

**Agenda**  
**Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 112**  
**Jefferson, WI 53549**

**March 17, 2015 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Greg David, Secretary; Jim Mode, Vice-Chair;  
Paul Babcock; and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Approval of January 20, 2015 minutes
7. Communications
8. Monthly Financial Report
9. Retirement Recognitions
10. Presentation on "Safety Objectives in Jefferson County", Kim Eggers, Safety Coordinator
11. Consideration to create a pool of Fair Park Grounds Workers
12. Approval to hire an individual who does not meet minimum qualifications
13. Monthly Report from Human Resources
  - a. Monthly accomplishments/goals
  - b. Vacant Positions
  - c. Emergency Help Requests
  - d. Hiring above minimum step and/or benefits
14. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), preliminary consideration of specific personnel problems and the investigation of charges against specific person(s)
15. Reconvene into open session for consideration and possible action regarding items discussed in closed session
16. Set next meeting date and agenda
17. Adjournment

**Next scheduled meeting: April 21, 2015 @ 8:30am.**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
January 20, 2015 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, K. Cauley, B. Lamers.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Request by M. Wineke to have agenda item 12, hiring with less than appropriate requirements, follow Item 6, Approval of minutes. No objection from Committee.
5. Citizen Comments. None.
6. Motion by M. Wineke, second by P. Babcock, to approve the November 18, 2014 minutes. Motion carried 5:0.
7. Recruitment efforts for the Time Is Now Grant Director failed to locate a candidate who possessed the minimum qualifications of a Master's degree and 3000 hours of clinical supervision. Motion by M. Wineke, second by G. David, to authorize promoting a candidate with less than appropriate requirements for the Time Is Now Grant Director position, per Personnel Ordinance HR0220. Motion carried 5:0.
8. Communications: None.
9. Monthly Financial Report. Currently Human Resources is about 24% under budget, but have the remaining amount for the HIPAA Privacy still pending.
10. Review of four employee retirements in fourth quarter of 2014 to be presented at February County Board meeting. It was noted that two of the retirements occurred in September, 2014.
11. The HIPAA Privacy Audit is nearly complete, with the recommendation of a final draft of Notice Practices, Policies/Procedures/Forms and Training criteria. Motion by P. Babcock, second by G. David, to approve the Jefferson County Notice of Privacy Practices, correcting the spelling of Sheriff under Hybrid Entity. Motion carried 5:0.

12. Motion by J. Mode, second by P. Babcock, to recommend to County Board to repeal and replace Personnel Ordinance HR0440, HIPAA/Notice of Privacy Policies, and authorize Human Resources Committee and/or staff to make administrative changes to HIPAA Privacy procedures and forms. Motion carried 5:0.
13. Report from Human Resources Director was discussed, covering November and December Monthly reports, vacant position and emergency help requests, hiring above minimum steps and benefits, and carryovers of compensatory, holiday and vacation hours.
14. Next meeting set for Tuesday, February 17, 2015 at 8:30am.
15. Motion by G. David, second by P. Babcock, to adjourn. Meeting adjourned at 9:06m.

## 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!
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(10.46)	(40.00)	29.54	(40.00)	(29.54)	26.15%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(9.74)	(30.00)	20.26	(30.00)	(20.26)	32.47%
451200	RECORDS & REPORTS	-	(4.17)	-	(50.00)	50.00	(50.00)	(50.00)	0.00%
Totals		-	(10.00)	(20.20)	(120.00)	99.80	(120.00)	(99.80)	16.83%

