



AGENDA

Eau Claire County

Joint: Committee on Human Resources
and Finance & Budget Committee

Date: August 30, 2022

Time: 8:30 a.m.

Location: Room 1277

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=md96e4eaaa80cde37d5363dd1b6b145f5>

Join by meeting number: 2599 335 2616 **Password:** jdSX23cpdf2

Join by phone: 415-655-0001 **Access Code:** 2599 335 2616

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 of the Committee on Human Resources and Confirmation of Meeting Notice
2. Call to Order of the Committee on Finance & Budget
3. Roll call of Committees
4. Introductions
5. Public Comment
6. Joint Budget Review Meeting with Finance & Budget – **Discussion/Action**
7. Adjournment of the Finance & Budget Committee
8. Approval of Minutes – **Discussion/Action**
 - a. June 24, 2022
 - b. July 26, 2022
9. File No. 22-23/048: Abolishing one (1.0 FTE) Legal Specialist II and creating one (1.0 FTE) Office Coordinator in the Corporation Counsel’s Office – **Discussion/Action**
 - a. Action of Committee on Administration: Approved (5-0)
 - b. Action of Committee on Finance & Budget: Approved (3-0)
10. Director’s Report – **Discussion**
 - a. Current Vacancies
 - b. Employee Value Perception Survey

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



AGENDA

Eau Claire County

Joint: Committee on Human Resources
and Finance & Budget Committee

Date: August 30, 2022

Time: 8:30 a.m.

Location: Room 1277

11. Next Meeting Topics

- a. Compensation Strategy Recommendations
- b. Lighthouse Overview

12. Future Items

- a. 2023 position budgeting review

13. Adjourn

Prepared by: Samantha Kraegenbrink

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Human Resources

DEPARTMENT MISSION

The Human Resources department supports the organization by striving to enhance the current and future organizational effectiveness. In all of our relationships, we stand for integrity, problem solving, equity; as well as the promotion of accountability and empowerment by increasing employees' abilities to maximize performance with the skills needed for effective job performance. It is our goal to promote a positive work experience that will reflect the highest values and build relationships based on inclusivity, trust, dignity, and diversity.

DEPARTMENT BUDGET HIGHLIGHTS

The HR department has experienced 100% turnover since 2019. In 2022, this department continued to have one (1) unfunded FTE, added a new HR Generalist, and replaced two HR Advisors. While the HR team has accomplished a substantial amount of cross-training to cover staffing changes due to separations and onboarding of new team members, there has been no decrease in the expectation of service levels to departments. Requests for the following are made, but are not limited to: filling of vacancies, consulting on personnel matters, changes in benefits elections, policy interpretations, and to have positions reviewed. As technology and other factors transform roles and responsibilities, departments are continually assessing their operations and workforce to better align with the services they provide to the community, which directly impacts the workload of the HR department. We have experienced and will continue to experience increased recruitments, transfers, positions changes, compensation analysis, policy and code interpretation, and so much more.

- Funding 4.6 positions in the HR department in 2023 will be \$465,759 *40% of the HR/Benefits Coordinator salary & benefits is funded through health insurance charges*
- Abolishing the Assistant HR Director position
- Creating a full-time Culture & Relations Coordinator position with an impact of \$95,300
- Requesting \$30,000 to be allocated to a multi-year job description revision project to be conducted in partnership with an outside consulting firm

STRATEGIC DIRECTION AND PRIORITY ISSUES

- **Workforce Experience & Workplace Environment.** The Culture & Relations Coordinator position will develop, implement, and monitor programs & initiatives that drive and promote a positive work environment. Organizations that prioritize an environment that respects and values employee engagement, experience less turnover and increased innovation.
- **Health Insurance Plan Changes.** The cost of health insurance continues to increase, requiring creative solutions to contain cost for the employee and the employer. Benefits will continue to be reviewed to align with the organization's long-term strategic goals and sustainability. The county is current in the process of RFP for an insurance carrier.
- **Recruitment Challenges.** Difficult to fill positions are increasing and those positions continue to see growing turnover rates. Recent studies show that employees are re-assessing and re-evaluating their career goals to better align with their expectations of *job happiness*.
- **Job Description Revisions.** A job description serves several purposes. They provide essential information for assigning the appropriate pay grade, determining title, assisting in recruiting efforts for screening and interviewing, identifying the essential functions of the job based on job specific competencies, and providing the incumbent an understanding of the primary accountabilities, duties, and responsibilities.

