



AGENDA

Eau Claire County Committee on Human Resources **Date:** Friday, May 26, 2023

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

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. May 3, 2023
 - b. May 16, 2023
5. File No. 23-24/008: Resolution abolishing 1.0 (FTE) Maintenance Technician position and creating 1.0 (FTE) Maintenance technician Lead in the Eau Claire County Facilities Department – **Discussion/Action**
6. Update on Protective Services, Sharon McIlquham – Corporation Counsel – **Information/Discussion**
7. Human Resources Director Priorities, Angela Eckman – **Information/Discussion**
8. 3.03 Provisions Review for June meeting – **Discussion**
9. Compensation Study Update, including contracts – **Information/Discussion**
10. Employee Recognition & Engagement – **Information/Discussion**
11. Position Titling – **Information/Discussion**
12. Recruitment Status – **Information/Discussion**
13. Vacancy Report – **Information/Discussion**
14. Future Agenda Items - **Discussion**
15. 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: Wednesday, May 3, 2023

Time: 8:30 a.m.

Location:

721 Oxford Ave, Eau Claire, WI • Room 3312

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

Others: Samantha Kraegenbrink – Committee Clerk, Jon Johnson, Angela Eckman, Megan Brasch, Dane Zook, Bethany Bremer, Janet Quinn, Britt Buhrow, Dawn Edlin, Norb Kirk, Sonja Leenhouts, Kathryn Schauf, Sharon McIlquham Jessica McDonald, Alicia Schwartz

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

Roll call was taken and is listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes from February 24, 2023

Motion by Supervisor Schneider to approve the minutes as presented. No deletions, corrections, or additions. All in favor, minutes approved.

Introduction from Human Resources Director, Angela Eckman

Human Resources Director, Angela Eckman provided a brief introduction.

Total Rewards Benefits Update by Alicia Schwartz, JA Counter

Alicia Schwartz from JA Counter reported on trends in benefit usage.

Compensation Update by Jessica McDonald, Ajuda Consulting Services

Jessica McDonald provided an update on the compensation project.

**Supervisor Sisk left at 9:36 a.m.

File No. 23-24/011: Resolution amending sections 11.1, 11.2, and 11.3 of Human Resources Policy 513 to utilize the US General Services Administration (GSA) meal per diem amounts effective July 1, 2023 for Travel and Reimbursement purposes

Administrator Schauf provided details on the change contained in file no. 23-24/011. Motion by Supervisor Schneider to amend the resolution to read “NOW, THEREFORE BE IT RESOLVED, the Eau Claire County Board of Supervisors hereby approves following GSA guidelines for meal per diem reimbursement and continuing to follow IRS guidelines for mileage reimbursement as contained in Policy 513. Rates are updated annually and will be effective July 1, 2023; and” and to remove lines 34 and 35.



MINUTES

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Date: Wednesday, May 3, 2023

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Policy 513: Travel and Expense Reimbursement

Motion by Supervisor Gatlin. The committee discussed and modified the policy to include the GSA rates and modify yearly. All in favor. Motion passes.

Policy 709: Identification Key Cards and Courthouse Security

Motion by Supervisor Schneider. All in favor. Motion passes.

Policy 105: Separation from Employment

Motion by Supervisor Schneider. All in favor. Motion passes.

**Supervisor Schneider left at 10:04 a.m.

Vacancy Report

Human Resources Advisor, Britt Buhrow, provided an update on organization vacancies.

The meeting was adjourned at 10:14 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



MINUTES
Eau Claire County
Committee on Human Resources
Date: May 16, 2023
Time: 6:30 p.m.
Location:

721 Oxford Ave, Eau Claire, WI • Room 3312

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

Others: Kathryn Schauf, Angela Eckman, Jon Johnson, Sharon McIlquham

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 6:30 p.m. and confirmed meeting notice.

Roll call

Roll called is listed above under present.

Public Comment

No members of the public made comment.

Policy 513: Travel and Expense Reimbursement (Update/Review)

Sharon McIlquham explained the difference in the policy based on the Committee on Finance & Budget discussion. Motion by Supervisor Gatlin to bring the resolution to the floor for discussion. Motion by Supervisor Sisk to amend the language to consistently align with updated GSA guidelines; and removing stated rated. Section 11.2 will indicate current GSA rates and a 20% maximum tip. Motion carried.

