



## AGENDA

Committees on Human Resources

Friday, June 13, 2025, at 9:00 a.m.

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

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

*For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov) at least 60 minutes prior to the start of the meeting.*

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Review and approval of meeting minutes – **Discussion/Action**
  - a. May 16, 2025
  - b. May 20, 2025
5. Proposed *new* policy: Policy 429 – Leaves – Military Call to Duty/USERRA – **Discussion/Action**
6. Human Resources Strategic Plan – **Discussion**
7. Performance Leave Bank Plan - **Discussion**
8. Vacancy Report – **Information/Discussion**
9. Future Agenda Items
10. Announcements
11. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance at (715) 839-5106. For additional information on ADA requests, contact the County ADA Coordinator at (715) 839-7335, (FAX) (715) 839-1669, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



**MINUTES**  
Committees on Human Resources  
Friday, May 16, 2025, at 9:30 a.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

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

Others: Samantha Kraegenbrink – Committee Clerk, Megan Brasch, Holly Blaschko, Angie Eckman, Bryan Bessa, Bethany Bremer, Dawn Edlin, Janet Quinn (remote)

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

Chair Myren called the meeting to order at 9:30 a.m. and confirmed meeting notice.

**Roll call**

Indicated above.

**Public Comment**

None.

**Review of meeting minutes from April 11, 2025**

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

**File No. 25-26/026: Resolution authorizing abolishing one (1.0 FTE) Child Support Resource Specialist position in the Eau Claire County Child Support Agency**

Motion by Supervisor Hoekstra. 4 ayes (Supervisors DeLuka, Myren, Hoekstra, Schumacher), 0 nay, 1 absent (Supervisor Sisk). Motion carries.

**File No. 25-26/029: Resolution amending Human Resources Policy 209 – Performance Evaluation**

Motion by Supervisor DeLuka. 3 ayes (Supervisors DeLuka, Myren, Schumacher), 1 nay (Supervisor Hoekstra), 1 absent (Supervisor Sisk). Motion carries.

**Future Agenda Items**

- Effectiveness Survey
- Department Strategic Plan

The meeting was adjourned at 10:22 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Committee Clerk  
*Executive Office Administrator*



**MINUTES**  
Committees on Human Resources  
Tuesday, May 20, 2025, at 6:30 p.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

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

Others: Sharon McIlquham, Angela Eckman

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

Chair Myren called the meeting to order at 6:30 p.m. and confirmed the meeting notice.

**Roll call**

Indicated above.

**Public Comment**

None.

**Closed Session**

Motion by Supervisor Hoekstra to go into closed session pursuant to Wis. Stat. 19.85(1) (f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and under (1) (g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

The meeting moved into closed session

**Return to open session**

The committee returned to open session at 6:54 p.m.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted by,

Sharon McIlquham  
*Corporation Counsel*

## **POLICY 429 LEAVES – MILITARY CALL TO DUTY LEAVE/USERRA**

**1. Purpose.** To outline the criteria for employees to take a leave of absence due to service in the uniformed services and seek return to work under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. To outline the protections provided under USERRA regarding discrimination and retaliation. The County will not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to an individual based on their membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations shall control.

In general, an employee shall be granted military leave to perform duty in the uniformed services (as specified below). When granting such leave, the County will request verification of an employee's military orders. These orders show the commencement date and sometimes the anticipated return date.

**2. Types of Military Leave.** Please see the USERRA link below for all types of Military Leave.

**2.1** [USERRA - Uniformed Services Employment and Reemployment Rights Act | U.S. Department of Labor](#)

**3. Policy**

**3.1** Employees will be granted a leave of absence to participate, on a voluntary or involuntary basis, in the uniformed services.

**3.2** Eau Claire County requests written or verbal notice at least 30 days prior to the beginning of the leave, if possible. If notification is impossible or unreasonable for reasons not attributable to the employee, notice should be provided within 72 hours of the employee being notified. Notice is not required when precluded by military necessity, as defined by the United States Department of Defense. An employee on military leave of absence whose military service is extended must notify Eau Claire County as soon as possible. When verbal notice is given for national security needs it must be followed with a written request.

