



AGENDA

Eau Claire County

Committee on Human Resources

Date: February 11, 2022 **Time:** 8:30 a.m.

Location: Remote Meeting via Webex

Dial In: 1-415-655-0001

Access Code: 145 646 8780

Meeting Access Link:

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

Password: WBfiN343cKS

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. January 14, 2022
5. Introduction of Brittany Buhrow, Human Resources Generalist – **Discussion**
6. Benefits Update Review Presented by JA Counter – **Discussion**
7. File No. 21-22/090: Resolution Authorizing to increase one 0.4 Program Cook to one 0.6 Program Cook (ADRC) – **Discussion/Action**
8. File No. 21-22/095: Resolution to abolish the Resource Specialist position in the Aging and Disability Resource Center (ADRC) and creating a Resource Specialist II position – **Discussion/Action**
9. File No. 21/22/094: Resolution abolishing the 1.0 (FTE) Highway Engineering Supervisor position, and creating a 1.0 (FTE) County Engineer position (Highway Department) – **Discussion/Action**
10. Future Items
 - a. 2022 Workplan
 - b. Workforce Surveys
 - c. 2022 Committee on Human Resources Goals
 - d. Highway Department Structure Changes
 - e. Timekeeping Policy
 - f. Benchmarking Project

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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- g. Employee Status Definitions
- h. Position Sharing

11. Next Meeting Topics

12. Adjourn

Prepared by: Samantha Kraegenbrink

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MINUTES

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

Others: Samantha Kraegenbrink – Committee Clerk, Sonja Leenhouts, Dave Riewestahl, Jessica Rubin, Norb Kirk, Sara Bronstad, Jon Johnson, Dawn Edlin, Katelyn Eslinger, Megan Brasch, Kathryn Schauf, Linda Struck

Call to Order and Confirmation of Meeting Notice

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

Roll Call

Verbal roll call was taken and is listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes

Motion by Supervisor Schneider to approve minutes from November 12, 2021. All in favor, minutes approved.

Addendum item: Highway Engineer Position Discussion

Commissioner Jon Johnson provided background and detail of the current Engineer position. Supervisor Chilson also provided detail. Director Rubin is working with McGrath to attempt to find a solution in the matrix. The Committee had a lengthy discussion and will have further discussion and potential action in a future meeting of the Committee.

File No. 21-22/087: Resolution Authorizing to abolish two (2.0 FTE) Fiscal Associate II and to create two (2.0 FTE) Fiscal Associate III (Child Support)

Megan Brasch provided background and detail on the resolution. Motion by Supervisor Schneider to approve; seconded by Supervisor Pagonis. All in favor.

Director's Report

Jessica Rubin provided a report on the following areas:

- a. Understanding the Salary Matrix



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- b. Elected Official Pay
- c. HR Generalist Recruitment
- d. Employment Background Check Procedure
- e. Workplace Engagement Efforts

Supervisor Stelljes left the meeting at 10:01 a.m.

Workforce Surveys

Without objection, moved to next meeting.

2022 Committee on Human Resources Goals

Without objection, moved to next meeting.

Future Items

- Highway Department Structure Changes
- Timekeeping Policy
- Benchmarking Project
- Benefits Updates Review
- 2021 4th Quarter Report
- Employee Status Definitions
- Position Sharing

Adjourn

The meeting was adjourned at 10:13 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



Board Update

JA Counter, Benefits Broker

Linda Skoglund,
Consultant & Managing Partner





2022 Renewal

- Medical plan renewal
 - Marketing Medical
 - Self funded Readiness Study
 - **Stayed with WEA**
 - WEA enrollment
 - *69% - Option 1*
 - *6% - Option 2*
 - *25% Waived coverage*
- Ancillary
 - Carrier review
 - New carrier partners!

What's New in 2022

New Programs

- WEA Trust: Onsite Maddy Virtual Care
- Alithias: Advocacy Care Navigation
- Wellness Program Enhancement with Vitality
- BenefitHub – Member discount program

New Partners

- JA Counter – Benefits Broker
- ComPsych – Employee Assistance Program (EAP)
- Employee Benefits Corporation – Health Reimbursement Account (HRA)

A photograph of two men, likely construction workers, standing in front of a white van. They are both wearing hard hats and tool belts. The man on the left is older with grey hair, and the man on the right is younger with dark hair. They are both smiling and have their arms crossed. The image is overlaid with a semi-transparent blue filter.

Employee Communication

- Open Enrollment Meeting
- Q & A Session
- What's New in 2022
(recorded Video)
- Weekly New Benefit
Highlights
- 12-month communication
plan

Thank you!

Questions?

