

**Report to Human Resources Committee
September 17, 2013**

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests during the third quarter of 2013:

Clerk of Courts.

- Deputy Court Clerk II (3 FT, 1 PT)
- Deputy Court Clerk II/Deputy Register in Probate

Fair

- Grounds Worker (OPT – 1000 hours)

Human Services

- Group Home Worker
- Comprehensive Community Services Facilitator

Emergency Help Requests. The following were emergency help requests approved in the third quarter of 2013:

- **Child Support Agency.** Request to rehire a former Co-op student to train new student (incumbent had resigned, who typically would complete the training)
- **Clerk of Courts.** Extension of emergency help due to several vacancies.
- **Highway.** Request to increase seasonal hours above what is budgeted due to utilizing seasonal hours to work on GIS projects and extended leave of absences.
- **Human Services.** Request to hire former social worker to assist in the Juvenile Justice area due to two 12-week leave of absences.

New position summary. Attached.

2014 Health Insurance rates. See attached memo to employees, dated September 12, 2013.

Safety Audit Update. Mr. Dave Valentine, Network Safety Consultants, toured the County facilities on September 11 and September 12, including Highway, Human Services/Health, Courthouse, Sheriff, Fair Park, and Parks. He had the opportunity to talk with each department and will provide the County with a report of his findings along with his recommendations of areas the County should focus on. It is anticipated we will have this report by the end of September.

HIPAA Privacy Analysis Update. After doing a phone interview with our three top consultants, and completing reference checks on our first choice, the County will be having Boardman & Clark law firm complete the HIPAA Privacy analysis. The cost for this study will be approximately \$21,000.

Affordable Care Act Update. No changes during the last month!

Respectively submitted,



Terri M Palm
Human Resources Director

2014 RECOMMENDED BUDGET POSITION CHANGES

Department	Position Title	Action	Requested by Department Head	Recommended by County Administrator	Finance Committee Recommended	Adopted by County Board	Comments
Child Support Agency	1 Financial Support Specialist (.325 FTE)	Fund additional hours	Yes	Yes			Previously funded at a non-benefited 19 hours/week, increased to 32 hours/week which includes full benefits. Increase of \$34,414 of which \$11,357 is tax-levy.
	1 Clerical Pool position (.55 FTE)	Create	Yes	No			Request to add 1161 hours for clerical pool to fill in for vacancies, increase of \$10,940 of which \$3,610 is tax levy.
	2 Coop Students (1200 hours) (.57 FTE)	Eliminate	Yes	Yes			Elimination of students is contingent on funding PT Administrative Assistant I for FCC (previously unfunded). Savings of \$110.
	1 Administrative Assistant I, FCC (PT) (.375 FTE)	Fund	Yes	Yes			
Highway	1 Equipment Operator (1.0 FTE)	Eliminate	No	Yes			Creation of GIS/Engineering Technician is contingent on elimination of Equipment Operator in Recommended. Increase of approximately \$9,080, or tax levy increase of approximately \$5,448. Requested is increase of approximately \$79,195, or \$47,517 tax levy.
	1 GIS/Engineering Technician (1.0 FTE)	Create	Yes	Yes			
Human Resources	1 Safety Coordinator (PT) (.5 FTE)	Create	Yes	Yes			\$15,000 budgeted in 2013 for Safety Coordinator through WMMIC. Position is budgeted to be shared with another County for 1040 hours each, but each County would only pay 50% benefits. Increase of additional \$24,489.
Human Services	1 Nutrition Site Manager (PT) (.375 FTE)	Eliminate	Yes	Yes			Previously unfunded. No tax-levy impact.
	2 Comprehensive Community Services Facilitators (2.0 FTE)	Create	Yes	Yes			Creation of positions effective July 1, 2014, pending full funding from Federal and State Medicaid reimbursement. No tax-levy impact.
Parks	.6 Program Assistant (shared FT with Emergency Management) (.60 FTE)	Eliminate	Yes	No			Elimination of filled .6 position (FT shared with Emergency Management) is contingent on creation of FT position in Parks. Increase of \$18,856 to the county (increase of \$27,612 for Parks and decrease of \$8,756 for Emergency Management).
	1 Program Assistant (1.0 FTE)	Create	Yes	No			
	1 Volunteer Coordinator (1.0 FTE)	Fund	Yes	No			Previously unfunded. Increase of \$63,298.