**3.3** Employees are required to provide a copy of their orders, a letter from their Commanding Officer (CO) or an officer authorized to sign on behalf of the CO along with their military leave of absence request. Approval of requested military leave requires the presentation of military orders, or an appropriate official document, directing the employee to perform duty.

## **POLICY 429 LEAVES – MILITARY CALL TO DUTY LEAVE/USERRA**

Effective Date: June 2025

*Eau Claire County*  
Employee Policy Manual

- 3.4** An employee request for a military leave of absence is granted based on the dates of voluntary or involuntary service in the orders issued to the employee. Return date is subject to the rules for reemployment after completing a period of service in the uniformed services.
- 3.5** 5 U.S.C. 6323(a) provides protected days off per fiscal year for active duty, active-duty training, and inactive duty training. See the link below for specific details.

  - 3.5.1** [5 USC 6323: Military leave: Reserves, National Guard members, and certain members of the Space Force](#)
- 3.6** This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or who perform full-time military service because of a call or order to active duty in support of a contingency operation as defined in section 101(a)(13) of title 10, United State Code.
- 4. Reemployment.** Following release from military service, an employee shall be reemployed if:

  - 4.1** Notice of military service was given by the employee as soon as reasonably possible. In the event there is a discrepancy as to what is considered reasonable, Corporation Counsel will make the final determination.
  - 4.2** The position the employee left for military service was reasonably expected to continue for more than a temporary period. In the event there is a discrepancy as to what is considered reasonable, Corporation Counsel will make the final determination.
  - 4.3** The total length of absence and all previous absences from employment for military service does not exceed 5 years (or any longer period provided by law);
  - 4.4** The employee was honorably discharged.
  - 4.5** The employee makes a timely application for reemployment.
  - 4.6** The County’s circumstances have not changed to make re-employment impossible, unreasonable or imposing an undue hardship on the County. A returning employee must notify Eau Claire County of their intentions to return to work, as described more fully below. Time limits of notification depend on the length of military service, as follows:

**POLICY 429 LEAVES – MILITARY CALL TO DUTY LEAVE/USERRA**

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Employee Policy Manual

- 4.6.1 1-30 Days of Military Service:** The employee must report back to work with the County by the start of their first regularly scheduled work period following completion of service, after safely traveling home and having 8 hours of rest. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must notify the County as soon as possible.
- 4.6.2 31-180 Days of Military Service:** A request for re-employment must be submitted no later than 14 days following completion of military service. If the position is no longer available, the County will make reasonable efforts to re-employ that member in accordance with USERRA, including a comparable position when the original position is unavailable.
- 4.6.3 More than 180 Days of Military Service:** A request for re-employment must be submitted no later than 90 days from completion of military service. If the position is no longer available, the County will make reasonable efforts to re-employ in accordance with USERRA, including a comparable position when the original position is unavailable.
- 4.7** Employees returning from a military leave of absence will be entitled to a prompt return to work, pursuant to USERRA and applicable state law. In most cases, the employee will be reemployed in the position the employee would have occupied had they remained continuously employed and not on military leave. In some cases, if an employee cannot qualify for such a job after reasonable efforts by the County, they will be reemployed in (1) the position they held at the time military service began, (2) in a position of same seniority and status, or (3) in a position which they would have held had they remained continuously employed, often referred to by USERRA as the “escalator principle”. The appropriate reemployment position for a person returning from military leave will, in all cases, depend on the employee’s length of service in the military and their qualifications upon return from leave.
- 4.8** Eau Claire County prohibits discrimination and/or retaliation based on military service.

