



AGENDA

Eau Claire County

Special Meeting of the Committee on Human Resources

Date: September 16, 2022

Time: 8:30 a.m.

Location:

721 Oxford Ave, Room 1277 • Eau Claire, WI

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=md0a4b84d6d4156080abbf85051993303>

Join by meeting number:

Meeting number: 2594 819 1899 Password: hfNrXDUD975

Join by phone:

Dial in: 415-655-0001 Access Code: 2594 819 1899

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. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. August 30, 2022
5. File No. 22-23/049: Authorizing the Eau Claire County Human Resources Department to Address the Compensation Issues Identified and Recommended through the Benchmarking and Total Rewards Project – **Discussion/Action**
6. 2023 Position Budgeting Review – **Discussion/Action**
7. Next Meeting Topics
 - a. Compensation Strategy Update
 - b. Current Vacancies
 - c. Lighthouse Overview
8. Future Items
9. 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

Joint: Committee on Human Resources
and Finance & Budget Committee

Date: August 30, 2022

Time: 8:30 a.m.

Location: Room 1277

Present (Committee on Human Resources): Cory Sisk, Larry Hoekstra, Judy Gatlin, Katherine Schneider, Allen Myren, Nick Smiar (ex-officio)

Present (Committee on Finance & Budget) Cory Sisk, John Folstad, Jim Dunning, Robin Leary, Dane Zook

Others: Britt Buhrow, Bryon Ayres, Sharon McIlquham, Kathryn Schauf, Norb Kirk, Jessica McDonald, Samantha Kraegenbrink, Susan Schaffer (Virtual Attendees: Eric Huse, Glenda Lyons, Sonja Leenhouts, Greg Dachel, Jennifer Porzondek)

Public: Connie Russell – County Board Supervisor, Nancy Coffey – County Board Supervisor

Call to Order of the Committee on Human Resources and Confirmation of Meeting Notice

Chair Myren called the meeting to order for the Committee on Human Resources at 8:30 a.m. and confirmed meeting notice.

Call to Order of the Committee on Finance & Budget

Chair Zook called the meeting to order at 8:30 a.m.

Roll call of Committees

Samantha Kraegenbrink called the roll for each of the committees.

Introductions

Individuals in the room provided a brief introduction.

Public Comment

No members of the public wished to make comment.

Joint Budget Review Meeting with Finance & Budget

Jessica McDonald presented the proposed 2023 Human Resources budget.

Motion by Supervisor Schneider to approve the budget as presented.

Supervisor Hoekstra offers amendment to hold Culture & Relations Coordinator position open (unfilled).
2 yes (Supervisors Hoekstra and Myren), 3 no; amendment failed.

On main motion, all in favor of approving the budget as presented.

Adjournment of the Finance & Budget Committee



MINUTES

Eau Claire County

Joint: Committee on Human Resources
and Finance & Budget Committee

Date: August 30, 2022

Time: 8:30 a.m.

Location: Room 1277

The Committee on Finance & Budget was adjourned at 10:12 a.m.

The Committee on Human Resources recessed for 5 minutes and reconvened at 10:18 a.m.

Approval of Minutes

Motion by Supervisor Schneider to approve the minutes from June 24, 2022. Seconded by Supervisor Hoekstra. There were no deletions, corrections, or additions. All in favor, motioned carried.

Motion by Supervisor Schneider to approve the minutes from July 22, 2022. There were no deletions, corrections, or additions. All in favor, motioned carried.

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

Motion by Supervisor Gatlin to approve the position as presented. All in favor. Motion carries

Director's Report

Jessica McDonald provided an update on the following:

- Current Vacancies
- Employee Value Perception Survey

Future Meeting Topics

- Compensation Strategy Recommendations
- Lighthouse Overview
- 2023 position budgeting review

The meeting was adjourned at 10:39 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

FACT SHEET

TO FILE NO. 22-23/049

This resolution authorizes the Eau Claire County Human Resources Department to address and resolve the identified compensation issues as recommended through the benchmarking and Total Rewards Project.

This resolution specifically authorizes the Human Resources Department to make wage adjustments based on the existing structure with the initial recommendations to 73 positions undergoing internal alignment.

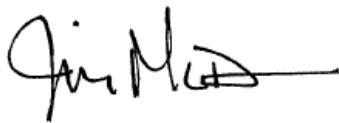
Human Resources will meet with each department head to review and discuss the recommended adjustments, along with the anticipated fiscal impact. Thereafter, Human Resources will schedule a meeting with each employee who is impacted by a wage adjustment.

These compensation strategies will continue to be implemented with other county positions identified by the consultant, HR InTune, as positions where pay anomalies or compression exist; or the compensation is not reflective of the market rate; or those positions experiencing long-term and persistent vacancies.

