



**AGENDA**  
Eau Claire County  
Committee on Human Resources  
Friday, April 9, 2021 at 8:30 a.m.  
*Virtual Meeting*

**Dial In: 1-415-655-0001 Access Code: 145 646 8780**

For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@co.eau-claire.wi.us](mailto:samantha.kraegenbrink@co.eau-claire.wi.us) at least 60 minutes prior to the start of the meeting. You will be called on during the public session to make your comments. Public comments are limited to 3 minutes per person and 30 minutes maximum for the public comment period.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
  - a. February 12, 2021
  - b. February 15, 2021
5. File No. 20-21/125: Resolution Authorizing to abolish one (1.0 FTE) Fiscal Associate II and to create one (1.0 FTE) Fiscal Associate III (Treasurer Department) – **Discussion/Action**
6. Law Enforcement Academy Reimbursement Program – **Discussion**
7. Update on employee complaint / concern and accommodation process; and planning for EDI survey implementation – **Discussion**
8. Update on citizen complaint process - **Discussion**
9. Benefits Consulting RFP Updates – **Discussion**
10. Director Updates – **Discussion**
11. Next Meeting Topics
12. Adjourn



## MINUTES

Eau Claire County

Committee on Human Resources

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

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

**Location:** Remote Meeting via Webex Events

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

Others: Samantha Kraegenbrink – Committee Clerk, Tina Pommier, Katelynn Eslinger, Jon Johnson, Kathryn Schauf, Sara Bronstad, Dawn Edlin, Jessica Rubin

Public: Present

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

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

No members of the public wished to make comment.

Supervisor Schneider motioned to approve the January 8, 2021 minutes as presented. No deletions or corrections and no further discussion. All in favor, minutes were approved.

Highway Commissioner, Jon Johnson, provided detail on File No. 20-21/117: Resolution to Abolish 1.0 (FTE) Parts and Inventory Support position, create 1.0 (FTE) Mechanic Position. The committee discussed the request and Supervisor Gatlin expressed her support of the resolution. Motion by Supervisor Pagonis, seconded by Supervisor Gatlin. All in favor, motion passed.

Register of Deeds, Tina Pommier, provided detail on 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. The committee discussed the resolution. Supervisor Gatlin motions to approve File No. 20-21/110, seconded by Supervisor Schneider. All in favor, motion passes.

Jessica Rubin provided detail on the updates to Policy 203 – Complaints and Concerns. Supervisor Schneider requests to receive another version to read the policy (what is the current wording followed by the proposed wording.) Supervisor Pagonis questioned whether we should place a contractors name (Lighthouse) in the policy and/or ensure there is better marketing of the platform. Suggestion to change Lighthouse to “Vendor” with a introductory paragraph advising who the current vendor is. Include the phrase “but not limited to” in section 2.1 after “These concerns may involve....” Include information on Lighthouse in the newsletter. With changes, Supervisor Gatlin motions to approve, all in favor.

Jessica Rubin shared a presentation and detail on the 2021 HR objectives. Supervisor Gatlin advises when reviewing position request, and organizational trust would provide better information than a job description (provide both in the future.)



## **MINUTES**

Eau Claire County

Committee on Human Resources

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

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

**Location:** Remote Meeting via Webex Events

Items for a future meeting:

- Update on Vitality Program

The meeting was adjourned at 9:37 a.m.

Respectfully submitted by,

Samantha Kraegenbrink  
Assistant to the County Administrator

**JOINT MEETING MINUTES**

Eau Claire County

**Committee on Finance & Budget**

**Committee on Human Resources**

**Committee on Administration**

Monday, February 15, 2021

**4:30 p.m.**

Webex Conference Call

**Members Present:**

**Committee on Finance & Budget:** Stella Pagonis, Steve Chilson, Jim Dunning, Robin Leary, Gerald Wilkie, Nick Smiar (ex-officio)

**Committee on Human Resources:** Mark Beckfield, Judy Gatlin, Kevin Stelljes, Stella Pagonis, Dr. Katherine Schneider (call in user #2)

