

AGENDA

Eau Claire County
Committee on Human Resources

Date: Friday, February 14, 2020

Time: 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 3312

1. Call to Order and Confirmation of Meeting Notice
2. Public Comment
3. Approval of Meeting Minutes – **Discussion/Action**
 - a. January 10, 2020
4. Resolution 19-20/092 – Authorizing reclassification of the Human Resources Director
Discussion/Action
5. Resolution 19-20/099 – Authorizing to abolish one (1.0 FTE) Criminal Justice Coordinating Council Manager and to create one (1.0 FTE) Criminal Justice Coordinating Council Director – **Discussion/Action**
6. Salaries for elected positions: County Clerk, Treasurer, and Register of Deeds –
Discussion/Action
7. Adjourn

Prepared by: Samantha Cole

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

MINUTES

Eau Claire County
Committee on Human Resources

Date: Friday, January 10, 2020

Time: 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 3312

Members in Attendance: Mark Beckfield, Connie Russell, Judy Gatlin, Kevin Stelljes

Others: Kathryn Schauf – County Administrator, Samantha Cole – Administrative Specialist III, Amy Sires – Benefit Specialist, Sara Bronstad – Human Resource Advisor, Jon Johnson – Highway Commissioner

Public: Joe Knight

Chair Beckfield called the meeting to order at 8:30 a.m. and confirmed the meeting notice.

No members of the public wished to speak.

A motion was made by Supervisor Gatlin to approve the minutes from November 25, 2019 and December 16, 2019 with two spelling corrections. All in favor to approve the minutes as amended.

The Committee discussed Resolution 19-20/084 - Requiring any department of over 50 employees, trending significantly and repeatedly over budget, to seek approval prior to filling vacant staff positions and to provide fiscal reports to the County Board of Supervisors upon request. Sara Bronstad shared insight on the current process of filling vacancies. Administrator Schauf clarified that position reviews have been ongoing before positions are filled. Commissioner Johnson also shared his opinion. Supervisors Stelljes and Beckfield motioned to approve the resolution; Resolution 19-20/084 failed with 2 yes votes and 2 no votes.

A statement for file no. 19-20/084 will be presented to the County Board of Supervisors with the following suggestions:

1. Support of line 35 through line 39, reading: BE IT FURTHER RESOLVED, that the Eau Claire County Board of Supervisors requires monthly written and oral fiscal reports to the full board by the chair of the department's oversight committee and by the department head. This fiscal report shall provide year to date statements of expenses

and revenue, approved budget and actual, the variance, total excess (deficiency) of revenue and expenditures, and vacant positions filled during that month

2. Strike “including positions that are fully funded by outside sources” from line 23 and line 24.

The Committee discussed Resolution 19-20/090 authorizing to abolish one (1.0 FTE) Welder and to create one (1.0 FTE) Mechanic. Commissioner Johnson gave insight on the decision and advised he believes it would be a better fit overall for the Highway Department and the County. Supervisor Gatlin motioned to approve; motion passed 4-0.

Administrator Schauf discussed the current policy of notice of termination. **Action:** Kathryn and the Human Resources team will put together an information sheet for the Committee to review at a future meeting.

The Committee discussed the future meeting schedule. Meetings will continue to take place on the second Friday of each month at 8:30 a.m. at the Government Center through April.

The meeting was adjourned at 9:40 a.m.

Respectively submitted by,

Samantha Cole
Department of Administration

FACT SHEET

TO FILE NO. 19-20/092

Positions are reviewed when they become vacant and when substantial changes are made to determine if any amendments should be made to the position description in order to accurately reflect the position.

The changes to the Human Resources Director job description are the result of a review conducted after benefits administration responsibilities transferred to the Human Resources Department. With this change, the position was reevaluated for appropriate salary grade placement. The amended position was evaluated at pay grade V (one step above the current pay grade, U).

The fiscal impact of this change is an immediate annual cost increase of \$271 and an eventual annual cost of \$8,652.