Fiscal Impact:

Calculations are based on adjustments being effective for the 09/09/2022 payroll. There is an anticipated fiscal impact of \$38,100.95 for 2022, and \$85,977.76 for 2023. See next page for an example of how the fiscal information is calculated.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Jessica McDonald", with a long horizontal flourish extending to the right.

Jessica McDonald
Human Resources Director

Position 1		Position 2	
2022 Hrs	800	2022 Hrs	800
H-8	22.98	H-5	21.97
H-9	23.30	H-7	22.63
Rate Increase	0.32	Rate Increase	0.66
Fiscal Impact		Fiscal Impact	
Wages	256.00	Wages	528.00
Soc Sec	19.58	Soc Sec	40.39
WRS	16.64	WRS	34.32
2022 Impact	292.22	2022 Impact	602.71
2023 Hrs	2080	2023 Hrs	2080
H-8	23.67	H-5	22.63
H-9	24.00	H-7	23.31
Jan-Jun Increase	0.33	Jan-Jun Increase	0.68
H-9	24.00	H-7	23.31
H-10	24.25	H-8	23.67
Jul-Dec Increase	0.25	Jul-Dec Increase	0.36
Fiscal Impact		Fiscal Impact	
Wages		Wages	
Jan-Jun	343.20	Jan-Jun	707.20
Jul-Dec	260.00	Jul-Dec	374.40
Ttl Wages	603.20	Ttl Wages	1,081.60
Soc Sec	46.14	Soc Sec	82.74
WRS	39.21	WRS	70.30
2023 Impact	688.55	2023 Impact	1,234.64

2
3 AUTHORIZING THE EAU CLAIRE COUNTY HUMAN RESOURCES DEPARTMENT TO
4 ADDRESS THE COMPENSATION ISSUES IDENTIFIED AND RECOMMENDED THROUGH THE
5 BENCHMARKING AND TOTAL REWARDS PROJECT
6

7 WHEREAS, Eau Claire County’s Total Rewards Project (also referred to as Performance-Based
8 Transformational Consultation Project) was included in the Eau Claire County 2022 budget to, among
9 other things, ensure employment positions within the county are competitive with the job market and to
10 address possible salary issues, including but not limited to pay anomalies, salary compression, and
11 persistent labor shortages; and
12

13 WHEREAS, HR InTune, a Human Resources consulting firm, was contracted to complete
14 recommendations to Eau Claire County Human Resources Department regarding compensation strategies
15 to address any identified compensation issues; and
16

17 WHEREAS, in order to address compensation issues identified by HR InTune, the Eau Claire
18 County Human Resources Department is hereby authorized to implement reasonable compensation
19 strategies to address identified and recommended adjustments; and
20

21 WHEREAS, compensation anomalies have been identified pertaining to positions within the same
22 title and grade; and
23

24 WHEREAS, initial wage adjustments are based on the existing structure and consideration will be
25 given to each department with the initial recommendations to 73 positions undergoing internal alignment
26 with an anticipated fiscal impact of \$38,100.95 for 2022, and \$85,977.76 for 2023; and
27

28
29 WHEREAS, a second phase of updating the compensation matrix that will allow for subsequent
30 compensation strategies to address positions at risk of compression, positions identified as under market
31 through the benchmarking data, and those experiencing long-term and persistent vacancies.
32

33 WHEREAS, identified compensation issues will continue to be addressed regarding Eau Claire
34 County staff positions as recommended by the study completed by HR InTune for those positions where
35 the compensation is not reflective of the market rate and/or there are other identified compensation
36 anomalies.
37

38 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
39 hereby authorizes the Eau Claire County Human Resources Department to address and resolve the
40 compensation issues identified and recommended through the benchmarking and total rewards project.
41

42
43 ADOPTED
44
45
46
47
48
49
50
51

1 _____
2
3 _____
4 _____
5
6 _____
7
8 _____

9 Committee on Human Resources
10 Dated this _____ day of September, 2022.
11
12
13

Eau Claire County 2023 Recommended Budget
Full-Time Equivalents (FTE's) Allocated by Department

