

AGENDA

Eau Claire County

Committee on Human Resources

Date: Friday, October 9, 2020

Time: 10:30 a.m.

Location: Remote Meeting via Webex Events

Dial In: 1-415-655-0001

Access Code: 145 374 3287

**please remain muted when not speaking*

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. August 14, 2020
 - b. August 25, 2020
 - c. September 11, 2020
 - d. September 24, 2020
 - e. October 2, 2020
5. Resolution 19-20/063 – Authorizing the removal of the Operations Administrator position from the County’s Bridge Plan – **Discussion/Action**
6. Explanation of County Health Insurance Changes for 2021 - **Discussion**
7. Policy 509 – Timekeeping Policy Review – **Discussion**
8. General Director Updates – **Discussion**
9. Adjourn

Prepared by: Samantha Kraegenbrink

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 839-6945 (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, August 14, 2020

Time: 8:30 a.m.

Location: Remote Meeting via Webex Events

Present: Mark Beckfield, Kevin Stelljes, Judy Gatlin, Katherine Schneider

Others: Samantha Kraegenbrink – Clerk, Katelynn Eslinger, Kathryn Schauf, Sara Bronstad, Jessica Rubin, Kristin Schmidt – M3

Chair Beckfield called the meeting to order at 8:34 a.m. and confirmed meeting notice.

Verbal roll call was taken by the Clerk and is noted above under present.

No members of the public wished to provide any comments.

The committee reviewed the meeting minutes from July 10, 2020 and July 13, 2020. Supervisor Schneider motioned to approve as presented; seconded by Supervisor Gatlin. All in favor, minutes were approved as presented.

Jessica Rubin provided updates from the Human Resources Department. A survey went out to employees for school aged parents to provide insight/suggestions as the school year begins. Looking at health insurance; looking as though there will be changes while trying to mitigate the high costs. Supervisor Schneider requests that an update be provided at a future meeting of what percent take advantage of the unemployment on furlough days.

Jessica Rubin presented the Human Resources quarterly reports. The presentation will be provided to the committee after the meeting. The committee also requests trend data vs. snapshot data.

Kristin Schmidt from M3 was in attendance to provide a review of the Difference Card benefit.

Jessica Rubin provided details on Policy 101 – Recruitment and Selection. The committee discussed the policy change. Supervisor Schneider requests and amendment to remove the affirmative action plan; seconded by Supervisor Gatlin. Strike the Eau Claire County Affirmative Action Plan in 1. Purpose following regulations. All in favor on the amendment brought forth. The committee continued discussion on the policy as amended. Supervisor Schneider motions to approve Policy 101 as amended;

Supervisor Gatlin seconded the motion. All in favor; policy approved as amended.

The committee discussed Policy 823 – Telecommuting Policy Updates. Jessica Rubin provided further explanation of the proposed policy changes. Supervisor Schneider motions to add elder/or in front of the work dependent in all instances. 1 for, 4 against, amendment fails. No further discussion. Supervisor Stelljes motions to approve as presented; all in favor. Policy 823 is approved.

For future agenda, Supervisor Gatlin would like to have specific examples of efficiencies of telecommuting work at a future meeting and discussion on how employee clocks in and out for their workday. Samantha will send out a doodle poll for bargaining review with Corporation Counsel.

The meeting was adjourned at 9:53 a.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Samantha Kraegerbrink". The signature is written in a cursive style with a large initial "S".

Samantha Kraegerbrink
Committee Clerk

MINUTES

Eau Claire County

Committee on Human Resources

Date: Tuesday, August 25, 2020

Time: 3:30 p.m.

Location: Remote Meeting via Webex Events

Present: Judy Gatlin, Mark Beckfield, Kevin Stelljes, Stella Pagonis, Katherine Schneider

Others: Samantha Kraegenbrink – Committee Clerk, Jessica Rubin, Norb Kirk, Tim Sullivan, Richard Eaton

Chair Beckfield called the meeting to order at 3:37 p.m. and confirmed meeting notice.

Verbal roll call was taken by the Clerk and is noted above under present.

Motion by Supervisor Gatlin; seconded by Supervisor Schneider at 3:39 p.m. to adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(e) for the purposes of discussions related to future bargaining sessions.

The committee moved into open session at 4:27 p.m.

The next meeting will be on September 11, 2020 at 8:30 p.m.

The meeting was adjourned at 4:29 p.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Samantha Kraegenbrink', written in a cursive style.