Respectfully Submitted,

Sara Bronstad
Human Resources

Kathryn Schauf
County Administrator

4 - AUTHORIZING RECLASSIFICATION OF THE HUMAN RESOURCES DIRECTOR -

5 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
6 changes therein be submitted to the Board for authorization; and

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8 WHEREAS, a classification and compensation review of the position resulted in a recommended salary
9 grade placement of pay grade V from pay grade U with the addition of benefits administration; and

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11 WHEREAS, at its regularly scheduled meeting on February 14, 2020, the committee on human
12 resources approved the request from the Human Resources Department to reclassify one 1.0 FTE Human
13 Resources Director; and

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15 WHEREAS, the reclassification of this position has the potential annual cost of \$8,652 and an
16 immediate annual cost of \$271;

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18 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
19 approves to reclassify one (1.0 FTE) Human Resources Director in the Human Resources Department.

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31 Committee on HumanResources

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35 Dated this ____ day of _____, 2020.

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FACT SHEET

TO FILE NO. 19-20/099

Background: The Criminal Justice Collaborating Council (CJCC) is currently within the department of Administration and the CJCC Manager reports to the County Administrator. The CJCC Manager position description was reviewed and changes were made to bring this position to a director level.

The CJCC Manager has been increasingly responsible for duties that would be asked of a department head and has been working in a near-autonomous manner. The CJCC Manager position description was reviewed and updated to better reflect current responsibilities and to adjust language to reflect a standalone department and the duties that accompany it. These changes move the position from Pay Range R to Pay Range S.

Request: Change the title of Criminal Justice Collaborating Council Manager to Criminal Justice Collaborating Council Director, creating a new department.

Fiscal Impact: The fiscal impact of this change is an eventual annual cost of \$8,133 and immediate annual cost of \$4,513.

Respectfully Submitted,

Sara Bronstad
Human Resources Advisor

4 - AUTHORIZING TO ABOLISH ONE (1.0 FTE) CRIMINAL JUSTICE COORDINATING
5 COUNCIL MANAGER AND TO CREATE ONE (1.0 FTE) CRIMINAL JUSTICE
6 COORDINATING COUNCIL DIRECTOR -

7 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
8 changes therein be submitted to the Board for authorization; and

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10 WHEREAS, a classification and compensation review of the position resulted in a recommended salary
11 grade placement of pay grade S from pay grade R with the addition of director level responsibilities; and

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13 WHEREAS, at its regularly scheduled meeting on February 14, 2020, the committee on human
14 resources approved the request from the Administration Department to reclassify one 1.0 FTE Criminal
15 Justice Coordinating Council Manager; and

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17 WHEREAS, the reclassification of this position has the potential annual cost of \$8,133 and an
18 immediate annual cost of \$4,513;

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20 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
21 approves to reclassify one (1.0 FTE) CJCC Manager to create one (1.0 FTE) CJCC Director, creating a
22 Criminal Justice Coordinating Council Department.

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Committee on Human Resources

Committee on Administration

Dated this ____ day of _____, 2020.

**INFORMATION for the ELECTED OFFICIALS
ANNUAL COMPENSATION**

We would like to present some information regarding the setting of compensation for the County Clerk, Treasurer and Register of Deeds for next term 2021-2024.

Elected officials are Department Directors who perform the same managerial duties of non-elected department heads. We are required to process all the same documentation including budgets, written and oral annual reports, interview, hire, supervise, train staff along with performing employee reviews, establish goals, standards and expectations in our offices, report to and work with our oversight committees on legislation regarding our offices, attend department head meetings, are just a few of the responsibilities along with other duties that would be specific to our offices. We are also involved as other department heads in the employee breakfast, scholarship committee activities and government day.

Office workload demands elected officials not only be department heads, but also frontline employees who work side-by-side with staff for day-to-day tasks accomplished by end of day. Any future elected officials in these offices would have to perform the same duties or their offices would be understaffed to the point of being dysfunctional.

As any other non-represented position, each county needs qualified, professional individuals running elections, collecting taxes, performing the process of tax deed and the selling of such properties, receipting/processing approximately \$225,000,000 of funds every year, or administering and maintaining property and vital records. Counties need to attract and retain good, intelligent people or risk losing the integrity of their elected offices.

