



## **AGENDA**

Eau Claire County

Committee on Human Resources

**Date:** Friday, February 12, 2021

**Time:** 8:30 a.m.

**Location:** Remote Meeting via Webex Events

**Dial In:** 1-415-655-0001

**Access Code:** 145 151 6372

*\*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](mailto: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. January 08, 2021
5. File No. 20-21/117: Resolution – Abolish 1.0 (FTE) Parts and Inventory Support position, create 1.0 (FTE) Mechanic Position – **Discussion/Action**
6. File No. 20-21/110: Resolution - Authorizing to abolish one (1.0 FTE) Administrative Associate III and to create one (1.0 FTE) Administrative Associate IV – **Discussion/Action**
7. Updates to policy 203 Complaints and Concerns – **Discussion/Approval**
8. 2021 HR Objectives – **Discussion**
9. Next Meeting Topics
10. Adjourn

## MINUTES

Eau Claire County

Committee on Human Resources

**Date:** Friday, January 8, 2021 at 8:30 a.m.

**Location:** Remote Meeting via Webex Events

Present: Mark Beckfield, Kevin Stelljes, Nick Smiar (ex-officio), Judy Gatlin, Stella Pagonis, Katherine Schneider

Others: Samantha Kraegenbrink – Assistant to the County Administrator, Katelynn Eslinger, Jennifer Spotts (presenting), Dawn Edlin, Jessica Rubin, Kristin Schmidt (presenting), Norb Kirk, Emily Sieftring (presenting), Sara Bronstad, Kathryn Schauf

Public: Ryan Patterson (Leader Telegram), others present

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

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

No members of the public wished to make comment.

The Committee reviewed the minutes from December 11, 2020. Supervisor Schneider motioned to approve the minutes as presented. All in favor, minutes were approved.

Emily Sieftring from NeoGov provided a presentation on the NeoGov Learn training and development platform being utilized by Human Resources.

Jennifer Spotts from WEA Trust and Kristin Schmidt from M3 provided a presentation on the Vitality wellness platform.

Supervisor Pagonis requests that all PowerPoints/presentations be provided to the Committee prior to each meeting.

Jessica Rubin provided a presentation on Human Resources quarter 4 metrics. It is requested to provide the Committee data on exit interviews (i.e., how many of the interviews are in-person/virtual/surveys.)

Jessica Rubin provided an overview of contracted services that Human Resources takes the lead on implementing county-wide or within the department. Supervisor Pagonis requests the list of contracts be provided in advance with more information and be placed on the agenda if the Committee has questions.

Jessica Rubin provided general updates from the Human Resources department.

The Committee discussed COVID-19 related leave options for employees due to expiration of the Families First Coronavirus Relief Act as listed on the addendum. Administrator Schauf provided

information on data collected from various counties and how they are proceeding with the relief options. Norb Kirk provided further explanation on options. The Committee discussed the options. Supervisor Schneider motions to refer to appropriate Committees and the Board with a resolution maintaining the 2020 relief options. The motion was seconded by Supervisor Gatlin. All in favor (4-0, 1 absent (Pagonis)).

The following were requested to be placed on the agenda for the next meeting:

- a. 2021 goals and projects
- b. Contracted Services

The meeting was adjourned at 9:42 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  
Assistant to the County Administrator

**FACT SHEET**

**TO FILE NO. 20-21/117**

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 in the highway department shop structure, new technology, and future needs assessment performed by the Highway Commissioner, Assistant Highway Commissioner and Shop Superintendent demonstrate the following change in staffing.

One new position is being requested and one existing position is being abolished. The new position request is for the addition of a shop mechanic. The position being abolished is a parts and inventory support position. The shop assessment that was completed showed that the standardization of our fleet has enabled us to reduce our inventory need and become more efficient with our parts and inventory operations. New computer system automation of our future highway facility will also allow more efficient operations of our fuel and lube system administration.

Adding another mechanic position will enable our lead mechanic to manage our preventative maintenance program rather than repairing equipment on the shop floor. Currently we are not able to administer and manage our preventative maintenance program with only our shop superintendent position.

Fiscal Impact: There is no levy impact. The fiscal impact of this change is a cost of \$1,188.00 to our shop operations account. This work gets charged out through the repairs and work completed by the mechanic.