Samantha Kraegenbrink – Committee Clerk

MINUTES

Eau Claire County

Joint: Committee on Human Resources and Committee on Finance & Budget

Date: Friday, September 11, 2020

Time: 8:30 a.m.

Location: Remote Meeting via Webex Events

Present (Committee on Human Resources): Mark Beckfield, Kevin Stelljes, Katherine Schneider, Judy Gatlin, Stella Pagonis

Present (Committee on Finance & Budget): Gerald Wilkie, Jim Dunning, Robin Leary, Steve Chilson, Stella Pagonis

Others: Cory Schalinske – Sheriff’s Department, Katelynn Eslinger, Kathryn Schauf, Sara Bronstad, Norb Kirk, Tim Sullivan, Jessica Rubin, Samantha Kraegenbrink – Committee Clerk

Public: Present

Chair Beckfield called the meeting to order at 8:30 a.m. for the Committee on Human Resources and a verbal roll call was taken by the Committee Clerk. The Committee on Finance & Budget was called to order and verbal roll call was taken by Norb Kirk. Both are noted above under present.

No members of the public wished to make comment.

Jessica Rubin, Human Resources Director, provided an overview of the proposed 2021 budget. The committees discussed the budget and asked clarifying questions.

Chair Pagonis adjourned the meeting of Finance & Budget at 9:30 a.m.

Chair Beckfield advised the closed session will last approx. 30 minutes. Supervisor Schneider motioned to move into close session; seconded by Supervisor Gatlin. Roll Call was taken: Supervisors Schneider, Pagonis, Stelljes, Gatlin, Beckfield. Also present: Samantha Kraegenbrink – Committee Clerk, Amy Weiss – Finance, Norb Kirk – Finance, Sara Bronstad – HR, Jessica Rubin – HR, Cory Schalinske – Sheriff’s Department, Tim Sullivan – Corporation Counsel, Richard Eaton – Corporation Counsel. The meeting was locked and moved into closed session at 9:33 a.m., pursuant to Wisconsin Statutes 19.85 (1)(e) for the purposes of discussions related to future bargaining sessions.

To wit: Bargaining relative to the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff’s Department Non-Supervisory Unit of Eau Claire County

The committee resumed the open session at 10:22 a.m. Roll call was taken by clerk: Katherine Schneider, Stella Pagonis, Kevin Stelljes, Judy Gatlin, Mark Beckfield.

The committee requested a corrected budget be presented. The meeting on September 17, 2020 will begin at 11:45 a.m. on September 17, 2020 to approve/deny the budget.

Chair Beckfield requests that job descriptions be included on all position changes. Jessica Rubin suggested the fact sheet be more robust of proposed changes when coming to the committee.

The committee reviewed the minutes from August 14, 2020 and August 25, 2020. Supervisor Schneider motioned to approve the minutes as presented. Supervisor Pagonis requested the future agenda items listed on August 14, 2020 be revisited and added to an upcoming meeting. All in favor of approving the minutes as presented.

The committee discussed File No. 20-21/072: Ordinance – To amend section 2.09.005 A. of the Code: Legal Holidays; to amend section 2.09.010 A. of the Code: Business Hours. Kathryn Schauf provided background on the Martin Luther King Jr. training day event at Florian Gardens and that this provided holiday would save expense to the county. Training would then been more robust and targeted to the employees through workgroups and ongoing training through the NEOgov platform. Supervisor Schneider motions to approve File No. 20-21/072. Seconded by Supervisor Gatlin. No additional discussion; all in favor. Motion passes.

Chair Beckfield requested that position changes for the 2021 budget be moved to the next meeting.

Chair Beckfield adjourned the meeting at 10:42 a.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Samantha Kraegenbrink". The signature is written in a cursive style with a large initial "S".

Samantha Kraegenbrink – Committee Clerk

Eau Claire County
Committee on Human Resources
Date: Thursday, September 24, 2020
Time: 11:00 a.m.
Location: Remote Meeting via Webex Meetings

MINUTES

Committee on HR Present: Judy Gatlin, Stella Pagonis, Katherine Schneider

Staff Present: Jessica Rubin, Sara Bronstad, Norb Kirk, Amy Weiss, Tim Sullivan

Public Present: None

Meeting was called to order by Vice Chair Gatlin at 11:00 a.m.

Stella Pagonis motioned to move into closed session. Katherine Schneider offered a second. A Roll Call vote was taken: Pagonis, Gatlin, Schneider.