**Committee on Administration:** Nick Smiar, Colleen Bates, Gerald Wilkie, Mark Beckfield, Ray Henning

**Staff Present:** Norb Kirk, Finance Director; Amy Weiss, Senior Accounting Manager; Sue McDonald, County Clerk; Kathryn Schauf, County Administrator; Glenda Lyons, Treasurer; Andrea Helland, Deputy County Clerk;

**Others Present:** Sean Lentz, Senior Municipal Advisor with Ehlers; Ryan Patterson, Leader Telegram;

Chair Pagonis called the Committee on Finance & Budget to order at 4:30 pm and confirmed compliance with open meetings law.

Chair Beckfield called the Committee on Human Resources to order at 4:32 pm.

Chair Smiar called the Committee on Administration to order at 4:32 pm.

The committee clerk took roll call. Members present for each committee are indicated above.

There were no members of the public who wished to comment.

Proposed Resolution 20-21/114 "Reinstatement of 2020 Annual Step Increase"

**Motion:** Beckfield moved to bring forward for discussion, second by Bates

**Discussion:** Supervisor Pagonis gave a bit of background on the original resolution 20-21/036, which placed a hold on the July 2020 step increase. The March 2021 increase is not retroactive. It will get employees back to where they should be after the July 2021 increase.

**Committee on Administration vote:** 5-0 via roll call vote, no negative votes

**Committee on Human Resources vote:** 5-0 via roll call vote, no negative votes

**Committee on Finance & Budget vote:** 5-0 via roll call vote, no negative votes

The Committee on Human Resources was adjourned at 4:45 pm.

The Committee on Administration was adjourned at 4:45 pm.

Amy Weiss  
Committee Clerk

**FACT SHEET**

**TO FILE NO. 20-21/125**

**Background**

A recent review of the job description for the Fiscal Assoc II was done and updated to more align with the current job duties of the position. Over the last year, the position has evolved to taking on the role of System Administrator for the Ascent software Treasurer's module in Land Records. Her knowledge of the end user's needs along with assigning the appropriate security level and group is a necessity in this position. The position has also taken on a lead role in producing tax statements and reports within Ascent. Along with the Ascent responsibilities this position is also taking on processing/issuing annual and daily parks passes.

**Request**

County Treasurer is requesting the following position modifications:

1. Abolish 1.0 FTE Fiscal Associate II – Grade E, current budget at Step 6
2. Create a 1.0 FTE Fiscal Associate III – Grade G, Step 3

**Fiscal Impact**

**2021:**

Position Title	Fiscal Associate II	Fiscal Associate III	Difference
Pay Grade	E	G	
Pay Step	6 then 7 in July 2021	3 then 4 in July 2021	
Salary 3/14/21-12/31/21	\$ (30,029)	\$ 31,597	\$ 1,568
FICA (7.65%)	( 2,297)	2,417	\$ 120
WRS Employer (6.75%)	(2,027)	2,133	\$ 106
TOTAL COST	\$ (34,353)	\$ 36,147	\$ 1,794

**2022:**

Position Title	Fiscal Associate II	Fiscal Associate III	Difference
Pay Grade	E	G	
Pay Step	7 then 8 in July 2022	4 then 5 in July 2022	
Salary 1/1/22-12/31/22	\$ (39,541)	\$ 41,725	\$ 2,184
FICA (7.65%)	(3,025)	3,192	167
WRS Employer (6.75%)	(2,669)	2,816	147
TOTAL COST	\$ (45,235)	\$ 47,733	\$ 2,498

Respectfully Submitted,

Glenda Lyons  
County Treasurer

4 - AUTHORIZING TO ABOLISH ONE (1.0 FTE) FISCAL ASSOCIATE II AND TO CREATE ONE  
5 (1.0 FTE) FISCAL ASSOCIATE III -

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 G from pay grade E due to increased job duties and responsibilities; and

