



AGENDA

Committee on Human Resources

Date: February 23, 2024, at 8:30 a.m.

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

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=m2603fff5307d8918654b94feccfcf9b6>

Join by meeting number:

Meeting number: 2538 867 2205 Password: MHegv8kkS85

Join by phone:

Dial in: 415-655-0001 Access Code: 2538 867 2205

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. January 5, 2024
5. Title 3 – **Discussion/Action**
6. Employee Policy Language Change – **Discussion/Action**
7. Resolution: Elected Officials wage recommendations for 2024-2028 – **Discussion/Action**
8. File No. 23-24/085: Resolution to create 2.0 (FTE) Maintenance Supervisors in the Eau Claire County Highway Department – **Discussion/Action**
9. Pay Differential – **Discussion/Action**
10. On-call Pay Policy – **Discussion/Action**
11. Part-time employee classification with benefits – **Discussion/Action**
12. Vacancy Report – **Information/Discussion**
13. Announcements - **Information**
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 839-7335 (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



MINUTES

Committee on Human Resources

Date: January 5, 2024, at 8:30 a.m.

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

Present: Larry Hoekstra, Cory Sisk, Kirk Dahl, Katherine Schneider, Allen Myren, Nancy Coffey (ex-officio)

Others: Samantha Kraegenbrink – Committee Clerk, Sharon McIlquham, Greg Dachel, Bethany Bremer, Dawn Edlin (remote), Kathryn Schauf, Janet Quinn, Bryan Bessa, Dave Riewestahl (remote), Sonja Leenhouts (remote), Angela Eckman (8:56 a.m.), Jason Szymanski (8:56 a.m.)

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 and introductions

Roll call is listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of minutes from December 1, 2023, and December 19, 2023

Motion by Supervisor Hoekstra. No deletions, corrections, or additions. All in favor, minutes approved.

Policy 315: Generative AI Guidelines

Director Greg Dachel provided background on proposed policy 315. Motion by Supervisor Sisk to approve the policy as presented. All in favor, motion passes.

Ordinance: File No. 23-24/069 to amend section 3.01.005 C. of the Code: Scope and Collective Bargaining Obligations; to amend section 3.01.101 A. of the Code: Definitions; to amend 3.03.020 of the Code: Responsibility and Authority; to amend section 3.05.020 of the Code: Responsibility and Authority; to amend section 3.05.030 of the Code: Inspection and Confidentiality or Records; to amend section 3.15.030 of the Code: Position and Full Time Equivalency (FTE) Establishment; to amend section 3.15.040 of the Code: Position Descriptions; to amend section 3.15.070 of the Code: Regular and Project Position Titles; to amend section 3.20.010 B. of the Code: Benefits of Elected Officials; to amend section 3.20.020 B. of the Code: County Board of Supervisors Compensation; to amend section 3.20.030 C. of the Code: Committee Meeting Defined; to amend section 3.20.080 of the Code: Authorized Per Diem Compensation; to amend section 3.20.090 B. and C. 6. of the Code: Compensation of other Officials; to repeal chapter 3.50 of the Code: Conflict of Interest; to amend section 3.85.005 C. and D. of the Code: Definitions; to repeal section 3.85.035 of the Code: Disciplinary and Dismissal Procedures

Corporation Counsel provided an overview of revised changes this committee has been reviewing/discussion. On a roll call vote, 5 aye, 0 nay. Motion carries.

Cost savings in contracts: NeoGov, Quantum, and FMLA

Angela Eckman provided an overview.

Compensation Study

Angela Eckman provided an update on the compensation study as it relates to phase 3, re-classification.

Job description analysis status and next steps (background check analysis)

Angela Eckman provided an update.

Initiatives for Training & Development Coordinator

Bryan Bessa provided an overview of current and future initiatives.

Performance Evaluation Forms and system

Angela Eckman provided an update.

Vacancy Report

The committee was provided an updated vacancy report in their packet and given the opportunity to discuss/ask questions.

Announcements

Committee members were given then opportunity to provide any announcements.

Future Agenda Items

- PTO Donation Policy
- Compensation Policy Review
- Bereavement Policy
- Review of current staffing level/efficiency ratio by department
- Code and Policy language related to the new pay grid updates

The meeting was adjourned at 9:23 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Assistant to the County Administrator

FACT SHEET

TO FILE NO. 23-24/085

CREATE 2.0 (FTE) MAINTENANCE SUPERVISORS

This resolution creates two full-time maintenance supervisors in the Highway Department. Currently the department has two maintenance supervisors who are responsible for supervising 46 full-time staff. Our staff is amazing, and we've done our best to keep our programs as efficient as possible, but we've had struggles with supporting our staffing internally when it comes to clear communication, planning and engagement. We want to reduce future employee turnover as much as possible and providing a more supportive operations structure will give the framework needed to improve our operations, communication system, and staff development. From 2022 to 2023 we had 42 injury claims. Of those claims the medical and lost time claims had a total cost of \$103,918.78. Also, from 2022 to 2023 we've had 28 positions turnover in our department. With the cost to replace an employee being 30% of their annual compensation our cost over the two years has had an impact of \$504,000. Having four maintenance supervisors overseeing eleven staff members would provide a more effective structure of support for our field operations as well as improve our ability to provide more safety awareness.