Human Resources

- **Salary Structure Recommendations.** There is a need to address the real and the perceived salary structure issues within the county. An independent third party will be providing recommendations and options for the county. Subsequent steps will be determined that will align with the strategic plan, as well as the county's budget.
- **Performance Measurement Program Development.** An employee performance appraisal system is a formal structure by which managers review the work of the employees they supervise. A good evaluation system is useful in learning the skills and competencies an individual needs to develop professionally and experience increased job satisfaction. Conducting effective and meaning performance appraisals is also an opportunity to build rapport and establish a level of trust while fostering supportive working relationships.
- **Awards & Recognition Programming Development.** Recognizing and awarding employees encourages a positive, productive, and innovative organizational climate. Employees appreciate sincere and specific recognition from their managers, senior managers, and coworkers. When employees feel appreciated, their contribution leads to better results for the organization and the employees experience more self-worth and their ability to contribute increases as a result. *People work for money but go the extra mile for recognition, praise, and rewards. - Dale Carnegie, Leadership Training Guru*
- **Supervisory & Non-Supervisory Training Curriculum Development.** The NeoGov Learn platform provides engaging training opportunities that accommodate for a remote work environment and support our compliance requirements. Additionally, Employees are encouraged to participate in many other forms of educational opportunities specific to their roles and their professional development goals.
- **Policy & Code Review.** There is a significant need to align with the current environment, as well as the processes and procedures that have changed through case law, structure, technology, and practice.
- **Cross-Training and Succession Planning.** Trends influencing succession planning and cross-training include: an aging workforce, the tightening of the labor market, a shortage of qualified candidates, the demand for training and development, and the evolution of HR policies and practices. The public sector has unique challenges to cross-training and succession planning due to scarce resources and budget constraints. The strategies involved with these critical programs are long-term solutions and require a significant amount of time and focus.
- **Employee Input Group.** The purpose of this group is for employees to have an active seat at the table; to be liaisons for their department in the sharing of information and ideas. Members will be providing their input and feedback on initiatives that will be developed and implemented to improve the organization.

TRENDS AND ISSUES ON THE HORIZON

- Focus on Workforce Experience & Workplace Environment
- Flexible Work Environments & Scheduling
- Centralized Communications & Data-Driven Workforce Planning
- Investing in Employee Wellbeing and Mental Health
- Priority on Social Purpose
- Employer Preference for Soft-Skills & Upskilling the Workforce
- Artificial Intelligence & Humans in the Workplace

POSITION CHANGES IN 2023

- Reclassification of the Human Resources/Benefits Coordinator Position to more accurately reflect job responsibilities and skill-set necessary to accomplish position priorities and long-term strategy.
- Abolish the Assistant Human Resources Director position (1.0 FTE, currently unbudgeted-no fiscal impact)
- Create one (1) full-time Culture & Relations Coordinator

Human Resources

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None foreseen.

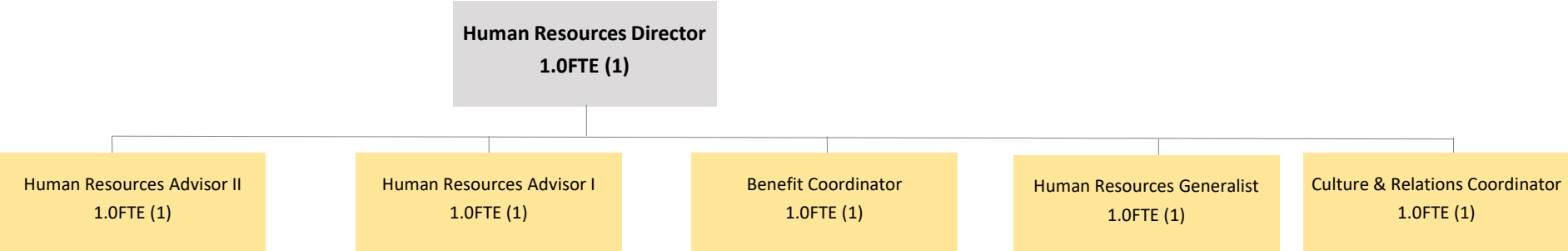
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None planned.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Important projects will take multiple years to develop and implement
- Resources are needed to complete projects and deliver services
- Talent acquisition
- Pandemic
- Burnout
- Inflation
- Failure to innovate
- Policies are guidelines
- County Code Review
- Litigation
- Adjusting workforce planning to anticipate higher turnover
- Continued improvement with recruiting practices

