(Ldr.-Tele. Sep. 26, 2009)

ORDINANCE

Enrolled No. 0153-013

File No. 09-10/060

-TO AMEND SECTION 3.15.030 A. OF THE CODE: POSITION ESTABLISHMENT; TO RELETTER SECTION 3.15.030 B. THROUGH F. AS A. THROUGH E. OF THE CODE: POSITION ESTABLISHMENT; TO AMEND SECTION 3.15.050 A. OF THE CODE: PROCEDURE FOR REVIEWING, ADDING OR CHANGING POSITIONS; TO AMEND SECTION 3.15.050 B. OF THE CODE: PROCEDURE FOR REVIEWING, ADDING OR CHANGING POSITIONS; TO CREATE SECTION 3.15.070 OF THE CODE: PERMANENT AND PROJECT POSITION TITLES; TO REPEAL CHAPTER 3.18 OF THE CODE: ALLOCATION OF POSITIONS; TO RELETTER SECTION 3.01.010 K. THROUGH AA. AS L. THROUGH BB. OF THE CODE: DEFINITIONS; TO CREATE SECTION 3.01.010 K. OF THE CODE: DEFINITIONS-

The County Board of Supervisors of the County of Eau Claire does ordain as follows:

SECTION 1. That Subsection A. of Section 3.15.030 of the code be amended to read:

A. Authorization for all permanent or project positions or changes therein are subject to the recommendation of the governing committee, the committee and approval by the board.

SECTION 2. That Subsection A. of Section 3.15.050 of the code be repealed and that Subsections B. through F. of Section 3.15.050 of the code be re-lettered to A. through E.

SECTION 3. That Subsection A. of Section 3.15.050 of the code be amended to read:

A. Budgetary process. All requests for new or changed positions shall be processed as provided in the Human Resources Manual as part of the county budgetary process. Positions that have been vacant for 365 days or more will be reviewed by the committee and are subject to deletion.

SECTION 4. That Subsection B. of Section 3.15.050 of the code be amended to read:

B. Project positions. When the end date of a project position is reached prior to the expiration of 2 years, such position cannot be extended unless the extension is approved by the human resources director and the committee.

SECTION 5. That Section 3.15.070 of the code be created to read:

3.15.070 Permanent and project position titles.

A. The director shall maintain a list of permanent and project position titles used in county service which shall include the position title, number of positions per position title, full time equivalency (FTE), salary code and any contingent conditions for specific positions. The list is available from human resources by request.

B. Position title changes. Authorization for all title changes is subject to the recommendations of the governing committee and director and approval by the committee.

SECTION 6. That Chapter 3.18 of the code be repealed.

SECTION 7. That Subsections K. through AA. of Section 3.10.010 of the code be re-lettered to L. through BB.

SECTION 8. That Subsection K. of Section 3.10.010 of the code be created to read:

K. "Full-time equivalent" or "FTE" means the percentage of full-time employment that a position represents.

ENACTED: September 15, 2009

FACT SHEET

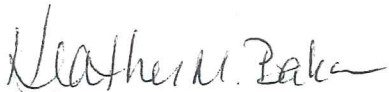
TO FILE NO. 09-10/060

This ordinance updates procedures for tracking and reporting the allocation of positions. Chapters 3.15 and 3.18 were reviewed and the following changes are recommended:

- Remove the annual position by department heads review. This is a procedure that is no longer in place and is recommended to be removed.
- The Committee on Human Resources will review positions that are vacant for one year with the possibility of deletion of the position. This is a change from automatic deletion after one year of vacancy.
- The Committee on Human Resources will give final approval on all title changes and title changes will no longer be sent to the County Board for approval.
- The allocation of positions by department will not be listed in the Code and will be maintained by Human Resources.

A draft of this ordinance was reviewed and approved by the Committee on Human Resources at its meeting on August 10, 2009. There is no fiscal impact.

Respectfully submitted,



Heather M. Baker
Human Resources Director

/jb

Human Resources

Department Mission

Mission: To support the total operation in meeting its goal through its most valuable resource - it's people.

Strategic Direction and Priority Issues

Employee Retention: In 2017 Human Resources staff began tracking various HR metrics including employee separations by length of service and leadership development training. Heading into 2020 Eau Claire County has been able to gather enough baseline data to indicate the need to enhance the onboarding program.