*Jon Johnson*

Respectfully Submitted,  
Jon Johnson  
Highway Commissioner

4 -ABOLISH 1.0 (FTE) PARTS AND INVENTORY SUPPORT POSITION, CREATE 1.0 (FTE)  
5 MECHANIC POSITION

6  
7 WHEREAS, the Highway Department evaluates position vacancies as part of long range  
8 and strategic plans as well as organizational structure; and

9  
10 WHEREAS, our fleet operations have changed in many ways in the recent years due to  
11 technology, logistics, and program development; and

12  
13 WHEREAS, our parts and inventory systems have seen gains in efficiency through the  
14 standardizing of fleet, just in time delivery, and software development; and

15  
16 WHEREAS, abolishing the vacant parts and inventory position aligns with long term  
17 planning of continued investment in standardizing equipment and increase preventative  
18 maintenance of equipment; and

19  
20 WHEREAS, creating an additional mechanic position aligns with our need of improved  
21 preventative maintenance and fleet support for operations;

22  
23  
24 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of  
25 Supervisors hereby approves the Abolish of 1.0 (FTE) Parts and Inventory Support position, and  
26 Creation of 1.0 (FTE) Mechanic position

27  
28  
29  
30 I certify that the foregoing correctly represents the  
31 action taken by the undersigned committee on  
32 February \_\_\_, 2021 by a vote of \_\_\_ for, \_\_\_ against.

33  
34  
35 \_\_\_\_\_  
36 Mark Beckfield, Chair  
37 Human Resources

38  
39 I certify that the foregoing correctly represents the  
40 action taken by the undersigned committee on  
41 February \_\_\_, 2021 by a vote of \_\_\_ for, \_\_\_ against.

42  
43 \_\_\_\_\_  
44 Ray Henning, Chair  
45 Highway

**FACT SHEET**

**TO FILE NO. 20-21/110**

**Background**

Prior to 2018, the Administrative Associate III position within the Register of Deeds was a part time position. A request was made during the 2018 budget process to increase the position to full time. At that time, the position and job description were not reviewed. A recent review of the job description was done and updated to more align with the current job duties of the position. Prior to 2018, the position was mainly responsible for producing, accepting and maintaining vital records within the department. Over the last few years, the position has evolved to assisting with real estate documents, responding to requests and knowledge of statutes along with maintaining vital records. Knowledge of real estate documents, statues and vital records is a necessity in this position.

**Request**

Register of Deeds is requesting the following position modifications:

1. Abolish 1.0 FTE Administrative Associate III – Grade C, current budget at Step 5
2. Create a 1.0 FTE Administrative Associate IV – Grade E, Step 2

**Fiscal Impact**

**2021:**

Position Title	Administrative Associate III	Administrative Associate IV	Difference
Pay Grade	C	E	
Pay Step	5	2	
Salary 4/1/21-12/31/21	\$ 26,624	\$ 27,792	\$ 1,168
FICA (7.65%)	2,037	2,126	\$ 89
WRS Employer (6.75%)	1,797	1,876	\$ 79
<b>TOTAL COST</b>	<b>\$ (30,458)</b>	<b>\$ 31,794</b>	<b>\$ 1,336</b>

**2022:**

Position Title	Administrative Associate III	Administrative Associate IV	Difference
Pay Grade	C	E	
Pay Step	6	3	
Salary 1/1/22-12/31/22	\$ 35,088	\$ 36,819	\$ 1,713
FICA (7.65%)	2,684	2,817	133
WRS Employer (6.75%)	2,368	2,485	117
<b>TOTAL COST</b>	<b>\$ (40,140)</b>	<b>\$ 42,121</b>	<b>\$ 1,963</b>

Respectfully Submitted,

Tina Pommier  
Register of Deeds

4 - AUTHORIZING TO ABOLISH ONE (1.0 FTE) ADMINISTRATIVE ASSOCIATE III AND TO  
5 CREATE ONE (1.0 FTE) ADMINISTRATIVE ASSOCIATE IV -

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

8  
9 WHEREAS, a classification and compensation review of the position resulted in a recommended salary  
10 grade placement of pay grade E from pay grade C due to increased job duties and responsibilities; and

11  
12 WHEREAS, at its regularly scheduled meetings, the Committee on Planning & Development and the  
13 Committee on Human Resources respectively approved the request from the Register of Deeds Department  
14 to reclassify one 1.0 FTE Administrative Associate III with one 1.0 FTE Administrative Associate IV; and

15  
16 WHEREAS, the reclassification of this position has the potential annual cost of \$1,963 and an  
17 immediate annual cost of \$1,336;

18  
19 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby  
20 approves to reclassify one (1.0 FTE) Administrative Associate III (Grade C) to create one (1.0 FTE)  
21 Administrative Associate IV(Grade E) position.

22  
23 ADOPTED:

24  
25 I hereby certify that the foregoing  
26 correctly represents the action taken  
27 by the Committee on Planning and  
28 Development on February \_\_\_\_, 2021  
29 by vote of \_\_\_\_ for, and \_\_\_\_ against.