Total FTEs Created	5.05	3.50		
Total FTEs Eliminated	(1.545)	(1.945)		
Sub-Total (in FTEs)	3.505	1.555		
Total FTEs Unfunded	(0.00)	(0.00)		
Total FTEs Funded	1.70	0.70		
Net Change (in FTEs)	5.205	2.255		
Tax-levy change in overall budget	\$169,017	\$41,184		



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TERRI PALM KOSTROSKI
Human Resources Director

ELLEN BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

To: Jefferson County Employees
From: Terri Palm, Human Resources Director
Date: September 12, 2013
RE: 2014 Benefits

As 2014 approaches, I want to share with everyone information regarding several benefits/insurances. Please understand that this information is provided with the assumption that the County Board will adopt the 2014 budget as recommended by the County Administrator. Should any changes be made by the Board in November, employees will be notified immediately. As always, if you have any questions, please contact anyone in Human Resources: Ellen Braatz, X 8634, ellenb@jeffersoncountywi.gov; Tonia Mindemann, X7102, toniam@jeffersoncountywi.gov; or Terri Palm, X7103, terrip@jeffersoncountywi.gov.

BENEFITS FAIR

On October 23 the County will hold its annual Benefits Fair at the UW Extension/Workforce Development building (lower level). We anticipate having representatives available from Mercy, Unity, Dean, Diversified Benefits (Flexible Spending), Madison National Life (Long Term Disability), Nationwide (Deferred Compensation), WDC (Wisconsin Deferred Compensation) and the Department of Employee Trust Fund. We also have made arrangements to have our Health Department provide flu shots for employees during this time. More information on the Benefits Fair and Flu shots will be made available in the near future.

COMPENSATORY TIME

Just a quick reminder that for all hourly, non-exempt employees, any compensatory time not used by November 30 will be paid on the next regular pay check in December. Also, unless an extension is granted, exempt employees (accruing comp time hour-for-hour) forfeit any unused hours as of November 30th per Personnel Ordinance HR0360. Requests for carryovers should be approved by department heads and submitted to Human Resources by November 15. Per the Human Resources Committee's direction, carryovers will be reviewed carefully and only granted in the most extreme cases. Please be sure to plan accordingly!

DENTAL INSURANCE

The County remains self-funded for dental insurance, and proposed in the County Administrator's budget is a slight *increase* in the monthly dental cost per employee to \$42.00 for single and \$90.00 for family plans. The Administrator's budget also recommends that the County continue to fund the dental plan 100% for eligible employees in 2014.

FLEXIBLE SPENDING

Flex Plans are an excellent way to increase your spendable income and reduce your federal, Wisconsin and FICA taxes. Under Section 125 of the IRS Code, you as an employee can pay for qualified expenses using money from your paycheck that is deducted pre-tax. By using pre-tax dollars, you reduce the amount you pay in taxes! By eliminating Federal, Wisconsin and FICA tax on qualifying expenses, the plan **saves** the average participant **approximately 15%-30%** in taxes on those expenses. There are three main categories of expenses that qualify for pretax reimbursement.

- Group Insurance Premiums
- Dependent Care Reimbursement Account
- Medical Reimbursement Account

Employees have until February 28 to submit claims for the prior year. Money set aside pre-taxed that is not claimed will be forfeited. Therefore, employees need to estimate their expenses carefully, but if done accurately, can be a big savings for employees.

Remember, each year employees must re-enroll in this program. Even if you want to deduct the same amount each year, a new application is necessary. Likewise, employees currently not participating are eligible to enroll in the next year!

