



AGENDA

Committees on Human Resources
Friday, January 10, 2025, at 10:00 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**
 - December 13, 2024
5. File No. 24-25/100: Ordinance to amend section 2.09.010 B of the Code, Business Hours; Hours of Operation – **Discussion/Action**
6. Process of backfilling vacant positions and those on HOLD - **Discussion**
7. Vacancy Report – **Discussion**
8. Future Agenda Items
 - Bereavement policy
9. Announcements
10. Adjourn

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



MINUTES
Committees on Human Resources
Friday, December 13, 2024, at 10:00 a.m.
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Heather DeLuka, Cory Sisk, Jim Schumacher, Larry Hoekstra, Allen Myren

Others: Samantha Kraegenbrink – Clerk, Sharon McIlquham, Angela Eckman, Bethany Bremer, Dawn Edlin, Brittany Buhrow, Bryan Bessa, Kathryn Schauf, Jason Szymanski, Sonja Leenhouts (remote), Vickie Gardner (remote)

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 9:00 a.m. and confirmed meeting notice.

Roll call

Indicated above.

Public Comment

None.

Review of meeting minutes from October 18, 2024

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

File no. 24-25/095: Resolution authorizing the reclassification of seven (7.0 FTE) Fiscal Associates in the Department of Human Services

Director Eckman provided background.

Q3 Quarterly Report

Director Eckman provided the Q3 Human Resources report.

Vacancy Report

The committee discussed the vacancy report. Brittany Buhrow was available to answer questions/provide clarification.

Self-funding Health Insurance Research and Process

Director Eckman, Dawn Edlin, and Finance Director Jason Szymanski provided details.

Future Agenda Items

- Bereavement policy

Announcements

The meeting was adjourned at 9:47 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Executive Office Administrator
Committee Clerk

FACT SHEET

TO FILE NO. 24-25/100

TO AMEND SECTION 2.09.010 B OF THE CODE. BUSINESS HOURS; HOURS OF OPERATION

Changing the work schedule for the Highway Department administrative staff from 7:30am – 4:30pm, Monday through Friday to the proposed 6:00 am – 4:00pm, Monday through Thursday will provide better operational changes for the department and those receiving services. Since moving into the new highway facility our average Friday activity has been one person and one call. That information is based on tracking that was completed from September into November of 2024. Also, many of the calls received on Friday are not addressed by administrative staff due to the lack of specific knowledge that is needed for the situation in the field. Therefore, the caller is placed into a supervisor or managers voicemail until Monday. We're also expecting to see a reduction in cost because this change will allow us to shut down the highway portion of the facility on Thursday and keep energy use to a minimum. Lastly, a benefit to being on the same work schedule throughout the entire department will be the ability to help support field staff with timecard, invoice and training support from our administrative staff. We also talked to our neighbor's next door at ADRC Meals on Wheels and they are fully independent and have no problem with the highway department work schedule change.

In summary, by changing the hours of operation of the Highway Department administrative staff to 6:00 am – 4:00pm, Monday through Thursday there will be better customer service experience, cost savings, and better opportunities to provide to support to staff internally.

Fiscal Impact: **\$0.00**

Respectfully Submitted,

Jon Johnson

Jon Johnson
Highway Commissioner

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TO AMEND SECTION 2.09.010 B OF THE CODE. BUSINESS HOURS; HOURS OF OPERATION

2.09.010 Business hours. B. The following offices shall have the business hours hereunder specified: 1. The highway department public office hours shall be from ~~7:30 a.m. to 4:00 p.m.~~ 6:00 a.m. to 4:00 p.m., Monday through Thursday. The highway department office will not be open to the public on Fridays.

Highway Committee

AYE NAY ABSTAIN ABSENT

Caleb Aichele

Mark Beckfield

Steve Chilson

Kirk Dahl

Larry Hoekstra

Dated this _____ day of _____, 2025.

ATTEST:

Natalie Szews – Committee Clerk

Committee on Human Resources

AYE NAY ABSTAIN ABSENT

Heather DeLuka

Larry Hoekstra

Allen Myren

Cory Sisk

Jim Schumacher

Dated this _____ day of _____, 2025.

ATTEST:

Samantha Kraegenbrink – Committee Clerk

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Committee on Administration

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Nancy Coffey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connie Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerald Wilkie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Chilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Schneider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated this _____ day of _____, 2025.

ATTEST:

Samantha Kraegenbrink – Committee Clerk

Ordinance 24-25/100

Vacancy Breakdown 1.6.2025

Sheriff Office

Total Vacancies: 17 (13 Full-time 1.0FTE, 4 on hold 2025 Budget)

Positions:

Correction officers: 5 vacancies (Full-time 1.0FTE) 4 on hold with 2025 Budget

Interviews: 1/22/25- 5 candidates

Lieutenant: 1 vacancy, on hold recruiting in January 2025

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

Interviews: 1/21/25- 6 candidates

Corporal: 3 vacancies (Full-time 1.0FTE)

Interviews: 1/23/25 -4 candidates

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

Pre-employment/Academy: Two candidates

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)

Interviews 1/9/25- 9 candidates

Clerk of Courts:

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

Positions:

Deputy Court Clerks: 2 vacancies

Start Date: 2/3/25- 1 candidate

Corporation Counsel:

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

Positions:

Assistant Corporation Counsel: 1 vacancy

Start date: 2/3/25

District Attorney:

Total Vacancies: 4

Positions

Criminal Trial Prosecutor: 2 vacancies (LTE)

Recruitment: waiting for approval for 1 position

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

Recruitment: waiting for approval

Finance:

Total Vacancies: 1

Positions

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

2nd Interviews: 1/10/25- 3 candidates

Highway:

Total Vacancies: 6 vacancies (3 Full-time 1.0 FTE, 3 on hold 2025 budget)

Positions:

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

Pre-employment results: 1 candidate

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: 19 vacancies (12 Full-time 1.0FTE, 2 0.5FTE, 4 on hold 2025 Budget)

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: 1 vacancy (Full-time 1.0FTE)

Start Date: 1 candidate 1/20/25

CLTS Social Worker: 3 Vacancy (Full-time, 1.0FTE), 2 positions on hold

Interviews: 1/7- 3 candidates

Juvenile Detention Worker: 2 Vacancies (2 Part-time 0.5FTE)

Start Date: 1/13/2025- 1 candidate

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)

Start Date: 2/3/25

Resource Specialist: 1 vacancy (Full-time, 1.0FTE)

Recruitment: need to post

CCS Mental Health Professionals: 2 vacancies (Full-time, 1.0FTE) New position 2025

Recruitment: posted continuously until filled

CCS Supervisor: 1 vacancy (Full-time, 1.0FTE)

Recruitment: closes 1/13/25

Initial Assessment Social Worker: 1 vacancy (Full-time, 1.0FTE)

Recruitment: need to post

Parks & Forest

Total Vacancies: 1

Positions

Maintenance Tech- Lead: 1 vacancy (Full-time 1.0FTE)

Recruitment: waiting for approval/requisition

Planning & Development

Total Vacancies: 1

Positions

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

GIS Administrator: 1 vacancy (Full-time 1.0FTE)

Recruitment: waiting for approval