

COMMITTEE ON HUMAN RESOURCES

Friday, February 10, 2012

9 a.m., Room 2532

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

AGENDA

1. Call to Order.
2. ADRC: Creation of One .75 FTE Care Transition Coach/Recommendation to County Board of Supervisors/Resolution/Approval-Denial. (pp. 2-9)
3. UW-Extension/Exposition Center Division: Deletion of Exposition Director Position and Creation of One .28 FTE Custodian Position/Recommendation to County Board of Supervisors/Resolution/Approval-Denial. (pp. 10-11)
4. 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)
5. 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)
6. Review/Approval of the January 13, 2012, Minutes. (pp. 18-19)
7. Set Meeting Dates.
8. 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 10, 2012		Information-Discussion	
Agenda Item No. 2		Direction to Staff	
Department: ADRC	X	Approval-Denial	
Subject: Creation of One .75 FTE Care Transition Coach	X	Requires Recommendation to:	
	X	County Board	
		Other:	
Bargaining Unit Involved: N/A		Form:	Ordinance
		X	Resolution
			Report
Prepared by: D. Moen			
Reviewed by: H. Baker		Other Action:	

Human Resources received a request from the Eau Claire County Aging & Disability Resource Center (ADRC) to create one .75 FTE Care Transition Coach to expand care transition services to Chippewa County residents. A copy of this request is included with the agenda packet.

ADRC staff has been working with Mayo Clinic Health System, Sacred Heart Hospital, St Joseph's Hospital, and the ADRC of Chippewa County to implement the evidence based Coleman Model, Care Transitions Intervention in Eau Claire and Chippewa Counties. The Eau Claire County program takes effect February 1, 2012 and will serve Medicare beneficiaries who are at high risk for readmission to the hospital after being discharged home.

At its January 18, 2012 meeting, the ADRC Board approved contracting with Chippewa County to expand the service to Chippewa County residents. Next steps for approval are the Committee on Human Resources, Finance Committee, and County Board. If approvals are received, the Care Transitions Intervention program would expand to begin taking referrals from St Joseph's Hospital and serving Chippewa County residents as early as March 1, 2012.

The Care Transitions Intervention is a four week program designed for hospital patients with complex needs and their caregivers. Participants receive specific tools and work with a Transitions Coach to learn self-management skills that will ensure their needs are met during the transition from hospital to home. This is a low-cost, low-intensity intervention comprised of a hospital visit, home visit and three phone calls. Patients who received this program were significantly less likely to be readmitted to the hospital and benefits were sustained for five months after the end of the one-month intervention.

Based on data received from the Centers for Medicare and Medicaid Services (CMS), one .75 FTE Care Transition Coach position is needed to implement the program in Chippewa County. Training is provided by the University of Colorado and all costs associated with the program will be funded through a contract with Chippewa County.

Anticipated 2012 expenses:

.75 FTE salary and benefits	\$34,331
10% Worker's comp and unemployment risk	3,433
Initial training	4,000
Mileage	1,800
Laptop	2,200
Phone	1,200
Total estimated cost	\$46,964

Approved	Denied
Effective	
Referred to County Board on	
Signed	

EAU CLAIRE COUNTY
NEW POSITION/AMENDED FTE REQUEST FORM
BUDGET YEAR 2012

Return this form to Human Resources no later than 5 p.m. on August 19, 2011.

Action Requested: New Position Increase/Decrease in FTE Status of Existing Position

Department: ADRC

Position Title: Care Transition Coach

Anticipated Start Date: 3/1/12

Current/Past Employee Name: N/A

No. Years in Position: N/A

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

1. Reason for new position or amended FTE request:

ADRC of Eau Claire County is implementing an evidence based Care Transitions program for Medicare beneficiaries who are at high risk for readmission to the hospital. This is a regional effort between Mayo Clinic Health Systems, Sacred Heart Hospital, St Joseph's Hospital and the ADRCs of Eau Claire and Chippewa Counties. We are in the processes of contracting with the ADRC of Chippewa County to provide the funding for this position and expansion of service to St Joseph's Hospital and Chippewa County.