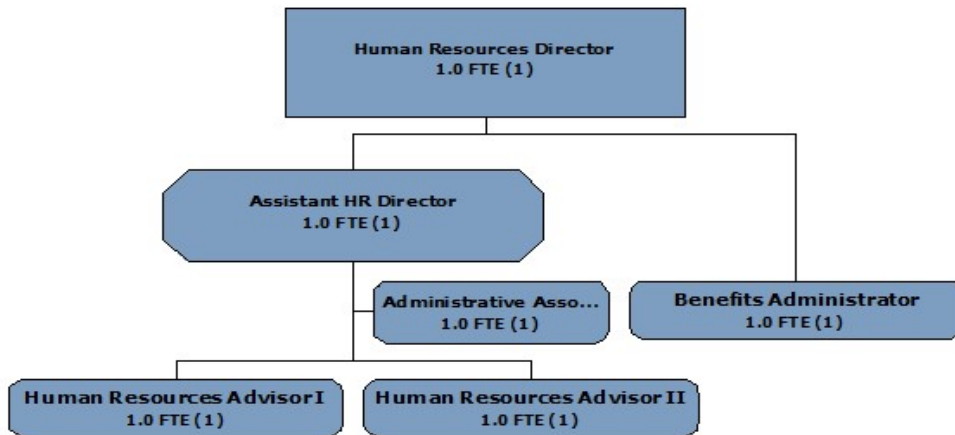
Annual Adjustment. Each year the County should adjust the salary schedule taking into consideration cost of living increases. The amount plus the percent step increase should be close to some defined index. Without maintaining the schedule, salaries will fall behind the market, and the County will be in a position of expending dollars to keep up. In the 2020 HR Budget a new performance is being introduced to provide guidance to staff surrounding compensation goals.

Trends and Issues on the Horizon

Tight Labor Market. Population changes will have a mounting impact on many aspects of employment and HR practices. These changes include the aging workforce, different generations working together, the nature of family and parental roles, and increased cultural diversity. Add in significantly low unemployment rates for Wisconsin ranging from the most recent rate of 3.5% (June 2019) and this trend will continue to be necessary to address.

Wellbeing Programs. The demand for comprehensive wellbeing programs is growing. For many organizations, this means expanding well-being beyond solely employee benefit programs. Well-being is now a strategy for organizational performance.

Organizational Chart



Year	2011	2012	2013	2014	2015	2016	2017	2017	2018	2019
FTE	4.00	3.75	4.25	4.25	4.73	4.73	4.73	6.0	6.0	6.0

**Overview of Revenues and Expenditures
Human Resource**

		2018	2019	2019	2020	%	2020	2020
Fund	Revenue:	Actuals	Budget	Estimate	Request	Change	Recommend	Adopted
100	01-Tax Levy	684,045	710,045	710,045	723,720	2%		
	Total Revenues:	\$684,045	\$710,045	\$710,045	\$723,720	2%	\$0	\$0

		2018	2019	2019	2020	%	2020	2020
Fund	Expenditures:	Actuals	Budget	Estimate	Request	Change	Recommend	Adopted
100	01-Regular Wages	410,518	422,789		434,396	3%		
100	02-OT Wages	107	0					
100	03-Payroll Benefits	154,423	164,817		155,384	-6%		
100	04-Contracted Services	50,787	75,051		75,051	0%		
100	05-Supplies & Expenses	34,932	40,389		51,889	28%		
100	09-Grants, Contributions, Other	8,174	7,000	7,000	7,000	0%		
	Total Expenditures:	\$658,941	\$710,046	\$7,000	\$723,720	2%	\$0	\$0

Net Surplus/(-Deficit) - Human Resource		\$25,104	(\$1)	\$703,045	\$0		\$0	\$0
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**EAU CLAIRE COUNTY, WISCONSIN
2020 BUDGET
HIGHLIGHTS**

Changes and Highlights to the Department's Budget:

Change 1 - A Diversity and Inclusion Committee has been formed and a new program has been proposed.

Change 2 -Safety is priority for employees at Eau Claire County. Human Resources staff in collaboration with department leadership are continually evaluating the safety needs of county staff and employees we serve. Additional pre-employment physical requirements have been identified for staff within the Sheriff's Office and Juvenile Detention. In 2020 Eau Claire County's current occupational provider has indicated a 4-5% increase in costs.

Change 3 -

Change 4 -

Change 5 -

	2019 Revised Budget	Cost to Continue Operations in 2020	Change 1	Change 2	Change 3	2020 Request
Description of Change						
01-Tax Levy	\$ 710,045	13,675				\$ 723,720
0	\$ -	-				\$ -
0	\$ -	-				\$ -
0	\$ -	-				\$ -
Total Revenues	\$ 710,045	\$ 13,675	\$ -	\$ -	\$ -	\$ 723,720
01-Regular Wages	\$ 422,789	\$ 11,607				\$ 434,396
02-OT Wages	\$ -	\$ -				\$ -
03-Payroll Benefits	\$ 164,817	\$ (9,433)				\$ 155,384
04-Contracted Services	\$ 75,051	\$ -				\$ 75,051
05-Supplies & Expenses	\$ 40,389	\$ 2,800	\$ 2,200	\$ 6,500		\$ 51,889
09-Grants, Contributions, Other	\$ 7,000	\$ -				\$ 7,000
0	\$ -	\$ -				\$ -
0	\$ -	\$ -				\$ -
Total Expenditures	\$ 710,046	\$ 4,974	\$ 2,200	\$ 6,500	\$ -	\$ 723,720