## 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	11,841.97	16,768.42	174,958.38	201,221.00	(26,262.62)	201,221.00	26,262.62	86.95%
511210	WAGES-REGULAR	-	2,195.25	-	26,343.00	(26,343.00)	26,343.00	26,343.00	0.00%
511220	WAGES-OVERTIME	-	-	5.00	-	5.00	-	(5.00)	#DIV/0!
511240	WAGES-TEMPORARY	-	-	1,613.57	-	1,613.57	-	(1,613.57)	#DIV/0!
511310	WAGES-SICK LEAVE	30.21	-	4,910.94	-	4,910.94	-	(4,910.94)	#DIV/0!
511320	WAGES-VACATION PAY	4,344.24	-	11,551.97	-	11,551.97	-	(11,551.97)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	31.58	380.00	379.00	1.00	379.00	(1.00)	100.26%
511340	WAGES-HOLIDAY PAY	1,586.43	-	7,734.28	-	7,734.28	-	(7,734.28)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	166.17	-	3,109.18	-	3,109.18	-	(3,109.18)	#DIV/0!
512141	SOCIAL SECURITY	1,355.16	1,413.67	15,064.62	16,964.00	(1,899.38)	16,964.00	1,899.38	88.80%
512142	RETIREMENT (EMPLOYER)	1,237.19	1,329.67	14,275.77	15,956.00	(1,680.23)	15,956.00	1,680.23	89.47%
512144	HEALTH INSURANCE	4,927.61	5,116.25	51,822.88	61,395.00	(9,572.12)	61,395.00	9,572.12	84.41%
512145	LIFE INSURANCE	9.13	8.92	109.23	107.00	2.23	107.00	(2.23)	102.08%
512173	DENTAL INSURANCE	52.44	315.00	3,024.85	3,780.00	(755.15)	3,780.00	755.15	80.02%
512128	ARBITRATOR	-	66.67	400.00	800.00	(400.00)	800.00	400.00	50.00%
521219	OTHER PROFESSIONAL SERV	15,149.45	2,078.33	27,585.75	24,940.00	2,645.75	24,940.00	(2,645.75)	110.61%
521220	CONSULTANT	-	1,125.00	-	13,500.00	(13,500.00)	13,500.00	13,500.00	0.00%
521225	SECTION 125	338.72	400.00	4,754.12	4,800.00	(45.88)	4,800.00	45.88	99.04%
521226	ERGONOMICS	-	41.67	120.00	500.00	(380.00)	500.00	380.00	24.00%
521227	POSITION CLASSIFICATIONS	250.00	208.33	3,042.50	2,500.00	542.50	2,500.00	(542.50)	121.70%
521228	LABOR NEGOTIATIONS	-	833.33	11,275.70	10,000.00	1,275.70	10,000.00	(1,275.70)	112.76%
521229	RECRUITMENT RELATED	19.90	125.00	1,079.17	1,500.00	(420.83)	1,500.00	420.83	71.94%
521296	COMPUTER SUPPORT	-	331.50	3,855.03	3,978.00	(122.97)	3,978.00	122.97	96.91%
531105	FLEX PLAN SURPLUS	942.93	-	942.93	-	942.93	-	(942.93)	#DIV/0!
531243	FURNITURE & FURNISHINGS	-	-	299.00	-	299.00	-	(299.00)	#DIV/0!
531298	UNITED PARCEL SERVICE UPS	-	-	13.27	-	13.27	-	(13.27)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWARE	-	350.00	2,807.02	4,200.00	(1,392.98)	4,200.00	1,392.98	66.83%
531311	POSTAGE & BOX RENT	13.43	29.17	290.49	350.00	(59.51)	350.00	59.51	83.00%
531312	OFFICE SUPPLIES	72.48	110.83	1,391.27	1,330.00	61.27	1,330.00	(61.27)	104.61%