Human Resources



Year	2022
FTE	6.0

Recruitment, Selection, and Retention

This program involves recruitment and selection functions designed to identify and secure the best quality candidates to fill vacant positions. HR promotes open competition, provides equal employment opportunity, and ensures non-discrimination to facilitate fair and equitable representation of all persons in the county.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>	
Applications reviewed	3,443	2,327	1,649	897	
Where community/applicants are learning about ECC employment opportunities:					
Career Fair	New Metric in 2020	4	3	1	
College Job Board/Faculty		15	11	12	
County Employee Referral		104	74	58	
County Website		573	409	318	
Facebook		9	13	9	
Indeed or GovJobs		1,294	791	358	
Internal Applicant		54			
Job Center		88	69	14	
Job Interest Card		41	22	12	
LinkedIn		60	45	11	
Other		59	157	88	
WEAU		5	2		
Wilenet		21	1	0	
Positions filled	124	101	82	77	
Total New Hires (full time, part time, casual, temporary, seasonal)	New Metric in 2020	84	68	65	
Total Transfers (promotions and lateral)	36	45	26	12	
Number of Declined Offers	12	11	8	10	
Time to fill positions	New Metric in 2020	88 Days	71	74	
Number of resignations or terminations	86 (or 65 non-retir.)	90 (15 retired, 12 temp/committee/board, 4 layoff)	95 (12 retired, 14 temp/committee/board)	40 (7 retired, 10 temp/committee/board)	
Turnover rate	New Metric in 2020	14.35%	6.10%	4.67%	
Number of exit interviews:	25	42	10	17	
Average cost of benefits as a % of salary	3.9%	39.0%	40.0%	40.0%	
Average length of service/retention period for all employees (in years)	8.4	8.4	8.5	7.8	
Stay Interviews completed	New Metric in 2021		0	0	
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
90% of new hires complete their introductory period.	90%	92%	98%	95%	95%
60% of new employees enrolled in the benefits package reported they were satisfied with the variety of employee benefits.	60%	New Metric in 2021		78%	80%
% of new hires enrolled in health insurance.	60%	New Metric in 2021		82%	60%
<i>*YTD indicates Jan-Jun Results</i>					

Records Management and Classification

This program consists of the activities that are involved in maintaining the compensation system, including job description and job classification methods and systems, designed to provide a means for correct wage placement and categorization. In addition, the program involves the work that goes into record keeping and personnel data management to ensure compliance with local, state, and federal requirements.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Number of Job Descriptions Reviewed	New Metric for 2023			
Number of Jobs Reclassified	New Metric for 2023			
<i>*YTD indicates Jan-Jun Results</i>				

Support & Development

This program involves the work that goes into maintaining employer-employee relationships that contribute to satisfactory employee productivity, motivation and morale. The Support and Development program includes employee relations activities that focus on preventing and resolving problems involving employees that arise out of or affect work situations. In addition, this program functions to develop and provide training and development opportunities.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Number of committee-approved policies & procedures developed/revised	11	3	7	0
Number of requests for disability accommodations	4	7		4
Number of grievances	New Metric in 2021		0	0
Number of employee changes - Alio	New Metric in 2020	246		
Number of leave requests facilitated (personal, disabled veteran, work comp etc.)	14	136 EPSLA + 20 PLOA/ Military	77	75
Number of requests for family medical leave	65	53	66	63
Number of hours of Family Medical Leave Used	14,048	13,699	11,735	5,909
Employee Assistance Program (utilization and helpline use)	157	156	NA	109
Telehealth Program Participation of Eligible Members	New Metric in 2020	35%	31%	38%
Diabetes Program Participation of Eligible Members	New Metric in 2020	59%	44%	44%
<i>*YTD indicates Jan-Jun Results</i>				

Human Resources

Overview of Revenues and Expenditures

Revenues	2021	2022	2022	2023	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$533,904	\$563,563	\$563,563	\$612,683	9%
Total Revenues:	\$533,904	\$563,563	\$563,563	\$612,683	9%

Expenditures	2021	2022	2022	2023	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$302,289	\$333,669	\$317,202	\$397,216	19%
02-OT Wages	-	-	\$174	-	
03-Payroll Benefits	\$121,699	\$160,120	\$100,503	\$133,617	-17%
04-Contractual Services	\$63,625	\$52,579	\$54,556	\$54,500	4%
05-Supplies & Expenses	\$5,391	\$13,500	\$21,611	\$22,350	66%
09-Equipment	\$4,274	\$3,695	\$3,695	\$2,000	-46%
10-Grants, Contributions, Other	\$3,218	-	\$2,083	\$3,000	
Total Expenditures:	\$500,496	\$563,563	\$499,824	\$612,683	9%

Net Surplus/(Deficit)- Human Resources	\$33,408	\$0	\$63,739	\$0	
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Human Resources