HEALTH INSURANCE

The Department of Employee Trust Funds recently announced the 2014 State Health insurance rates. Remember, the State Health plan is comprised of several HMOs throughout the State of Wisconsin and employees may select any of the 26 available. **Jefferson County is continuing with the HMO Option - Standard PPO (not the deductible or co-insurance HMO option).** For general and elected employees, the contribution the County makes toward the premium is based on the average of the qualified plans in Tier 1 *within the County*. The current labor agreement between protective, sworn employees and the County is an employer premium contribution of 94% of the lowest qualified plan (Tier 1) in the County.

The Administrator's budget is recommending an increase to the 2014 *County's* contribution of **15%**, or \$1461.78/month for family plans and \$586.38/month for single plans. This increase was based on forecasting an average increase of 15% of the most utilized by Jefferson County employees, Unity Community. Although many plans increased less than 15%, Unity Community unfortunately actually increased slightly more than 15%. More information on important changes in 2014, Tier 1 plans and a listing of all qualified plans in Jefferson County can be found at <http://etf.wi.gov/publications/iyc14/2014local-rates.htm>.

Also, a complete listing of all the plans and the recommended 2014 monthly contributions for both **GENERAL** and **PROTECTIVE, SWORN** employees can be found on pages 5 and 6, respectively. Remember, this is the County Administrator's recommended budget, and may be amended by the County Board prior to adoption in November, or with a settlement of a new labor contract. The Finance Committee and other Board members understand that any change to the County's contribution for health insurance for employees will directly impact the contribution made by the employee, dollar for dollar.

LIFE INSURANCE

Claims experience for local government employees insured under the Wisconsin Public Employers Group Life Insurance program has been better than the targeted level for several years. Below are the current rates, **effective July 1, 2013 through June 30, 2014**. The Group Insurance Board at the Department of Employee Trust Funds does not meet until the end of September to establish next year's rates, which will be effective July 1, 2014. Once these rates are established, they will be made available on the employee website and via email.

Basic, Supplemental & Additional Insurance

<u>Age</u>	<u>July, 1 2013</u> <u>Rate per \$1,000</u>
Under 30	\$.05
30 - 34	\$.06
35 - 39	\$.07
40 - 44	\$.08
45 - 49	\$.12
50 - 54	\$.22
55 - 59	\$.39
60 - 64	\$.49
65 - 69	\$.57

LONG TERM DISABILITY

Benefits under the County's voluntary LTD policy will not exceed 60% of insured wages; however, if an employee is entitled to other income benefits such as Workers' Compensation, state retirement and/or Social Security, the maximum monthly LTD benefit will be increased to 70% (less these other income benefits). There is a 90-day elimination period, which means ninety (90) consecutive days of total disability must elapse before you may begin to receive a monthly LTD benefit. You may receive LTD benefits for up to three (3) years if you are unable to perform your regular occupation. If, after three (3) years of paid benefits, you still cannot perform each of the substantial and material duties of any gainful occupation for which you are reasonably fitted by training, education, or experience and you are under regular care and attendance of a physician, benefits will continue up to the maximum benefit period.

The current cost of the plan is .5% of your annual gross income. For example, an employee who earned \$40,000 last year would pay \$200 annually (.005 x \$40,000) or \$16.67 per month. If you did not enroll in LTD when it was first offered, or when you were hired, you may still be eligible to participate. However, late entrants will be subject to medical history questions and acceptance or rejection of coverage is determined by the insurance carrier. A representative from LTD will be available at the Benefits Fair on October 23.

VACATION

Remember to schedule all of your vacation early! Employees wishing to carry over additional hours of vacation must demonstrate that they were not provided a reasonable opportunity to use the vacation during the calendar year. An employee may who feels they were not afforded this opportunity should make the request to your department head prior to December 15. The requests will be forwarded on to the Human Resources Director and the County Administrator. **Please remember, the personnel ordinance was changed early this year to eliminate carryovers greater than 40 hours, except as specified in Section HR0690. Also, even the hours less than 40 will only be considered in very rare and unusual circumstances. If you were afforded the opportunity to use your vacation, but didn't, vacation may be forfeited.**

