



## AGENDA

Eau Claire County

Special Meeting of the Committee on Human Resources

**Date:** November 18, 2022

**Time:** 8:30 a.m.

**Location:**

721 Oxford Ave, Room 3312 • Eau Claire, WI

### **Join from the meeting link:**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m34073d0403cdae2a403bd86eab7ec6ba>

### **Join by meeting number:**

Meeting number: 2599 776 7982 Password: MpmqEHBf558

### **Join by phone:**

Dial in: 415-655-0001 Access Code: 2599 776 7982

*Written public comment must be submitted to Samantha Kraegenbrink at least 60 minutes prior to the start of the meeting. ([samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov) )*

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
  - a. October 28, 2022
5. Director’s Report & Updates
  - a. Compensation Strategy
  - b. Recruitment
  - c. Open Enrollment
6. File No. 22-23/074: Amending section 3.10.001 of the code: equal employment opportunity and affirmative action policy; to create section 3.10.002 of the code: exceptions; to amend section 3.10.010 of the code: affirmative action program; to repeal section 3.10.020 of the code: affirmative action officer; to amend section 3.10.040 of the code: grievances under this chapter – **Discussion/Action**
7. Future Items
  - a. Policy 513: Travel & Expense Reimbursement
  - b. Next Meeting December 16, 2022
8. 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

Special Meeting of the Committee on Human Resources

**Date:** October 28, 2022

**Time:** 8:30 a.m.

**Location:**

721 Oxford Ave, Room 3312 • Eau Claire, WI

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

Others: Samantha Kraegenbrink, Dawn Edlin, Bryon Ayres, Kathryn Schauf, Jessica McDonald, Jaime Parker, Linda Skogland (Presenter)

### Call to Order and Confirmation of Meeting Notice

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

### Roll call

The committee clerk called the roll, which is listed above under present.

### Public Comment

No members of the public wished to make comment.

### Approval of Minutes from September 16, 2022

Motion by Supervisor Schneider to approve the minutes as corrected. The following change was made after Abolish Social Work Supervisor- Crisis; Create Social Work Manager-Crisis. Motion by Supervisor Sisk to recommend. "*Motion passes.*" No additional deletions, additions, or corrections. Minutes approved as corrected.

### Director's Report

- Benefits & Open Enrollment Update
  - i. Linda Skoglund from JA Counter/Alera Group presented updates on the 2023 employee benefits.
- Quarter 3 Report
  - i. Director McDonald provided highlights from the quarter 3 report.
- Compensation Strategy Update
  - i. Director McDonald provided an update on the Compensation Strategy.
- Recruitment Update
  - i. Director McDonald provided an update on recruitment.
- Lighthouse Overview
  - i. Administrator Schauf provided an overview of Lighthouse.
- Retiree Recognition
  - i. Director McDonald provided an overview of potential retiree recognition.

### Policy 519: Salary Plan Administration Policy Update

Motion by Supervisor Schneider to approve changes to Policy 519: Salary Plan Administration Policy. All in favor; motion carried.

### Policy 425: Paid Time Off Policy Update



**MINUTES**

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Motion by Supervisor Gatlin to approve changes to Policy 425: Paid Time Off Policy. All in favor; motion carried.

**Policy 105: Separation Policy Update**

Motion by Supervisor Sisk to approve changes to Policy 105: Separation Policy Update. All in favor; motion carried.

Future Items

- a. Mileage and Meal Reimbursement

The meeting was adjourned at 9:51 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

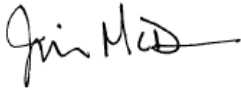
**FACT SHEET  
TO FILE NO. 22-23/074**

**Background:** A review of County Code found that the language in section 3.10 should be updated to be better reflective of current Eau Claire County practices. During that review, it was discovered that the language referring to Affirmative Action is outdated. In 2018, the Corporation Counsel's Office found that the County was exempt from Affirmative Action reporting. While we are exempt from this reporting we do complete and file EEO-4 and EEOP reports, both related to equal employment. Further, Eau Claire County complies with Civil Rights regulations, the Americans with Disabilities Act, and participates in Affirmative Action practices.

**Request:** Update language in Chapter 3.10 of the County Code to remove reference to an official Affirmative Action Plan and include a more comprehensive list of protected statuses under law.