Budget Analysis

	2022 Adjusted Budget	Benefit Specialist Pay Level Chg (M to O)	Add 1.0 FTE C&R Coordinator Position	Cost to Continue Operations in 2023	2023 Requested Budget
01-Tax Levy/General Revenue Allocation	\$563,563	\$2,421	\$95,300	(\$48,601)	\$612,683
Total Revenues	\$563,563	\$2,421	\$95,300	(\$48,601)	\$612,683

01-Regular Wages	\$333,669	\$2,121	\$58,032	\$3,394	\$397,216
02-OT Wages	-		-	-	-
03-Payroll Benefits	\$160,120	\$300	\$37,268	(\$64,071)	\$133,617
04-Contractual Services	\$52,579		-	\$1,921	\$54,500
05-Supplies & Expenses	\$13,500		-	\$8,850	\$22,350
09-Equipment	\$3,695		-	(\$1,695)	\$2,000
10-Grants, Contributions, Other	-		-	\$3,000	\$3,000
Total Expenditures	\$563,563	\$2,421	\$95,300	(\$48,601)	\$612,683

Human Resources

Revenue Assumptions

	2021	2022	2022	2023		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	533,904	563,563	563,563	612,683	Levy request	100%
TOTAL	\$533,904	\$563,563	\$563,563	\$612,683		

Human Resources

Contracted Services Summary

	2021	2022	2022	2023
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	61,702	51,079	52,994	50,000
Utility Services	1,923	1,500	1,500	1,500
Repairs And Maintenance	-	-	-	-
Other Contracted Services	-	-	62	3,000
Total	\$63,625	\$52,579	\$54,556	\$54,500

Human Resources

Contracted Services Detail

	2021	2022	2022	2023		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Recruitment/ Contracted Services	-	-	62	-	Adobe license	Other Contracted Services
Recruitment/ Professional Serv	50,657	51,079	51,079	50,000	Legal Fees, Total Rewards, Benchmarking, Wage Matrix Review	Professional Services
Recruitment/ Telephone	1,200	1,000	1,000	1,000	Telephone	Utility Services
Recruitment/ Cellular Phone	723	500	500	500	Cell phone	Utility Services
Records/ Professional Services	11,044	-	1,915	-	EAP-final Realiving expense	Professional Services
Support/ Professional Serv	-	-	-	3,000	Lighthouse, FMLASource	Other Contracted Services
TOTAL	\$63,625	\$52,579	\$54,556	\$54,500		

EAU CLAIRE COUNTY JOB DESCRIPTION

**TITLE: CULTURE & RELATIONS
COORDINATOR**
DEPARTMENT: HUMAN RESOURCES
**REPORTS TO: HUMAN RESOURCES
DIRECTOR**
FLSA STATUS: EXEMPT
UNIT:

POS. NUMBER:
PAY GRADE: M
CLASSIFICATION: EXEMPT
EEO CATEGORY: PROFESSIONAL
EFFECTIVE DATE: JANUARY 2023

POSITION SUMMARY:

The Human Resources team is responsible for providing strategic support to the organization for all workforce related matters. HR works closely with managers and employees to accomplish business objectives through the application of thoughtful, intentional and innovative people support. organizational development, performance management, team and leadership development are just a few functions of the department.

The Culture & Relations Coordinator focuses on the employee life cycle and how to support our people through their employment experience at Eau Claire County. Reporting to the HR Director, the Culture & Relations Coordinator is accountable for contributing to the attainment of specific goals, the results of the department, as well as organizational-wide objectives.

ESSENTIAL FUNCTIONS (Illustrative Only):

- Gathers, analyzes, and presents critical employee engagement metrics to drive the delivery of the initiatives through surveys, focus groups, and facilitating meetings
- Utilizes data analytics skills to strategize, track trends, monitor action plans, and continuously compile results/recommendations
- Ensures functions are completed through an equity, diversity, and inclusion lens and makes recommendations for fostering a healthy, unified culture where all employees feel valued, supported, inspired.
- Assists in reviewing county employee policies to ensure compliance with state laws, federal regulations, etc. and revises policies to maintain compliance.
- Develops and recommends new policies as necessitated by changes in law or rules and regulations, as well as market trends
- Develops training and development plans by recommending and executing programs designed to enhance the employee experience and optimize engagement
- Integrates & defines cultural values into internal communications, trainings, and professional development opportunities
- Assists in promoting and enhancing organizational events and activities
- Develops and supports programs for performance management standards
- Supports any other HR functions as necessary
- Operates as an advocate for both employees and the county consistent with county policies, county code, laws and regulations
- Supports the development and coordination of programs and plans to improve employee morale and ensure employee involvement

