



## AGENDA

Committee on Human Resources  
Date: Tuesday, December 19, 2023  
Time: 6:30 p.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 1301

*A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.*

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

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m3ec7b192ec8316220f97b0fd9c647f8c>

Join by meeting number:

Meeting number: 2531 575 4211 Password: tkPG2WNws37

Join by phone:

Dial in: 415-655-0001 Access Code: 2531 572 4211

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. File No. 23-24/062: Resolution authorizing to abolish one (1.0 FTE) Kitchen Manager and to create one (1.0 FTE) Kitchen Coordinator in the Aging and Disability Resource Center (ADRC) – **Discussion/Action**
5. 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 839-7335 (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

FACT SHEET  
for FILE NO. 23-24/062

The current Kitchen Manager position is responsible for more personnel related duties than they have time for (supervision of cooks/volunteers/performance evals/personnel issues/etc). With the increase in individuals receiving Meals on Wheels in Eau Claire County (projecting to exceed 100,000 meals in 2023) and the additional contracted meals we provide for Trempealeau and Chippewa County (projecting to exceed 28,000 meals for 2023), this position's focus needs to be on kitchen coordination/assignment of tasks/establishing workflows/meal ordering and menu selection. The ADRC Manager will now directly supervise all kitchen staff and handle Performance Evaluations and personnel issues. The Kitchen Coordinator will work in collaboration and provide input to the ADRC Manager on employee performance, supervision etc.

The abolishment of the Kitchen Manager and creation of the Kitchen Coordinator will be effective on Monday, February 12, 2024. Human Resources will begin recruiting once the abolishment and creation is approved by the County Board of Supervisors.

**Fiscal Impact- \$10,123 in savings (using Grid 8/Grade C on new wage chart)**

Respectfully submitted by,

Linda Struck  
ADRC Director

4 - AUTHORIZING TO ABOLISH ONE (1.0 FTE) KITCHEN MANAGER AND TO CREATE ONE  
5 (1.0 FTE) KITCHEN COORDINATOR IN THE AGING AND DISABILITY RESOURCE CENTER  
6 (ADRC) -

7 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or  
8 changes therein be submitted to the Board for authorization; and

9  
10 WHEREAS, the ADRC Director and ADRC Manager completed an analysis of current process and  
11 procedure within the ADRC Meals on Wheels kitchen and determined a Kitchen Coordinator would  
12 streamline the process in the kitchen, removing personnel duties of the position; and

13  
14 WHEREAS, the Meals on Wheels program is projected to exceed 100,000 meals served in 2023 in  
15 addition to 28,000 meals through a contract with other counties in the Chippewa Valley; and,

16  
17 WHEREAS, the abolishment of one (1.0 FTE) Kitchen Manager position and the creation of one (1.0  
18 FTE) Kitchen Coordinator position shall be effective February 12, 2024; and,

19  
20 WHEREAS, at its regularly scheduled meetings, the Aging and Disability Resource Board and the  
21 Committee on Human Resources respectively approved the request from the ADRC to reclassify one 1.0  
22 FTE Kitchen Manager with one 1.0 FTE Kitchen Coordinator.

23  
24  
25 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby  
26 approves the request from the ADRC to reclassify one 1.0 FTE Kitchen Manager with one 1.0 FTE Kitchen  
27 Coordinator.

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29 ADOPTED:

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40 Committee on Human Resources

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

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44 Vote: \_\_\_\_\_ aye \_\_\_\_\_ nay

45  
46 Stella Pagonis  
47 \_\_\_\_\_  
Stella Pagonis, Chair of the ADRC Board

Dated this 11<sup>th</sup> day of December, 2023

Vote: 8 aye 0 nay

SK