



## MINUTES

Committee on Human Resources

Date: September 22, 2023

Time: 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

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

Absent: Judy Gatlin

Others: Samantha Kraegenbrink – Committee Clerk, Amy Weiss, Kathryn Schauf, Dave Riewestahl, Jake Brunette, Janet Quinn, Britt Buhrow, Angela Eckman, Bethany Bremer

### 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 is listed above under present.

### Public Comment

No members of the public made a comment.

### Approval of Minutes from August 25, 2023

Motion by Supervisor Schneider. Supervisor Sisk requested a correction to indicate he was in attendance remotely. No objection to the correction. All in favor, minutes approved as corrected.

### File No. 23-24/041: Resolution abolishing two (2.0 FTE) Corporal positions in the Eau Claire County Sheriff's Office and creating two (2.0 FTE) Administrative Sergeants

Sheriff Riewestahl and Angela Eckman provided background on the request position changes. Supervisor Sisk motioned to approve as presented. All in favor, motion carried.

### File No. 23-24/042: Resolution abolishing twelve (12.0 FTE) Correctional Officer positions in the Eau Claire County Sheriff's Office and creating twelve (12.0 FTE) Training Corporal positions

Sheriff Riewestahl and Angela Eckman provided background on the request position changes. Supervisor Sisk motioned to approve as presented. All in favor, motion carried.

### 2024 Recommended Position Changes

Administrator Schauf provided overview of the recommended 2024 position changes. The committee discussed and provided their recommendations:

Abolish Computer Support Technician and create Computer Support Technician II in the Information Systems Department.

Abolish Legal Specialist I and create Legal Specialist II in the Clerk of Courts

Abolish CJS Navigator in Criminal Justice Services

Increase the Victim Witness Specialist from 0.73 FTE to 1.0 FTE in the office of District Attorney

Motion by Supervisor Sisk to approve recommendation for the above positions. All in favor for recommendation.

Create two 0.50 FTE JDC Worker Call-in (DHS)

Create one 1.0 FTE JDC Worker (DHS)

Motion by Supervisor Sisk to approve recommendation for the above positions. All in favor via roll call vote for recommendation.

Increase 0.38 FTE Meal Delivery Worker to 0.60 FTE. (ADRC)

Increase Centralized Access Resource Specialist from 0.50 FTE to 1.0 FTE. (DHS)

Create a one 1.0 FTE APS Social Worker (DHS)

Create a one 0.5 FTE CCS Regional Project Manager (DHS)

Create one 1.0 FTE System of Care Case Manager (DHS)

Motion by Supervisor Schneider to approve recommendation for the above positions. 3-1 via roll call vote (aye – Sisk, Schneider, Myren and nay – Hoekstra.)

Abolish one 1.0 FTE Heavy Equipment Operator and create one 1.0 FTE Mechanic (Highway)

Motion by Supervisor Hoekstra to approve recommendation for the above positions. All in favor via roll call vote for recommendation.

Abolish one 1.0 FTE Administrative Specialist (Extension)

Abolish one 1.0 FTE Office Coordinator (Extension)

Motion by Supervisor Sisk to approve recommendation for the above positions. All in favor via roll call vote for recommendation.

### **Electronic Signature Policy**

Attorney Jake Brunette provided overview of the electronic signature policy. Motion by Supervisor Schneider. On a voice vote, motion carries.

### **Review of Proposed Changes to Title 3 – Human Resources (3.15 through the end)**

This item will be moved to the next meeting of the Committee.

### **Vacancy Report: Britt Buhrow, HR Advisor**

Britt Buhrow provided brief updates to the documents provided.

Compensation Update Presentation by Angela Eckman

The County Board will be provided the presentation on October 3 and on October 17 a resolution will be brought to the County Board. The Committee on Human Resources will need to meet to act on said resolution.

Future Agenda Items

- a. PTO Donation Policy
- b. On-call Policy Review
- c. Review of Proposed Changes to Title 3 (3.15 through the end)

The meeting was adjourned at 9:49 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator