

**Minutes**  
Eau Claire County  
Committee on Judiciary and Law Enforcement  
Thursday, March 10, 2022 – 4:00 PM  
Virtual Meeting via Cisco Webex

**Members Present:** Melissa Janssen\*, Sandra McKinney, Connie Russell, Gerald Wilkie and Zoe Roberts.

**Others Present:** County Administrator Kathryn Schauf, Captain Dave Riewestahl, Admin. Services Division Manager Katrina Ranallo, Criminal Justice Services Director Tiana Glenna, District Attorney Peter Rindal, Victim Witness Coordinator Jessica Bryan, and Eric Huse.

**Call to Order**

The meeting was called to order by Chairperson Wilkie at 4:00 PM.

**Confirmation of Public Meeting Notice**

The Clerk confirmed this meeting was properly noticed to the public.

**Call of the Roll**

The Clerk called the roll. Attendance was noted above.

**Public Comment**

No public comment was made.

\*Supervisor Janssen arrived at this time.

***Resolution 21-22/096 – Authorizing the Reclassification of One (1.0) Community Service Coordinator in the Criminal Justice Services Department***

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. Criminal Justice Services Director Tiana Glenna provided information regarding the changes in the position that form the basis of the requested reclassification. Supervisor McKinney moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

***Resolution 21-22/107 – Authorizing the Reclassification of One (1.0) Pretrial Screening Specialist in the Criminal Justice Services Department***

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. Criminal Justice Services Director Tiana Glenna provided information that form the basis of the requested reclassification. Supervisor Roberts moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

***Resolution 21-22/105 – Abolishing One (1.0 FTE) Office Manager III and Creating One (1.0) Operations Manager in the District Attorney's Office***

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. District Attorney Peter Rindal provided information regarding the changes in the position that form the basis of the requested reclassification. Supervisor Russell moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

***Resolution 21-22/106 – Authorizing Reclassification of One (1.0 FTE) Victim Witness Coordinator in the District Attorney's Office***

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. District Attorney Peter Rindal provided information regarding the changes in the position that form the basis of the requested reclassification. Supervisor Roberts moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

**Adjourn**

The meeting was adjourned by Chairperson Wilkie at 4:18 PM.

Respectfully Submitted:

*Eric Huse*

Eric Huse  
Committee Clerk

2  
3 AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) COMMUNITY SERVICE  
4 COORDINATOR IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT  
5


6 WHEREAS, in the year 2021, the job description of the Community Service  
7 Coordinator in the office of the Criminal Justice Services (CJS) Department was reviewed by  
8 the Human Resources Department, which recommends a reclassification; and  
9

10 WHEREAS, the recommended adjustment would reclassify the Community Service  
11 Coordinator position from pay grade "H" to "K;" and  
12

13 WHEREAS, the fiscal impact of increasing the pay for the Community Services  
14 Coordinator position would be an additional \$5,188.00 annually.  
15

16 NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of  
17 Supervisors hereby approves the reclassification of one (1.0) Community Service  
18 Coordinator from pay grade "H" to pay grade "K."  
19  
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21 I hereby certify that the foregoing  
22 correctly represents the action of the  
23 Committee on Judiciary and Law on  
24 March 10, 2022, by a vote of  
25 5 for, and 0 against.

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27 \_\_\_\_\_  
28 Gerald Wilkie, Chair  
29 Committee on Judiciary & Law  
30

I hereby certify that the foregoing  
correctly represents the action of the  
Committee on Human Resources on  
March\_\_\_\_, 2022, by a vote of  
\_\_\_\_for, and \_\_\_\_against.

\_\_\_\_\_  
Mark Beckfield, Chair  
Committee on Human Resources

2  
3 ABOLISHING ONE (1.0 FTE) OFFICE MANAGER III AND CREATING ONE (1.0 FTE)  
4 OPERATIONS MANAGER IN THE DISTRICT ATTORNEY’S OFFICE

5  
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or  
7 changes therein be submitted to the County Board of Supervisors for authorization; and

8  
9 WHEREAS, a classification and compensation review of the position of Office Manager III in the  
10 District Attorney’s Office resulted in a recommended change in the position, due to increased job duties  
11 and responsibilities, from the current position to Operations Manager, resulting in a change in salary from  
12 pay grade N to pay grade R; and

13  
14 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement  
15 and the Committee on Human Resources respectively approved the request from the District Attorney’s  
16 Office to abolish one 1.0 FTE Office Manager III and create one 1.0 FTE Operations Manager; and


17  
18 WHEREAS, the reclassification of this position has the potential annual cost of \$11,660 in the year  
19 2023, and an immediate annual cost for the year 2022 of \$10,970.