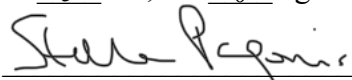
11  
12 WHEREAS, at its regularly scheduled meetings, the Committee on Finance and Budget and the  
13 Committee on Human Resources respectively approved the request from the Treasurer’s Department to  
14 reclassify one 1.0 FTE Fiscal Associate II with one 1.0 FTE Fiscal Associate III; and

15  
16 WHEREAS, the reclassification of this position has the potential annual cost of \$2,498 and an  
17 immediate annual cost of \$1,794;

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

22  
23 ADOPTED:

24  
25 I hereby certify that the foregoing  
26 correctly represents the action of the  
27 Committee on Finance & Budget on  
28 March 15, 2021, by a vote  
29 of  5  for, and  0  against.

30  
31   
32 \_\_\_\_\_  
33 Stella Pagonis, Chair

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

\_\_\_\_\_

Mark Beckfield, Chair

## Law Enforcement Academy

We are excited to begin paying for the Chippewa Valley Technical College's Law Enforcement Academy for new deputy sheriff employees who have not yet met this requirement. Doing so will allow us to hire from a much greater pool of applicants.

### Academy Information

The Academy is required by the state to become a certified law enforcement officer.

There are 12 technical colleges in Wisconsin that offer the academy. Most of our applicants and employees went through CVTC. Completion must be done in person.

The Academy is 720 hours or 18 full-time weeks. The cost is \$4,635.

- Cost is a common barrier to education in many demographics.
- Students' options are to pay this out of pocket, obtain a loan, or be hired into an agency which will pay the tuition.

The State reimburses in full employers who pay the tuition, upon the employee's successful completion of the academy. Any cost Eau Claire County would incur above our current expense is if the student does not complete the academy. We have created a form which the new hire will sign to repay this amount in that case.

Other organizations throughout the state pay for this academy for their new hires. Eau Claire County has lost correctional officers who have wanted to make the move from security to field services to these.

### Law Enforcement Certification as a Requirement

- In the March recruitment, 15 of the 55 individuals who did apply were not certified. Without the new reimbursement program, these applicants cannot be considered.
- Cannot measure the number of people who are not applying due to not having completed this requirement.
- Certification will still be required, but within 22 weeks of hire rather than before hire.

## POLICY 203 CONCERNS OR COMPLAINTS

### 1. Purpose.

To provide a process to address concerns outside the realm of formal grievance ~~1-~~ e-procedures.

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### 2. Policy.

2.1 The Concerns or Complaints ~~p~~Procedure should be used to address concerns that are not covered by a formal grievance procedure. These concerns may involve, ~~z~~ but are not limited to, such issues as public and department policy; compliance with state, federal or local law; and potential or perceived conflicts of interest. It is the desire of the County, when practicable, to address concerns informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

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2.2 The filing of a complaint or concern does not substantiate allegations. Employees identified in a complaint are presumed innocent unless the allegations are substantiated in the complaint process.

2.3 No adverse or disciplinary action will be taken when the conduct was justified or if the allegations are unsubstantiated.

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~~2.1~~

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### 3. Procedure.

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3.1 Employees are encouraged to share complaints and concerns. Best practice is to bring your concern through your chain of command; however, in some instances, this may not be the most appropriate approach. Employees They may also file a complaint or share their concerns by contacting the Director or the County Administrator. do so using the following mechanisms:

- ~~Using the online anonymous reporting tool from Lighthouse ([www.lighthouse-services.com/eaucلاirecounty](http://www.lighthouse-services.com/eaucلاirecounty))~~

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- ~~Verbally to the County Administrator, or a Supervisor/Manager~~

- ~~Via email to the County Administrator~~

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3.2 The Director or the County Administrator will meet with the employee to discuss the concern as needed to identify appropriate next steps. This may require the Director or the County Administrator to initiate a report to be counter-signed by the employee. All complaints will be logged as to final resolution and disposition.