## **5. Disabled Veteran Leave (DVL)**

- 5.1** If an employee is hospitalized for or recovering from a military-service-related illness or injury at the time of completing military service, the time periods applicable to notifying the County of an intent to return to work shall not begin to run until the employee's recovery from the illness or injury, provided the recovery period does not exceed two years from the date of completion of military service. If applicable law provides a longer period for notifying the County of an intent to return to work after the completion of military service, the County will adhere to the more generous provisions of state law.
- 5.2** Under the Wounded Warriors Federal Leave Act of 2015 (Public Law 114-75, November 5, 2015), an employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more from the Veterans Benefits Administration (VBA) of the Department of Veterans Affairs is entitled to up to 104 hours of disabled veteran leave for the purposes of undergoing medical treatment for such disability.
- 5.3** An eligible employee will receive the appropriate amount of disabled veteran leave as of the employee's first day of employment. Disabled veteran leave is a one-time benefit provided to an eligible employee. The employee will have a single, continuous 12-month eligibility period, beginning on the first day of employment, in which to use the leave or it will be forfeited with no opportunity to carry over the leave into subsequent years. An employee may not receive a lump-sum payment for any unused or forfeited leave under any circumstance.
- 5.4** A qualifying service-connected disability is a veteran's service-connected disability rated at 30 percent or more (as determined by VBA), including a combined degree of disability of 30 percent or more that reflects the combined effect of multiple individual disabilities. A temporary disability rating issued under 38 U.S.C. 1156 is valid for as long as it is in effect.
- 5.5** The 12-month eligibility period is determined after the agency has established that an employee is eligible to receive disabled veteran leave. The first day of employment is the latter of (1) the date the employee is hired, or (2) the effective date of the employee's qualifying service-connected disability rating.
- 5.6** To demonstrate eligibility for disabled veteran leave, the employee must submit documentation from the VBA certifying the service-connected disability rating and its effective date. The County cannot credit disabled veteran leave until the employee provides the necessary certifying documentation.

### **POLICY 429 LEAVES – MILITARY CALL TO DUTY LEAVE/USERRA**

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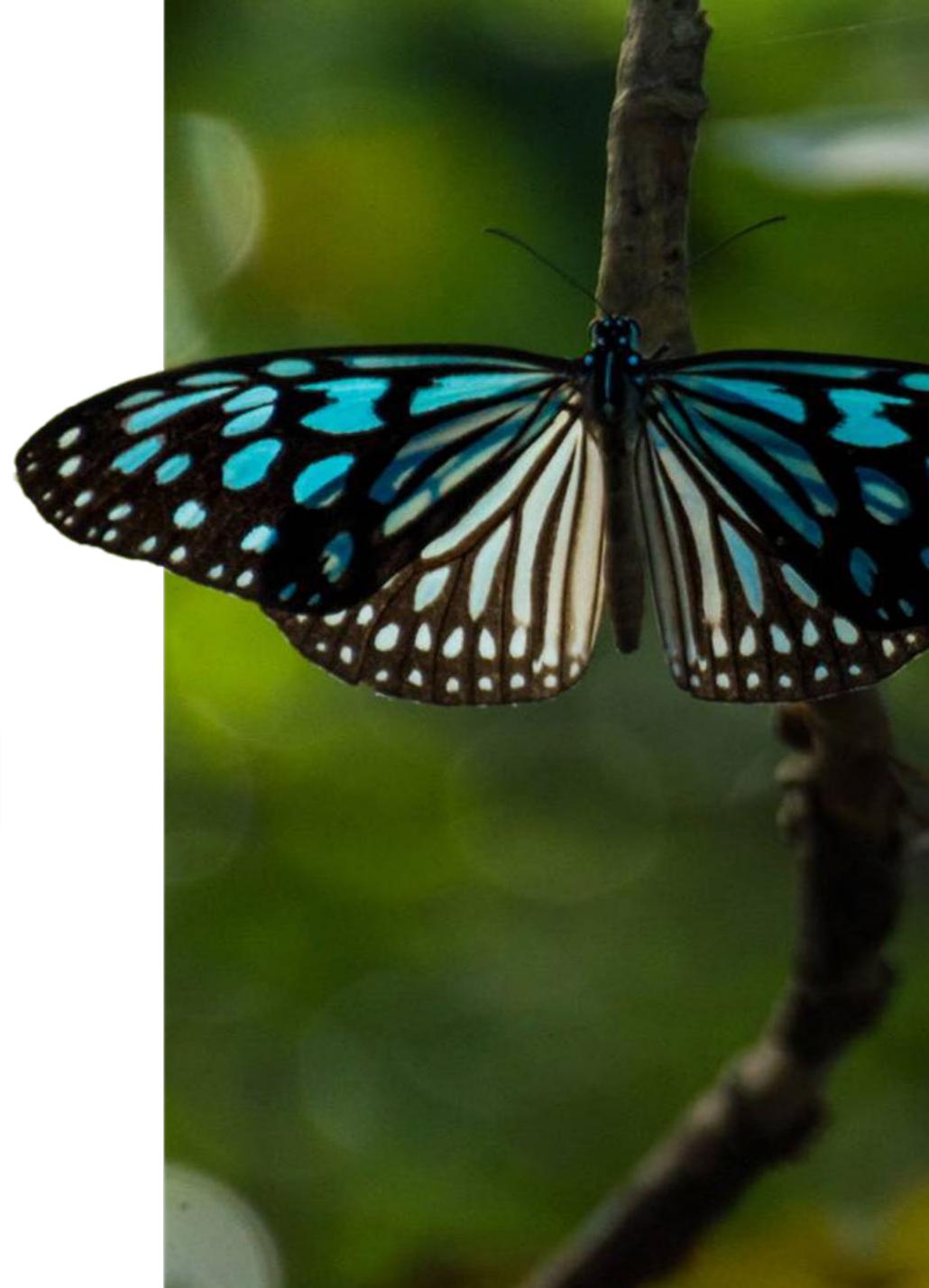
## **6. Effects on Benefits**