Motion by Supervisor Gatlin to approve as amended. Motion carried. Supervisor Schneider abstained due to being unable to read it.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted by,

Kathryn Schauf
County Administrator

FACT SHEET

TO FILE NO. 23-24/008

This resolution abolishes one Maintenance Technician position, pay grade H, in the Facilities Department and creates a Maintenance Technician Lead position, pay grade J. This requested change is based on the job description assessment completed by the Facilities Department and the review completed by the Human Resources Department. The Maintenance Technician Lead position allows for improved frontline supervision, leadership, and the authority to make operational decisions resulting in safer more efficient facilities operations.

Fiscal Impact: Maintenance Technician Lead position - pay Grade J. 2023 impact - \$1592; 2024 impact - \$3184.

Respectfully Submitted,

Matthew Theisen

Matt Theisen
Facilities Director

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3
4 ABOLISHING 1.0 (FTE), MAINTENANCE TECHNICIAN POSITION AND CREATING 1.0
5 (FTE) MAINTENANCE TECHNICIAN LEAD IN THE EAU CLAIRE COUNTY FACILITIES
6 DEPARTMENT
7

8 WHEREAS, the Facilities Department evaluates position vacancies as part of long range
9 and strategic plans as well as organizational structure; and

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11 WHEREAS, the Facilities Department assessed job descriptions and the structure
12 surrounding the departments current workforce; and

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14 WHEREAS, abolishing the Maintenance Technician position, pay grade H, and creating
15 a Maintenance Technician Lead, pay grade J, is beneficial for the organizational structure of the
16 Facilities Department and this change was submitted to Human Resources for review; and

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18 WHEREAS, the review of the Maintenance Technician Lead position recommends that
19 the pay grade for this position be grade J, and the title match the position duties; and

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21 WHEREAS, abolishing the Maintenance Technician position, pay grade H, and creating
22 the Maintenance Technician Lead position, pay grade J, will allow the Facilities & Human
23 Resources Departments to recruit for the position that better suits the needs and organizational
24 structure of the Facilities Department.
25

26 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
27 Supervisors hereby approves abolishing 1.0 (FTE) Maintenance Technician position, pay grade
28 H, and creating of 1.0 (FTE) Maintenance Technician Lead position and placing the salary for
29 the position in pay grade J in the Eau Claire County Facilities Department.
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31 ADOPTED:

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42 Human Resources Committee
43 Dated this ____ day of _____, 2023.

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42 Committee on Administration
43 Dated this ____ day of _____, 2023.

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45 Vote: ____ Aye ____ Nay

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45 Vote: ____ Aye ____ Nay

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Wane Zook

Robin Searcy

John Tolbert

James A. Running

Committee on Finance & Budget
Dated this 11th day of May, 2023.

Vote: 4 Aye 1 Nay

Reviewed by Finance Dept.
for Fiscal Impact

APPROVED
By Sharon McIlquham at 9:45 am, May 12, 2023

Independent Consultant Contract

I. PARTIES

This Agreement is between Eau Claire County, Wisconsin, a quasi-municipal corporation, (“County”) located at 721 Oxford Ave, Eau Claire, WI 54701, and Jessica McDonald, Ajuda HR Consulting Services, LLC, an independent contractor (“Consultant”), located at N4654 Old Highway 54, Black River Falls, WI 54615.

II. TERM OF CONTRACT

Services under this Agreement shall commence on March 17, 2023, and shall continue through termination by either party in accordance with the provisions of Article VII of this Agreement.

III. PURPOSE OF CONTRACT

The Consultant is being retained to ensure the development, management, and implementation of key Human Resource projects. Consultant and County will agree upon a schedule of anticipated hours needed per week as well as identification of when on-site services will be provided.

IV. SCOPE OF SERVICES

The Consultant agrees to:

- Utilize her personal laptop with up-to-date anti-virus software installed for any work associated with her contract.
- Work collaboratively with both Eau Claire County and other key stakeholders to ensure the successful completion of the development, communication strategy, management, and implementation of the Eau Claire County compensation philosophy and structure by January 2024. This includes development and management of a project timeline with objectives and outcomes. Key essential elements of the project include: Rewriting job descriptions; updating wage grid; implementing internal equity within the grid; and updating the performance appraisal process.
- Provide support and resources to assist through staffing transitions within the Human Resources Department. This includes being available for calls and queries from Human Resources staff.
- Provide guidance and project management for the changes in position control within Alio/Link.
- Updating recruitment process materials (evaluation and criteria scoring).