30  
31 \_\_\_\_\_  
32 Gary Gibson, Chair

33  
34  
35 I hereby certify that the foregoing  
36 correctly represents the action taken  
37 by the Committee on Human Resources  
38 on February \_\_\_\_, 2021  
39 by vote of \_\_\_\_ for, and \_\_\_\_ against.

40  
41 \_\_\_\_\_  
42 Mark Beckfield, Chair  
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## **Human Resources – 2021**

### **Presentation Overview**

- ✓ Functions of HR
- ✓ HR Narrative
- ✓ Department Structure
- ✓ Financial Summary
- ✓ Where We Have Been
- ✓ Where We Are Going

### **HR Functions**

Recruitment and Selection: Mandated under §111 - Employee Relations

Records Management and Classification: Mandated under §103 - Employment Regulations

Support and Development: Not mandated by statute

### **Human Resources Narrative**

#### **DEPARTMENT MISSION**

*TO SUPPORT THE TOTAL OPERATION IN MEETING ITS GOAL THROUGH ITS MOST VALUABLE RESOURCE - IT'S PEOPLE.*

#### **STRATEGIC DIRECTION AND PRIORITY ISSUES**

- Cross-training and Succession Planning
- Evolution of the Work Environment
- Virtual Training & Development
- Awards & Recognition

#### **TRENDS AND ISSUES ON THE HORIZON**

- Compensation Strategy & Total Rewards
- Cost Effective Health Insurance

### **Organizational Chart:**

HR Director – Jessica Rubin  
Assistant HR Director – Vacant  
HR Advisor II – Sara Bronstad  
HR Advisor I – Katelynn Eslinger  
HR / Benefits Coordinator – Dawn Edlin  
Administrative Associate IV – Vacant



## **Financial Summary:**

- 11% Reduction in Tax Levy for 2021
- 26% Reduction in Funding from 2019 – 2021
- Reduction of 1/3 HR Staff

## **Human Resources – Where we have been – 2020**

- Researched and administered the Work Share program through Department of Workforce Development and processed over 6,000 unemployment forms
- Onboarded two new staff
- Analyzed and conveyed the impacts of the Families First Coronavirus Act on our employees
- Collaborated in the development and implementation of the county’s Bridge Plan
- Explored health insurance renewal scenarios and implemented changes as part of a long-term sustainability strategy
- Researched and assessed the value and cost-effectiveness of the Learn training and development platform
- Organized the 2020 All-Staff Training Day Event
- Conducted a cost/benefits analysis on the annual training day vs. a paid county holiday and advocated for the approval of MLK day
- Coordination with Departments Shifting to Telecommuting
- Union Contract Updates & Negotiations
- Assisted with the development of the EDI Survey
- Completed the Biannual EEO Report
- Ensured Compliance with New FMCSA Regulations
- Termination of Managewell Wellness Programming
- Integrated Online Benefits Orientation for New Employees
- Implemented On-Line Open-Enrollment
- Completed 245 Caregiver Background Checks (Required Every 4 Years)
- Policy Changes and updates:
  - Holidays & Leaves Around Holidays
  - Recruitment & Selection
  - Harassment & Discrimination
  - Telecommuting
- Recruitments: 120
- Terms: 83
- Exit Interviews: 42 (2 In-Person & 40 Survey Monkey)

## **Human Resources – Where Are We Going**

2021

- Learn Training and Development Platform Implementation and Roll Out
- New Wellness Programming Platform
- Benefits Consulting RFP

- Health Insurance Renewal RFP
- Quarterly Reporting – Analytical vs. Informational

#### 2021 and Beyond

- Compensation Strategy & Total Rewards
- Health Insurance Cost Containment
- Fostering a Healthy and Productive Work Environment
- Performance Measurements Updates
- Policy Review & Updates

#### **Questions?**



# HUMAN RESOURCES

JANUARY 2021



# PRESENTATION OVERVIEW

- ✓ Functions of HR
- ✓ HR Narrative
- ✓ Department Structure
- ✓ Financial Summary
- ✓ Where We Have Been
- ✓ Where We Are Going



## HR Functions

Recruitment and Selection:

Mandated under §111 -  
Employee Relations

Records Management and  
Classification:

Mandated under §103 -  
Employment Regulations

Support and Development:

