

Human Resources-Safety
42

Date Ran 3/21/2017
Period 2
Year 2017

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
411100	GENERAL PROPERTY TAXES	(3,881.75)	(3,881.75)	(7,763.50)	(7,763.50)	-	(46,581.00)	(38,817.50)	16.67%
474106	INTERGOVT SHARED SERVICES	-	(3,585.50)	-	(7,171.00)	7,171.00	(43,026.00)	(43,026.00)	0.00%
Totals		(3,881.75)	(7,467.25)	(7,763.50)	(14,934.50)	7,171.00	(89,607.00)	(81,843.50)	8.66%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	4,033.68	4,780.58	8,382.92	9,561.17	(1,178.25)	57,367.00	48,984.08	14.61%
511310	WAGES-SICK LEAVE	308.70	-	445.90	-	445.90	-	(445.90)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	150.92	-	150.92	-	(150.92)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	198.94	-	198.94	-	(198.94)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	27.44	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	322.12	365.75	678.59	731.50	(52.91)	4,389.00	3,710.41	15.46%
512142	RETIREMENT (EMPLOYER)	297.17	325.08	626.01	650.17	(24.16)	3,901.00	3,274.99	16.05%
512144	HEALTH INSURANCE	1,392.01	1,398.58	2,932.60	2,797.17	135.43	16,783.00	13,850.40	17.47%
512145	LIFE INSURANCE	4.21	2.33	8.42	4.67	3.75	28.00	19.58	30.07%
512150	FSA CONTRIBUTION	-	20.83	250.00	41.67	208.33	250.00	-	100.00%
512173	DENTAL INSURANCE	89.16	90.00	197.44	180.00	17.44	1,080.00	882.56	18.28%
531303	COMPUTER EQUIPMT & SOFTW/	-	83.33	-	166.67	(166.67)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	0.47	4.17	15.14	8.33	6.81	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	-	2.08	-	4.17	(4.17)	25.00	25.00	0.00%
531320	SAFETY SUPPLIES	5.97	12.50	5.97	25.00	(19.03)	150.00	144.03	3.98%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	-	29.17	210.00	58.33	151.67	350.00	140.00	60.00%
532325	REGISTRATION	-	84.17	100.00	168.33	(68.33)	1,010.00	910.00	9.90%
532332	MILEAGE	-	6.25	-	12.50	(12.50)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	12.50	(12.50)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	27.33	(27.33)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	166.67	(166.67)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	22.84	22.83	0.01	137.00	114.16	16.67%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	164.16	164.17	(0.01)	985.00	820.84	16.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	81.66	81.67	(0.01)	490.00	408.34	16.67%
591519	OTHER INSURANCE	20.25	24.83	40.50	49.67	(9.17)	298.00	257.50	13.59%
Totals		6,635.51	7,467.25	15,097.79	14,934.50	163.29	89,607.00	74,509.21	16.85%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		2,753.76	(0.00)	7,334.29	(0.00)	7,334.29	-	(7,334.29)	

**Report to Human Resources Committee
April 18, 2017**

MONTHLY ACCOMPLISHMENTS/GOALS:

- March, 2017, report included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since the March 21, 2017 Human Resources Committee meeting:

Highway

- Pool of Highway Workers
- Pool of Summer Laborers

Human Services

- Child Protective Services Ongoing Paraprofessional

Medical Examiner Office

- Request for an unpaid intern under consideration for the fall, 2017. No Board action required to 'create' position as it is not classified as an employee and no fiscal impact.

Positions not authorized to fill: None

EMERGENCY HELP REQUESTS: The following emergency help requests were received since the March 21, 2017 Human Resources Committee meeting.

- Request and approval for Receptionist emergency help for Administration and Human Resources on June 1 and 2 to allow training for all staff, as well as is needed during training for all staff for implementation of ERP system.


LEAVE OF ABSENCE (LOA) APPROVALS: There was one Leave of Absence or extension of Leave of Absence requests received that was outside of FMLA, approved initially for 2 weeks, pending medical certification.

HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS FOR CURRENT EMPLOYEES:

- Additional step increase provided to ADRC Paraprofessional position as a transfer.
- Top of scale provided for a non-classified, 1000-hour, Fair Park Laborer position, due to rehire within short period of time.

RECLASSIFICATION AND NEW HIRE PROCESS: There have been 21 reclassifications, potentially affecting 24 employees. Also submitted so far for the 2018 budget are 5 requests for new or changes in position, including one new position and 4 requests to increase hours of current part-time positions. Recommend reclassification results should be available for the June, 2017, Human Resources Committee meeting.

Respectively submitted,



Terri M Palm
Human Resources Director