	2022 Adopted Budget	2023 Requested Changes	2023 Request
General Government			
Administration	3.00		3.00
Corporation Counsel	8.00		8.00
County Clerk	3.50		3.50
Facilities	13.00		13.00
Finance	8.00		8.00
Human Resources	6.00		6.00
Information Systems	11.63	1.10	12.73
Planning & Development	13.00		13.00
Purchasing	-		-
Register of Deeds	4.00		4.00
Treasurer	3.75	0.25	4.00
Total General Government	73.88	1.35	75.23
Judicial			
Circuit Court	7.00	1.00	8.00
Clerk of Court	21.00	1.00	22.00
Criminal Justice Collaborating Council	4.87		4.87
District Attorney/Victim Witness	15.31	2.00	17.31
Register in Probate	4.00		4.00
Total Judicial	52.18	4.00	56.18
Public Safety			
Emergency Management	1.00		1.00
Juvenile Detention Center	17.50	0.50	18.00
Sheriff's Office	122.00	6.50	128.50
Total Public Safety	140.50	7.00	147.50
Transportation and Public Works			
Airport	6.90		6.90
Highway	65.00		65.00
Recycling	2.20		2.20
Total Transportation and Public Works	74.10	-	74.10
Health and Social Services			
ADRC	28.25		28.25
Child Support	15.00		15.00
Human Services	223.66	7.00	230.66
Veteran's Services	4.00		4.00
Total Health and Social Services	270.91	7.00	277.91
Leisure and Education			
Parks and Forest	9.19	1.10	10.29
UW-Extension	1.60		1.60
Total Leisure and Education	10.79	1.10	11.89
Conservation and Economic Environment			
Land Conservation	4.00		4.00
Housing Authority	-		-
Total Conservation and Economic Environment	4.00	-	4.00
GRAND TOTAL	626.36	20.45	646.81

