



AGENDA

Eau Claire County
Committee on Human Resources

Date: September 10, 2021

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Dial In: 1-415-655-0001

Access Code: 145 646 8780

Meeting Access:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mbb50df6c63c6702c4d14c84b1e2c64eb>

Meeting password: WBfiN343cKS

**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 20, 2021
5. File No. 21-22/050: Resolution authorizing to abolish one part-time (0.5 FTE) Maintenance Technician and to create one full-time (1.0 FTE) Maintenance Technician
Discussion/Action
6. Exempt and Non-Exempt Employee Classification – **Discussion/Action**
 - a. Policy 423: Meals and Break Periods – **Discussion/Action**
 - b. Policy 425: Paid Time Off – **Discussion/Action**
 - c. Policy 503: Overtime and Compensatory Time – **Discussion/Action**
 - d. Policy 509: Timekeeping – **Discussion/Action**
 - e. Policy 511: Training and Development – **Discussion/Action**
7. Policy 425: Paid Time Off Updates – **Discussion/Action**
8. Policy 105: Separation from Employment – **Discuss/Action**
9. Director Updates – **Discussion**

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 839-6745 (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



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- a. Upcoming Policy and Process Updates
 - i. Holiday Policy Updates
 - ii. Employee Status Definitions
10. Next Meeting Topics
11. Adjourn

Prepared by: Samantha Kraegenbrink

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MINUTES

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Committee on Human Resources

Date: Friday, August 20, 2021

Time: 8:30 a.m.

Location: Remote Meeting via Webex

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

Others: Samantha Kraegenbrink, Norb Kirk, Sonja Leenhouts, Jennifer Hicks, Jessica Rubin, Dawn Edlin, Sara Bronstad, Katelynn Eslinger, Autumn Schneider, Linda O'Mara, Tim Sullivan, Charity Zich

Public:

Chair Beckfield called the order at 8:33 a.m. and confirmed meeting notice.

Verbal roll call was taken and noted above under present.

Jennifer Hicks from WEATrust/Vitality provided an overview of the Vitality Wellness program.

Supervisor Gatlin provided information on File No. 21-22/044: Resolution authorizing a change to the employee policy manual; Policy 519, creating a shift differential for Highway Department Employees required to work overnight on state highway projects. Commissioner Johnson provided further details. Motion by Supervisor Schneider, seconded by Supervisor Gatlin. All in favor.

Commissioner Johnson and Sonja Leenhouts, Risk Manager, provided background to the County Vehicle Policy. Supervisor Schneider motions to approve. All in favor.

Norb Kirk provided a brief overview of the timekeeping policy update. Chair Beckfield requested that Norb attend again in the future once the new timekeeping system is in place to present an updated policy.

Jessica Rubin provided Q2 Updates. The committee requested that the information be shared in advance. Supervisors provided suggestions on how to make the presentation better. The committee requested that the information be reformatted, provided in advance and shared again at the next meeting.

Jessica Rubin provided updates on the following:

- a. Health Insurance Carrier RFP Status
- b. United Way Campaign update provided by Sara Bronstad.
- c. Upcoming Policy and Process Updates
 - i. PTO Policy Updates
 - ii. Policy 105 Updates
 - iii. Holiday Policy Updates
 - iv. Employee Status Definitions
 - v. Strategic Succession Planning

Supervisor Schneider motioned to approve minutes from July 9, 2021. All in favor, minutes approved as presented.

Jessica Rubin provided background on exempt and non-exempt employee classification. Supervisor Pagonis requests that this topic be placed as an agenda item on the next agenda.



MINUTES

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The next meeting is September 10, 2021, with a special position meeting on September 17, 2021. Chair Beckfield would like to have DHS last on the position agenda.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Assistant to the County Administrator

FACT SHEET
TO FILE NO. 21-22/050

Background

A full-time airport maintenance position was divided into two part-time positions more than 10 years ago to create additional flexibility for completing airport maintenance and operations duties and Aircraft Rescue and Firefighting (ARFF) coverage for airline flights. In the last several years, the number of applicants for the part time positions have dwindled to the point where the last recruitment yielded only two applicants. One applicant was only interested in full time and the other applicant had already accepted another position. A part time recruitment last Fall yielded only one qualified candidate after multiple advertising extensions for the position. Most applicants reveal through a verbal conversation or during the interview process that they are looking for a full-time position with benefits and they withdraw their applicant when informed that it is unknown when or if the position would ever result in a full-time employment opportunity.

Another challenge to part time employment is the reduction in wage since the original creation of the part time positions. The Maintenance Tech starting wage was lowered with the classification compensation study and additional hourly compensation in lieu of benefits have been eliminated in the last couple of years so the wage for the position is no longer as attractive as it was originally.

A permanent change in federal requirements for airport operations and the addition of new facilities at the airport has required additional staff to maintain the Airport in the last couple of years. The Airport dealt with the need for additional staff through the creation of an on-call program that has worked with varying degrees of success. This addition of 0.5 FTE will in the long run reduce our dependency on the less reliable on-call program for a more reliable permanent position.

Request

The Airport is requesting the following position modifications:

1. Abolish 0.5 FTE Maintenance Tech – Grade H, Step 3 plus \$.50/hour for ARFF duties
2. Create a 1.0 FTE Maintenance Tech – Grade H, Step 3, plus \$.50/hour for ARFF duties

Fiscal Impact

The Airport is not requesting any additional dollars beyond the current airport operating agreement funding so there is no new levy impact to Eau Claire County. Airport operating expenses, including personnel, are generally covered by airport operating revenue generated through lease agreements and user fees.

2021:

The part time position was budgeted at a total cost of \$28,482 in 2021 or an estimated \$7,120 for the period of October 1 – December 31, 2021. The new position would cost \$21,607 for October 1 – December 31, 2021. This is an increase for 2021 of \$14,487 and includes health insurance and WRS contributions.

2022:

The part time position would have been budgeted at \$29,462 for 2022. An increase in this position to 1.0 FTE would result in a budget of \$78,994, which is an increase of \$49,532. This increase includes health insurance and WRS contributions.

Respectfully Submitted,

Charity Zich
Airport Director

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AUTHORIZING TO ABOLISH ONE PART-TIME (0.5 FTE) MAINTENANCE
TECHNICIAN AND TO CREATE ONE FULL-TIME (1.0 FTE) MAINTENANCE
TECHNICIAN

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

WHEREAS, a review of the position resulted in a recommended full-time equivalency (FTE) increase from part-time to full-time due to additional job duties and a more efficient staffing approach; and

WHEREAS, at its regularly scheduled meetings, the Airport Commission and the Committee on Human Resources respectively approved the request from the Chippewa Valley Airport to increase one 0.5 FTE Maintenance Technician to a 1.0 FTE Maintenance Technician; and

WHEREAS, the increased FTE of this position has the potential annual cost increase of \$49,532 in 2022 and an immediate annual cost increase of \$14,487.

NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby approves to abolish one (0.5 FTE) Maintenance Technician to create one (1.0 FTE) Maintenance Technician.

I hereby certify that the foregoing correctly represents the action of the Human Resources Committee on September ____, 2021, by a vote of ____ for, and ____ against.

I hereby certify that the foregoing correctly represents the action of the Airport Commission on September ____, 2021 by a vote of ____ for, and ____ against.

Mark Beckfield, Chair
Human Resources Committee

Bill Hilgedick, Chair
Airport Commission