WORK ENVIRONMENT:

- Sedentary with occasional moving around in a general office setting
- Minimal presence of hazards

KNOWLEDGE, SKILLS, AND ABILITIES:

- Energetic, forward-thinking, highly creative and results-driven mindset
- Articulate and clear communication style
- Natural leadership via influence rather than power
- Strong relationship building abilities to build consensus across departments and teams

REQUIRED QUALIFICATIONS:

- Bachelor’s degree in Human Resources Management, Public or Business Administration, Psychology or a related field; with a minimum of two (2) years of organizational change management
- OR Associates degree with at least five (5) years of work experience in organizational change management
- A combination of education and work experience in lieu of the degree may be considered
- Demonstrated experience including but not limited to: employee development, training, performance evaluation, Equal Employment Opportunity and civil rights compliance.
- Excellent verbal and written communication skills
- Intermediate to advanced level proficiency in Microsoft Word, Excel, and PowerPoint
- Must possess integrity, discretion, and the ability to appropriately manage confidential, sensitive information
- The ability to adapt and thrive in a dynamic, public service-oriented environment
- Flexible professional demeanor and self-directed work approach
- A demonstrated ability to collaboratively partner to support and develop strong working relationships with peers and senior level members of the organization, across multi-sites, by demonstrating performance that fosters credibility and value-added results

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Appointment will be conditional upon successful completion of a criminal background and reference checks

DESIRED QUALIFICATIONS:

- Human resources experience working in the public sector
- Knowledge of local government practices and procedures

EMPLOYEE REVIEW:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I have been given a copy of this description.

Incumbent’s Signature

Date

Incumbent’s Printed Name



MINUTES

Eau Claire County
Committee on Human Resources

Date: June 24, 2022

Time: 8:30 a.m.

Location: Room 3312

Present: Allen Myren, Larry Hoekstra, Katherine Schneider, Judy Gatlin, Cory Sisk

Others: Britt Buhrow, Jessica McDonald, Jaime Parker, Dawn Edlin. Bryon Ayres, Kathryn Schauf, Norb Kirk, Megan Brasch, Sonja Leenhouts

Public: Avery Shanahan – Leader Telegram

Call to Order and Confirmation of Meeting Notice

Supervisor Myren called meeting to order at 8:30 and confirmed meeting notice

Introductions

Introductions by all individuals in the room.

Public Comment

No members of the public wished to make comment

Approval of Minutes

Motion by Supervisor Schneider approval the minutes May 13, 2022 – second by Supervisor Hoekstra. All in favor, minutes approved.

Director's Report

Jessica McDonald provided a brief report on current operations

Human Resources Department Updates

The committee received updates on the following topics:

- Welcome Bryon Ayers, Human Resources Advisor II
- Insurance Carrier Update
- Employee Perception Survey – Conducted by JA Counter
- Salary Structure Review Project
- Current Topics
 - Vacancies
 - Awards & Recognition Programming
 - Internal Processes
 - Investigations
 - Policy Communication
 - HR Department Scheduling
 - Exit Interviews
 - Fraud Investigator Job Description
 - EDI Coordinator Job Description
 - Training Curriculum for New Staff



MINUTES

Eau Claire County
Committee on Human Resources

Date: June 24, 2022

Time: 8:30 a.m.

Location: Room 3312

File No. 22-23/034: Resolution authorizing to abolish one (1) Fiscal Associate IV and create one (1) Internal Control Specialist position in the Finance

Supervisor Schneider motions to approve. All in favor, motion carried.

2023 Human Resources Budget Review

Jessica McDonald reviewed the proposed 2023 budget with the committee.

Next Meeting Topics

- 2022 Quarter 2 HR Report
- Overview of Eau Claire County Code, Title 3 Human Resources
- 2023 budgeting review

Adjourn

The meeting was adjourned at 9:57 a.m.

Respectfully submitted by,

Britt Buhrow – Human Resources Generalist



MINUTES

Eau Claire County
Committee on Human Resources

Date: July 26, 2022

Time: 8:30 a.m.

Location: Room 3312

Present: Allen Myren, Larry Hoekstra, Katherine Schneider, Judy Gatlin

Others: Samantha Kraegenbrink, Jessica McDonald, Kathryn Schauf, Norb Kirk, Jaime Parker, Bryon Ayres, Brittany Buhrow, Brian Spilde, Sonja Leenhouts

Call to Order and Confirmation of Meeting Notice

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

Introductions

Those in attendance provided introductions.

Public Comment

No members of the public wished to make comment.