FACT SHEET

TO FILE NO. 21-22.090

The Aging & Disability Resource Center has submitted a request to increase the current 0.4 Program Cook position to a 0.6 Program Cook position for the Nutrition Program to assist with the increase demand of meals requested.

Background and Facts:

Meals on Wheels provides hot, ready to eat meals to our County's most vulnerable population. In 2019 we provided a total of 67,947. In 2020 we provided a total of 81,865 meals and in 2021 we provided 90,231 meals total to Eau Claire County.

In addition, we provide meals to Chippewa County's Meals on Wheels Program making 22,248 in 2019, 19,683 in 2020 and 23,270 in 2021.

Over the last 3 years we have seen a 33% increase in demand and have only increased the FTEs in that area by .27 FTE (late in 2020 we increased a 29 hr./wk. position to 40 hours).

The Nutrition Program currently has 3.4 FTE in Cooks to plan, produce and package all those meals. This increase can help alleviate some of the workload brought forth by the extra demand. In addition, we have been struggling to fill a position that only works 16 hours per week. This increase will hopefully attract more potential candidates with increased hours and PTO benefit.

Fiscal Impact:

ADRC will be funding these additional hours with Grant funding and additional donation dollars. We will see an \$8,209 increase in wages.

Respectfully Submitted,



Linda Struck

ADRC Director



Betsy Henck

ADRC Manager

Jessica Rubin

HR Director

2
3 AUTHORIZING AN INCREASE IN THE CURRENT 0.4 PROGRAM COOK POSITION IN THE
4 NUTRITION PROGRAM OF THE AGING AND DISABILITY RESOURCE CENTER (ADRC) TO A
5 0.6 FTE PROGRAM COOK POSITION
6

7 WHEREAS, the ADRC’s Nutrition Program provides hot, ready to eat meals to both the Eau
8 Claire County and Chippewa County Meals on Wheels programs providing a necessary service to some
9 of the most vulnerable individuals in both counties; and,
10

11 WHEREAS, currently there are 3.4 FTE Program Cook positions allocated to the ADRC to serve the
12 Nutrition Program. The Program Cooks are responsible to plan, produce (cook); and package all meals
13 for these programs; and,
14

15 WHEREAS, over the past three years there has been an increase in the number of meals being
16 prepared by the Nutrition Program for both Eau Claire and Chippewa County.
17 With the total number of meals for each county being:
18

19 Eau Claire: 2019: 67,947 meals
20 2020: 81,865 meals
21 2021: 90,231 meals
22

23 Chippewa: 2019: 22,248 meals
24 2020: 19,683 meals
25 2021: 23,270 meals
26

27 WHEREAS, in the year 2020 a 0.73 FTE (29 hr./wk.) position was increased 0.27 to a 1.0 FTE
28 (40 hr./wk.) position, in response to the increased demand for meals. Even with that increase in staffing,
29 it has been difficult for the current staff to handle the increased workload because of a 33% increase in
30 the demand for the number of meals prepared over the last three years; and
31

32 WHEREAS, the current 0.4 FTE position (16 hr./wk.) is a difficult to keep filled due to the lack
33 of hours with no benefits. By increasing the position to a 0.6 FTE it will provide more hours and provide a
34 prorated PTO benefit.
35

36 WHEREAS, the projected fiscal impact to increase the 0.4 FTE to 0.6 FTE will be
37 approximately \$8,209. The ADRC can fund the increased cost with grant funding and additional
38 donation dollars
39

40 NOW, THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors
41 that the 0.4FTE Program Cook position in the ADRC Nutrition Program be increased to a 0.6 FTE
42 position so that the total number of Program Cook positions will now be 3.6 FTE.
43

44 I hereby certify that the foregoing
45 correctly represents the action of the
46 Committee on Human Resources on
47 February ____, 2022, by a vote of
48 ____ for, and ____ against.
49

I hereby certify that the forgoing
correctly represents the action of the
Aging and Disability Resource Center
Board on February ____, 2022, by a
Vote of ____ for, and ____ against.

50
51 _____
52 Mark Beckfield, Chair
53 Committee on Human Resources
54

50
51 _____
52 Kimberly Cronk, Chair
53 Aging and Disability Resource
54 Center Board
55

FACT SHEET
TO FILE NO. 21-22/095

ADRC Request

The Aging & Disability Resource Center submitted a request to re-rate our Resource Specialist position from Pay Grade G to Pay Grade H. With this, a Title change to Resource Specialist II.