531313	PRINTING & DUPLICATING	248.07	83.33	1,159.67	1,000.00	159.67	1,000.00	(159.67)	115.97%
531323	SUBSCRIPTIONS-TAX & LAW	-	594.58	205.80	7,135.00	(6,929.20)	7,135.00	6,929.20	2.88%
531324	MEMBERSHIP DUES	-	62.92	505.41	755.00	(249.59)	755.00	249.59	66.94%
531326	ADVERTISING	-	-	77.23	-	77.23	-	(77.23)	#DIV/0!
531357	EMPLOYEE RECOGNITION	-	-	457.75	-	457.75	-	(457.75)	#DIV/0!
532325	REGISTRATION	-	153.33	1,054.00	1,840.00	(786.00)	1,840.00	786.00	57.28%
532332	MILEAGE	-	80.83	596.09	970.00	(373.91)	970.00	373.91	61.45%
532334	COMMERCIAL TRAVEL	-	66.67	-	800.00	(800.00)	800.00	800.00	0.00%
532335	MEALS	-	25.00	114.59	300.00	(185.41)	300.00	185.41	38.20%
532336	LODGING	-	153.33	550.00	1,840.00	(1,290.00)	1,840.00	1,290.00	29.89%
532339	OTHER TRAVEL & TOLLS	-	-	21.00	-	21.00	-	(21.00)	#DIV/0!
532350	TRAINING MATERIALS	112.33	375.00	1,720.15	4,500.00	(2,779.85)	4,500.00	2,779.85	38.23%
533225	TELEPHONE & FAX	4.79	25.00	95.68	300.00	(204.32)	300.00	204.32	31.89%
571004	IP TELEPHONY ALLOCATION	(85.77)	43.17	389.10	518.00	(128.90)	518.00	128.90	75.12%
571005	DUPLICATING ALLOCATION	(174.51)	15.92	0.61	191.00	(190.39)	191.00	190.39	0.32%
571007	MIS DIRECT CHARGES	-	-	1,048.54	-	1,048.54	-	(1,048.54)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	632.82	480.17	5,914.69	5,762.00	152.69	5,762.00	(152.69)	102.65%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	(94.20)	220.50	2,331.30	2,646.00	(314.70)	2,646.00	314.70	88.11%
591519	OTHER INSURANCE	147.03	99.83	1,173.99	1,198.00	(24.01)	1,198.00	24.01	98.00%
592006	WRS INTEREST	-	-	9.48	-	9.48	-	(9.48)	#DIV/0!

Totals	43,128.02	35,358.17	363,842.00	424,298.00	(60,456.00)	424,298.00	60,456.00	85.75%
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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
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#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	43,128.02	35,348.17	363,821.80	424,178.00	(60,356.20)	424,178.00	60,356.20	85.77%
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Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining
474106	INTERGOVT SHARED SERVICE	(3,081.91)	-	(19,733.79)	-	(19,733.79)	-	19,733.79
Totals		(3,081.91)	-	(19,733.79)	-	(19,733.79)	-	19,733.79

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining
511110	SALARY-PERMANENT REGUL	3,305.60	-	27,698.49	-	27,698.49	-	(27,698.49)
511320	WAGES-VACATION PAY	776.82	-	1,017.46	-	1,017.46	-	(1,017.46)
511340	WAGES-HOLIDAY PAY	405.28	-	1,405.82	-	1,405.82	-	(1,405.82)
511350	WAGES-MISCELLANEOUS(CO	76.74	-	785.98	-	785.98	-	(785.98)
512141	SOCIAL SECURITY	340.95	-	2,356.22	-	2,356.22	-	(2,356.22)
512142	RETIREMENT (EMPLOYER)	314.45	-	2,158.50	-	2,158.50	-	(2,158.50)
512144	HEALTH INSURANCE	(488.45)	-	8,569.65	-	8,569.65	-	(8,569.65)
512145	LIFE INSURANCE	2.33	-	4.66	-	4.66	-	(4.66)
512173	DENTAL INSURANCE	62.77	-	512.77	-	512.77	-	(512.77)
531243	FURNITURE & FURNISHINGS	-	-	219.95	-	219.95	-	(219.95)
531312	OFFICE SUPPLIES	-	-	56.44	-	56.44	-	(56.44)
532325	REGISTRATION	-	-	15.00	-	15.00	-	(15.00)
532332	MILEAGE	-	-	19.04	-	19.04	-	(19.04)
532339	OTHER TRAVEL & TOLLS	-	-	7.75	-	7.75	-	(7.75)
571004	IP TELEPHONY ALLOCATION	129.70	-	129.70	-	129.70	-	(129.70)
591519	OTHER INSURANCE	22.25	-	22.25	-	22.25	-	(22.25)

