



AGENDA

Eau Claire County
Committee on Human Resources

Date: March 13, 2022

Time: 8:30 a.m.

Location: Room 3312

Written public comment must be submitted to Samantha Kraegenbrink at least 60 minutes prior to the start of the meeting. (samantha.kraegenbrink@co.eau-claire.wi.us)

1. Call to Order and Confirmation of Meeting Notice
2. Introductions
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. March 11, 2022
5. Election of Committee on Human Resources Chair, Vice-Chair, and Committee Clerk – **Discussion/Action**
6. Director’s Report – **Discussion**
 - a. Human Resources Department Introductions and Updates
 - b. Total Rewards Project – Marty Coyle, Senior HR Consultant - Alera Group
 - c. 2022 Human Resources Department Workplan Overview
7. Committee on Human Resources Goals – **Discussion/Action**
8. File No. 22-23/018: Resolution authorizing to abolish one and a half (1.5 FTE) Administrative Assistant IV positions and create one and a half (1.5 FTE) Resource Specialist positions (ADRC) – **Discussion/Action**
9. File No. 22-23/026: Resolution creating 3.0 FTE Highway Heavy Equipment Operator positions in the Eau Claire County Highway Department – **Discussion/Action**
10. File No. 22-23/027: Resolution abolishing 3.0 FTE Highway Lead Worker – Field Positions and creating 3.0 FTE Highway Foreman Positions in the Eau Claire County Highway Department - **Discussion/Action**
11. Determine Future Meeting Dates and Times - **Discussion/Action**
12. Next Meeting Topics/Future Items
13. Adjourn

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



MINUTES

Eau Claire County
Committee on Human Resources

Date: March 11, 2022

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Present: Katherine Schneider, Judy Gatlin, Mark Beckfield, Nick Smiar (ex-officio), Stella Pagonis, Kevin Stelljes (8:34 a.m.)

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Ron Cramer, Susan Schaffer, Katelynn Eslinger, Sonja Leenhouts, Jessica McDonald, Sharon McIlquham, Peter Rindal, Tiana Glenna, Norb Kirk

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

The Committee Clerk called the roll, and it is listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes

Supervisor Schneider motioned to approve the minutes from February 11, 2022. No deletions, additions, or corrections. Minutes were approved.

File No. 21-22/103: Ordinance to repeal and recreate section 3.20.005 D. and section 3.20.005 E. of the Code; Section 3.20.005 F. and 3.20.005 G. created; Salaries of Elected Officials

After discussion, motion by Supervisor Schneider to implement a 7% increase for both Sheriff and Clerk of Courts in year one and 2.5% for the following three years. All in favor. Motion passed.

Director's Report

Director McDonald provided an update on the following:

- a. Staffing & Recruitments
- b. Virtual Clinic Open House

File Nos. 21-22/096, 21-22/107, 21-22/106, and 21-22/105

Motion by Supervisor Schneider to approve files 21-22/096, 21-22/107, 21-22/106, and 21-22/105. All in favor, motion passes.



MINUTES

Eau Claire County
Committee on Human Resources

Date: March 11, 2022

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Employee Satisfaction Survey 2022

Request for Human Resources to get ideas and begin pulling together the satisfaction survey.

Future Items

- 2022 Workplan
- Highway Department Structure Changes
- Timekeeping Policy
- Benchmarking Project

Next Meeting Topics

- Employee outreach plan
- Employee survey results
- 2022 Committee on Human Resources Goals

Adjourn

The meeting was adjourned at 10:03 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Assistant to the County Administrator

FACT SHEET
TO FILE NO. 22-23/018

ADRC Request

Aging & Disability Resource Center is requesting to abolish 1.5 Administrative Associate IV FTE positions and replace with 1.5 Resource Specialists FTE positions.

Background and Facts:

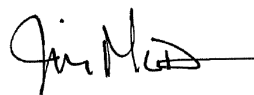
Due to increased workload and staffing changes, additional job responsibilities have been added to the Administrative Associate IV position. Management updated the job description for the Resource Specialist position and proposed the position be sent to Dr. McGrath for a rating review. Dr. McGrath supported a rating increase/title change from Pay Grade E to Pay Grade G.

Fiscal Impact: The annual fiscal impact is \$2992.