20  
21 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby  
22 abolishes in the District Attorney’s Office one (1.0 FTE) Office Manager III (Grade N) position, and creates  
23 one (1.0 FTE) Operations Manager (Grade R) position.

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27 I hereby certify that the foregoing  
28 correctly represents the action of the  
29 Committee on Human resources on  
30 March \_\_\_\_, 2022, by a vote of \_\_\_\_ for,  
31 and \_\_\_\_ against.

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35 \_\_\_\_\_  
36 Mark Beckfield, Chair  
37 Committee on Human Resources

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39 I hereby certify that the foregoing  
40 correctly represents the action of the  
41 Committee on Judiciary and Law Enforcement  
42 on March 10, 2022 by a vote  
43 of 5 for, and 0 against.

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46 \_\_\_\_\_  
47 Gerald Wilkie, Chair  
Committee on Judiciary and Law Enforcement

2  
3 AUTHORIZING RECLASSIFICATION OF ONE (1.0 FTE) VICTIM WITNESS COORDINATOR IN  
4 THE DISTRICT ATTORNEY’S OFFICE

5  
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or  
7 changes therein be submitted to the County Board of Supervisors for authorization; and

8  
9 WHEREAS, a classification and compensation review of the position of Victim Witness Coordinator  
10 in the District Attorney’s Office resulted in a recommended salary grade placement of pay grade K to pay  
11 grade N; and

12  
13 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement  
14 and the Committee on Human Resources respectively approved the request from the District Attorney’s  
15 Office to reclassify 1.0 FTE Victim Witness Coordinator; and

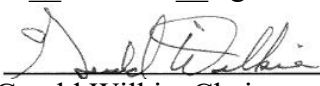
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17 WHEREAS, the reclassification of this position has the potential annual cost of \$3,783 in the year  
18 2023, and an immediate annual cost for the year 2022 of \$3,379.

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20 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby  
21 approves the reclassification of 1.0 FTE Victim Witness Coordinator in the District from pay grade K to  
22 pay grade N.

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26 I hereby certify that the foregoing  
27 correctly represents the action of the  
28 Committee on Human resources on  
29 March \_\_, 2022, by a vote of \_\_\_ for,  
30 and \_\_\_ against.

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34 \_\_\_\_\_  
35 Mark Beckfield, Chair  
36 Committee on Human Resources

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38 I hereby certify that the foregoing  
39 correctly represents the action of the  
40 Committee on Judiciary and Law Enforcement  
41 on March 10, 2022 by a vote  
42 of 5 for, and 0 against.

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45 \_\_\_\_\_  
46 Gerald Wilkie, Chair  
Committee on Judiciary and Law Enforcement

2  
3 AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) PRETRIAL SCREENING  
4 SPECIALIST IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT  
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6 WHEREAS, in the year 2021, the job description and wage of the Pretrial Screening  
7 Specialist in the office of the Criminal Justice Services (CJS) Department was reviewed by  
8 the Human Resources Department, which recommends a reclassification; and  
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10 WHEREAS, the recommended adjustment would reclassify the Pretrial Screening  
11 Specialist from pay grade "K" to pay grade "H;" and  
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13 WHEREAS, the Pretrial Screening Specialist is a grant-funded position, and the  
14 reduction from pay grade "K" to "H" would result in a fiscal impact of reducing the cost by  
15 \$238.00; and  
16

17 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of  
18 Supervisors hereby approves the reclassification of one (1.0) Pretrial Screening Specialist  
19 position in the CJS from pay grade "K" to pay grade "H."  
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21

22 I hereby certify that the foregoing  
23 correctly represents the action of the  
24 Committee on Judiciary and Law on  
25 March 10, 2022, by a vote of  
26  5  for, and  0  against.

27   
28 \_\_\_\_\_  
29 Gerald Wilkie, Chair  
30 Committee on Judiciary & Law  
31

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correctly represents the action of the  
Committee on Human Resources on  
March\_\_\_\_, 2022, by a vote of  
\_\_\_\_for, and \_\_\_\_against.

\_\_\_\_\_  
Mark Beckfield, Chair  
Committee on Human Resources  
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