



## **AGENDA**

Committees on Human Resources

Tuesday, May 14, 2024 at 9:00 a.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 1301/1302

*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=mfcbb8af731524a9326bcd105bc43842>

Join by meeting number:

Meeting number: 2535 231 3705 Password: nmQ2mvB4wP4

Join by phone:

Dial in: 415-655-0001 Access Code: 2535 231 3705

1. Call to Order and Confirmation of Meeting Notice by pro-tem chair, Supervisor Allen Myren
2. Roll call
3. Election of Chair – **Discussion/Action**
4. Election of Vice-chair - **Discussion/Action**
5. Public Comment
6. Determine meeting schedule – **Discussion/Action**
7. Review and approval of meeting minutes
  - March 15, 2024
  - April 3, 2024
8. Overview/Orientation of the Human Resources Department – **Information/Discussion**
9. Quarter 1 2024 Report (Link: <https://shorturl.at/ouTY6>) – **Information/Discussion**
10. Overview of the Compensation Project – **Information/Discussion**
11. Annual Outcome Report – **Information/Discussion**
12. Job Vacancy Report – **Information/Discussion**

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

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

13. Future Agenda Items

- File No. 23-24/096: Resolution abolishing current policy 521 – On Call Pay and replacing it with proposed policy 521 – On Call

14. Announcements

15. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

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## MINUTES

Committee on Human Resources

Date: March 15, 2024, at 8:30 a.m.

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

Present: Kirk Dahl, Katherine Schneider (remote), Larry Hoekstra, Allen Myren

Others: Samantha Kraegenbrink – Committee Clerk, Sharon McIlquham, Angela Eckman, Britt Buhrow, Dawn Edlin, Janet Quinn, Bethany Bremer, Bryan Bessa, Eric Huse, Amy Weiss (remote), Megan Brasch

Public: Present

### 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 clerk called the roll and it is indicated above under present.

### Public Comment

No members of the public wished to make comment.

### Employee Policy Language Change: Policy 825 – Job Analysis and Evaluation

Motion by Supervisor Schneider. All in favor, motion carries.

**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**

Supervisor Hoekstra made a motion to amend section 12 to include the Criminal Justice Collaborating Council. All in favor, motion carries.

Supervisor Hoekstra made a motion to amend section 15 to increase the stipend for the Undersheriff to \$2,080.00. All in favor, motion carries.

Supervisor Schneider modified amendment 1 to strike “*may* be provided” to read “*will* be provided.” Motion by

Supervisor Schneider, on a roll call vote, all in favor.

Supervisor Hoekstra motioned to approve file 23-24/069 as amended. All in favor.

The meeting was adjourned at 8:56 a.m.

Respectfully submitted by,

Samantha Kraegenbrink  
Executive Office Administrator



## MINUTES

Joint: Committees on Human Resources and Finance & Budget

Date: April 3, 2024, at 6:30 p.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 1301/1302

Present (Human Resources): Allen Myren, Kirk Dahl, Larry Hoekstra

Present (Finance & Budget): Jim Dunning, John Folstad, Dane Zook, Robin Leary

Others: Angela Eckman, Kathryn Schauf, Jason Szymanski, Sharon McIlquham, Nick Smiar (County Board Supervisor)

### **Call to Order and Confirmation of Meeting Notice (Human Resources)**

Chair Myren called the Committee on Human Resources to order and confirmed meeting notice. Roll call is indicated above under present.

### **Call to Order and Confirmation of Meeting Notice (Finance & Budget)**

Chair Zook called the Committee on Finance & Budget to order and confirmed meeting notice. Roll call is indicated above under present.

### **Public Comment**

No members of the public wished to make comment.

### **File No. 23-24/096: Resolution abolishing current policy 521 – On Call Pay and replacing it with proposed policy 521 – On Call Pay**

Motion by Supervisor Folstad for the Committee on Finance & Budget to postpone to the next legislative session. 4 yes, 0 nay. Motion carried.

Motion by Supervisor Hoekstra for the Committee on Human Resources to postpone to the next legislative session. 3 yes, 0 nay. Motion carried.

The meeting was adjourned at 6:52 p.m.

Respectfully submitted by,

Kathryn Schauf  
County Administrator

## Vacancy Breakdown 5.10.24

### **Sheriff Office**

Total Vacancies: 10 Full-time 1.0FTE

Positions:

Correction officers: 7 vacancies (Full-time 1.0FTE)

Interview: 5/8/24

Pre-employment: 1 candidate waiting on results

Patrol Deputy: 2 vacancies (Full-time 1.0FTE)

Lieutenant: 1 vacancy position, on hold

### **Airport:**

Total Vacancies: 1

Positions

Custodian: waiting on requisition

### **ADRC:**

Total Vacancies: 1

Positions

Cook: position posted

### **Clerk of Courts:**

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

Positions:

Legal Specialist II: 1 vacancy

Interviews: 5/23/24

### **Corporation Counsel:**

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

Positions:

Child Support Specialist: 1 vacancy

Interviews: 5/20, 5/21

### **District Attorney:**

Total Vacancy: 1 vacancy (Full-time 1.0 FTE)

Positions

Criminal Trial Prosecutor: position posted continuously

**Highway:**

Total Vacancies: 5 (Full-time 1.0 FTE)

Positions:

Heavy Equipment Operator: 3 vacancy (Full-time 1.0 FTE)

Posting: Need Requisition

Mechanic: 1 vacancy (Full-time 1.0 FTE)

Posting: Need requisition

Foreman: 1 vacancy (Full-time 1.0 FTE)

Posting: Need requisition

**Human Services:**

Total Vacancies: 11.5 vacancies (10 Full-time 1.0FTE, 3 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: Need Requisition

Economic Support Specialist: 1 Vacancy (Full-time 1.0FTE)

Posting: Need Requisition

CPS Ongoing SW: 1 vacancy (Full-time 1.0FTE)

Interviews: 5/14, 5/16

Foster Care Coordinator: 1 Vacancy (1 Part-time 1.0 FTE)

Posting: opened continuously

Juvenile Detention Worker: 3 Vacancies (2 Fulltime, 1.0FTE, 1 Part-time 1.0 FTE)

Interviews: 5/10, 5/13

CCS Regional Project Manager: 1 vacancy (Full-time 0.5FTE),

Posting: waiting on interview dates

CCS Service Facilitator: 1 vacancy (Full-time 1.0FTE)

Interviews: 5/10

Quality Assurance Specialist: 1 vacancy (Full-time 1.0FTE)

Interviews: 5/13, 5/17

CLTS Supervisor: 1 vacancy (Full-time 1.0FTE)

Interviews: waiting on dates

CLTS Social Worker: 1 vacancy (Full-time 1.0FTE)  
Posting: Need requisition

Deputy Director: 1 vacancy (Full-time 1.0FTE)  
Posting: closes 5/31/24

**Planning & Development**

Total Vacancies: 1 (Full-time 1.0 FTE)  
Positions

Environmental Engineer: 1 (Full-time 1.0 FTE)  
Posting: posted continuously