## POLICY 203 CONCERNS AND COMPLAINTS

Effective Date: January 1, 2012

Revised Date: January 2012; May 2018; January 2021

Eau Claire County  
Employee Policy Manual



3.3 Eau Claire County will not tolerate retaliation or harassment of an employee who shares a concern or complaint if the complaint is truthful and is made in good faith.

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3.4 If the complaint is deemed to be covered by a formal grievance procedure, it will be referred to the Director to proceed accordingly under the applicable grievance procedure.

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3.5 The County Administrator or his/her designee will normally meet with the employee, department head and all interested parties within fifteen (15) working days of receipt of the complaint and attempt to reach a solution to the problem. Information concerning a complaint will be shared on a "need to know" basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured. Follow-up actions and/or referrals taken will be documented.

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4. Formal Grievance Procedures.

4.1 Employees are expected to follow the formal grievance procedure that are in place for the following matters:-

4.1.1 Disputes concerning Employee Discipline, ~~and~~ Workplace Safety, or discrimination;

~~4.1.2 Discrimination Complaints through a procedure set forth in the "Eau Claire County Affirmative Action Plan";~~

~~4.1.3~~ 4.1.2 Sexual Harassment Complaints as set forth in Eau Claire County's "Policy for Investigation of Allegations Sexual harassment and Other Unwelcome Conduct".

5. Anonymous Reporting.

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5.1 Lighthouse Services Eau Claire County contracts with a vendor to provide an anonymous ethics and compliance hotline. The purpose of the service is to ensure that any employee wishing to submit a report anonymously can do so. Employees are encouraged to use the hotline service in cases where anonymity is desired.

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5.2 Reports may cover, but are not limited to the following topics:

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Bribery and Kickbacks

Conduct Violations

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**POLICY 203 CONCERNS AND COMPLAINTS**

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Conflict of Interest  
Ethical Violations  
Falsification of Reports/Records

Internal Controls  
Misuse of County Property  
Theft and Embezzlement  
Threats

Fraud

5.3 The information provided by the reporter may be the basis of an internal and/or external investigation into the issue being reported. Anonymity will be protected to the extent possible by law and by Lighthouse Services the vendors; however, the reporter's identity may become known during the course of an investigation

5.4 Any person accused in a report shall have the right to respond to the allegation.

5.5 If a complaint does not contain sufficient information for a complete follow through and investigation, it shall be dismissed as unfounded.

Lighthouse Services provides a toll-free number and other methods of reporting that are available 24 hours a day, 7 days a week for use by Eau Claire County employees and staff.

Telephone (Toll-free): USA and Canada — (844) 600-0067 (Not available in Mexico)

Website: [www.lighthouse-services.com/eauc](http://www.lighthouse-services.com/eauc Claire County)

E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (Must include Eau Claire County with Report)