**Eau Claire County 2022 Adopted Budget
Position Changes**

													FUNDING SOURCES				
Department	Position Title	Action	2022 FTE	FTE Change	2023 FTE	Approved by Oversight Committee	Approved by Administrator	Tax Levy	Intergovernmental Grants & Aids	Intergovernmental Charges for Services	Public Charges for Services	Other Revenue	Fund Balance	Total	Comments		
General Government																	
County Clerk	Administrative Assistant III	Abolish	0.50	(0.50)	-	yes	yes	\$ (20,107)						\$ (20,107)	.25 FTE moving to Treasurer's office		
Human Resources	HR/Benefits Coordinator	Reclassification	1.00	-	1.00	yes	no	2,421						2,421	grade stays the same		
Human Resources	Assistant HR Director	Abolish	1.00	(1.00)	-	yes	yes	-						-	approved, unfunded position in 2022 budget; total dollar amount of unfunded position is \$119,503		
	Culture and Relations Coordinator	Create	-	1.00	1.00	yes	yes	95,300						95,300	\$38,000 levy from prior year; \$30,000 from job descriptions project brought in house		
Information Systems	Network Analyst	Create	-	1.00	1.00	yes	no	114,104						114,104	although this position would be recommended, the county does not have adequate levy to support it at this time		
Information Systems	Admin Assistant	Increase FTE	0.50	0.13	0.63	yes	yes	5,848						5,848	FTE transfer from ADRC		
Treasurer	Fiscal Associate II	Abolish	0.75	(0.75)	-	yes	yes	(63,283)						(63,283)	.25 FTE from County Clerk		
	Fiscal Associate III	Create	-	1.00	1.00	yes	yes	80,129						80,129	.25 FTE from County Clerk		
Total General Government			3.75	0.88	4.63			\$ 214,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214,412			
Judicial																	
Circuit Court	Judicial Assistant	Create	-	1.00	1.00	yes; in July 2023	yes; in July 2023	41,193						41,193	position to start in July 2023		
Clerk of Courts	Deputy Clerk (Legal Specialist II)	Create	-	1.00	1.00	yes	yes	82,385						82,385	supports sixth courtroom; part of multi-year plan for staffing the courts		
District Attorney	Legal Specialist II	Create	-	1.00	1.00	yes	yes	83,167						83,167	supports sixth courtroom		
District Attorney	Legal Specialist II	Create	-	1.00	1.00	yes	no	83,167						83,167	although this position would be recommended, the county does not have adequate levy to support it at this time		
District Attorney	Administrative Specialist II	Reclassification	3.00	(3.00)	-	yes	yes	(137,149)			(72,214)			(209,363)	consistent with changing skills and job requirements		
	Legal Specialist II	Reclassification	-	3.00	3.00	yes	yes	152,948			65,958			218,906	consistent with changing skills and job requirements		
District Attorney	Administrative Specialist III	Reclassification	1.00	(1.00)	-	yes	yes	(23,485)			(54,799)	52,038		(26,246)	consistent with changing skills and job requirements		
	Legal Specialist II	Reclassification	-	1.00	1.00	yes	yes	23,485			54,799	(52,038)		26,246	consistent with changing skills and job requirements		
Total Judicial			4.00	4.00	8.00			\$ 305,711	\$ -	\$ -	\$ (6,256)	\$ -	\$ -	\$ 299,455			
Public Safety																	
Human Services	Juvenile Detention Worker	Increase FTE	0.50	0.50	1.00	yes	no	10,647		51,982				62,629	address through scheduling		
Shared	Recreational Deputy	Create	-	1.00	1.00	yes	yes	82,976	4,975			13,122		101,073	shared position between Parks & Forestry (40%), Highway (10%), and Sheriff (50%)		
Sheriff	Lieutenant (jail)	Create	-	1.00	1.00	yes	no	131,789						131,789	although this position would be recommended, the county does not have adequate levy to support it at this time		
Sheriff	Patrol Deputy	Create	-	1.00	1.00	yes	no	97,501						97,501	although this position would be recommended, the county does not have adequate levy to support it at this time		
Sheriff	Patrol Deputy	Create	-	1.00	1.00	yes	no	97,501						97,501	although this position would be recommended, the county does not have adequate levy to support it at this time		
Sheriff	Patrol Deputy	Create	-	1.00	1.00	yes	no	97,501						97,501	although this position would be recommended, the county does not have adequate levy to support it at this time		
Sheriff	Patrol Deputy	Create	-	1.00	1.00	yes	no	97,501						97,501	although this position would be recommended, the county does not have adequate levy to support it at this time		
Total Public Safety			0.50	6.50	7.00			\$ 615,416	\$ 4,975	\$ 51,982	\$ -	\$ 13,122	\$ -	\$ 685,495			
Health and Social Services																	
Human Services	Social Work Supervisor-Crisis	Abolish	1.00	(1.00)	-	yes	yes	(6,192)			(71,211)			(77,403)	increased crisis dollars from the state for crisis prevention		
	Social Work Manager-Crisis	Create	-	1.00	1.00	yes	yes	6,563			75,470			82,033	increased crisis dollars from the state for crisis prevention		
Human Services	Fiscal Associate III	Abolish	1.00	(1.00)	-	yes	yes	(2,602)			(84,117)			(86,719)	consistent with changing skills and job requirements		
	Accountant	Create	-	1.00	1.00	yes	yes	2,998			96,922			99,920	consistent with changing skills and job requirements		
Human Services	Administrative Specialist I	Abolish	12.00	(12.00)	-	yes	yes	(205,831)			(524,045)			(729,876)	consistent with changing skills and job requirements		
	Resource Specialist	Create	-	12.00	12.00	yes	yes	195,230			560,152			755,382	consistent with changing skills and job requirements		
Human Services	Senior Social Worker - Access	Abolish	1.00	(1.00)	-	yes	yes	(61,448)	(52,344)					(113,792)	consistent with changing skills and job requirements		
	Social Work Supervisor - Access	Create	-	1.00	1.00	yes	yes	62,794	53,491					116,285	consistent with changing skills and job requirements		
Human Services	Social Worker-Crisis	Create	-	1.00	1.00	yes	yes	8,070			92,810			100,880	increased crisis dollars from the state for crisis prevention		
Human Services	Social Worker-Access	Create	-	1.00	1.00	yes	yes				100,880			100,880	increased crisis dollars from the state for crisis prevention		
Human Services	Records Supervisor/Manager	Create	-	1.00	1.00	yes	yes	27,250			81,751			109,001	required to meet state reporting and records management		
Human Services	Resource Specialist	Create	-	1.00	1.00	yes	no	21,635			58,494			80,129	it is anticipated that the department will identify different mechanisms for achieving desired outcomes		
Human Services	Peer Support Specialist-Crisis	Create	-	1.00	1.00	yes	yes	6,653			76,514			83,167	increased crisis dollars from the state for crisis prevention		
Human Services	Data Specialist	Increase FTE	0.50	0.50	1.00	yes	yes	2,788			68,272			71,060	aid in improvements in reporting, planning, and responding		
Total Health and Social Services			15.50	5.50	21.00			\$ 57,908	\$ 1,147	\$ 531,892	\$ -	\$ -	\$ -	\$ 590,947			
Culture & Recreation																	
Parks and Forest	Coon Fork Ranger	Abolish	0.40	(0.40)	-	yes	no	(23,619)						(23,619)	although this position would be recommended, the county does not have adequate levy to support it at this time		
	Parks and Programs Manager	Create	-	1.00	1.00	yes	no	96,463						96,463	although this position would be recommended, the county does not have adequate levy to support it at this time		
Total Culture & Recreation			0.40	0.60	1.00			\$ 72,844	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,844			
GRAND TOTAL			23.75	16.88	40.63			\$ 1,266,291	\$ 6,122	\$ 583,874	\$ (6,256)	\$ 13,122	\$ -	\$ 1,863,153			