2. How does this position fit into the organizational structure of the Department?

This position will work closely with the existing Care Transitions Coach and Prevention Program Coordinator positions and be supervised by the Options Counselor Supervisor.

An organizational chart has been obtained from Human Resources and is attached. Yes No

3. FLSA Status: Non-Exempt Exempt

4. Hourly or Annual Wage/Pay Grade: \$21.72-\$23.41

5. What are the major functions of the proposed position?

To provide Care Transition Intervention services to residents of Chippewa County. The Care Transition Coach ensures a safe and effective transfer of patients from hospital to home by serving as the bridge between the professional staff in a care setting and the patient and/or family, collaborating on areas such as medication self-management, use of a patient centered record, primary care and specialist follow-up and monitoring of condition.

6. Does this position already have a position classification (PEB or DBM rating, or similar job title) and job description? (If yes, please attach appropriate documentation.) Yes No

If no, has a *Position Analysis Questionnaire* been completed? Yes No

7. Is the position mandated? Yes No Expanding this program to Chippewa County is voluntary, but important as it coordinates services between area hospitals and takes advantage of efficiencies through shared processes and supervision.

If yes, provide statute, regulation, etc.

8. Position Justification Description (Why is the position needed?):

The position is needed in order to expand the Care Transition program at the ADRC of Eau Claire County to Chippewa County. By implementing this evidence based program, our goal is to increase the quality of life of individuals on Medicare, promote self-management, reduce hospital readmission rates, and save Medicare

funds.

9. Measurement of Job Performance (i.e. clients, caseload, work output, etc.)

This positions caseload will be approximately 20-25 per month/180-225 total for the March through December 2012 time period.

10. Are there opportunities to consolidate, eliminate, and/or outsource the job responsibilities?

Yes No

Please explain: Position requires specific training and supervision is only offered through the ADRC of Eau Claire County at this time.

11. Is this a new position? Yes No

If yes, would its creation cause the future elimination of another position? Yes No

Please explain: This position will be fully funded through a contract with the ADRC of Chippewa County and will provide services in Chippewa County.

12. Is this work currently being performed by someone else? Yes No

If yes, by whom?

13. For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other County departments, use of overtime, eliminating unnecessary work, etc.)?

Yes No **Please explain:** N/A this is a new evidence based program and requires specific training.

14. In the first 12 months from the new position start date, do you intend to work this position 600 or more hours? (Note: If the answer is yes, the position immediately qualifies for Wisconsin Retirement)

Yes No

15. How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)

This position will be supervised by the Options Counselor Supervisor and work closely with the existing Care Transitions Coach and Prevention Program Coordinator positions.

16. What are the consequences of not taking this personnel action?

We have been working with Mayo Clinic Health Systems, Sacred Heart Hospital, St Joseph's Hospital, and the ADRC of Chippewa County since June 2011 to implement a Care Transitions program first in Eau Claire County and second in Chippewa County. The timing of this position being hired within the first quarter of 2012 is crucial for successful expansion and regional coordination of this evidence based program.

17. Has this position been reviewed to determine if it can be combined with or covered by another existing position whether inter- or intra-departmental? Yes No

18. What is the impact of not filling the position in:

3 months:	All efforts to coordinate the implementation of the Care Transitions program in Eau Claire and Chippewa Counties will be lost resulting in loss of funding and duplicated efforts of staff at a later date.
6 months:	If permission for this hire is delayed more than 3 months, this request will be withdrawn for 2012.
12 months:	Unknown if permission to use available funding would be renewed if project is delayed.
Not at all:	No expansion of program to Chippewa County. Lack of coordination between

19. Can the position costs be offset by eliminating or reducing a lower priority function?

Yes No

Please explain. N/A funding is specific to this program.

