

AGENDA

Eau Claire County
Committee on Human Resources

Date: Friday, January 10, 2020

Time: 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 3312

1. Call to Order and Confirmation of Meeting Notice
2. Public Comment
3. Approval of Meeting Minutes – **Discussion/Action**
 - a. November 25, 2019
 - b. December 16, 2019
4. Resolution 19-20/084 – Requiring any department of over 50 employees, trending significantly and repeatedly over budget, to seek approval prior to filling vacant staff positions and to provide fiscal reports to the County Board of Supervisors upon request – **Discussion/Action**
5. Highway – Resolution 19-20/090 authorizing to abolish one (1.0 FTE) Welder and to create one (1.0 FTE) Mechanic – **Discussion/Action**
6. Changing limits on notice - **Discussion**
7. 2020 Committee on Human Resources meeting schedule - **Discussion**
8. Adjourn

Prepared by: Samantha Cole

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals 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 (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

MINUTES

Eau Claire County
Committee on Human Resources

Date: Monday, November 25, 2019

Time: 10:30 A.M.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 1273

Members in Attendance: Mark Beckfield, Judy Gatlin, Kevin Stelljes, Connie Russell

Others: Kathryn Schauf – County Administrator, Dave Hayden – Information Systems, Samantha Cole – Administrative Specialist III, Diane Cable – Director of Human Resources, Sara Bronstad – Human Resources, Amy Sires – Benefits Administrator, Katelynn Eslinger – Human Resources Associate, Norb Kirk – Director of Finance

Chair Beckfield called the meeting to order at 10:30 a.m.

No members of the public were present and/or wished to make a comment.

Meeting minutes from September 9, 2019, September 10, 2019, and October 30, 2019 were approved unanimously with the following correction:

- Correct spelling of Connie Russell's last name in the September 10, 2019 meeting minutes.

Dave Hayden – Director of Information Systems, presented a potential policy which would extend the password for technology to be a 15-character minimum requirement. Motion was made by Supervisor Russell and seconded by Supervisor Gatlin; all were in favor, motion passed.

Diane Cable – Director of Human Services, presented an update on Human Services staffing. The committee requests that the following action be taken:

- Request to maintain quarterly report for all vacancies in the county, including DHS.
- Request for qualitative metrics from each department to show improvement.

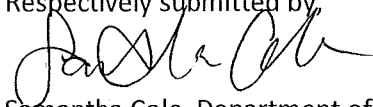
The Committee discussed compensation concerns and the cost of living. Chair Beckfield noted that the current matrix is out of sync within the community. Chair Beckfield requested input from the committee members on bringing the urgency of wages forward this year to other committees and the Board of Supervisors.

Action: Kathryn will compile more information so that the committee can make a more informed decision.

An update was provided on the Human Resources Director vacancy.

The meeting was adjourned at 12:15 p.m.

Respectively submitted by,



Samantha Cole, Department of Administration – Committee Clerk

MINUTES – Open Session

Eau Claire County
Committee on Human Resources

Date: Monday, December 16, 2019

Time: 10:00 A.M.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 3420

Member(s): Judy Gatlin, Connie Russell, Kevin Stelljes, Mark Beckfield

Other(s): Kathryn Schauf – County Administrator, Samantha Cole – Administrator Specialist III

Chair Beckfield called the meeting to order at 10:01 a.m.

No members of the public were present.

Chair Beckfield requested a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose is for Human Resource Director interviews. Supervisor Gatlin motioned to move into closed session, roll call vote was taken and the committee moved into closed session

A roll call was taken to move out of closed session and adjourn the meeting. Supervisors Gatlin, Russell, and Beckfield were in attendance.

Adjourn at 12:18

Respectively Submitted by,



Samantha Cole
Department of Administration

FACT SHEET

TO FILE NO. 19-20/084

Three departments in the county have more than 50 employees: Highway Department, Department of Human Services, and the Sheriff's Department. The intent behind restricting hiring to large departments is to prevent smaller departments from being unable to replace key personnel in a timely manner and having a detrimental effect on operations. The presumption is that larger departments have additional staff to cover open positions pending review of vacant positions. Of the three departments of over 50 employees, the Highway Department's levy is \$1,679,157 for a department of \$22,820,502 or 7 % of levy to the overall budget. The Department of Human Services has an overall budget of \$34,010,654 of which \$8,907,473 comprises levy or about 26 % of the total budget, assuming the WIMCUR amounts are realized as projected. The Sheriff's Department has a total budget of \$13,434,925 with a levy allocation of \$12,299,518 or about 91.5%.

If, at the end a fiscal year, a large department exceeds spending over budget, the excess must come from county funds. The exception is the Highway Department, which is an enterprise organization with its own fund balance. If the department exceeds its fund balance, then it is the responsibility of the county to cover the unbudgeted expenses.

With each of the three large departments, there is no ability for the department to cease operations if the department has exceeded expenditures over budget. The functions of the department include public safety, highway maintenance, and society welfare, all of which are crucial to maintaining a safe and properly functioning county. However, the expectation of the county is that departments manage within its own budget.