- 6.1** A leave of absence is a qualifying event allowing an employee to change enrollment at onset and following return-to-work. During the first 12 months of service, the employee's regular share of coverage will continue to be deducted from the employee's paycheck. Following a grace period of non-payment the employee will be offered COBRA. The employee may enroll in COBRA for up to 24 months. Upon return-to-work, the employee's insurance will be immediately reinstated.
- 6.2** Employees may request to use accrued PTO/vacation or other available time balances during military leave but are not required to do so.
- 6.3** For employees that are eligible for the Wisconsin Retirement System (WRS) credit is given for missed hours and earnings when requested by the employee following their return-to-work. Employees may also approve additional deductions of some or all missed WRS contributions.

# HUMAN RESOURCE

# STRATEGIC PLAN *2025-2026*

*"creating a strategy that focuses on people, purpose and performance"*





**We heard you.**

**Establishing goals with  
your feedback in mind.**



*Britt Buhrow,  
Recruiting Manager*

# *RECRUITING*

## Short Term Goals- > 6 months

- Increase Awareness for Internal openings-
  - ✓ HR will dedicate a slide on the Employee Gateway with all open positions
- Increase external advertising of positions
  - ✓ HR will create a more dedicated campaign towards proactive recruitment
- Consider alternative contact methods
  - ✓ Research capabilities with being able to text potential candidates

## Long Term Goals- 6 months to 2 years

- Referral Program-
  - ✓ HR will look into the idea of implementing a referral program
- Alternative software system for recruitment-
  - ✓ Look into alternative software system to replace Neogov and partner with one that provides full integration to our payroll and timekeeping systems.