5. Appendices:

5.1 General Complaint Form (Appendix 203 A)

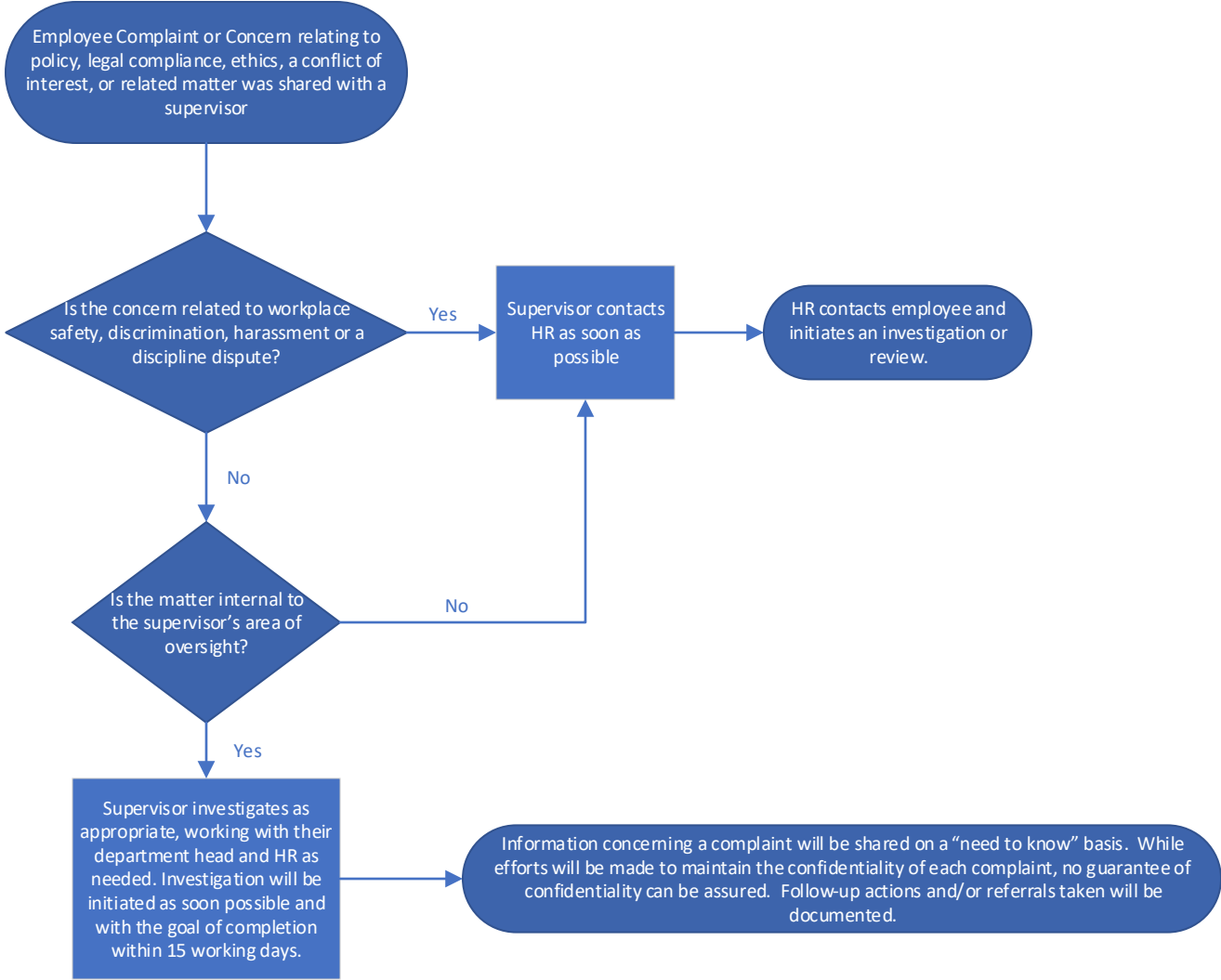