WISCONSIN RETIREMENT SYSTEM

At the end of June the Department of Employee Trust Fund announced an increase to the 2014 WRS rates for the *general* employee and the *elected official*, but a decrease for the *protective* employee. These new contributions will be effective the first pay check in 2014 and are outlined below as currently governed by the Personnel Ordinance and/or union contract, as applicable:

	Employee <u>Contribution</u>	Jefferson County <u>Contribution</u>	Total <u>Contribution</u>
GENERAL EMPLOYEE	6.65% to 7.00%	6.65% to 7.0%	13.30% to 14.00%
ELECTED OFFICIAL	7.00% to 7.75%	7.00% to 7.75%	14.00% to 15.50%
PROTECTIVE EMPLOYEE (hired <u>before</u> 7/1/11)	0.00% to 0.00%	20.00% to 17.56%	20.00% to 17.56%
PROTECTIVE EMPLOYEE (hired 7/1/11 and <u>after</u>)	6.65% to 7.00%	13.35% to 10.56%	20.00% to 17.56%

ADDITIONAL VOLUNTARY BENEFITS

Just a reminder that the County offers the following additional benefits. If you would like more information about any of these, please contact your Human Resources Department

- Sick pay (for employees half-time and more)
- Holiday pay (for employees half-time and more)
- Universal Life Insurance
- Vision insurance (through the LAW union)
- Life Matters/Employee Assistance Program

Plan Name	Full-Pay (P02)		Monthly		Monthly		Monthly	
	Regular Single	Regular Family	County Single contribution	County Family Contribution	Employee Single contribution	Employee Family Contribution	County Single contribution	County Family Contribution
ANTHEM BLUE NORTHEAST	752.60	1,875.00	586.38	1461.78	166.22	413.22	586.38	1461.78
ANTHEM BLUE SOUTHEAST	807.40	2,012.00	586.38	1461.78	221.02	550.22	586.38	1461.78
ARISE HEALTH PLAN	980.80	2,445.50	586.38	1461.78	394.42	983.72	586.38	1461.78
DEAN HEALTH INSURANCE	690.00	1,718.50	586.38	1461.78	103.62	256.72	586.38	1461.78
DEAN HEALTH INSURANCE PREVEEA360	844.60	2,105.00	586.38	1461.78	258.22	643.22	586.38	1461.78
GHC OF EAU CLAIRE	1,129.80	2,818.00	586.38	1461.78	543.42	1,356.22	586.38	1461.78
GHC OF SOUTH CENTRAL WISCONSIN	593.50	1,477.20	586.38	1461.78	7.12	15.42	586.38	1461.78
GUNDERSEN HEALTH PLAN	755.10	1,881.20	586.38	1461.78	168.72	419.42	586.38	1461.78
HEALTH TRADITION HEALTH PLAN	695.30	1,731.70	586.38	1461.78	108.92	269.92	586.38	1461.78
HEALTHPARTNERS	882.80	2,200.50	586.38	1461.78	296.42	738.72	586.38	1461.78
HUMANA EASTERN	1,148.30	2,864.20	586.38	1461.78	561.92	1,402.42	586.38	1461.78
HUMANA WESTERN	1,148.30	2,864.20	586.38	1461.78	561.92	1,402.42	586.38	1461.78
MEDICAL ASSOCIATES HEALTH PLAN	701.80	1,748.00	586.38	1461.78	115.42	286.22	586.38	1461.78
MERCY CARE HEALTH PLAN	570.10	1,418.70	570.1	1418.7	-	-	586.38	1461.78
NETWORK HEALTH	809.20	2,016.50	586.38	1461.78	222.82	554.72	586.38	1461.78
PHYSICIANS PLUS	664.30	1,654.20	586.38	1461.78	77.92	192.42	586.38	1461.78
SECURITY HEALTH PLAN	1,125.10	2,806.20	586.38	1461.78	538.72	1,344.42	586.38	1461.78
UNITEDHEALTHCARE	852.70	2,125.20	586.38	1461.78	266.32	663.42	586.38	1461.78
UNITY COMMUNITY	612.80	1,525.50	586.38	1461.78	26.42	63.72	586.38	1461.78
UNITY UW HEALTH	562.30	1,399.20	562.3	1399.2	-	-	586.38	1461.78
WEA TRUST PRO EAST	796.90	1,985.70	586.38	1461.78	210.52	523.92	586.38	1461.78
WEA TRUST PRO NORTHWEST	933.20	2,326.50	586.38	1461.78	346.82	864.72	586.38	1461.78
WEA TRUST PRO SOUTH CENTRAL	777.20	1,936.50	586.38	1461.78	190.82	474.72	586.38	1461.78
WPS METRO CHOICE SOUTHEAST	1,362.10	3,398.70	586.38	1461.78	775.72	1,936.92	586.38	1461.78
WPS METRO CHOICE NORTHWEST	1,122.10	2,798.70	586.38	1461.78	535.72	1,336.92	586.38	1461.78
STATE MAINTENANCE PLAN (SMP)	774.40	1,931.10	586.38	1461.78	188.02	469.32	586.38	1461.78