**Fiscal Impact:** \$0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jessica McDonald". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Jessica McDonald  
Human Resources Director

2  
3 TO AMEND SECTION 3.10.001 OF THE CODE: EQUAL EMPLOYMENT OPPORTUNITY  
4 AND AFFIRMATIVE ACTION POLICY; TO CREATE SECTION 3.10.002 OF THE CODE:  
5 EXCEPTIONS; TO AMEND SECTION 3.10.010 OF THE CODE: AFFIRMATIVE ACTION  
6 PROGRAM; TO REPEAL SECTION 3.10.020 OF THE CODE: AFFIRMATIVE ACTION  
7 OFFICER; TO AMEND SECTION 3.10.040 OF THE CODE: GRIEVANCES UNDER THIS  
8 CHAPTER  
9

10 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

11  
12 SECTION 1. That Section 3.10.001 of the code be amended to read:

13  
14 3.10.001 Equal employment opportunity and affirmative action policy. The county shall  
15 foster to the fullest extent practicable that equal employment opportunity be provided in the  
16 employment and advancement of covered veterans and persons with disabilities at all levels of  
17 employment, including the executive level. Eau Claire County does not and will not discriminate  
18 against any applicant or employee because of race, sex, religion, national origin, color, gender,  
19 sexual orientation, age, physical or mental disability, marital status, veteran status or other  
20 protected status ~~he or she is a covered veteran or because of a physical or mental disability~~ in regard  
21 to any position for which the applicant or employee is qualified. ~~In addition, Eau Claire County is~~  
22 ~~committed to a policy of taking affirmative action to employ and advance in employment qualified~~  
23 ~~covered veterans and individuals with disabilities. Such~~ It is the policy of Eau Claire County to  
24 provide equal employment opportunities and affirmative action in affirmative action shall apply  
25 ~~to~~ all employment practices, including, but not limited to hiring, ~~upgrading~~ promotion, demotion  
26 or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms  
27 of compensation, and selection for training, including apprenticeship and on-the-job training.  
28 Decisions related to personnel policies and practices shall be made on the basis of an individual's  
29 capacity to perform a particular job and the feasibility of any necessary job accommodation. Eau  
30 Claire County will make every effort to provide reasonable accommodations to any physical and  
31 mental limitations of individuals with disabilities and to disabled veterans. Our obligations in this  
32 area stem from not only adherence to various state and federal regulations, but also from our  
33 commitment as an employer in this community to provide equal job opportunities to covered  
34 ~~veterans and persons with disabilities.~~ Equal opportunity and affirmative action are the  
35 responsibility of Human Resources, all hiring managers, and all Eau Claire County employees  
36 with influence on employment practices.  
37

38 SECTION 2. That Section 3.10.002 of the code be created to read:

39  
40 3.10.002 Exceptions. It is not considered discrimination to make an employment decision  
41 based on an individual's protected status if the status interferes with the ability to adequately  
42 complete the duties of the position, unless the duties can be reasonably accommodated.  
43

44 SECTION 3. That Section 3.10.010 of the code be amended to read:

45  
46 3.10.010 Affirmative action program. Affirmative Action is a practice intended to ~~The program~~  
47 ~~has been designed to~~ bring women and men, members of minority groups, covered veterans, and  
48 persons with disabilities into all levels and segments of Eau Claire County's workforce in  
49 proportion to their representation in the qualified relevant labor market. Minority and female

1 applicants will be considered for all positions for which they are qualified. The Human Resources  
2 Department works with departments in all employment practices to ensure discrimination or bias  
3 do not impact the outcome of any practice. ~~The program is a detailed, results-oriented set of~~  
4 ~~procedures which, when carried out, results in full compliance with equal employment opportunity~~  
5 ~~requirements through the equal treatment of all people.~~

6  
7 SECTION 4.

8  
9 That 3.10.020 of the code be repealed.

10  
11 SECTION 5.

12  
13 That Section 3.10.040 of the code amended to read:

14  
15 3.10.040 Grievances under this chapter. Any employee or applicant, feeling personally  
16 aggrieved by the action of any person obligated to administer the equal employment opportunity  
17 and affirmative action policy shall refer such matter directly to the ~~affirmative action officer~~ civil  
18 rights compliance officer, the director or the corporation counsel

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20 ENACTED:

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30 Committee on Human Resources

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34 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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36 AM/yk