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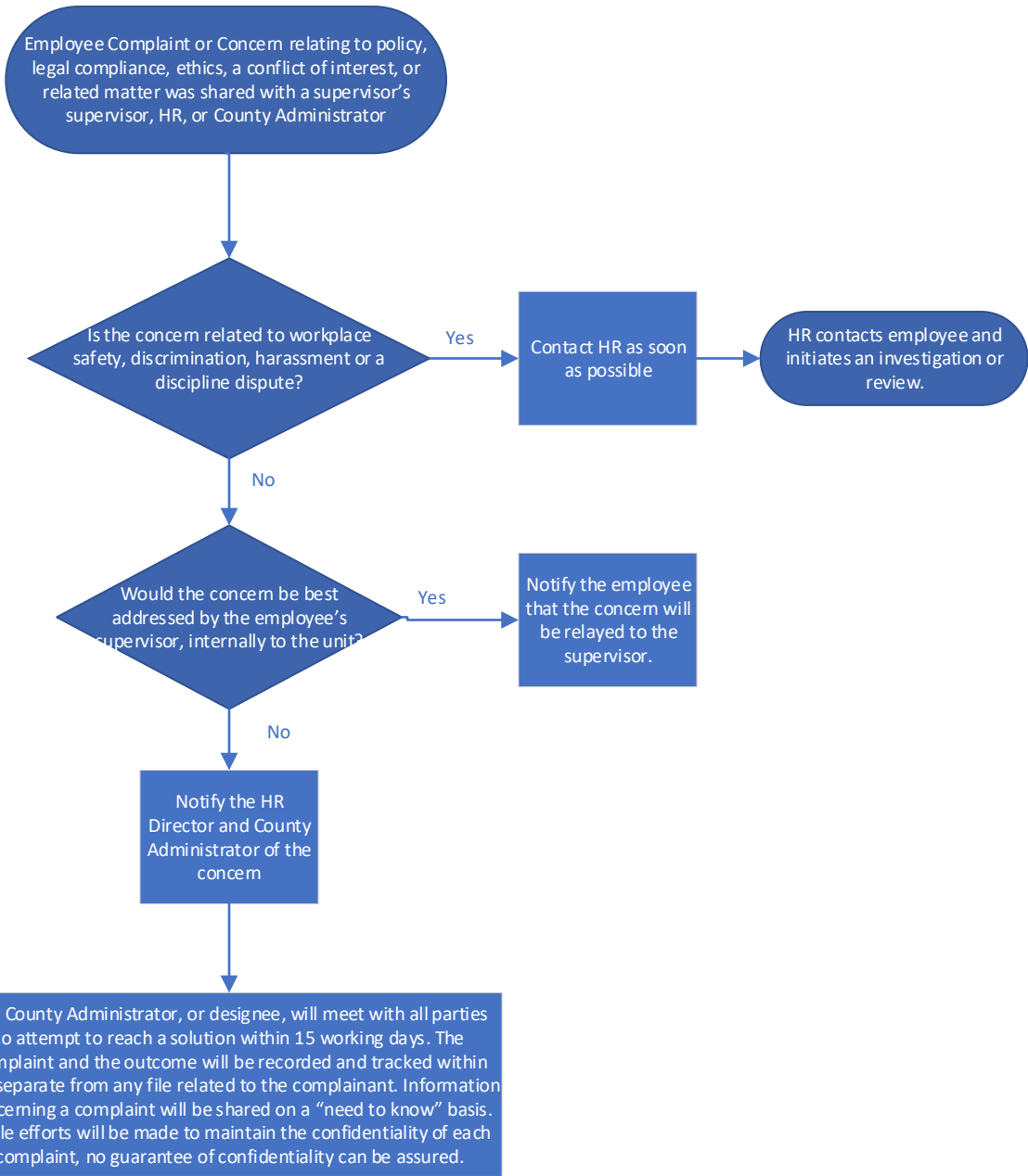
**POLICY 203 CONCERNS AND COMPLAINTS**