Not mandated by statute

# HUMAN RESOURCES NARRATIVE

## **DEPARTMENT MISSION**

*TO SUPPORT THE TOTAL OPERATION IN MEETING ITS GOAL THROUGH ITS MOST VALUABLE RESOURCE - IT'S PEOPLE.*

## **STRATEGIC DIRECTION AND PRIORITY ISSUES**

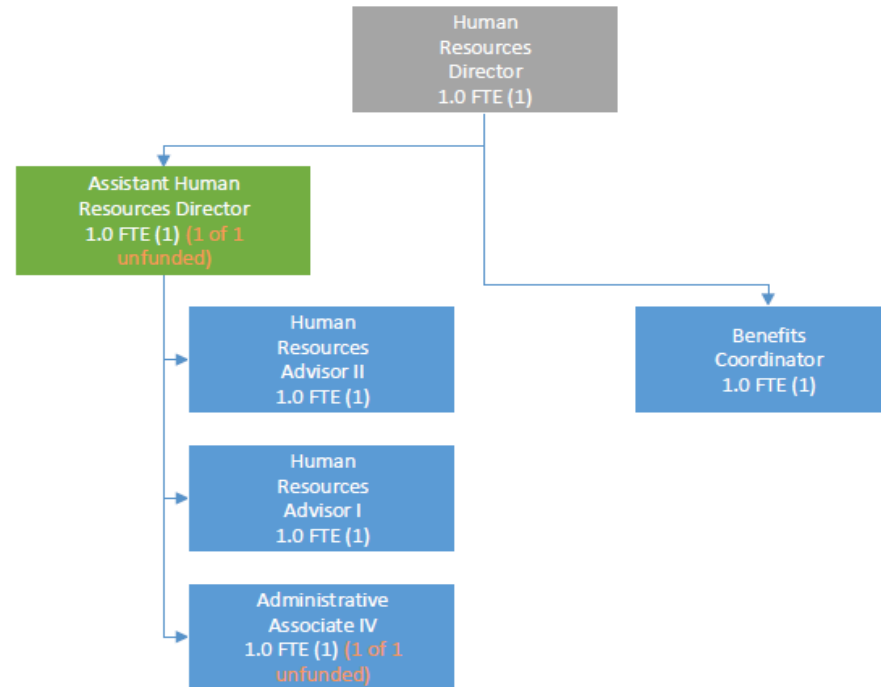
- Cross-training and Succession Planning
- Evolution of the Work Environment
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- Awards & Recognition

## **TRENDS AND ISSUES ON THE HORIZON**

- Compensation Strategy & Total Rewards
- Cost Effective Health Insurance

# HUMAN RESOURCES NARRATIVE

## Human Resources



Budget 2021

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FTE	4.00	3.75	4.25	4.25	4.73	4.73	6.00	6.00	6.00	6.00	6.00

# FINANCIAL SUMMARY

- 11% Reduction in Tax Levy for 2021
- 26% Reduction in Funding from 2019 – 2021
- Reduction of 1/3 HR Staff

## Human Resources Overview of Revenues and Expenditures

Revenues	2019	2020	2020	2021	2021	2021	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy	\$710,045	\$600,747	\$600,747	\$532,184	\$533,902	\$533,902	-11%
<b>Total Revenues:</b>	\$710,045	\$600,747	\$600,747	\$532,184	\$533,902	\$533,902	-11%

Expenditures	2019	2020	2020	2021	2021	2021	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$371,385	\$327,951	\$273,602	\$280,394	\$284,606	\$284,606	-13%
02-OT Wages	\$15	-	-	-	-	-	-
03-Payroll Benefits	\$218,060	\$150,356	\$110,852	\$117,993	\$115,499	\$115,499	-23%
04-Contracted Services	\$2,500	\$75,051	\$68,325	\$74,164	\$74,164	\$74,164	-1%
05-Supplies & Expenses	\$26,256	\$40,389	\$26,460	\$48,480	\$48,480	\$48,480	20%
09-Equipment	\$261	\$7,000	\$4,600	\$11,153	\$11,153	\$11,153	59%
<b>Total Expenditures:</b>	\$618,478	\$600,747	\$483,839	\$532,184	\$533,902	\$533,902	-11%

<b>Net Surplus/(Deficit)- Human Resources</b>	\$91,567	\$0	\$116,908	\$0	(\$0)	(\$0)	
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# HUMAN RESOURCES - WHERE WE HAVE BEEN

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# HUMAN RESOURCES – WHERE WE ARE GOING

## 2021

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- Health Insurance Renewal RFP
- Quarterly Reporting – Analytical vs. Informational

## 2021 and Beyond

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- Health Insurance Cost Containment
- Fostering a Healthy and Productive Work Environment
- Performance Measurements Updates
- Policy Review & Updates



QUESTIONS?