20. For new positions, is there a workspace available for this position? Yes No

If yes, where? ADRC of Chippewa County, St. Joseph's Hospital, Mayo Clinic Health Systems, and Sacred Heart Hospital

If no, what needs to be done to accommodate the requested position?

21. How does this position fit into the long-range and strategic plans of the Department and/or County?

ADRC's Mission Statement is: "To help people age 60+ and adults with disabilities secure needed services or benefits, live with dignity and security, and achieve maximum independence and quality of life."

This position enables the ADRC of Eau Claire County to intervene at the point when high risk individuals are discharged from the hospital, provide coaching to promote self-management, and save Medicare funds by reducing hospital readmissions.

22. Is established salary appropriate for job responsibilities? Yes No

NOTE: Attach an accurate and up-to-date job description. Positions will not be considered absent job descriptions.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Attach Additional Sheets as Necessary

2012 FISCAL IMPACT

WAGES:

Current Pay Grade: 153 Step: C

$$\begin{array}{ccccccc}
 \$25.75 & & \times & 130 & & \times & 9 & & = & \$30,128 \\
 \text{Rate per hour} & & & \text{Hours per month} & & & \text{Months per year} & & & \text{Gross Pay}
 \end{array}$$

BENEFITS:

$$\begin{array}{ccccccc}
 \$30,128 & + & \$4,083 & + & \$120 & + & \$9,200 & = & \$43,531 \\
 \text{Gross Pay} & & \text{Fringe Benefits*} & & \text{Insurance**} & & \text{Other ***} & & \text{Total Fiscal Impact}
 \end{array}$$

**** INSURANCE (ANNUAL)**

UNIT:	FICA	WRS Employer	Health Insurance (Family Plan)	Dental Insurance	Life Insurance
Non-Represented:	7.65%	5.8%	\$24,735.60	\$0	\$120
Teamsters:	7.65%	5.8%	\$24,735.60	\$994.68	\$120
AFSCME:	7.65%	5.8%	\$24,735.60	\$0	\$120
Elected Official:	7.65%	6.0665%	\$24,735.60	\$0	\$120
WPPA Non-Supervisory:	7.65%	15.5%	\$24,735.60	\$1,104.96	\$120
WPPA Supervisory:	7.65%	15.5%	\$24,735.60	\$1,104.96	\$120
WPPA Civilian:	7.65%	5.8%	\$24,735.60	\$1,104.96	\$120

Finance Department 2012 Salary and Benefit Estimate: (Double click in table to activate) (Reference chart above for WRS Employer rate. You must type in Cell D3 the appropriate employee classification rate for proper form calculation.)

Name	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Total
		7.65%	5.90%	10% Increase		
Care Trans. Coach	\$ 30,128	\$ 2,305	\$ 1,778		\$ 120	\$ 34,331
		\$ -	\$ -			\$ -
		\$ -	\$ -			\$ -
		\$ -	\$ -			\$ -
Department Totals	\$ 30,128	\$ 2,305	\$ 1,778	\$ -	\$ 120	\$ 34,331

The rate per hour includes \$2.10 in lieu of fringe benefits.

Position costs were calculated at level C (step 3) rate assuming it may be filled by an employee transfer.

*** "Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay, etc. Please define and break down "other" costs here:

OTHER CATEGORIES	BUDGET YEAR 2012
Personal Equipment (e.g. tools, uniforms, safety equipment)	
Mileage & Meals	\$1,800
Training Expenses (Including memberships)	\$4,000
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$2,200
Office Furniture and Supplies	\$0
Other Operating Expenditures	\$1,200 phone
Renovation/Relocation Costs	\$0
TOTAL: \$9,200	

2012 FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (Specify)	State ADRC grant funds through a contract with the ADRC of Chippewa County	100%	\$43,531
<input type="checkbox"/> County Tax Levy	\$	%	\$
<input type="checkbox"/> County Other (Specify)	\$	%	\$
<input type="checkbox"/> Grant (Specify)	\$	%	\$
<input type="checkbox"/> Grant (Specify)	\$	%	\$
<input type="checkbox"/> Grant (Specify)	\$	%	\$
<input type="checkbox"/> Grant (Specify)	\$	%	\$
<input type="checkbox"/> Grant (Specify)	\$	%	\$
TOTAL		100%	\$43,531

*Must match above total fiscal impact for 2011

Will any of the listed funding sources expire during the duration of the position? Yes No
If yes, please indicate what sources will expire, with expiration dates:

State ADRC grant funds are currently authorized for use in 2012. If the same funding source is available in 2013, we will continue to contract with Chippewa County.