Effective Date: January 1, 2012

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*Eau Claire County*  
Employee Policy Manual





Employee Complaint or Concern relating to policy, legal compliance, ethics, a conflict of interest, or related matter was shared with a supervisor's supervisor, HR, or County Administrator

Is the concern related to workplace safety, discrimination, harassment or a discipline dispute?

Yes

Contact HR as soon as possible

HR contacts employee and initiates an investigation or review.

No

Would the concern be best addressed by the employee's supervisor, internally to the unit?

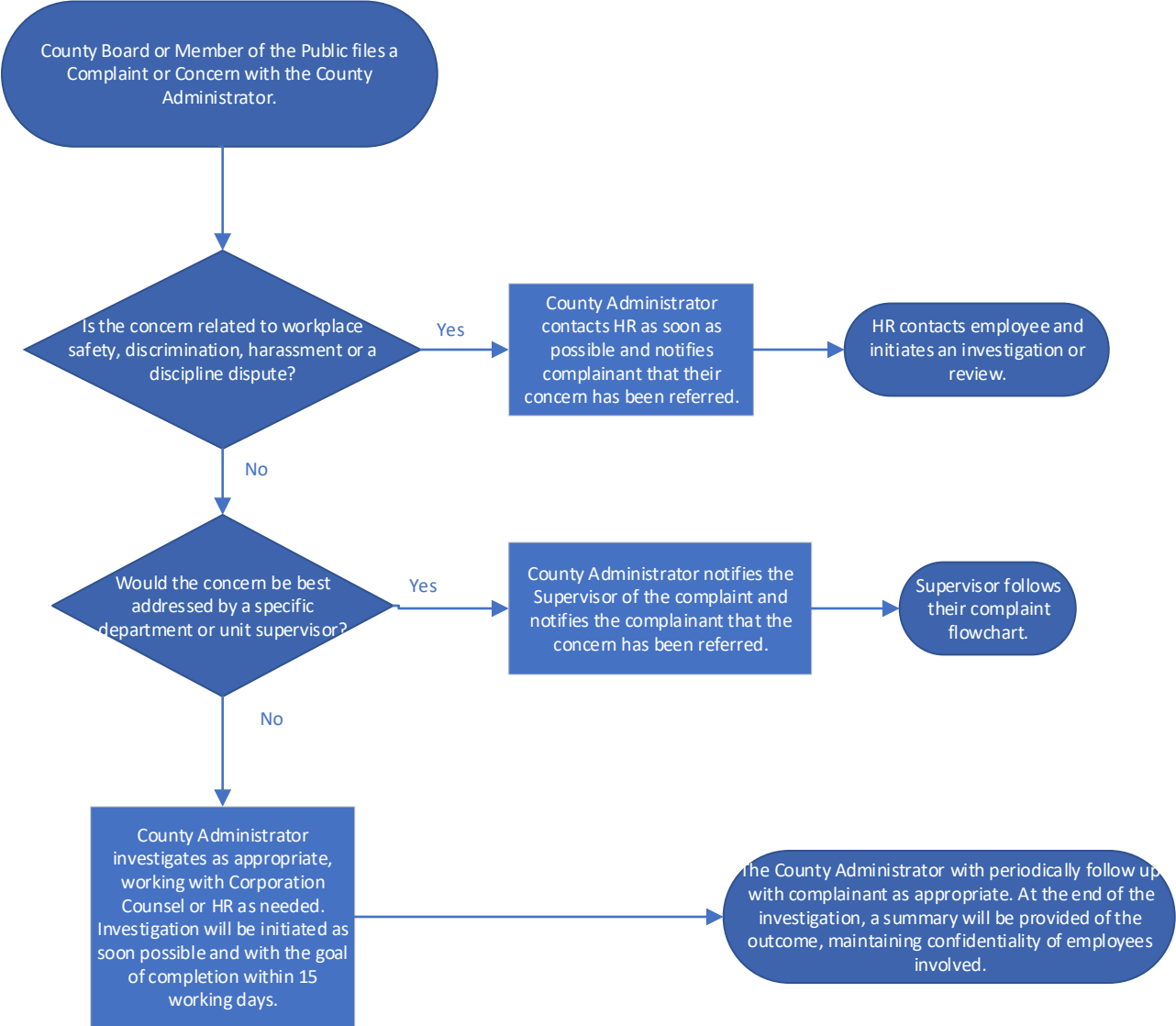
Yes

Notify the employee that the concern will be relayed to the supervisor.