Totals	4,948.44	-	44,979.68	-	44,979.68	-	(44,979.68)
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining
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Totals	-	-	-	-	-	-	-	-
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Total Business Unit	1,866.53	-	25,245.89	-	25,245.89	-	(25,245.89)
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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	(30,904.92)	(30,904.92)	(30,904.92)	(30,904.92)	(0.00)	(370,859.00)	(339,954.08)	8.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	-	(3.33)	3.33	(40.00)	(40.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	-	(2.50)	2.50	(30.00)	(30.00)	0.00%
Totals		(30,904.92)	(30,910.75)	(30,904.92)	(30,910.75)	5.83	(370,929.00)	(340,024.08)	8.33%

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	16,280.59	17,390.83	16,280.59	17,390.83	(1,110.24)	208,690.00	192,409.41	7.80%
511310	WAGES-SICK LEAVE	61.02	-	61.02	-	61.02	-	(61.02)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	34.08	(34.08)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	977.09	-	977.09	-	977.09	-	(977.09)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	7.62	-	7.62	-	7.62	-	(7.62)	#DIV/0!
512141	SOCIAL SECURITY	1,271.51	1,325.08	1,271.51	1,325.08	(53.57)	15,901.00	14,629.49	8.00%
512142	RETIREMENT (EMPLOYER)	1,178.16	1,184.92	1,178.16	1,184.92	(6.76)	14,219.00	13,040.84	8.29%
512144	HEALTH INSURANCE	4,810.15	4,385.33	4,810.15	4,385.33	424.82	52,624.00	47,813.85	9.14%
512145	LIFE INSURANCE	9.13	9.17	9.13	9.17	(0.04)	110.00	100.87	8.30%
512150	FSA CONTRIBUTION	750.00	62.50	750.00	62.50	687.50	750.00	-	100.00%
512173	DENTAL INSURANCE	322.31	270.00	322.31	270.00	52.31	3,240.00	2,917.69	9.95%
521218	ARBITRATOR	-	66.67	-	66.67	(66.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	1,045.00	1,520.00	(475.00)	18,240.00	17,195.00	5.73%
521220	CONSULTANT	-	416.67	-	416.67	(416.67)	5,000.00	5,000.00	0.00%
521225	SECTION 125	3,211.92	583.33	3,211.92	583.33	2,628.59	7,000.00	3,788.08	45.88%
521226	ERGONOMICS	-	20.83	-	20.83	(20.83)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	312.50	(312.50)	3,750.00	3,750.00	0.00%
521229	RECRUITMENT RELATED	42.29	104.17	42.29	104.17	(61.88)	1,250.00	1,207.71	3.38%
521296	COMPUTER SUPPORT	4,009.73	337.33	4,009.73	337.33	3,672.40	4,048.00	38.27	99.05%
531303	COMPUTER EQUIPMT & SOFTWA	815.72	291.67	815.72	291.67	524.05	3,500.00	2,684.28	23.31%
531311	POSTAGE & BOX RENT	25.27	29.17	25.27	29.17	(3.90)	350.00	324.73	7.22%
531312	OFFICE SUPPLIES	1.11	110.83	1.11	110.83	(109.72)	1,330.00	1,328.89	0.08%
531313	PRINTING & DUPLICATING	45.67	83.33	45.67	83.33	(37.66)	1,000.00	954.33	4.57%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	-	133.33	(133.33)	1,600.00	1,600.00	0.00%
531324	MEMBERSHIP DUES	439.59	42.50	439.59	42.50	397.09	510.00	70.41	86.19%
531326	ADVERTISING	-	10.42	-	10.42	(10.42)	125.00	125.00	0.00%
531357	EMPLOYEE RECOGNITION	124.58	500.00	124.58	500.00	(375.42)	6,000.00	5,875.42	2.08%
532325	REGISTRATION	125.00	165.00	125.00	165.00	(40.00)	1,980.00	1,855.00	6.31%
532332	MILEAGE	54.06	48.25	54.06	48.25	5.81	579.00	524.94	9.34%