*Dawn Edlin,  
Benefits Manager*

# ***BENEFITS***

## **Short Term Goals- > 6 months**

- EAP (Employee Assistance Program)-
  - ✓ Research alternative providers and solutions for this benefit to increase utilization & satisfaction.
- Revamp website page for benefits-
  - ✓ Look into making the internal benefits page easier to find and navigate as well as access for spouses/partners
- HSA (Health Saving Account) Info-
  - ✓ Send out specific communication when HSA deposits are made

## **Long Term Goals- 6 months to 2 years**

- Increased Opportunity for Employee Feedback-
  - ✓ HR will coordinate a group of employees to give feedback on future benefits options
- Provider tours-
  - ✓ Provide more opportunities for employees to meet with and understand healthcare provider networks
- Situation Based Examples-
  - ✓ Employees requested more consultative opportunities to discuss their specific healthcare needs before selecting



*Bethany Bremer,  
HR Business Analyst*

# *FMFLA & LEAVES*

## **Short Term Goals- > 6 months**

- Increased Access for Employees-
  - ✓ HR will create a dedicated FMLA mailbox for employees
- Training for Supervisors-
  - ✓ HR will be coordinating one-on-one meetings with all supervisors/ managers on intermittent leaves to share expectations and share best practices
- Consultation with Employees-
  - ✓ HR will be coordinating individual meetings with every employee with a continuous leave to create a customized timeline

## **Long Term Goals- 6 months to 2 years**

- Review current software-
  - ✓ ECC currently contracts with FMLASource for all employee leave determination. HR will conduct a comprehensive analysis on all available vendors to ensure best price and service.
- Redo FMLA Policy
  - ✓ HR to look at modifying current policy to add clarity and more complete understanding
- Research Maternity/Paternity Leave Option-
  - ✓ HR will research and conduct an analysis of maternity/paternity policies of other Counties to review for upcoming enrollment options.



*Bryan Bessa,  
Training & Development  
Coordinator*

# TRAINING

## Short Term Goals- > 6 months

- Advanced Scheduling
  - ✓ Employees have requested at least 3 weeks notice of all future trainings
- Alternate Days/Weeks Training Offerings-
  - ✓ Employees requested that when trainings are conducted that they be spread out over multiple weeks and land on different days of the week
- Decrease Activity Requirement in Quantum
  - ✓ Reduce the # of required goals from 2 to 1
  - ✓ Eliminate the Quarter 3 checkin

## Long Term Goals- 6 months to 2 years

- Disciplinary Actions & Coachings in Quantum
  - ✓ Work to incorporate notes & documents within Quantum for a more comprehensive view of employee performance
- Restructure GOALS conversation
  - ✓ Adapt checkins for increased alignment to conversations, delivery mode & access
- Review plan for consistent scoring interpretations.
  - ✓ Create audit review process with managers to drive consistency across all departments and supervisors



Janet Quinn,  
HR Generalist

# ONBOARDING & ENGAGEMENT

## Short Term Goals- > 6 months

- Establish better recognition program
  - ✓ Employees indicated that the current years of service program is inadequate and doesn't feel rewarding
- Increase internal recognition
  - ✓ HR will create an employee spotlight that features top performers throughout the County
- Virtual/Remote Worker events-
  - ✓ County VOICE to work on events that allow for more inclusion of remote employees

## Long Term Goals- 6 months to 2 years

- Events Calendar
  - County VOICE will create an annual calendar of all major events and then advertise upcoming events
- Mentorship Program
  - Research the idea of introducing a coaching/mentoring program with new employees
- Revitalize the Employee Onboarding
  - ✓ HR to expand on current orientation and onboarding of new employees



Angela Eckman  
HR Director

# CULTURE & COMMUNICATION

## Short Term Goals- > 6 months

- C3 Updates Re-branded-
  - ✓ Originally intended as communication on the compensation project, desire for this messaging to continue has been expressed
- C3 Updates for ALL Employees-
  - ✓ HR will be modifying the C3 updates intended for managers and send a separate message to all staff with relevant updates.
- Who to contact?
  - ✓ Employees expressed confusion over who in HR to contact with various questions. Similarly to this presentation, the HR landing page will detail this out.