This position will complete 100% Time Reporting and our department will receive Medicaid Match funds for allowable activities.

In addition, we are considering applying for Administration on Aging and/or Centers for Medicare and Medicaid Services grant dollars to continue this program beyond 2012.

If yes, please indicate where the funding will come from after the sources of funding have expired:

This request was reviewed and recommended by the governing committee on 1/18/12.

Department Head Recommendation: Approve Do Not Approve

Comments:

Department Head Signature: _____ Date: _____

County Administrator Recommendation: Approve Do Not Approve

Comments:

County Administrator Signature: _____ Date: _____

Human Resources Director Recommendation: Approve Do Not Approve

Comments:

Human Resources Director Signature: _____ Date: _____

Finance Director Recommendation: Approve Do Not Approve

Comments:

Finance Director Signature: _____ Date: _____

Expansion of Care Transitions Program to Chippewa County

Eau Claire County Aging & Disability Resource Center (ADRC) staff has been working with Mayo Clinic Health System, Sacred Heart Hospital, St Joseph's Hospital, and the ADRC of Chippewa County to implement the evidence based Coleman Model, Care Transitions Intervention in Eau Claire and Chippewa Counties. The Eau Claire County program takes effect February 1, 2012 and will serve Medicare beneficiaries who are at high risk for readmission to the hospital after being discharged home.

At its January 18, 2012 meeting, the ADRC Board approved contracting with Chippewa County to expand the service to Chippewa County residents. Next steps for approval are the Committee on Human Resources, Finance Committee, and County Board. If approvals are received, the Care Transitions Intervention program would expand to begin taking referrals from St Joseph's Hospital and serving Chippewa County residents as early as March 1, 2012.

The Care Transitions Intervention is a four week program designed for hospital patients with complex needs and their caregivers. Participants receive specific tools and work with a Transitions Coach to learn self-management skills that will ensure their needs are met during the transition from hospital to home. This is a low-cost, low-intensity intervention comprised of a hospital visit, home visit and three phone calls. Patients who received this program were significantly less likely to be readmitted to the hospital and benefits were sustained for five months after the end of the one-month intervention.

Based on data received from the Centers for Medicare and Medicaid Services (CMS), one .75 FTE Care Transition Coach position is needed to implement the program in Chippewa County. Training is provided by the University of Colorado and all costs associated with the program will be funded through a contract with Chippewa County.

Proposed contract and New Position Request Form are attached.

Anticipated 2012 expenses:

.75 FTE salary and benefits	\$34,331
10% Worker's comp and unemployment risk	3,433
Initial training	4,000
Mileage	1,800
Laptop	2,200
Phone	1,200
<hr/> Total estimated cost	<hr/> \$46,964

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: February 10, 2012		Information-Discussion	
Agenda Item No. 3		Direction to Staff	
Department: UW-Extension/Exposition Center Division	X	Approval-Denial	
Subject: Deletion of Exposition Director Position and Creation of One .72 FTE Custodian Position	X	Requires Recommendation to:	
	X	County Board	
		Other:	
		Form:	<input type="checkbox"/>
Bargaining Unit Involved: N/A		X	Resolution
Prepared by: K. Blaeser			Report
Reviewed by: H. Baker		Other Action:	

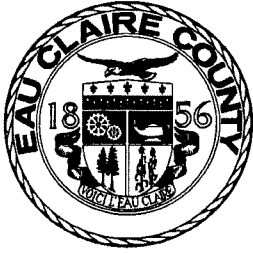
Human Resources received a request from the UW-Extension Department, Exposition Division to delete the Exposition Director position and create one .72 FTE (1,500 hours annually) Custodian position. A copy of this request is included with the agenda packet.