Background and Facts:

Upon recent vacancy of the Resource Specialist position the job description was analyzed and improved. Due to changes to the Resource Specialist job description and responsibilities of this position, McGrath has supported a rating increase from Pay Grade G to Pay Grade H. Because this Title exists in another department on Pay Grade G, we propose changing the Title of this ADRC position to Resource Specialist II. We feel this is indicative of the true nature of the position.

Fiscal Impact: For 2022 there will be no fiscal impact. We currently have a Resource Specialist vacancy that will cover the increases. Had we not had a vacancy, the impact to our budget would be \$6,115.

Respectfully Submitted,



Linda Struck
ADRC Director



Lisa Riley
ADRC Manager

Jessica Rubin
HR Director

2
3 ABOLISH THE RESOURCE SPECIALIST POSITION IN THE AGING AND DISABILITY
4 RESORUCE CENTER (ADRC) AND CREATING A RESOURCE SPECIALIST II POSITION
5

6 WHEREAS, within the Aging and Disability Resource Center (ADRC) there is the
7 position of "Resource Specialist" that is held by three employees of the agency. A vacancy within
8 this position caused the position duties and responsibilities to be reviewed by the county's
9 consultant McGrath, to determine if the position within the ADRC was the correct title and pay
10 grade; and
11

12 WHEREAS, the results of the review of the duties and responsibilities of the position by
13 McGrath, resulted in a recommendation that the pay grade should be changed from a pay grade of
14 "G" to a pay grade of "H;" and
15

16 WHEREAS, there exists within other departments the position of "Resource
17 Specialist," and because of the recommended change in pay grade there is also the
18 recommendation to change the title of the position from "Resource Specialist" to "Resource
19 Specialist II."
20

21 NOW THEREFORE BE IT RESOLVED, by the Eau Claire County Board of Supervisors,
22 that the 3.0 FTE positions within the ADRC known as "Resource Specialist" at pay grade "G" are
23 abolished and replaced with 3.0 FTE Resource Specialist II, at pay grade "H."
24
25

26 I hereby certify that the foregoing
27 correctly represents the action of the
28 Aging and Disability Resources Board on
29 February ____, 2022, by a vote of
30 ____ for, and ____ against.
31

I hereby certify that the foregoing
correctly represents the actions of the
Human Resources Committee on
February ____, 2022, by a vote of
____ for, and ____ against.

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33 _____
34 Kimberly Cronk, Chair
35 ADRC Board
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Mark Beckfield, Chair
Human Resources Committee

FACT SHEET

TO FILE NO. 21-22/094

This resolution abolishes the vacant Engineering Supervisor position in the Highway Department and replaces it with a “County Engineer” position based on the job description review that was updated by the Highway Department and review that was provided by McGrath Human Resources Group. The County Engineer position is responsible for managing the Highway Department’s highway and maintenance programs as well as supervising the engineering program staff.

Fiscal Impact: \$9,132.00 Annually covered by General Transportation Aids

Respectfully Submitted,

Jon Johnson
Highway Commissioner

4 ABOLISHING THE 1.0 (FTE) HIGHWAY ENGINEERING SUPERVISOR POSITION, AND
5 CREATING A 1.0 (FTE) COUNTY ENGINEER POSTION
6

7 WHEREAS, the Highway Department evaluates its position vacancies as part of long-
8 range strategic planning as well as an ongoing review of its organizational structure; and
9

10 WHEREAS, the Highway Department with the assistance of the Human Resources
11 Department has been recruiting for a vacancy in the Engineering Supervisor position since the
12 month of August 2021. The position is still vacant; and
13

14 WHEREAS, the Engineering Supervisor job description was submitted to McGrath
15 Human Resources Group for evaluation and review to best determine how this position fits into
16 the Highway Department’s organizational structure; and
17

18 WHEREAS, McGrath recommended that the pay grade for this position be raised from
19 pay grade “S” to pay grade “T” and the title of the position be changed from “Engineering
20 Supervisor” to “County Engineer” to match the position duties; and
21

22 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
23 Supervisors, and consistent with the recommendations of its Human resources consultant
24 McGrath Resources Group, does hereby approve abolishing the 1.0 (FTE) Engineering
25 Supervisor position in the Highway Department, and creating a new of 1.0 (FTE) County
26 Engineer position, at pay grade “T.”
27
28
29

30 I certify that the foregoing correctly represents the
31 action taken by the undersigned committee on
32 February ___, 2022 by a vote of ___ for, ___ against.
33

34 _____
35 Mark Beckfield, Chair
36 Human Resources
37

38 I certify that the foregoing correctly represents the
39 action taken by the undersigned committee on
40 February ___, 2022 by a vote of ___ for, ___ against.
41

42 _____
43 Steve Chilson, Chair
44 Highway
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46
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