## Long Term Goals- 6 months to 2 years

- Pay-for-Performance Incentive
  - ✓ Employees expressed discontentment with having no add'l incentive for top performers
  - ✓ HR to implement a program that is viewed as rewarding and meaningful
- Overall Compensation Package Review
  - ✓ HR will research, compare & analyze the County's overall compensation package to ensure competitiveness and attractiveness in the market
- PTO Donation Policy-
  - ✓ HR will research the potential of introducing a PTO Donation Program for employees

## Vacancy Breakdown 6.11.25

### Sheriff Office

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

#### Positions:

Correction officers: 9 vacancies (5 Full-time 1.0FTE) 4 on hold with 2025 Budget

Pre-employment- 3 candidates

Background Phase- 3 candidates

Lieutenant: 1 vacancy, on hold

Corporal: 3 vacancies (Full-time 1.0FTE)

Recruitment: TBD

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

1 Candidate- Background phase

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

Transfer Date Internal Candidate: TBD

Administrative Associate: 1 vacancy position (Full-time 1.0FTE)

Interviews: 6/10/2025

### ADRC:

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

#### Positions:

Elderly Benefits Specialist: 1 vacancy (1 Full-time 1.0FTE)

Recruitment: TBD

### Administration:

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

#### Positions:

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

Recruitment: TBD

**Airport:**

Total Vacancies: 1 Vacancy On hold (Full-time 1.0FTE)

**Positions:**

Custodian : 1 vacancy (1 Full-time 1.0FTE)

**Clerk of Courts:**

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

**Positions:**

Deputy Clerks: 1 vacancy

Interviews: 6/17/2025

**District Attorney:**

Total Vacancies: 1 Vacancy On Hold (Full-time 1.0FTE)

**Positions**

Criminal Trial Prosecutor LTE- On hold due to grand funding

**Finance:**

Total Vacancies: 2 Vacancy (1-Full-time 1.0FTE, 1 not backfilling)

**Positions**

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

Recruitment: posting closed, hiring manager reviewing applications

Internal Control Specialist: 1 vacancy (1 Full-time 1.0FTE)

Recruitment: not backfilling currently per department

**Highway:**

Total Vacancies: 5 vacancies (1 Full-time 1.0 FTE, 3 on hold 2025 budget)

**Positions:**

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

Heavy Equipment Operator: 2 (Full-time 1.0FTE) On Hold with 2025 Budget

Highway Maintenance Supervisor: 1 vacancy on hold per department (Full-time 1.0FTE)

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

Recruitment: opened continuously

**Parks & Forest**

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

**Positions**

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

Recruitment: interviews 6/17

**Planning & Development**

Total Vacancies: 3 Vacancies (2 Full-time 1.0FTE, 1 Full-time 1.0FTE on hold with 2025 Budget)

**Positions**

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

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

Start Date: 7/7/25

Assistant County Surveyor: 1 vacancy (Full-time 1.0FTE)

Recruitment: not backfilling

**Human Services:**

Total Vacancies: 15 vacancies (8 Full-time 1.0FTE, 2 0.5FTE, 5 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 (1 Full-time 1.0FTE), 1 On hold 2025 budget

CCS Mental Health Professionals: 1 vacancy (Full-time, 1.0FTE) New position 2025

Recruitment: posted continuously until filled

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

Recruitment: working on rate recommendation/offer

Juvenile Detention Worker: 3 Vacancies (1 Full-time FTE 1.0, 2 Part-time 0.5FTE)

Interviews: Part-time male 6/12

CLTS Case Manager: 1 vacancy (Full-time 1.0FTE)

Interviews: 6/9, 6/11

AODA Case Manager: 1 vacancy (Full-time 1.0FTE)

Recruitment: TBD

Case Manager- Birth to Three: 1 Vacancy (Part-time 0.5FTE)

Recruitment: on hold per the department

Peer Support Specialist: 1 vacancy (Full-time 1.0FTE)

Interviews: 6/19

CSP Clinical Therapist 1 vacancy (Full-time 1.0FTE)

Interviews: completed working on final candidate