The Maintenance Supervisor position is responsible for supervising the improvement and maintenance programs within the Highway Department. The main programs we provide services are for Wisconsin Department of Transportation such as snow removal and summer maintenance work on the state highway system, improvement work on our county roads and bridges, maintenance work such as winter snow removal and summer preventative maintenance and working with our local Town, Villages, Cities, and other departments within our county. If approved these two maintenance supervisors will be able to invoice their time directly to capital improvement projects as well as projects for local units of government creating new revenue.

Fiscal Impact: \$0.00 Net Zero. These positions will charge their time to our road, bridge, and local departments programs and will replace previously contracted services. For example, in 2023, \$922,243.00 of projects were contracted to private contractors on road improvement projects under 53310 or capital road program account 53312. This work could be completed in-house with the addition of the maintenance supervisors. In summary, instead of contracting out work that we are not able to manage currently, we will now be able to complete that work with our own staff.

Respectfully Submitted,

Jon Johnson

Jon Johnson
Highway Commissioner

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3
4 CREATE 2.0 (FTE) MAINTENANCE SUPERVISORS IN THE EAU CLAIRE COUNTY
5 HIGHWAY DEPARTMENT
6

7
8 WHEREAS, the Highway Department in conjunction with the Human Resources
9 Department recently assessed all job descriptions in the Highway Departments current
10 workforce; and

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12 WHEREAS, there are currently two Maintenance Supervisor positions in the highway
13 department that supervise 46 staff members; and

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15 WHEREAS, there have been 28 vacancies in the Highway Department since 2022 that
16 have created an estimated employment turnover cost of \$504,000.00; and

17
18 WHEREAS, there have been 42 injury claims since 2022 with a total cost of
19 \$103,918.78; and

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21 WHEREAS, adding two additional Maintenance Supervisor positions will allow for
22 improved planning and support to staff within the department as well as provide the proper
23 number of supervisor to staff ratio; and

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25 WHEREAS, creating two additional Maintenance Supervisors will allow us to generate
26 revenue for our operations by completing work internally rather than contracting out road and
27 bridge projects, the Maintenance Supervisor position is a front-line supervisor role within the
28 department; and

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30 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
31 Supervisors hereby approves the creation of 2.0 (FTE) Maintenance Supervisor positions.

32
33 ADOPTED:

34 _____
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45 Highway Committee

46
47 Dated this ___ day of _____, 2024

48
49 Vote: _____ AYE _____ NAY

Committee on Human Resources

Dated this ___ day of _____, 2024

Vote: _____ AYE _____ NAY

Vacancy Breakdown 2.19.24

Sheriff Office

Total Vacancies: 20 Full-time 1.0FTE

Positions:

Correction officers: 10 vacancies (Full-time 1.0FTE)

Interview: 2/21, 3/6

Patrol Deputy: 5 vacancies (Full-time 1.0FTE)

Interviews: Completed 2/13,2/14

Bailiff: 1 vacancy- position closed waiting on next step

Lieutenant: 1 vacancy position, on hold

Corporal: 10 new positions waiting on job description and requisition.

Airport:

Total Vacancies: 1

Positions

Custodian: waiting on requisition

Clerk of Courts:

Total Vacancies: 3 vacancy (1 Full-time 1.0FTE)

Positions:

Legal Specialist II: 1 vacancy

Position Posted: continuously

Legal Specialist I: 2 vacancies

Position Posted: continuously

Highway:

Total Vacancies: 5 (Full-time 1.0 FTE)

Positions:

Heavy Equipment Operator: posted

Interviews: 2/19

Mechanic: Posted

Interviews: 2/22

Operations Manager: 1 Vacancy

Status: waiting on pre-employment results

Human Services:

Total Vacancies: 8 vacancies (7 Full-time 1.0FTE, 2 0.5FTE)

Positions:

Fiscal Associate III: 1 vacancy (Full-time 1.0FTE)

Posting: waiting on requisition

Record Supervisor/Manager: 1 vacancy (Full-time 1.0FTE),

Posting: waiting on requisition

Crisis Social Worker: 1 Vacancy (Full-time 1.0FTE)

Interviews 2/29, 3/1

CCS Service Facilitator: 2 vacancy (Full-time 1.0FTE)

Interviews: 2/19, 2/20, 2/22

Systems of Care Social Worker: 1 Vacancy (Full-time, 1.0FTE)

Interviews: 2/20, 2/22

Juvenile Detention Worker: 2 Vacancies (2 Part-time 1.0 FTE)

Interviews: completed waiting on final candidate