

MINUTES

Committee on Human Resources

Friday, June 16, 2017 / 1:30 PM

Eau Claire County Courthouse, Room 1273

721 Oxford Avenue, Eau Claire, WI 54703

Members present: Supervisors Judy Gatlin, Kathy Clark, Sue Miller, Mike Conlin

Members excused: Supervisor Mark Beckfield

Staff present: Jamie Gower, Jennifer Speckien, Jon Johnson, Amy Wong, Tria Vang

Chairperson Kathleen Clark called the meeting to order at 1:30 pm.

Certify Compliance with Open Meetings Law

Public Comment: None.

Jamie Gower introduced Amy Wong, Finance Director and Tria Vang, Payroll Administrator

Review and Approve Minutes of the April 14, 2017 and May 16, 2017 meetings

On a motion by Supervisor Conlin the April 14, 2017 committee minutes were approved. Motion carried. On a motion by Supervisor Gatlin, the May 16, 2017 committee minutes were approved. Motion carried.

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

a. Policy 523 – Safety Equipment 17-18/032

Jon Johnson, Highway Commissioner, present. The requested changes to the policy will allow up to \$200 every two years to be reimbursed for the purchase of steel-toed boots for all employees required to wear steel-toed boots in the Highway Department. In addition, the proposed amendment reflects an increase in the tool and/or prescription safety glass allowance from \$400 to \$800 per year for Mechanics, Welders and Tire Repair/Equipment Movers in the Highway Department. The current allowance has not been updated for over 10 years. Motion by Supervisor Gatlin to approve. Motion carried.

Aging and Disability Resource Center: Consideration/Discussion/Action of Resolution 17-18/030 to increase FTE of one Meal Site Worker from .375 to .412.

Jennifer Speckien, ADRC Director present. There is a request to increase the Meal Site Worker position from .375 FTE to .412 FTE. The additional 3 hours will allow for the Meal Site Worker to take over the management of the evening meal that occurs two times per month at the Senior Center and allow for better alignment with like job responsibilities. Motion by Supervisor Conlin to approve of increase the Meal Site Worker FTE from .375 to .412 FTE. Motion carried.

Aging and Disability Resource Center: Consideration/Discussion/Action of Resolution 17-18/031 to change the job title of the Volunteer Coordinator to Outreach Coordinator and a Paygrade Adjustment from Paygrade G to I

A job analysis and evaluation is being recommended to change the job title of the Volunteer Coordinator to Outreach Coordinator to reflect increased responsibility currently performed by the Volunteer Coordinator. In addition, position also performs marketing duties. The fiscal impact of the change is \$2,690 of which 100% is funded by state and federal sources. Motion by Supervisor Miller to approve of the change in job title of the Volunteer Coordinator to Outreach Coordinator including a paygrade adjustment from Paygrade G to I. Motion carried.

Human Resources: Information/Discussion – General Human Resources updates

Jamie Gower, Human Resources Director, shared general human resource updates, including the following:

- Chippewa Valley Labor Market – skills gap employer survey results was distributed.
- HR Metrics was also shared with the committee.
- Concerned with Class/Comp schedule (applicants are turning down offers due to a number of reasons).
- Total rewards strategy
- Development of a Recognition Committee
- Work life effectiveness
- Amy, Jamie and Tria working on removing benefit piece from Finance to Human Resources.

Next meetings are scheduled as follows: July 14, August 11 and September 8.

Committee adjourned at 2:37 pm.

Respectfully submitted,

Sharon Rasmusson
Committee Clerk