



## AGENDA

Committees on Human Resources

Friday, December 13, 2024, at 9:00 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=m968f672a2da30c931aa0b6c3fac16ad3>

Join by meeting number:

Meeting number: 2534 577 0359 Password: YNvJDw5fg57

Join by phone:

Dial in: 415-655-0001 Access Code: 2534 577 0359

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Review of meeting minutes – **Discussion/Action**
  - October 18, 2024
5. File no. 24-25/095: Resolution authorizing the reclassification of seven (7.0 FTE) Fiscal Associates in the Department of Human Services – **Discussion/Action**
6. Q3 Quarterly Report – **Discussion**
7. Vacancy Report – **Discussion**
8. Self-funding Health Insurance Research and Process - **Discussion**
9. Future Agenda Items
  - Bereavement policy
10. Announcements
11. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

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**MINUTES**  
Committees on Human Resources  
Friday, October 18, 2024, at 10:00 a.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Heather DeLuka, Jim Schumacher, Cory Sisk (remote), Allen Myren, Larry Hoekstra (10:06 a.m.)

Others: Samantha Kraegenbrink – Committee Clerk, Dawn Edlin, Bethany Bremer, Britt Buhrow, Angela Eckman, Janet Quinn (remote), Charity Zich (remote) Melissa Christopherson (remote) Megan Brasch (remote), Sharon McIlquham (remote)

**Call to Order and Confirmation of Meeting Notice**

Chair Myren called the meeting to order at 10:00 a.m. and confirmed meeting notice.

**Roll call**

Roll call is listed above under present.

**Public Comment**

No members of the public wished to make comment.

**Review of meeting minutes from September 20, 2024**

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

**Health Insurance Presentation**

Angela Eckman provided an overview of the presentation provided to employees.

*\*Supervisor Hoekstra arrived at 10:06 a.m.*

**On-call policy**

Angela Eckman provided background. Motion by Supervisor Sisk to approve. All in favor, motion carried.

**Benefits policy**

Dawn Edlin provided background on the following:

- 601: Health Insurance Dental Insurance COBRA
- 603: Benefits-other

Motion by Supervisor Hoekstra. All in favor by a roll call vote, motion carried.

**Future Agenda Items**

- Q3 scorecard update
- Bereavement policy
- Vacancy Report

**Announcements**

Provided.

The meeting was adjourned at 10:36 a.m.

Respectfully submitted by,

Samantha Kraegenbrink, Committee Clerk  
Executive Office Administrator

**Facts Sheet for  
File No. 24-25/095**

**Increase in placement on the Compensation Grid for DHS Fiscal Associate’s**

The compensation analysis project had concluded in early 2024, with implementation in July 2024. The final phase of that analysis included position retitling that was based on the results of the completed compensation analysis, a newly created Countywide position titling pyramid as well as the newly formatted job descriptions.

During this phase, it was discovered that for the position of “Fiscal Associates”, there was a wide spectrum of skills, educational requirements, and experience spread across numerous departments throughout the County. At the time of the analysis, HR had made the determination that the DHS Fiscal Associates would be placed at a grid level of “6”.

After all the positions were finalized, HR published the updated salary grid that further outlined where each respective position throughout the County was placed after the final analysis. DHS Leadership had reached out to HR with their concern that the final evaluation for the Fiscal Associates specifically, were felt as not being accurate based on the comparison to some of their other counterparts and provided some reference points of further consideration.

HR proceeded to apply the supplied reference points presented from DHS Leadership against the same criteria as was considered in the original analysis and determined that an increase grid placement to a “7” could be supported. When calculating the fiscal impact of making this change to all impacted staff (seven employees), the cost came out to be \$22,817.60. This was presented to the Administrator, Finance and back to DHS Leadership and it was determined that it would not be possible to implement at that time due to the impending budget challenges.

Since then, DHS has been able to successfully make some adjustments to the billing of some of their programming and as a result has found ways to re-allocate some of the increased costs that would be associated with implementing this change. Based on this, the new tax levy impact of the original \$22,817.50 request has now been reduced to \$4,300.19.

HR has already indicated their support for making this grid adjustment and has verified the appropriateness of restoring the organizational equity this resolution would provide. Furthermore, the investment of \$4,300 would seem like a nominal cost in helping to promote more innovative thinking and budget strategy to help support the employees of the County.

Grade	A	B	C	D	E
1	\$ 14.50	\$ 15.66	\$ 16.91	\$ 18.60	\$ 20.46
2	\$ 15.52	\$ 16.76	\$ 18.10	\$ 19.91	\$ 21.90
3	\$ 16.60	\$ 17.93	\$ 19.36	\$ 21.30	\$ 23.43
4	\$ 17.76	\$ 19.18	\$ 20.72	\$ 22.79	\$ 25.07
5	\$ 19.01	\$ 20.53	\$ 22.17	\$ 24.39	\$ 26.82
6	\$ 20.34	\$ 21.96	\$ 23.72	\$ 26.09	\$ 28.70
7	\$ 21.76	\$ 23.50	\$ 25.38	\$ 27.92	\$ 30.71
8	\$ 23.28	\$ 25.15	\$ 27.16	\$ 29.87	\$ 32.86

Thank you for your consideration,

HR Director, Angela Eckman

4 - AUTHORIZING THE RECLASSIFICATION OF SEVEN (7.0 FTE) FISCAL  
5 ASSOCIATES IN THE DEPARTMENT OF HUMAN SERVICES

6 WHEREAS, during the initial analysis of the compensation analysis project, Human  
7 Resources determined the Department of Human Services fiscal associates would be placed on a grid  
8 level of "6" due to a wide spectrum of skills, educational requirements and experience spread across  
9 numerous departments through the County as well as budget constraints within the Department of  
10 Human Services and,

11  
12 WHEREAS, after further review from the Department of Human Services and Human  
13 Resources, it has been determined that a grid placement from "6" to "7" can be supported based on  
14 the Department of Human Services ability to implement changes in allocation of the increase by  
15 ways of billing some of their programming for reimbursement and,

16  
17 WHEREAS, it is the recommendation of Human Resources to reclassify seven (7.0 FTE)  
18 fiscal associates from grid "6" to grid "7".