Approval of Minutes for June 24, 2022

No minutes were included in the packet, they will be provided at the next meeting.

Director's Report

Jessica McDonald provided an overview of the following:

- a. 2022 Quarter 2 Report
- b. Vacancies

2023 Human Resources Budget Review

Jessica McDonald along with members of the Human Resources team provided a brief overview of the 2023 proposed budget. The committee briefly discussed the materials provided.

File No. 22-23/038: Resolution authorizing to abolish one (1) and Highway Sign & Marking Support position and to create one (1) Highway Sign & Marking Foreman position in the Highway Department

Brian Spilde provided overview of resolution 22-23/038. The Committee briefly discussed. Motion by Supervisor Gatlin; all in favor. Motion approved.

File No. 22-23/039: Resolution authorizing to abolish one (1) Shop Lead position and create one (1) Shop Foreman position in the Highway Department

Brian Spilde provided overview of resolution 22-23/039. The Committee briefly discussed. Motion by Supervisor Hoekstra; all in favor. Motion approved.



MINUTES

Eau Claire County
Committee on Human Resources

Date: July 26, 2022

Time: 8:30 a.m.

Location: Room 3312

Overview of Eau Claire County Code, Title 3 Human Resources

Jessica McDonald discussed with the Committee Title 3 in the County Code.

Future Items

- Joint Budget Review Meeting with Finance & Budget
- 2023 position budgeting review
- June 24, 2022 minutes
- County Code updates
- Employee Perception Survey

The meeting was adjourned at 9:58 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Assistant to the County Administrator
Committee Clerk

FACT SHEET

TO FILE NO. 22-23/048

This resolution abolishes one (1.0 FTE) Legal Specialist II position in the Corporation Counsel’s Office and creates one (1.0 FTE) Office Coordinator position in the Corporation Counsel’s Office.

Based on a classification and compensation review of one of the Legal Specialist II positions, a recommendation to change the position’s classification from Legal Specialist II to Office Coordinator was made. This results in a change in salary from pay grade H to pay grade I.

This recommendation was made as a result of the increased job duties and responsibilities now associated with the current duties of the Legal Specialist position.

Fiscal Impact:

2022:

Position Title	Legal Specialist II	Office Coordinator 11 pay periods at this rate	Difference
Pay Grade	H	I	
Pay Step	11	12	
Salary	\$ 23,930	\$ 25,148	\$ 1,218
FISCAL IMPACT	\$	\$	\$ 1,218

2023:

Position Title	Legal Specialist II	Office Coordinator	Difference
Pay Grade	H	I	
Pay Step	11	12	
Salary	\$ 58,572	\$ 61,546	\$ 2,974
FISCAL IMPACT	\$	\$	\$ 2,974

Respectfully Submitted,

Sharon McIlquham
Corporation Counsel
Eau Claire County, Wisconsin

2
3 ABOLISHING ONE (1.0 FTE) LEGAL SPECIALIST II AND CREATING ONE (1.0 FTE) OFFICE
4 COORDINATOR IN THE CORPORATION COUNSEL’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 one of the Legal Specialist II positions in the
10 Corporation Counsel’s Office resulted in a recommended change in the position, due to increased job duties
11 and responsibilities, from the current Legal Specialist II to Office Coordinator, resulting in a change in
12 salary from pay grade H to pay grade I; and

13
14 WHEREAS, at its regularly scheduled meetings, the Committee on Administration, Committee on
15 Human Resources, and the Committee on Finance and Budget respectively approved the request from the
16 Corporation Counsel’s Office to abolish one (1.0 FTE) Legal Specialist II and create one (1.0 FTE) Office
17 Coordinator; and

18
19 WHEREAS, the reclassification of this position has the potential additional annual cost of \$2,974 in
20 the year 2023, and an immediate annual cost for the year 2022 of \$1218.

21
22 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
23 abolishes in the Corporation Counsel’s Office one (1.0 FTE) Legal Specialist II (Grade H) position, and
24 creates one (1.0 FTE) Office Coordinator (Grade I) position.

25
26 ADOPTED

27
28 _____
29 _____
30 _____
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34 _____

35
36
37 Committee on Finance & Budget
38 Dated this 23rd day of August 2022

39 Committee on Administration
40 Dated this 23rd day of August 2022

41
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50 Committee on Human Resources
51 Dated this 30th day of August 2022

2022 County of Eau Claire Value Perception Survey – Summary Results

Eau Claire County’s benefit philosophy is providing a total rewards package to attract and retain talent and to help people understand the value they bring to the organization. One of the ways we measure this is through a periodic survey to evaluate the perception people have of the value of the benefits offered by the County. In the summary provided, we will share some of the highlights of the survey results and opportunities that were uncovered.