UW-Extension staff has been reviewing the operation of the Exposition Center and are recommending the creation of this part-time position in order to manage the operations more efficiently. At its January 16, 2012 meeting, the Exposition Center Facility Commission approved the creation of this position. Additional analysis is being performed on the management duties of the Exposition Center.

The estimated annual cost of this position is \$24,090.

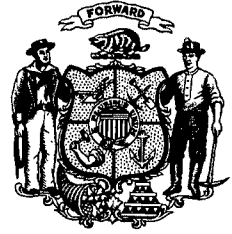
The Committee is asked to approve the deletion of the Exposition Center Director and the creation of one .72 FTE Custodian position.

Approved	Denied
Effective	
Referred to County Board on	
Signed	



**Eau Claire County
UW-Extension Office**

227 1st Street W
Altoona WI 54720
Phone: 715-839-4712 Fax: 715 839-6277



TO: Heather Baker
Human Resources Director

FROM: Karen Blaeser
Acting Director –Exposition Center

DATE: February 1, 2012

RE: Request to Reallocate FTE - Custodian Position

With the vacancy of the Director position we have been reviewing current work processes for efficiency gains. Based on this review, we are requesting to create one .72 FTE maintenance position at the Exposition Center. This position would be regular part-time, with primary duties consisting of general maintenance and custodial. We are in the process of creating a job description for this position with Amanda Twitchell.

We have allocated funds in the 2012 budget for this position to work 1500 hours. The position works non-standard hours, including weekends and nights as necessary. Based on other county positions of the same nature, the estimated annual cost of this position will be \$24,090.

At their January 16, 2012, meeting the Exposition Center Facility Commission approved the creation of this position.

Please contact me if you have any questions.

KMB

Our Mission

To provide quality and responsive services and programs aimed at protecting the public safety, health and economic security of our residents in a cost effective manner through innovation and leadership.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: February 10, 2012		Information-Discussion		
Agenda Item No. 4		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Update to Employee Policy Manual/Policy No. 101 Recruitment and Selection, Policy No. 513 Travel and Expense Reimbursement, and Policy No. 527 Clothing Allowance	X	Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
Bargaining Unit Involved: N/A			<input checked="" type="checkbox"/>	Resolution
Prepared by: H. Baker				Report
Reviewed by:		Other Action:		

Human Resources is recommending a review and update to Policy No. 101 Recruitment and Selection, Policy No. 513 Travel and Expense Reimbursement, and Policy No. 527 Clothing Allowance. Recommendations are as follows:

Policy No. 101 Recruitment and Selection. Currently section 3.1 reads, "In most cases, employees who meet the minimum qualifications for the position and who sign said posting will normally be given the opportunity to interview for the opening. Employees who interview for a position will be notified of selection outcome."

As we have administered this policy, we have asked employees to provide a written statement of interest as well as an updated resume. This provides Human Resources and the hiring manager the most current information for interested employees. Based on this, we are recommending the language be changed to read, "In most cases, employees who meet the minimum qualifications for the position and who provide the required information will normally be given the opportunity to interview for the opening. Employees who interview for a position will be notified of selection outcome."

There is no fiscal impact to this change and it is clarifying in nature so it does need to be referred to the Board.

Policy No. 513 Travel and Expense Reimbursement. Currently Section 11.1 reads, The fleet car rate will be 51¢ per mile for official county use, chargeable against the requisitioning department, and the state rate for incidental personal use. The fleet truck rate will be 70.5¢ per mile for official county use. The minimum usage charge is \$10.

This section need to be modified to reflect the correct 2012 fleet truck rate of 74¢ per mile. This rate is the rate that was approved during the budget process. This is clean up in nature and does not require referral to the Board.

