

COMMITTEE ON HUMAN RESOURCES

Friday, February 24, 2012

9 a.m., Room 2532

Location: Eau Claire County Courthouse
721 Oxford Avenue
Eau Claire, WI 54703

AGENDA

1. Call to Order.
2. Human Resources: Elected Officials Salaries for Upcoming Office Term For County Clerk, County Treasurer, and Register of Deeds/Ordinance/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff/Information-Discussion. (p. 2)
3. Review/Approval of the February 10, 2012, Minutes. (pp. 3-4)
4. Set Meeting Dates.
5. Adjourn.

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: February 24, 2012	X	Information-Discussion	
Agenda Item No. 2		Direction to Staff	
Department: Human Resources	X	Approval-Denial	
Subject: Elected Officials Salaries for Upcoming Office Term For County Clerk, County Treasurer, and Register of Deeds	X	Requires Recommendation to:	
	X	County Board	
		Other:	
Bargaining Unit Involved: N/A		Form:	X Ordinance
			Resolution
			Report
Prepared by: H. Baker			
Reviewed by:		Other Action:	

At the February 10, 2012, meeting the Committee tabled this item for further information. Staff will present additional information at the meeting.

County Code Section 3.20.001 *Elected Officers and Officials Compensation*, Paragraph A states:

- A. *Prior to May 1st of each even numbered year the committee shall review salaries of all county elected officials and make recommendations by ordinance to the board in accordance with Wis. Stat §§ 59.22(1)(a) and for each position up for election.*

State Statute 59.22 states that compensation for the four year terms need to be established before the earliest time for filing nomination papers. The earliest that nomination papers can be circulated is April 15, 2012 so the salaries will need to be set no later than the April 4, 2012 County Board meeting.

The 2012, 2013, and 2014 salaries of elected official is as follows:

- A. Commencing January 1, 2012, the annual salaries of the elected officials for calendar year 2012 shall be as follows:
- | | |
|---------------------------|-------------|
| 1. Clerk of circuit court | \$60,651.00 |
| 2. County clerk | \$57,376.00 |
| 3. County sheriff | \$80,711.00 |
| 4. County treasurer | \$57,376.00 |
| 5. Register of deeds | \$57,376.00 |
- B. Commencing January 1, 2013, the annual salaries of the elected officials for calendar year 2013 shall be as follows:
- | | |
|---------------------------|-------------|
| 1. Clerk of circuit court | \$61,864.00 |
| 2. County sheriff | \$82,325.00 |
- C. Commencing January 1, 2014, the annual salaries of the elected officials for calendar year 2014 shall be as follows:
- | | |
|---------------------------|-------------|
| 1. Clerk of circuit court | \$63,101.00 |
| 2. County sheriff | \$83,972.00 |

County Code 3.20.010 *Benefits of elected officials* states the benefits previously outlined in the County Code. This section of the Code will need to be revised to outline the benefits that will be provided to elected officials during their term of office. Corporation Counsel Keith Zehms and Human Resources Director Heather Baker will present options to the Committee at the meeting.

Wages and benefits need to be established for the County Clerk, County Treasurer, and Register of Deeds through January 1, 2016. In 2010, the wages for the County Sheriff and Clerk of Circuit Court were established through January 1, 2014.

The Committee is asked to review salaries of the County Clerk, County Treasurer, and Register of Deeds and make recommendations to the County Board of Supervisors prior to April 15, 2012.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

COMMITTEE ON HUMAN RESOURCES

Friday, February 10, 2012

9 a.m., Room 2532

Location: Eau Claire County Courthouse
721 Oxford Avenue
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MINUTES

Members Present: Kathleen Clark, Chris Flaten, Sue Miller, John Prince

Members Absent: Gloria Christensen

Staff Present: Heather Baker, Lori Remington, Kelli Holty

Others Present: Karen Blaeser, Jennifer Owen, Dorothy Moen, Julie Bowen...., Extension,
Larry Lokken, Janet Loomis, Keith Zehms

Chair Kathleen Clark called the meeting to order at 9:02 a.m.

ADRC: Creation of One .75 FTE Care Transition Coach/Recommendation to County Board of Supervisors/Resolution/Approval-Denial. (pp. 2-9)

Motion Sue Miller to approve the ADRC's request for one new .75 FTE Care Transition Coach position which will expand the care transition program to Chippewa County as part of the implementation of an evidence based care transitions program for Medicare beneficiaries who are at high risk for readmission to the hospital after being discharged home. Funding for the position will be received from Chippewa County. Motion carried 4 to 0. Note: Staff will prepare legislation for the February 21 County Board agenda.

UW-Extension Office/Exposition Center Division: Deletion of Exposition Center Director Position and Creation of One .72 FTE Custodian Position/Recommendation to County Board of Supervisors/Resolution/Approval-Denial. (pp. 10-11)

Motion John Prince to approve the UW-Extension Office request for deletion of the vacant .72 FTE Exposition Center Director and creation of a .72 FTE or 1,500 hours Custodian position. Motion carried 4 to 0. Note: Staff will prepare legislation for the February 21 County Board agenda.

Human Resources: Update to Employee Policy Manual/Policy No. 101 Recruitment and Selection, Policy No. 513 Travel and Expense Reimbursement, and Policy No. 527 Clothing Allowance/Resolution/Recommendation to County Board of Supervisors/Approval-Denial. (pp. 12-16)

Motion Sue Miller to approve a housekeeping update to the Employee Policy Manual No. 101 *Recruitment and Selection*, Policy No. 513 *Travel and Expense Reimbursement*, and Policy No. 527 *Clothing Allowance*. The amendment to Policy No. 527 will incorporate the transition team's recommendation to include the Captain and Lieutenant positions in the policy as positions which will receive a clothing allowance. The cost of this change is \$2,880 annually and was not included in the 2012 budget but will be managed within the existing Sheriff's Office budget. Motion carried 4 to 0. Note: Staff will prepare legislation for the February 21 County Board agenda.

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Human Resources: Elected Officials Salaries for Upcoming Office Term For County Clerk, County Treasurer, and Register of Deeds /Ordinance/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff/Information-Discussion. (p. 17)

Motion Sue Miller to table the above item until the next meeting. Motion carried 4 to 0.

Set Meeting Dates.

The next regular meeting is scheduled for February 24, at 9 a.m., and the pre-scheduled March 9 has been changed to a 1:30 p.m. starting time.

Review/Approval of the January 13, 2012, Minutes. (pp. 18-19)

Motion Sue Miller to approve the January 13, 2012, minutes as presented. Motion carried 4 to 0.

Adjourn.

Motion John Prince to adjourn at 9:58 a.m. Motion carried 4 to 0.

Respectfully submitted,



Lori Remington
Committee Clerk