Respectfully Submitted,



Linda Struck
ADRC Director



Jessica Rubin
HR Director

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3 ABOLISHING THE 1.5 ADMINISTRATIVE ASSISTANT IV POSTIONS IN THE AGING
4 AND DISABILITY RESORUCE CENTER (ADRC) AND CREATING 1.5 RESOURCE
5 SPECIALIST POSITIONS
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7 WHEREAS, within the Aging and Disability Resource Center (ADRC), the position
8 of Administrative Assistant IV is held by 1.5 employees. Due to increased workload and
9 staffing changes, additional job duties and responsibilities have been added to the Administrative
10 Assistant IV position; and
11

12 WHEREAS, the position of Resource Specialist exists in ADRC and management is
13 proposing to revise the Resource Specialist position, eliminate the Administrative Assistant IV
14 position, and transition 1.5 employees into the revised Resource Specialist position; and
15

16 WHEREAS, after a review of the duties and responsibilities of the revised Resource
17 Specialist position by Dr. McGrath, the recommendation was supported to establish the pay
18 grade of "E" for the revised Resource Specialist position.
19

20 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of
21 Supervisors eliminates 1.5 FTE positions as Administrative Assistant IV within the ADRC and
22 replaces with 1.5 FTE positions as Resource Specialist within ADRC at pay grade "E".
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45 ADRC Board

Human Resources Committee

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48 Dated this ____ day of _____ 2022.

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50 JB/yk

FACT SHEET

TO FILE NO. 22-23/026

This resolution creates three additional Highway Heavy Equipment Operator positions in the Highway Department based on the workforce assessment that was completed by the Highway Department and the review that was completed by the Human Resources Department. The Highway Equipment Operator position is responsible for performing construction and maintenance activities for our maintenance and improvement programs. Abolishing the Field Lead position creates the need for these three Heavy Equipment Operators.

Fiscal Impact: \$258,000 Annually covered by General Transportation Aids, Vehicle Registration Fees

Respectfully Submitted,

Jon Johnson

Jon Johnson
Highway Commissioner

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3 CREATING 3.0 (FTE) HIGHWAY HEAVY EQUIPMENT OPERATOR POSITIONS IN THE
4 EAU CLAIRE COUNTY HIGHWAY DEPARTMENT

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

8
9 WHEREAS, the Highway Department assessed job descriptions and the structure
10 surrounding the departments current workforce; and

11
12 WHEREAS, the request for three additional Highway Heavy Equipment Operators to the
13 Highway Departments organizational structure was submitted to Human Resources for review;
14 and

15
16 WHEREAS, the review of the three additional positions recommends that the pay grade
17 for this position remain at “J”; and

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19 WHEREAS, creating the three additional Highway Heavy Equipment Operator positions
20 will allow the Highway & Human Resources Departments to recruit for positions that better suit
21 the Highway Department organizational structure.

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23 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
24 Supervisors hereby approves creating 3.0 (FTE) additional Highway Heavy Equipment Operator
25 positions.

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39 Human Resources Committee

Highway Committee

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FACT SHEET

TO FILE NO. 22-23/027

This resolution abolishes the Highway Lead Worker-Field position in the Highway Department and replaces it with a “Highway Foreman” position based on the job description assessment that was completed by the Highway Department and the review that was completed by the Human Resources Department. The Highway Foreman position provides project specific oversight and management of the Highway Department construction and maintenance programs as well as supervising the highway field staff.

Fiscal Impact: \$8,050.00 Annually covered by General Transportation Aids, and Vehicle Registration Fees.

Respectfully Submitted,

Jon Johnson

Jon Johnson
Highway Commissioner

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3 ABOLISHING 3.0 (FTE) HIGHWAY LEAD WORKER – FIELD POSITIONS AND
4 CREATING 3.0 (FTE) HIGHWAY FOREMAN POSITIONS IN THE EAU CLAIRE
5 HIGHWAY DEPARTMENT
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7 WHEREAS, the Highway Department evaluates position vacancies as part of long range
8 and strategic plans as well as organizational structure; and
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10 WHEREAS, the Highway Department assessed job descriptions and the structure
11 surrounding the departments current workforce; and
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13 WHEREAS, the Highway Foreman organizational structure change from the Highway
14 Department was submitted to Human Resources for review; and
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16 WHEREAS, the review of the position recommends that the pay grade for this position
17 be raised from “K” to “L” and the title be changed to match the position duties; and
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19 WHEREAS, abolishing the Highway Lead Worker - Field position and creating the
20 Highway Foreman position will allow the Highway & Human Resources Departments to recruit
21 for the position that better suits the Highway Department organizational structure.
22

23 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
24 Supervisors hereby approves abolishing 3.0 (FTE) Highway Lead Worker - Field positions, and
25 creating of 3.0 (FTE) Highway Foreman positions.
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40 Human Resources Committee

Highway Committee

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