Policy No. 527 Clothing Allowance. Currently Section 2.1 reads, "Employees in the positions of Sergeant, Correctional Officer, and Civilian Jail Sergeant will be allocated \$720 annually for the purchase of new uniforms."

The transition team is recommending a change to this

Approved	Denied
Effective	
Referred to County Board on	
Signed	

section to include the Captains and Lieutenants. Per the policy statement, employees in the Sheriff's Office are expected to maintain a clean, pressed, and professional looking uniforms at all times. The County will provide an annual allowance to employees in the Sheriff's Office to assist in the expense of the required uniform. The recommended change to include the Captains and Lieutenants better matches the policy statement of this policy. Employees in these positions are also required to maintain clean, pressed uniforms.

This change will have a fiscal impact of \$2,880 annually and does need to be referred to the Board upon approval and recommendation by the Committee.

A copy of each of these policies with the noted revisions is included with the agenda packet.

The Committee is asked to review and approve these updated policies.

POLICY 101 RECRUITMENT & SELECTION

1. Purpose. To provide a recruitment and selection process for all regular and temporary positions. The County observes all equal employment opportunity laws and regulations and the Eau Claire County Affirmative Action Plan in all of its recruitment and selection efforts. The selection process will include an evaluation of the applicant's relative abilities, skills, knowledge, and experience.

2. Vacancies.

2.1 When the County determines that a vacancy or new position will be filled, the County will normally post a notice of such vacancy or new position electronically. In departments where employees do not have ready-access to e-mail, such as Highway, a paper notice of vacancy or new position will be posted. Job openings will normally be posted for a minimum of five (5) working days. The posting may include such information as required qualifications, the date the position is to be filled, rate of pay, benefits, and the current job description for the position. The County retains the right to determine whether and when to recruit outside applicants.

3. Interview.

3.1 In most cases, employees who meet the minimum qualifications for the position and who ~~sign said posting~~ provide the required information will normally be given the opportunity to interview for the opening. Employees who interview for a position will be notified of selection outcome.

4. Pre-Employment Testing.

4.1 HR makes recommendations with regard to the structure of pre-employment selection tests. In order to ensure that all pre-employment tests are work-related and non-discriminatory in nature, HR will administer, or make the decision to delegate, the testing process.

5. Hiring.

5.1 With the exception of Department Head and County Administrator positions, all recommendations for hire are subject to the review and approval of the director.

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

11. Fleet car rate.

11.1 The fleet car rate will be 51¢ per mile for official county use, chargeable against the requisitioning department, and the state rate for incidental personal use. The fleet truck rate will be ~~70.5¢~~ 74¢ per mile for official county use. The minimum usage charge is \$10.

11.1.1 Privately owned automobiles may be used when fleet cars are not available or the trip is less than 50 miles. County employees based in the courthouse will use a fleet car, if available, if the mileage exceeds 25 miles per trip. If a fleet car is available and the person elects to use his or her own car, the mileage will be at the fleet car or private vehicle mileage allowance, whichever is less, with no incentive payment allowable.

11.1.2 Persons who receive a certificate of non-availability of a fleet cars approved by the purchasing department and have attached it to their travel voucher will be reimbursed at the private vehicle mileage allowance.

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

POLICY 527 CLOTHING ALLOWANCE

1. Policy. Employees in the Sheriff's Office are expected to maintain a clean, pressed, and professional looking uniforms at all times. The County will provide an annual allowance to employees in the Sheriff's Office to assist in the expense of the required uniform.
2. Payment of Clothing Allowance.
 - 2.1 Employees in the positions of Captain, Lieutenant, Sergeant, Correctional Officer, and Civilian Jail Sergeant will be allocated \$720 annually for the purchase of new uniforms.
 - 2.2 Employees will receive $\frac{1}{2}$ of the annual allocation in May and $\frac{1}{2}$ of the allocation in September. Payment will be included on one of the paychecks distributed within these months.
 - 2.3 Upon hire, new employees will receive the equivalent of one annual clothing allowance toward the purchase of uniforms.
 - 2.4 This amount is paid in lieu of clothing allowance for the first twelve months of employment