If a department exceeds spending, placing pressure on cash reserves and fund, then it is a cause for concern and would be considered a significant overage. Similarly, if the overage has continued for more than two years, then that would be considered a repeated overage. Significant and repeated overages require examination by the county board to assess the reasons and consequence of the overages.

This resolution is to require a department with over 50 employees and is running consistently over budget for two consecutive years to present financial monthly to the county board of supervisors and to hiring decisions reviewed prior to making a final offer..

It is the responsibility of the county board supervisors to assess excess in spending and to determine the necessity of filling open positions when faced with overage in department expenditures. Positions designated as "fully funded" are not exempt from this resolution given that the reimbursements are typically six or eight months delayed, and require the county cash reserves to advance payroll and benefits to these employees.

Fiscal Impact:

Respectfully Submitted,

4 REQUIRING ANY DEPARTMENT OF OVER 50 EMPLOYEES, TRENDING
5 SIGNIFICANTLY AND REPEATEDLY OVER BUDGET, TO SEEK APPROVAL PRIOR TO
6 FILLING VACANT STAFF POSITIONS AND TO PROVIDE FISCAL REPORTS TO THE
7 COUNTY BOARD OF SUPERVISORS UPON REQUEST

8 WHEREAS, Eau Claire County Board of Supervisors acknowledges that their number
9 one responsibility is fiduciary oversight of the county; and

10
11 WHEREAS, the county has been placed in a precarious fiscal condition due to repeated
12 and significant overages incurred; and

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14 WHEREAS, the overages put the county in fiscal jeopardy by depleting cash reserves and
15 fund balance; and

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17 WHEREAS, depletion of cash reserves could have the effect of requiring a short term
18 borrowing to meet payroll or lost revenue from investments; and

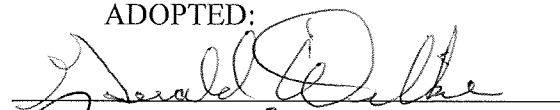
19
20 WHEREAS, depletion of the fund balance could have the effect of lowering of the
21 county's bond rating, or decreasing funds available to meet other departments' critical needs; and

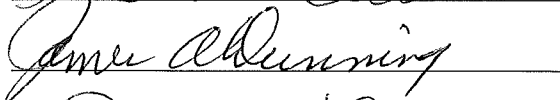
22
23 WHEREAS, delay in filling positions, including positions that are fully funded by outside
24 sources, is an approach to recover from immediate overspending.

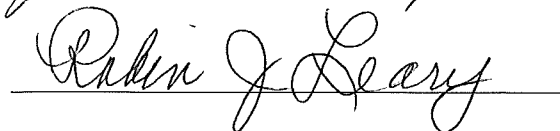
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26 NOW THEREFORE, BE IT RESOLVED that the Eau Claire County Board of
27 Supervisors requires, effective immediately, any department of over 50 employees that is
28 trending significantly and repeatedly over budget for a period of two consecutive years is
29 required to have all vacant positions reviewed prior to final hiring. The review and approval
30 shall be completed by the County Administrator, the department oversight committee, the
31 Human Resources Committee, and the Committee on Finance and Budget. If filling the position
32 is denied by any of the above, the oversight committee may bring the position request to the
33 County Board for consideration.
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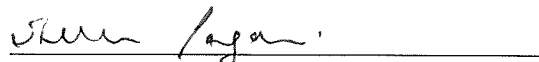
35 BE IF FURTHER RESOLVED, that the Eau Claire County Board of Supervisors
36 requires monthly written and oral fiscal reports to the full board by the chair of the department's
37 oversight committee and by the department head. This fiscal report shall provide year to date
38 statements of expenses and revenue, approved budget and actual, the variance, total excess
39 (deficiency) of revenue and expenditures, and vacant positions filled during that month.
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41 ADOPTED:

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Committee on Finance and Budget

52 Dated this 3rd day of December, 2019.

SP

EAU CLAIRE COUNTY FINANCIAL REPORT
 Trended Net Surplus/(Deficit)
 Selected Departments: Sheriff, Highway, Human Services
 November 25, 2019

Department	2019 Estimate (as of 10.09.19)	2018 Actual	2017 Actual	2016 Actual
GENERAL FUND				
Sheriff *	47,820	(236,747)	306,539	579,011
HEALTH AND HUMAN SERVICES FUND	(2,236,352)	(2,492,413)	(1,934,293) ~	(225,089)
ENTERPRISE FUNDS				
Highway ^	(375,000)	249,743	127,134	2,149,938

*Sheriff's Department includes Fund 212 for years prior to 2019.

^Highway approved use of Fund Balance for 2019 is \$400,000.

~The 2017 actual deficit includes the current year impact of the CCS WIMCR reconciliation. This was received in December 2018.