Eau Claire County is the 18 largest in population and the below is a salary comparison with counties that would be very comparable size and living expenses along with workloads:

County	Population	2020	2021	2022	2023	2024
Fond du lac	104,035	\$73,642				
La Crosse	119,193	\$81,000	*\$82,620	*\$84,272	*\$87,651	*\$89,404
Ozaukee	86,395	\$77,877	\$80,225	\$81,827	\$83,470	\$85,134
Walworth	102,228	\$74,344	\$81,035	\$82,656	\$84,309	\$85,995
St. Croix	88,583	\$74,018	*\$77,510	*\$79,060	*\$80,641	*\$82,254
Eau Claire	102,816	\$73,620				

*Proposed not approved

Per the McGrath Human Resource Group classification and compensation plan and new salary schedule adopted by the Eau Claire County Board on August 18, 2015 (Most Department Heads are starting at step 5)


Non-Director's positions	Step 5	Step 10
Pay grade "R" some position titles within "R" Aging & Disability Resource Center Manager, Child Support Manager, Human Resource Advisor II, Land Conservation Manager, Land Use Manager	\$71,510	\$76,648
Pay grade "S" some position titles within "S" Sheriff Administration Services Division Manager, Economic & Support Administrator, DHS Fiscal Services Manager, Assistant HR Director	\$78,645	\$84,323

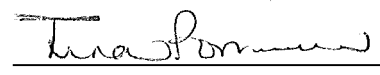
The lowest two pay grades for Eau Claire County Directors (Department head positions)	Step 5	Step 10
Register and Probate/Clerk of Juvenile Court and Veterans Service Director (Grade R)	\$71,510	\$76,648
Facilities Director and Parks and Forest Director (Grade S)	\$78,645	\$84,323

With our staff receiving a step increase of 1 – 2% and a COLA historically being a 1 – 2% increase compression could be an issue if and we don't maintain a 3% yearly increase.

Thank you for your time and consideration as you make your vote. If you have any questions, please contact us.


Janet K Loomis, County Clerk
(715)839-4803


Glenda Lyons, Treasurer
(715)839-6212


Tina K Pommier, Register of Deeds
(715)839-4740

Considerations for elected official compensation:

- **Fairness:** Elected officials are also department directors, and just want to be treated like everyone else.
 - We perform the same managerial duties of non-elected department heads. We are required to process all the same documentation including budgets and employee reviews, offer resolutions, and facilitate office operations, projects and goals. We interview, hire, train and supervise staff and establish goals, standards and expectations.
 - For the purposes of employee morale and equity, it's in the county's interest to treat all employees the same.

- **Unequal access to other forms of compensation:** Elected officials are unable to earn some forms of compensation offered to other employees, such as:
 - Longevity or step increases: elected officials don't receive any additional pay for longer service in their positions.
 - Vacation: elected officials don't receive or accrue vacation, and therefore can't be paid out for it (if applicable).
 - Sick leave: elected officials don't receive or accrue sick leave, and depending on the county's policy, non-elected department heads can sometimes convert sick leave into health insurance credits or can have sick leave paid out to them.
 - Unemployment: elected officials are unable to claim unemployment benefits if they lose their job.

- **Elected officials are professionals; not just 18 and not a felon**
 - These positions are specialty trades that require education, training and experience, and we want the best and most qualified people serving our county. The only difference between elected officials and anyone else in a similar appointed position is that we have to convince the public that we are doing our jobs - and doing them well - every 4 years. Just like any other non-represented position, each county needs quality, professional individuals running elections, collecting and archiving the financial records, or administering and maintaining property and vital records. Counties need to attract and retain good, smart people or risk losing the integrity of their elected offices.

- **Elected officials are "working" department directors**
 - Elected officials in today's work place are not just "figureheads." Furthermore, in most counties, elected officials cannot simply manage the other employees in their offices; they must work side-by-side with them in getting day-to-day tasks accomplished. Office workload demands that elected officials not only be directors/supervisors, but also frontline employees. Any future elected officials in these offices would have to perform the same duties or their offices would be understaffed to the point of being dysfunctional.