**EAU CLAIRE COUNTY, WISCONSIN
2020 BUDGET
ADJUSTMENTS**

Implications of adjustments

Adjustment 1 - Diversity and Inclusion Program

Adjustment 2 - A reduction in the number of pre-employment physicals, background checks, and job description reclassifications processed throughout the year. The reductions in pre-employment physicals and background checks would be for those positions that do not require those pre-employment processes. Elimination of job reclassifications would result in market compression.

Adjustment 3 -

Adjustment 4 -

	2020 Department Requested Budget	Adjustment 1	Adjustment 2	Adjustment 3	Adjustment 4	2020 Dept Adj Budget Request
Description of Change						
01-Tax Levy	\$ 723,720					\$ 723,720
0	\$ -					\$ -
0	\$ -					\$ -
0	\$ -					\$ -
Total Revenues	\$ 723,720	\$ -	\$ -	\$ -	\$ -	\$ 723,720
01-Regular Wages	\$ 434,396					\$ 434,396
02-OT Wages	\$ -					\$ -
03-Payroll Benefits	\$ 155,384					\$ 155,384
04-Contracted Services	\$ 75,051					\$ 75,051
05-Supplies & Expenses	\$ 51,889	\$ (2,200)	\$ (6,500)			\$ 43,189
09-Grants, Contributions, Oth	\$ 7,000					\$ 7,000
0	\$ -					\$ -
0	\$ -					\$ -
Total Expenditures	\$ 723,720	\$ (2,200)	\$ (6,500)	\$ -	\$ -	\$ 715,020

#1 Recruitment and Selection

This program involves recruitment and selection functions designed to identify and secure the best quality candidates to fill vacant positions. HR promotes open competition, provides equal employment opportunity, and ensures non-discrimination to facilitate fair and equitable representation of all persons in the county.

OUTPUTS

(YTD column = Jan-Jul results)

Applications reviewed:

Positions filled:

of Community Outreach/Job Fairs attended

of Management Level Recruitments

<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>
To recruit, select, and appoint the best qualified persons for Eau Claire County government positions.	90% of new hires complete their introductory period.	90%
	90% of candidates extended an offer of employment accepted employment	90%
	90% of new hires are meeting expectations or better by the end of their introductory period.	90%
	65% of job applicants meet the required qualifications of the position.	65%
Provide a variety of employee benefits that attract an evolving workforce.	60% of new employees enrolled in the benefits package reported they were satisfied with the variety of employee benefits.	60%

#2 Records Management and Classification

This program consists of the activities that are involved in maintaining the compensation system, including job description and job classification methods and systems, designed to provide a means for correct wage placement and categorization. In addition, the program involves the work that goes into record keeping and personnel data management to ensure compliance with local, state, and federal requirements.

OUTPUTS

(YTD column = Jan-Jul results)

Number of classification reviews performed:

Number of personnel files maintained:

Number of requests for family medical leave:

Number of hours of Family Medical Leave Used

Affirmative Action: Females as a percentage of workforce

Affirmative Action: Percentage of employees who have a disability (self disclosure)

Affirmative Action: Percentage of employees who are a protected veteran (self disclosure)

Performance Goal

Outcome Measures

Benchmark

To provide accurate and consistent descriptions of duties, responsibilities, and qualifications in order to clearly articulate employee expectations.

80% of orientation survey respondents that their job description accurately describes the work they are performing.

80%

To create a fair compensation structure that attracts the best people for the job and is competitive enough to motivate people to stay with our organization.

75% of employees will be paid at market level for the position they are in.

50% of employees indicate they were "somewhat satisfied" or better with their salary while working for Eau Claire County.

New Metrics

#3 Support & Development

This program involves the work that goes into maintaining employer-employee relationships that contribute to satisfactory employee productivity, motivation and morale. The Support and Development program includes employee relations activities that focus on preventing and resolving problems involving employees that arise out of or affect work situations. In addition, this program functions to develop and provide training and development opportunities.

OUTPUTS

(YTD column = Jan-Jul results)

Average length of service/retention period for all employees (in years)	
Number of disciplines processed:	
Number of committee-approved policies & procedures developed/revised:	
Number of employees recognized:	
Number of employees nominated	
Number of requests for disability accommodations:	
Number of employee training and development opportunities offered:	
Number of benefit program learning opportunities offered	
Number of leave requests facilitated (personal, disabled veteran, etc.)	
Employee Assistance Program (utilization and helpline use)	
Number of exit interviews:	
Number of resignations or terminations	
Average cost of benefits as a % of salary	
Average training and development costs per employee	
Average age at Retirement	
Average performance rating of all employees	

#3 Support & Development Continued...