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: February 10, 2012	X	Information-Discussion		
Agenda Item No. 5		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:		
		Form:	X	Ordinance
Bargaining Unit Involved: N/A				Resolution
Prepared by: H. Baker				Report
Reviewed by:		Other Action:		

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, January 13, 2012

9 a.m., Room 2550

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

MINUTES

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

Members Absent: Gloria Christensen

Staff Present: Heather Baker, Lori Remington

Others Present: Kristine Aschenbrenner, Carol Pulkrabek

Chair Kathleen Clark called the meeting to order at 9:08 a.m.

Human Resources: Update to Employee Policy Manual/Policy No. 203 Concerns or Complaints and Policy No. 523 Safety Equipment/Approval-Denial/Direction to Staff. (pp. 2-5)

Motion Chris Flaten to approve a housekeeping update to the Employee Policy Manual No. 203 *Concerns or Complaints* and Policy No. 523 *Safety Equipment*. There is no fiscal impact to these changes. Motion carried 3 to 0.

Human Services: Amending the Titles of AODA Case Manager I/II/III and Case Manager I/II/III/Social Worker I/II/III to Social Worker I/II/III in the Intensive Supervision Program/Approval-Denial/Direction to Staff. (p. 6-9)

Supervisor John Prince arrived at 9:11 a.m.

Motion Sue Miller to approve amending the position titles of AODA Case Manager I/II/III and the Case Manager I/II/III/Social Worker I/II/III to Social Worker I/II/III in the Intensive Supervision Program to better manage the assignment of responsibilities. Motion carried 4 to 0.

Clerk of Courts: Deletion of One 1.0 FTE Office Associate 2 Position and Creation of One 1.0 FTE Office Associate 3 Position/Resolution/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff. (pp. 10-11)

Motion Sue Miller to approve reallocation of one 1.0 FTE Office Associate 2 position and creation of a 1.0 FTE Office Associate 3 position. This change will allow reassignment of duties to the current employee and reflect the position's existing responsibility level. Motion carried 4 to 0.

Human Services: 2011 Compensatory Time Balances for Exempt Supervisory Employees/Resolution/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff. (pp. 12-14)

Motion Sue Miller to approve the full 2011 compensatory balance payout to exempt supervisory employees who are no longer eligible to accrue compensatory time in 2012. Motion carried 3 to 1.

COMMITTEE ON HUMAN RESOURCES

Friday, January 13, 2012

9 a.m., Room 2550

Page 2 of Minutes

Human Resources: 2012 Rate of Pay for Sergeants/Resolution/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff. (p. 15)

Motion Chris Flaten to approve status quo for the 2012 rate of pay for the Sergeants until other information is received from the coming WERC arbitration decision. Motion carried 4 to 0.

Human Resources: Update to Employee Policy Manual/Policy No. 503 Overtime and Compensatory Time/Resolution/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff. (pp. A2-A5)

Motion John Prince to approve the update to Employee Policy Manual No. 503 regarding *Overtime and Compensatory Time* for the Sergeant, Civilian Jail Sergeant, and Correctional Officer positions. The amendment will reflect the intent of the policy which is for employees in these positions to earn compensatory time or overtime compensation for hours worked beyond their scheduled hours. Motion carried 4 to 0.

Review/Approval of the October 21, November 4, 9, 18, and December 2, 2011, Minutes. (pp. 16-25)

Motion Chris Flaten to approve the October 21, November 4, 9, 18, and December 2, 2011, minutes as presented. Motion carried 4 to 0.

Set Meeting Dates.

The following meeting dates have been scheduled for February 10, and March 9, 2012, at 9 a.m., in Room 2532.

Adjourn.

Motion Kathleen Clark/John Prince to adjourn at 9:44 a.m. Motion carried 4 to 0.

Respectfully submitted,



Lori Remington
Committee Clerk