No

Notify the HR Director and County Administrator of the concern

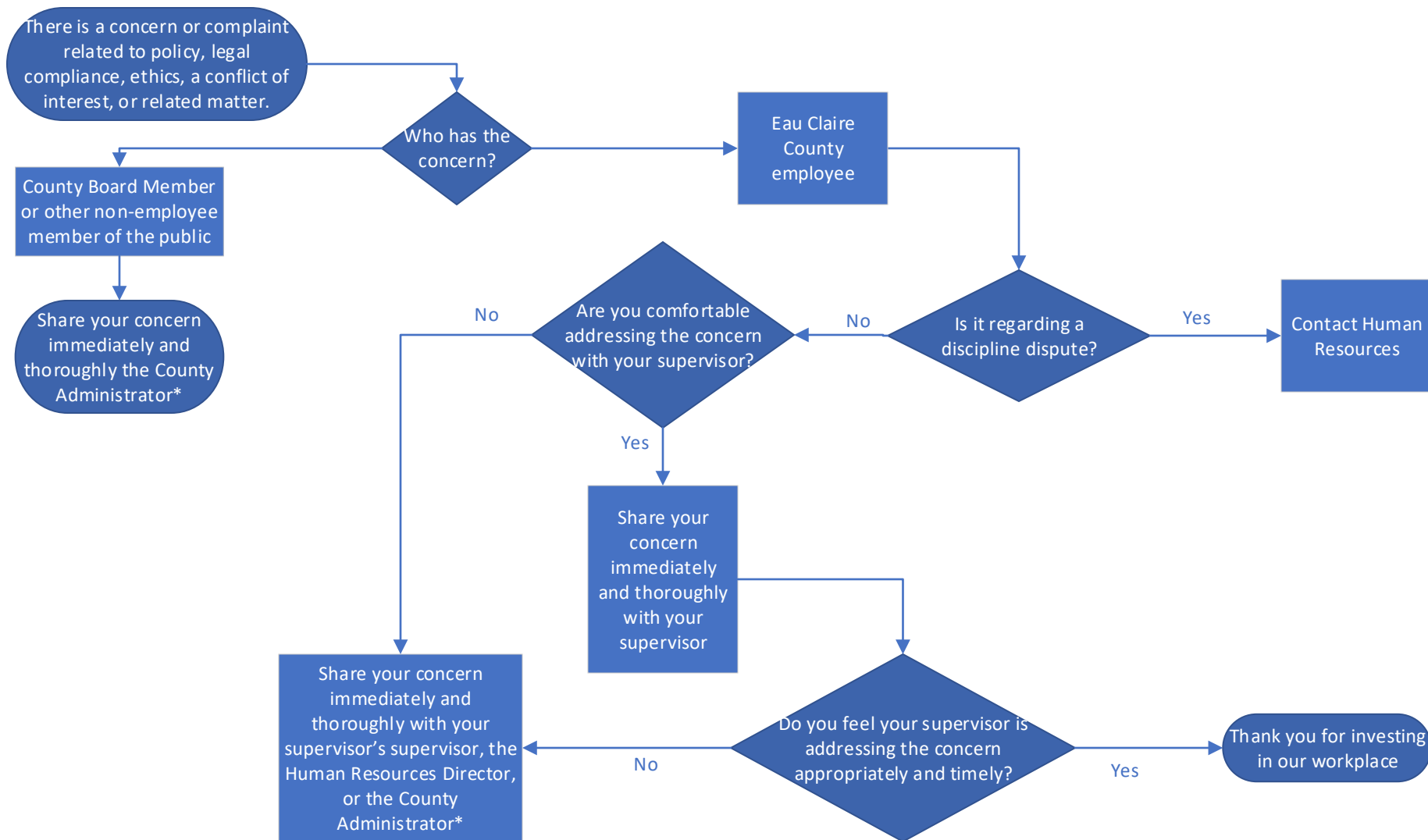
The County Administrator, or designee, will meet with all parties to attempt to reach a solution within 15 working days. The complaint and the outcome will be recorded and tracked within HR, separate from any file related to the complainant. Information concerning a complaint will be shared on a "need to know" basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured.



Complaint or Concern was received by Lighthouse Services.

Complaint is automatically forwarded to the County Administrator and Corporation Counsel

County Administrator follows a process similar to the flowchart outlined for a Public Complaint.



\*If you want to remain anonymous due to your involvement or the nature of the concern, you have the option to report through Lighthouse: (844) 600-0067, [www.lighthouse-services.com/eaucleirecounty](http://www.lighthouse-services.com/eaucleirecounty), or [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include "Eau Claire County" with report)

To understand what happens after you file a complaint, [click here](#).