<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>
To create a welcoming culture that embraces new employees.	<p>95% of new employees meeting expectations will continue employment with Eau Claire County beyond their 1 year anniversary date</p> <p>90% of new employees indicated their welcome letter contained the necessary information to facilitate a smooth transition with the HR onboarding process.</p>	New Metric
To provide an efficient and fair system for evaluating employee performance in order to improve employee performance, strengthen supervisor-employee relationships, and recognize employee accomplishments and good work.	<p>85% of Managers and Supervisors complete employee performance evaluations within 60 days of the due date.</p> <p>85% of employees are "meeting expectations" or better in the annual evaluation.</p>	<p>85%</p> <p>85%</p>

<p>To provide an orientation system that assists new employees with building a foundation of knowledge about Eau Claire County employment.</p>	<p>80% of survey respondents indicated that the orientation program was 'somewhat beneficial' or 'absolutely beneficial' in building a foundation of knowledge about Eau Claire County employment.</p>	<p>80%</p>
<p>To provide additional learning opportunities for employees within their area of assigned duties.</p>	<p>80% of survey respondents indicated that the training was “somewhat” or “absolutely applicable” to their job.</p>	<p>80%</p>
<p>To maintain and support a wellness program that encourages employees and spouses to participate by offering a wide variety of initiatives that involve all segments of the population.</p>	<p>90% of eligible employees participated in the wellness program</p> <p>42% of wellness program participants reported they were 'satisfied' with the program.</p>	<p>90%</p> <p>42%</p>
<p>To provide real-time data and analysis to review trends for recruitment and retention strategies</p>	<p>80% of the time quarterly metrics will be provided to department heads</p>	<p>80%</p>

JULY 2019

Human Resources

SELECTED PERFORMANCE MEASURES	
Applications reviewed	1,389
Number of Family Medical & Personal Leaves requested	21
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none">▪ Diversity and Inclusion Committee▪ Supervisor Orientation Focus group▪ Preparation for 2020 budget▪ Ted-Talk Lovers▪ Wellness Collaboration - Wellness Fair/Scholarship▪ Wellness/Health Collaboration - Presentation M3/WEA/Mayo - Population Health	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none">▪ 2020 Budget health insurance and cost of living▪ Eau Claire County's current compensation structure is below market▪ Continued high cost claims and high utilization for Eau Claire County Health Insurance▪ Recruitment and Retention	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none">▪ Health & Wellness 2020 planning (WEA Trust, Mayo Clinic Health System, M3, Difference Card)▪ Diversity and Inclusion Committee▪ 2020 position planning	
GOALS FOR NEXT MONTH	
<ul style="list-style-type: none">▪ Finalize 2020 Eau Claire County position requests▪ Begin 2020 Health and wellness schedule▪ Launch Mutual Respect and Diversity & Inclusion policy's	

Eau Claire County - Human Resources

Quarterly Department Report - Summary

For Period Ending: Q2, 2019

Page: 1/1

Date Ran: 7/16/19

07 - Human Resources

Fund	Revenue:	Orig Budget 2019	Adj Budget 2019	Q1 2019	Q2 2019	Q3 2019	Q4 2019	YTD 2019	% of Budget
100	01-Tax Levy	710,045	710,045	177,511	177,511	0	0	355,023	50.00%

Total Revenue - Human Resources		\$710,045	\$710,045	\$177,511	\$177,511	\$0	\$0	\$355,023	50.00%
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Fund	Expenditures:	Orig Budget 2019	Adj Budget 2019	Q1 2019	Q2 2019	Q3 2019	Q4 2019	YTD 2019	% of Budget
100	01-Regular Wages	-422,789	-422,789	-85,783	-89,091	0	0	-174,874	41.36%
	03-Payroll Benefits	-164,817	-164,817	-39,135	-34,950	0	0	-74,085	44.95%
	04-Contracted Services	-75,051	-75,051	-11,985	-11,960	0	0	-23,945	31.91%
	05-Supplies & Expenses	-40,389	-40,389	-14,000	-550	0	0	-14,550	36.02%
	09-Equipment	0	0	0	-261	0	0	-261	0.00%
	09-Grants, Contributions, Other	-7,000	-7,000	-45	-2,845	0	0	-2,890	41.29%

Total Expense - Human Resources		-\$710,046	-\$710,046	-\$150,948	-\$139,658	\$0	\$0	-\$290,606	40.93%
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Net Surplus/(-Deficit) - Human Resources		-\$1	-\$1	\$26,563	\$37,853	\$0	\$0	\$64,417
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