



## **AGENDA**

Eau Claire County  
Committee on Human Resources

**Date:** December 16, 2022

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

**Location:**

721 Oxford Ave, Eau Claire, WI • Room 3312

### **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. November 18, 2022
5. File No. 22-23/078: Resolution creating 2.0 FTE Custodian positions in the Eau Claire County Facilities department – **Discussion/Action**
6. 2023 Meeting Schedule - **Discussion**
7. Future Items
  - a. Director’s Report
  - b. 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
  - c. Policy 513: Travel & Expense Reimbursement
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:** November 18, 2022  
**Time:** 8:30 a.m.  
**Location:**  
721 Oxford Ave, Room 3312 • Eau Claire, WI

Present: Larry Hoekstra, Judy Gatlin, Katherine Schneider, Allen Myren, Nick Smiar (ex-officio)

Others: Samantha Kraegenbrink, Kathryn Schauf, Dawn Edlin, Jaime Parker, Jessica McDonald, Megan Brasch

**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 and is listed above under present

**Public Comment**

No members of the public wished to make comment.

Approval of Minutes from October 28, 2022

Motion by Supervisor Schneider. All in favor, minutes approved.

**Director's Report & Updates**

Jessica McDonald provided updates on the following:

- a. Compensation Strategy
- b. Recruitment (Jaime Parker provided updates.)
- c. Open Enrollment (Dawn Edlin provided updates.)

**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**

Amendment to update line 42 to state "Unless the duties can be reasonably accommodated as an approved accommodations as an approved accommodation under the Americans with Disability Act as determined by the Eau Claire County Human Resources Department"

Motion by Supervisor Hoekstra to postpone file no. 22-23/074 until the next meeting. 3 yes, 1 no; motion passes.

**Future Items**

- Policy 513: Travel & Expense Reimbursement
- Exit Interviews and recruitment strategies



**MINUTES**

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

- Next Meeting December 16, 2022

Adjourn

The meeting was adjourned at 9:25 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

FACT SHEET

TO FILE NO. 22-23/078

This resolution creates two additional Custodian positions in the Facilities Department. The County currently contracts for cleaning services at several facilities, our current contract amount is \$140,570 annually. These two positions will eliminate the need to contract for those services. With the addition and assistance of the automated/robotic equipment, greater efficiencies and more flexibility for the custodial operations within the Facilities Department are created.

Fiscal Impact: There is no net negative fiscal impact as the \$139,364 to cover the added personnel will come from budgeted contracted services that will no longer be required.

Respectfully Submitted,

Matt Theisen  
Facilities Director

4 CREATING 2.0 (FTE) CUSTODIAN POSITIONS IN THE EAU CLAIRE COUNTY  
5 FACILITIES DEPARTMENT

6 WHEREAS, the Facilities Department evaluates positions as part of long range  
7 and strategic plans as well as organizational structure; and

8  
9 WHEREAS, the Facilities Department assessed the current custodial operations and  
10 contracted services; and

11  
12 WHEREAS, creating two additional custodian positions will allow for greater  
13 efficiencies and more flexibility for the custodial operations within the Facilities Department;

14  
15 WHEREAS, \$139,364 will be transferred from Facilities contracted services to payroll to  
16 fund these positions.

17  
18 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of  
19 Supervisors hereby approves the creation of 2.0 (FTE) custodian positions in the Facilities  
20 Department effective 01/01/2023.

21  
22 ENACTED:

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33  
34 Human Resources Committee

Administration Committee

35  
36 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

37  
38 Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

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