

COMMITTEE ON HUMAN RESOURCES

Friday, January 13, 2017 1:30 p.m., Room 3312

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

MINUTES

Members Present: Kathleen Clark, Mark Beckfield, Sue Miller, Judith Gatlin, Mike Conlin
Staff Present: Jamie Gower, Jill Mangus
Other Staff Present: Kathryn Schauf, Tim Moore

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

Review and approve minutes of the January 13, 2017 meeting:

Motion Mike Conlin to approve minutes of the January 13, 2017 meeting as written. Motion carried 5 to 0.

Human Resources: Information/Consideration/Discussion/Action – updates to the existing Eau Claire County policies –

- a. **Policy 425 – PTO (Resolution 16-17/070)**
- b. **Policy 417 – Leave of Absence**
- c. **Policy 201 – Employee Conduct & Working Environment**
- d. **Policy 601 - Benefits- Health Insurance, Dental Insurance & COBRA**
- e. **Policy 603 – Benefits- Other**

- a. During the December 6, 2016 County Board meeting Supervisors requested additional data regarding the proposed PTO policy changes which would allow part-time employees to be eligible for these benefits. Staff provided this information to the Committee on Human Resources at this meeting and will forward that data to the County Board for review on January 17, 2017. Motion Mike Conlin to postpone Policy 425 to the February 3, 2017 meeting. Motion carried 5 to 0.
- b. Motion Judy Gatlin to approve the update to policy 417. Motion carried 5-0.
- c. No action on update to policy 601
- d. Motion Judy Gatlin to approve the update to policy 601. Motion carried 5-0.
- e. Motion Mark Beckfield to approve the update to policy 603. Motion carried 5-0.

Human Resources: Information/Consideration/Discussion/Action - the following new Eau Claire County policy –

- a. **Policy 723 – Bullying in the Workplace**

No action taken, the Committee requested a review by Corporation Counsel.

Administration: Information/Discussion- Update on the Finance Transition –

Kathryn Schauf, County Administrator, gave an update on the Finance Department transition and responded to questions related to payroll and timekeeping practices. A high-level overview on the payroll process was also provided.

Adjourn

Motion Mike Conlin to adjourn the meeting at 3:00 p.m. Motion carried 5 to 0.

Respectfully submitted,

Jill Mangus
Committee Clerk