We invited 609 employees to provide their feedback through participation in the survey. There were 349 responses with good representation from a variety of age groups as well as tenure with the County.

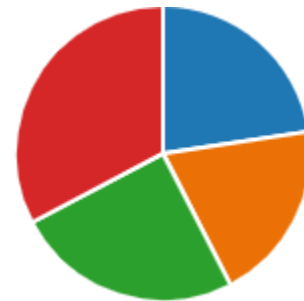
Age Groups:

● Under age 25	5
● 25-34	69
● 35-44	117
● 45-54	93
● 55 or older	65



Length of time with Eau Claire County:

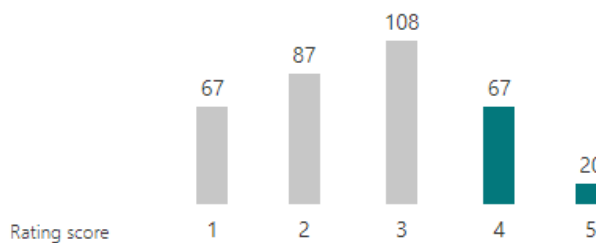
● Less than 2 years	79
● 2 to 5 years	69
● 5 to 10 years	87
● More than 10 years	114



Employees rated the benefit package 2.67 on a scale from 1 to 5 with one being strongly disagree and five being strongly agree.

25% rated between “4 - 5”

Score distribution

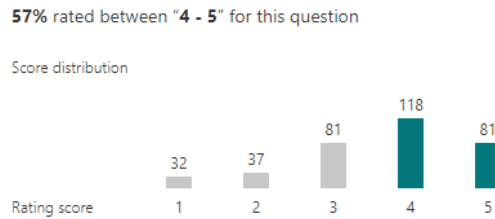


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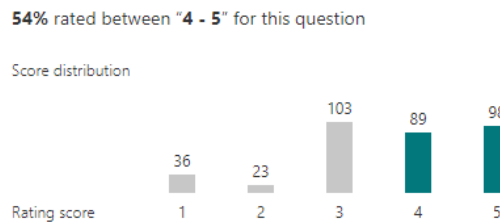
*At JA Counter, Alera we expect far more from ourselves than we do from others. We pioneer with courage and reasonable risk. We inspire excellence and success. We lead with integrity and wisdom. We remain passionately committed to service, consistency, and detail. Always minding our core purpose to **make a difference** and working to become the company most known for contributing to the success of others.*

The survey reflected strong communication surrounding the benefits from the onboarding process to the ongoing communication and education, reflecting a high engagement in the programs offered. Employees have a good understanding of the benefits offered.

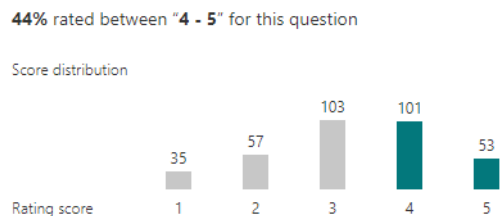
My benefits were adequately communicated to me when I joined the organization:



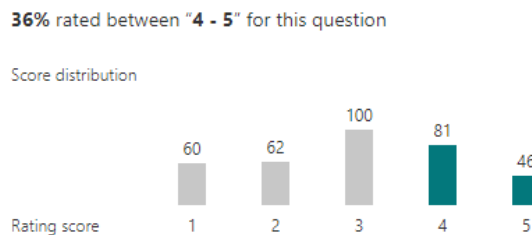
When asked if healthy habits should be rewarded by the employer, 54% rated this as a 4 or 5, showing support for the investment that the County is making in providing health and wellbeing programs.



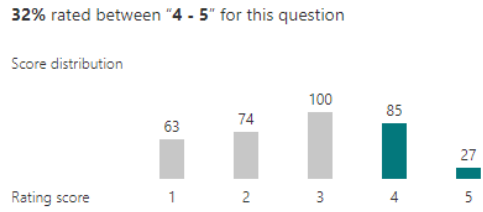
While 61% of participants said they understood their role in being a good consumer of health care, when asked if employees have a responsibility to help employers control the cost of medical care benefits, 44% rated between 4-5 for this question.



When asked if the benefits offered by Eau Claire County made them feel like a valued part of the team, only 36% of respondents agreed.