Plan Name	Full-Pay (P02)		Monthly	Monthly	Monthly	Monthly
	Regular Single	Regular Family	County Single contribution (LAW)	County Family Contribution (LAW)	(LAW) Single contribution	(LAW) Family Contribution
ANTHEM BLUE NORTHEAST	752.60	1,875.00	535.9	1333.58	216.70	541.42
ANTHEM BLUE SOUTHEAST	807.40	2,012.00	535.9	1333.58	271.50	678.42
ARISE HEALTH PLAN	980.80	2,445.50	535.9	1333.58	444.90	1,111.92
DEAN HEALTH INSURANCE	690.00	1,718.50	535.9	1333.58	154.10	384.92
DEAN HEALTH INSURANCE PREVEA360	844.60	2,105.00	535.9	1333.58	308.70	771.42
GHC OF EAU CLAIRE	1,129.80	2,818.00	535.9	1333.58	593.90	1,484.42
GHC OF SOUTH CENTRAL WISCONSIN	593.50	1,477.20	535.9	1333.58	57.60	143.62
GUNDERSEN HEALTH PLAN	755.10	1,881.20	535.9	1333.58	219.20	547.62
HEALTH TRADITION HEALTH PLAN	695.30	1,731.70	535.9	1333.58	159.40	398.12
HEALTHPARTNERS	882.80	2,200.50	535.9	1333.58	346.90	866.92
HUMANA EASTERN	1,148.30	2,864.20	535.9	1333.58	612.40	1,530.62
HUMANA WESTERN	1,148.30	2,864.20	535.9	1333.58	612.40	1,530.62
MEDICAL ASSOCIATES HEALTH PLAN	701.80	1,748.00	535.9	1333.58	165.90	414.42
MERCY CARE HEALTH PLAN	570.10	1,418.70	535.9	1333.58	34.20	85.12
NETWORK HEALTH	809.20	2,016.50	535.9	1333.58	273.30	682.92
PHYSICIANS PLUS	664.30	1,654.20	535.9	1333.58	128.40	320.62
SECURITY HEALTH PLAN	1,125.10	2,806.20	535.9	1333.58	589.20	1,472.62
UNITEDHEALTHCARE	852.70	2,125.20	535.9	1333.58	316.80	791.62
UNITY COMMUNITY	612.80	1,525.50	535.9	1333.58	76.90	191.92
UNITY UW HEALTH	562.30	1,399.20	535.9	1333.58	26.40	65.62
WEA TRUST PPO EAST	796.90	1,985.70	535.9	1333.58	261.00	652.12
WEA TRUST PPO NORTHWEST	933.20	2,326.50	535.9	1333.58	397.30	992.92
WEA TRUST PPO SOUTH CENTRAL	777.20	1,936.50	535.9	1333.58	241.30	602.92
WPS METRO CHOICE SOUTHEAST	1,362.10	3,398.70	535.9	1333.58	826.20	2,065.12
WPS METRO CHOICE NORTHWEST	1,122.10	2,798.70	535.9	1333.58	586.20	1,465.12
STATE MAINTENANCE PLAN (SMP)	774.40	1,931.10	535.9	1333.58	238.50	597.52