TO THE HONORABLE EAU CLAIRE COUNTY BOARD OF SUPERVISORS

Report of the Human Services Board

File No. 19-20/084

ANALYSIS

The Human Services Board reviewed and discussed Resolution No. 19-20/084 re: requiring any department over 50 employees, trending significantly and repeatedly over budget, to seek approval prior to filling vacant staff positions and to provide fiscal reports to the County Board of Supervisors upon request.

RECOMMENDATION

Following significant discussion, input from the Human Services Department staff and other County Board of Supervisors present at the meeting, the Human Services Board voted in opposition to the Resolution and provided the following feedback:

- Better communication between Boards and Committees;
- The Resolution is too ambiguous;
- The Board should be focused on solving and addressing the root issues impacting the fiscal constraints of the County;
- The Human Services Board would be willing to consider another Resolution that is clearer and addresses the issue.

I hereby certify that the foregoing correctly represents the action taken by the undersigned committee on December 16, 2019 by a vote of 0 for, 8 against.




Colleen Bates, Chair
Human Services Board

Statement in Support of File No. 19-20/084
Committee on Judiciary and Law Enforcement

The Committee on Judiciary and Law Enforcement met on December 05, 2019 to discuss File No. 19-20/084, *Resolution Requiring any Department of over 50 Employees, Trending Significantly and Repeatedly Over Budget, to Seek Approval Prior to Filling Vacant Staff Positions and to Provide Fiscal Reports to the County Board of Supervisors Upon Request.*

At the meeting, input was solicited from the Sheriff's Office. The Sheriff's Office does not object to the resolution and is in support of the resolution. After thorough review and discussion, the Committee on Judiciary and Law Enforcement is in support of and endorses File No. 19-20/084.

I hereby certify that the foregoing correctly represents the position and action taken by the undersigned committee on December 05, 2019 by a vote of 4 for, 0 against.



Gerald Wilkie, Vice-Chairperson
Committee on Judiciary and Law Enforcement

Statement in Support of File No. 19-20/084
Committee on Administration

The Committee on Administration met on December 19, 2019 to discuss File No. 19-20/084 which is a resolution requiring any department of over 50 employees, trending significantly and repeatedly over budget, to seek approval prior to filling vacant staff positions and to provide fiscal reports to the County Board of Supervisors upon request.

After thorough review and discussion, the Committee on Administration is in support of File No. 19-20/084 by a voice vote of 4 for (Supervisors Wilkie, Beckfield, Smiar, Henning) and 1 against (Supervisor Bates.)

I hereby certify that the foregoing correctly represents the position and action taken by the undersigned committee on December 19, 2019 by a vote of 4 for, 1 against.

Nick Smiar, Chairperson
Committee on Administration

Statement in Support of File No. 19-20/084
Highway Committee

The Highway Committee met on January 2, 2020 to discuss File No. 19-20/084 which is a resolution requiring any department of over 50 employees, trending significantly and repeatedly over budget, to seek approval prior to filling vacant staff positions and to provide fiscal reports to the County Board of Supervisors upon request.

After thorough review and discussion, the Highway Committee is in support of File No. 19-20/084 by a voice vote of 3 for and 1 against.

I hereby certify that the foregoing correctly represents the position and action taken by the undersigned committee on January 2, 2020 by a vote of 3 for, 1 against.

Ray Henning, Chairperson
Highway Committee

Fact Sheet to File No. 19-20/090

Eliminating the position of Welder and replacing it with one additional FTE Mechanic position.

Background: The Highway Department Shop has been staffed with a FTE Welder position that reports directly to the Shop Supervisor. With the current and forecasted needs in the shop, the advancements in technology, and the needs for fleet maintenance, the department would benefit more by having an additional mechanic. The mechanic position has secondary duties such as welding and fabrication. As of December 2, 2019, the Welder position is vacant. As such, this is a logical time to eliminate the welder position and replace it with an additional mechanic position.

Request: We are requesting the Welder position be eliminated and be replaced with the position of Mechanic. The current Mechanic job description will be used in place of the welder job description. This change will benefit the highway department shop operations.

Fiscal Impact: There is "O" fiscal impact as a result of this change both titles are in pay grade K.

1 **Enrolled No.**

2 **RESOLUTION**

3 **File No. 19-20/090**

4 AUTHORIZATION TO ABOLISH ONE (1.0 FTE) WELDER POSITION AND TO CREATE ONE
5 (1.0 FTE) MECHANIC POSITION

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the Board for authorization; and

8
9 WHEREAS, at its regularly scheduled meeting on January 10, 2020, the committee on human resources
10 approved a request from the Highway Department to abolish one 1.0 FTE Welder position and create one
11 1.0 FTE Mechanic position; and

12
13 WHEREAS, the change of this position will have no fiscal changes.

14
15 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
16 approves to abolish one (1.0 FTE) Welder and to create one (1.0 FTE) Mechanic in the Highway
17 Department.

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19 ADOPTED:

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29 Committee on Human Resources

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33 Dated this 10th day of January, 2020.

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36 /SC