The County agrees to:

Provide a county email and allow access to One Drive and SharePoint through Office 365. When the consultant is onsite, the County will provide a workspace and access to a copier, printer, and fax machine to be used for the sole purpose of supporting the services described in this agreement. Contractor shall abide by all rules and policies of the County concerning the use of the facilities and equipment.

V. PAYMENTS TO PROVIDER

Consultant shall be paid the rate of \$65.00 per hour. On a monthly basis the Consultant shall submit an invoice to Administration with detailed project tracking.

Payment to consultant also includes an on-site stipend of \$1,500 per visit. Onsite work will last between one to two weeks in duration.

VI. NON-APPROPRIATION OF FUNDS

The County reserves the right to terminate this Agreement in whole or in part without penalty at any time due to the exhaustion of funds, or as the result of the non-appropriation of necessary funds by the County Board, the State of Wisconsin, or the Federal Government.

VII. TERMINATION

This Agreement may be terminated by either party on thirty (30) days written notice and project objectives and deliverables shall be subject to review from time to time at the request of either party.

VIII. INDEPENDENT CONTRACTOR STATUS

The relationship of the Consultant to the County shall be that of an independent contractor. The Consultant shall perform this Agreement through its own means and according to its own methods, free from any control of the County, as to the manner and method of its professional performance hereunder. Nothing in this Agreement shall be construed to deem the Consultant as an employee of the County for any purpose, including but not limited to compensation, fringe benefits, insurance coverage, including workers compensation insurance, or otherwise. The Consultant has no authority to incur any obligation for or on behalf of the County. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Consultant under this Agreement.

IX. INSURANCE

The Consultant shall maintain sufficient business liability and professional liability insurance against any and all claim(s), which might occur in the carrying out this Agreement. The minimum coverage is five hundred thousand dollars (\$500,000.00) business liability insurance combined single limit liability, and professional liability insurance with minimum coverage of one hundred thousand dollars (\$100,000.00) per claim and three hundred thousand dollars (\$300,000.00) aggregate. Consultant shall supply an insurance certificate(s) indicating this coverage, countersigned by the insurer licensed to do business in the State of Wisconsin, covering the period of this Agreement, with the County as a named insured on such certificate(s).

X. LIABILITY AND INDEMNIFICATION

It is mutually agreed by the County and the Consultant that, as related to this Agreement, any loss or expense or resultant legal liability, involving personal injury or property damage, or property loss, will be the responsibility of the party whose officer, employee or agent may have caused the loss or expense by his or her respective actions, acts, activities, or omissions which occurred or may occur in connection with this agreement. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

XI. NON-DISCRIMINATION

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner or term of employment on the basis of age, race, creed, color, sex, national origin, or ancestry, disability as defined in Section 504 and the Americans with Disabilities Act (ADA), arrest or conviction record (consistent with s. 111.32 s. HSS 83.12(3), and s. HSS 83.13(6), sexual orientation, political affiliation, marital status, or military participation. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

XII. WAIVER OF BREACHES

No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.

XIII. SEVERABILITY

Should any article or any part of any article of this Agreement be rendered void, invalid, or unenforceable by a court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other article or any part of any article in this Agreement.

XIV. JURISDICTION AND VENUE

The laws of the State of Wisconsin shall govern this Contract and executed amendments thereto. Venue for all legal proceedings arising out of this Contract, or breach thereof, shall be exclusively in Eau Claire Circuit Court, Eau Claire, Wisconsin.

XV. SECTION HEADINGS

The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction, or effect hereof.

XVI. STATUTORY PROTECTIONS.

It is agreed by the parties that nothing in this contract, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the County of any immunity, liability limitation or other protection available to the Lessor under any applicable statute or other law. To the extent that any provision of this contract is found by any court of competent jurisdiction conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to the County shall apply unless the Lessor elects otherwise.

XVII. PUBLIC RECORDS LAW

Both parties understand that the County is bound by the public records law, and as such, all terms of this agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.31 *et seq.* Consultant acknowledges that it is obligated to assist the County in retaining and producing records that are subject to the Wisconsin Public Records law, and that the failure to do so will constitute a material breach of this agreement, and that the Consultant must defend and hold the County harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under this agreement.