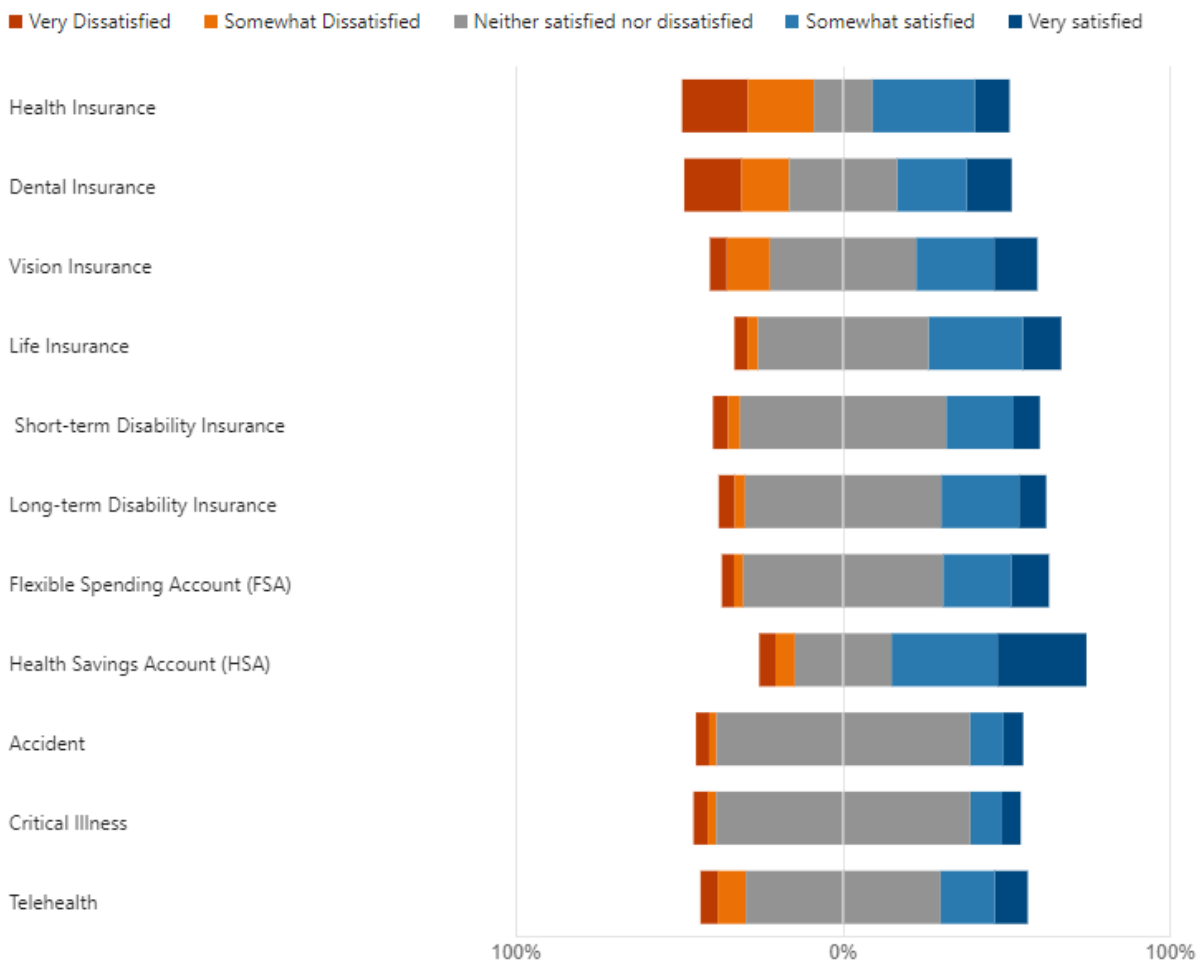


Only 32% of respondents felt like the current benefit program meets their needs, and only 24% feel they are provided with a wide array of benefits to choose from. This is reflecting a need to reassess the current offerings to meet the changing needs of your diverse employee group.



Overall, the medical and dental programs have the largest percentage of dissatisfaction of all of the benefit programs that were rated, with several comments provided requesting lower premiums and out of pocket exposure for both plans.

34. Please indicate your level of satisfaction with the benefit provided.



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Opportunities to Explore

Based on survey responses, we've identified several opportunities to explore as we continue to build on the benefit package offered to employees. Some of the ideas identified include:

- More choice in plan offerings
- Employer contribution to the dental premiums; improved dental plan design
- Better education around the Health Reimbursement Account that helps reduce employee's out of pocket exposure
- Less complicated medical plan design
- Provide stipend for employees who waive the medical plan
- Provide more communication around the total rewards program inclusive of wage, insurance benefits, retirement, and time off
- Contributory disability programs

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