The meeting was locked at 11:03 a.m. pursuant to Wisconsin Statutes 19.85 (1)(e) for the purposes of discussions related to future bargaining sessions.

To wit: Bargaining relative to the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County

Next meeting is scheduled for October 2, 2020 at 8:00a.m. in Room 2550 and virtual.

Vice Chair Gatlin adjourned the meeting at 11:43 a.m.

Respectfully submitted by,

Sara Bronstad – Acting Committee Clerk

Eau Claire County
Committee on Human Resources

Date: Friday October 2, 2020

Time: 8:00 a.m.

Location: Room 2550 and Remote Meeting via Webex Meetings

MINUTES

Committee on HR Present: Judy Gatlin, Mark Beckfield, Katherine Schneider.

Staff Present: Jessica Rubin, Sara Bronstad, Norb Kirk, Tim Sullivan, Rick Eaton, six union members, and union representative, Jeryl Vonderheid

Public Present: None

Meeting was called to order by Chair Beckfield at 8:08 a.m. Confirmation that the meeting was appropriately posted. No public comment.

Judy Gatlin motioned to move into closed session. A Roll Call vote was taken: Schneider, Gatlin, Beckfield.

The meeting was locked at 8:09 a.m. pursuant to Wisconsin Statutes 19.85 (1)(e) for the purposes of discussions related to future bargaining sessions.

To wit: Bargaining relative to the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County

Committee discussion on agenda items for 10/9.

Chair Beckfield adjourned the meeting at 9:32 a.m.

Respectfully submitted by,

Sara Bronstad – Acting Committee Clerk

FACT SHEET 20-21.063

This resolution is requesting the County Board remove the Operations Administrator position in the Department of Human Services Manager from the list of positions that are being held open as a result of the Bridge Plan that was created in response to the Covid-19 pandemic.

This position has already been approved and placed in the budget for the Department of Human Services for the year 2020.

The position is budgeted for seven months of 2020 at \$65,473. If the position is filled to start on September 1st, 2020, the anticipated cost for the rest of the year would be \$37,412, including benefits.

Filling the position has been deemed necessary by County Administration and County Finance to provide the administration, and management of programmatic and fiscal operations, across the Department, including validation of processes, practices, and reporting.

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4 AUTHORIZING THE FILLING OF THE “OPERATIONS ADMINISTRATOR” POSITION IN
5 THE DEPARTMENT OF HUMAN SERVICES
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7 WHEREAS, the Department of Human Services has been under scrutiny for years due to
8 budget pressures; and,
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10 WHEREAS, lack of adequate funding combined with a reporting error of approximately
11 \$1,200,000 in the 2019 end of year reconciliation has increased concern and resulted in
12 perception of disarray; and,
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14 WHEREAS, a recently completed audit by Clifton, Larson and Allen, indicates a
15 recording error deemed immaterial; and
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17 WHEREAS, the Department of Human Services experienced a theft by a prior employee
18 and recognized some gaps in internal control processes which have been addressed, in
19 conjunction with County Finance; and,
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21 WHEREAS, the 2020 budget adopted the addition of an Operations Administrator,
22 whose primary function is to guide and interconnect between programmatic areas and the
23 finances of the department: and,
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25 WHEREAS, the Department of Human Services, County Administration, and County
26 Finance assess the need for increased administration, management and supervision within the
27 Department of Human Services; and,
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29 WHEREAS, currently there is a resolution circulating that calls for the expenditure of up
30 to \$100,000 for a forensic audit of the finances of the Department of Human Services; and,
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32 WHEREAS, a forensic audit is typically an examination of a company’s financial records
33 to derive evidence which could be used in a court of law or legal proceeding when there exists
34 evidence of fraud; and,
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36 WHEREAS, the request for the forensic audit has failed to state any action on the part of
37 the Department of Human Services that would justify the expenditure of \$100,000 of the
38 county’s funds for a forensic audit; and,
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40 WHEREAS, the Human Services Board is the governing committee of the Department of
41 Human Services and believes that it is prudent to move forward with action that offers a pathway
42 that ensures the structure supports the best practices and operations in place; and ,
43

44 WHEREAS, The Eau Claire County Board of Supervisors previously approved the
45 creation of the FTE position of “Operations Administrator” for the Department of Human
46 Services and has funded this position in the 2020 budget. Among other things, this position was
47 created to continue development of needed systems and processes within the department, but,
48 this position is currently being held open as the result of the County Board approved “Bridge
49 Plan” that was created in response to the COVID-19 pandemic.