19  
20 NOW THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors  
21 hereby approves the reclassification of seven (7.0 FTE) Department of Human Services Fiscal  
22 Associates from grid level "6" to grid level "7".

23  
24  
25 ADOPTED:

26  
27  
28 **Committee on Human Resources**

	29 AYE	30 NAY	31 ABSTAIN
32 _____ 33 Supervisor Allen Myren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34 _____ 35 Supervisor Cory Sisk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36 _____ 37 Supervisor Larry Hoekstra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38 _____ 39 Supervisor Jim Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40 _____ 41 Supervisor Heather DeLuka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

42 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

43 **Committee on Finance & Budget**

	44 AYE	45 NAY	46 ABSTAIN
47 _____ 48 Supervisor Dane Zook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49 _____ Supervisor Stella Pagonis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 Supervisor Jim Schumacher

2 \_\_\_\_\_

3 Supervisor Bob Swanson

4 \_\_\_\_\_

5 Supervisor Jim Dunning

6

7 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

8 Resolution 24-25/095

9

10 SK

11

12

**Vacancy Breakdown 12.11.2024**

**Sheriff Office**

Total Vacancies: 18 Full-time 1.0FTE

**Positions:**

Correction officers: 6 vacancies (Full-time 1.0FTE) 4 on hold with 2025 Budget

Start Date: TBD with one candidate

Pre-employment results: one candidate

Lieutenant: 1 vacancy, on hold recruiting in January 2025

Jail Sergeant: 1 vacancy (Full-time 1.0FTE)

Posted: closes 12/26

Corporal: 3 vacancies (Full-time 1.0FTE)

Posted: closes 12/26

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

Interviews: 12/17;12/18

Transfer Date internal candidate: In 2025

Bailiff: 1 vacancy position (Full-time 1.0FTE)

Transfer Date Internal Candidate: TBD

Administrative Fiscal & Personnel Coordinator: 1 vacancy position (Full-time 1.0FTE)

Posted: continuously until filled

**Clerk of Courts:**

Total Vacancies: 2 vacancies (1 Full-time 1.0FTE)

**Positions:**

Deputy Court Clerks: 2 vacancies

Interviews: 12/12, 12/17

**Corporation Counsel:**

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

**Positions:**

Assistant Corporation Counsel: 1 vacancy

Interviews: 12/13; 12/19

**District Attorney:**

Total Vacancies: 6

**Positions**

Criminal Trial Prosecutor: 2 vacancies (LTE) no backfilling

Legal Analyst: 2 vacancies (2 Full-time 1.0FTE)

Recruitment: need requisition

Crisis Response Specialist: 2 vacancies (1 Full-time 1.0FTE; 1 Part-time 0.58FTE)  
Abolished in 2025 budget

**Finance:**

Total Vacancies: 1

**Positions**

Assistant Finance Director: 1 vacancy (Full-time 1.0 FTE)

Recruitment: closes 12/19/24

Interviews: 1/2/25; 1/3/25

**Highway:**

Total Vacancies: 6 vacancies (Full-time 1.0 FTE)

**Positions:**

Heavy Equipment Operator: 3 vacancies (Full-time 1.0FTE), 2 FTEs on hold with 2025 Budget

Interviews: 12/19

Mechanic: 1 vacancy (Full-time 1.0FTE) On Hold with 2025 Budget

Highway Maintenance Supervisor: 1 vacancy (Full-time 1.0FTE)

Recruitment: waiting to recruit

Engineering Technician: 1 vacancy (Full-time 1.0FTE)

Recruitment: posted, closes 1/3/25

**Human Services:**

Total Vacancies: 15 vacancies (13 Full-time 1.0FTE, 2 0.5FTE)

**Positions:**

Operations Supervisor: 1 vacancy (Full-time 1.0FTE), On hold 2025 budget

Crisis Social Worker: 2 Vacancy (Full-time 1.0FTE) On hold 2025 Budget

CPS Social Worker: 1 Vacancy (Full-time 1.0FTE) On hold 2025 Budget

Fiscal Associate: 1 vacancy (Full-time 1.0FTE), On hold 2025 budget

CCS Service Facilitator: 2 vacancies (Full-time 1.0FTE)  
Offer Letter: 1 candidate waiting for acceptance  
Start Date: 1 candidate 12/16/2024

CLTS Social Worker: 3 Vacancy (Full-time, 1.0FTE), 2 positions on hold  
Posting for 1 FTE: waiting on requisition

Juvenile Detention Worker: 2 Vacancies (2 Part-time 0.5FTE)  
Recruitment: 1 waiting on pre-employment testing

YA Social Worker: 1 Vacancy (Full-time, 1.0FTE)  
Interviews: 1/6/25;1/8/25

Mental Health Technician: 1 Vacancy (Full-time, 1.0FTE)  
Interviews: 12/4; 12/5; 12/12

IPS Social Worker: 1 Vacancy (Full-time, 1.0FTE)  
Start Date: 1/13/2025

### **Planning & Development**

Total Vacancies: 1

### **Positions**

Environmental Engineer: 1 vacancy (Full-time 1.0FTE) on hold with 2025 budget