XVIII. NON-ASSIGNMENT OF AGREEMENT

The parties agree that there shall be no assignment or transfer of this Agreement, nor of any interests, rights or responsibilities herein contained, except as agreed to in writing.

IXX. MODIFICATIONS TO AGREEMENT

There shall be no modifications to this Agreement, except in writing, signed by both parties.

XX. EXECUTION

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

XXI. INTEGRATION OF AGREEMENT

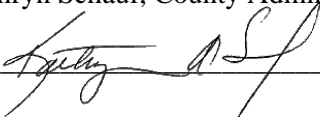
The entire agreement of the parties is contained herein, and this Agreement supersedes all previous agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the Consultant and the County relating to the subject matter.

XXII. AUTHORITY TO ENTER INTO AGREEMENT

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement and its Attachments, if any, consisting of Four (4) typewritten pages. By signing, they affirm they have authority to enter into and sign this Agreement on behalf of the named Entity and they are knowingly, freely, and voluntarily entering into this Agreement and accept and agree to be bound by the terms and conditions of this Agreement and its Attachments.

EAU CLAIRE COUNTY BY:


Name: Kathryn Schauf
Kathryn Schauf, County Administrator

Signature: 

3/18/23
Date

AJUDA HR CONSULTING SERVICES, LLC BY:

Name: Jessica A. McDonald
Jessica McDonald, Owner

Signature: 

March, 18th 2023
Date

Vacay Breakdown 5.23.23

Sheriff Office

Total Vacancies: 28 Full-time 1.0FTE

Positions:

Correction officers: 15 vacancies

Start Date: 3 determined 6/5/23

Waiting on acceptance: 1

Interviews: 5/23/23

Patrol Deputy: 7 vacancies

State Date: 1 to be determined (internal transfer)

Interviews: 5/31/23

Bailiff: 2 vacancies- position closed waiting on next step

Detective: 3 vacancies

Start Date: 3 to be determine (internal transfer)

Lieutenant: New position, need requisition not posted.

Human Services:

Total Vacancies: 10 vacancies (1 Part-Time 0.5FTE, 9 Full-time 1.0FTE)

Positions:

Crisis Social Worker: 1 vacancy, posting position

Economic Support Specialist: 1 vacancy Reposting 5/26/23

Family Services Administrator: 1 vacancy posted continuously

Fiscal Associate III: 2 vacancies

Interview: 2 candidates, waiting on determine from hiring manager

Mental Health Professional: 1 vacancy

Start Date: 6/5/2023

Peer Support Specialist: 1 vacancy position posted

Record Supervisor/Manager: 1 vacancy waiting on requisition

Resource Specialist: 1 vacancy

Interviewed: 5 candidates

2nd interviews: 3 candidates

(Waiting on final candidates)

Child Support:

Total Vacancies: 3 vacancies (3 Full-time 1.0FTE)

Positions:

Fiscal Associate III: 1 vacancy

Start date: 6/12/23

Administrative Associate III: 1 vacancy

Start date 6/5/23

Child Support Coordinator: 1 vacancy

Start date: 6/5/23 (internal transfer)

Facilities:

Total Vacancies: 3 vacancies (3 Full-time 1.0FTE)

Positions:

Maintenance Technician: 3 vacancies

Waiting on background/pre-employment: 2

Interviews: scheduling

Circuit Court:

Total Vacancies: 2 vacancies (3 Full-time 1.0FTE)

Positions:

Judicial Assistant: 2 vacancies

Interviews: June 1st

District Attorney

Total Vacancies: 2 vacancies

Positions:

Crisis Response Specialist: 1 vacancy

Start Date: 6/5/2023

Victim Witness Specialist: 1 vacancy

Start Date: 6/5/2023

Clerk of Courts

Total Vacancies: 2 vacancies (1.0FTE)

Positions:

Legal Specialist II: 2 vacancies

Waiting on requisition

Finance

Total Vacancies: 1 vacancy (1.0FTE)

Positions:

Finance Director: 1 vacancies

Interviews: 6/8 & 6/9

Parks

Total Vacancies: 1 vacancy (1.0FTE)

Positions:

Park Ranger: 1 vacancy

Reposting position

Airport

Total Vacancies: 1 vacancy (0.5FTE)

Positions:

Maintenance Tech: 1 vacancy

Start date: 6/5/23

ADRC

Total Vacancies: 1 vacancy (0.6 FTE)

Positions:

Cook: 1 vacancy

Start date: 6/5/23