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WHEREAS, by authorizing the position of Operations Administrator to be removed from the list of positions that are being held open by the Bridge Plan the County Board would be taking action to provide resources necessary to continue to enhance the financial systems that support the departmental operations without the expenditure of additional funds.

NOW THEREFORE BE RESOLVED, The Eau Claire County Board of Supervisors authorizes removing the position of Operations Administrator from the list of positions that are currently being held open in response to the Bridge Plan that was created by Resolution No. 20-21.017, and authorizes the Department of Human Services to begin the process of recruitment to fill this position as soon as possible.

I hereby certify that the foregoing correctly represents the action of the Human Services Board on August 17, 2020, by a vote of 10 for, and 0 against.

Colleen Bates, Chair
Human Services Board

POLICY 509 TIMEKEEPING

1. Purpose. To provide time reporting requirements for all employees of Eau Claire County.
2. Policy.
 - 2.1 This policy provides each department the information needed to accurately record and submit their time sheets.
3. Scope.
 - 3.1 This policy and procedure applies to all employees of Eau Claire County.
4. Definitions.
 - 4.1 Authorized Hours are work hours that a supervisor assigns to complete a task.
 - 4.2 “Compensatory Time” means those hours worked in excess of the normal workweek which may be used as time off from a regular work schedule in accordance with specified guidelines.
 - 4.3 Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
 - 4.4 Non-Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
 - 4.5 Overtime is defined as authorized hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.
 - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.
5. Procedure for non-exempt and exempt (non-supervisory) timesheets
 - 5.1 The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

POLICY 509 TIMEKEEPING

Effective Date: January 1, 2012
Revised Date: September, 2016

Eau Claire County
Employee Policy Manual

- 5.2 All non-exempt and exempt (non-supervisory) employees are required to complete their timekeeping records on a daily basis by signing in on arrival and signing out on departure.
- 5.3 Time sheets for non-exempt employees and exempt (non-supervisory) must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows.

0 – 5 minutes	.0	30 – 35 minutes	.5
6 – 11 minutes	.1	36 – 41 minutes	.6
12 – 17 minutes	.2	42 – 47 minutes	.7
18 – 23 minutes	.3	48 – 53 minutes	.8
24 – 29 minutes	.4	54 – 59 minutes	.9

- 5.4 Time sheets should not be completed in advance.

Employees on official business outside the normal work schedule should note it on their timekeeping records.

6. Overtime and Compensatory Time.

- 6.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
- 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
- 6.3 When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.
- 6.4 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

7. Time Worked.

- 7.1 The following provisions are included as time worked.

7.1.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at

home, unless approved in advance in writing by his or her department head and the director. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

7.1.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.1.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked and should be charged to the Training time code. Time begins when departing for work destination if other than to Courthouse or other County offices. Time ends when employee arrives at Courthouse or regular County office.

8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, Eau Claire County does **not** count the following provisions as time worked.

8.1.1 Paid/Unpaid Leave. Approved paid absences, including but not limited to paid time off, extended leave bank, holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty, and time off for voting are not counted as time worked.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.

9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

9.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Timesheets for Department Heads and Exempt Supervisory Staff.

10.1 Department Heads and exempt supervisory staff are expected to work a minimum of 80 hours worked per pay period. Timesheets will only indicate full day absences and must be completed and signed each pay period. Work schedules may be adjusted according to operational needs of the department/work unit.

10.1.1 The workweeks of Department Heads and exempt supervisor staff will vary based on workload. It is acknowledged that 80 hours of work pay period is a rarity and often exceeds 80 hours.

10.1.2 In recognition of the excess hours in a work week, Department Heads and exempt supervisory employees may take time off when

the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis.

10.1.2 All full day absences should be noted on the time sheet as accrued benefit time taken.

10.1.3 It is expected that department heads and exempt supervisory employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO.

10.1.3.1 This flexibility is a privilege and any abuse of this flexibility may result in discipline.

11. Improper Deductions from Exempt Employees' Salaries.

11.1 If an employee believes that an improper deduction has been made from their salary, they should immediately report it to the Human Resources Department.

POLICY 509 TIMEKEEPING
Effective Date: January 1, 2012
Revised Date: September, 2016

Eau Claire County
Employee Policy Manual