

## **COMMITTEE ON HUMAN RESOURCES**

Tuesday, June 9, 2015

3:30 p.m., Room 1273

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

### **MINUTES**

Members Present: Kathleen Clark, Sue Miller, Mike Conlin, Mark Beckfield, Mark Olson

Staff Present: Heather Murray, Amanda Twitchell

Others Present: Peter Strand, Lance Gurney, Matt Michels

Chair Kathleen Clark called the meeting to order at 3:30 p.m.

#### **2. Human Resources: Update to Eau Claire County Policy Manual: 001 Definitions, 519 Salary Plan Administration, 817 Job Analysis and Evaluation/Approval-Denial/Direction to Staff/Information-Discussion. (pp. 2-13)**

Motion Sue Miller to approve pending the action of the County Board accepting the Classification and Compensation study with the following amendments:

1. Policy 519 SALARY PLAN ADMINISTRATION (2.3) (*Step increases will occur at the start of the first pay period each July. Step increases will not be automatic. Employees must have a performance evaluation that indicates satisfactory performance prior to receiving a step increase.*)
2. Policy 519 SALARY PLAN ADMINISTRATION (3.3) (*Coon Fork Park Rangers will receive a .78 per hour increase in recognition of the on-site living requirement.*)

Motion carried 5 to 0.

#### **3. Human Resources: Update the Process for Position Management/Ordinance 15-16/027/Approval-Denial. (pp. 14-15)**

Motion Mike Conlin to approve Sections 2, 3, 4, 5, 6, 7, and 8. Motion approved 5 to 0. Staff was directed to further review Section 1 and bring it to a future meeting for further consideration.

#### **4. Planning and Development: Creation Recycling Box Attendant Position Classification and Addition of 1.4 FTE Recycling Box Attendant/Resolution 15-16/025/Approval-Denial. (pp. 16-20)**

Motion Mark Olson to delete lines 18 and 19 from the resolution and approve the creation of the recycling box attendant position as amended.

Motion carried 5 to 0.

#### **5. Review/Approval of the May 22, 2015 Minutes. (p. 21)**

Motion Sue Miller to approve the May 22, 2015 minutes.

Motion carried 5 to 0

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**6. Set Meeting Dates.**

The next regularly scheduled meeting is July 10, 2015 at 1:30 pm.

**7. Adjourn.**

Chairperson Kathleen Clark declared the meeting adjourned at 4:25 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Twitchell". The signature is written in black ink and is positioned above the printed name and title.

Amanda Twitchell  
Acting Committee Clerk