532334	COMMERCIAL TRAVEL	-	41.67	-	41.67	(41.67)	500.00	500.00	0.00%
532335	MEALS	-	30.83	-	30.83	(30.83)	370.00	370.00	0.00%
532336	LODGING	140.00	175.83	140.00	175.83	(35.83)	2,110.00	1,970.00	6.64%
532339	OTHER TRAVEL & TOLLS	34.00	-	34.00	-	34.00	-	(34.00)	#DIV/0!
532350	TRAINING MATERIALS	2,144.30	333.33	2,144.30	333.33	1,810.97	4,000.00	1,855.70	53.61%
533225	TELEPHONE & FAX	-	14.17	-	14.17	(14.17)	170.00	170.00	0.00%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	45.67	45.58	0.09	547.00	501.33	8.35%
571005	DUPLICATING ALLOCATION	98.00	98.00	98.00	98.00	-	1,176.00	1,078.00	8.33%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	643.42	643.50	(0.08)	7,722.00	7,078.58	8.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.58	193.58	193.58	193.58	(0.00)	2,323.00	2,129.42	8.33%
591519	OTHER INSURANCE	93.36	96.33	93.36	96.33	(2.97)	1,156.00	1,062.64	8.08%

Totals	38,999.85	31,110.75	38,999.85	31,110.75	7,889.10	373,329.00	334,329.15	10.45%
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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
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#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	8,094.93	200.00	8,094.93	200.00	7,894.93	2,400.00	(5,694.93)	337.29%
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## 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	(3,771.08)	(3,771.08)	(3,771.08)	(3,771.08)	0.00	(45,253.00)	(41,481.92)	8.33%
474106	INTERGOVT SHARED SERVICES	(2,823.81)	(3,433.92)	(2,823.81)	(3,433.92)	610.11	(41,207.00)	(38,383.19)	6.85%
<b>Totals</b>		<b>(6,594.89)</b>	<b>(7,205.00)</b>	<b>(6,594.89)</b>	<b>(7,205.00)</b>	<b>610.11</b>	<b>(86,460.00)</b>	<b>(79,865.11)</b>	<b>7.63%</b>

## 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	3,453.35	4,489.83	3,453.35	4,489.83	(1,036.48)	53,878.00	50,424.65	6.41%
511310	WAGES-SICK LEAVE	639.51	-	639.51	-	639.51	-	(639.51)	#DIV/0!
511340	WAGES-HOLIDAY PAY	409.28	-	409.28	-	409.28	-	(409.28)	#DIV/0!
512141	SOCIAL SECURITY	329.87	343.50	329.87	343.50	(13.63)	4,122.00	3,792.13	8.00%
512142	RETIREMENT (EMPLOYER)	306.14	305.33	306.14	305.33	0.81	3,664.00	3,357.86	8.36%
512144	HEALTH INSURANCE	1,482.79	1,325.17	1,482.79	1,325.17	157.62	15,902.00	14,419.21	9.32%
512145	LIFE INSURANCE	2.33	3.00	2.33	3.00	(0.67)	36.00	33.67	6.47%
512150	FSA CONTRIBUTION	250.00	20.83	250.00	20.83	229.17	250.00	-	100.00%
512173	DENTAL INSURANCE	111.33	90.00	111.33	90.00	21.33	1,080.00	968.67	10.31%
531311	POSTAGE & BOX RENT	-	1.67	-	1.67	(1.67)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	1.45	-	1.45	-	1.45	-	(1.45)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	4.17	(4.17)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	183.33	-	183.33	(183.33)	2,200.00	2,200.00	0.00%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	100.00	(100.00)	1,200.00	1,200.00	0.00%
532325	REGISTRATION	95.00	50.83	95.00	50.83	44.17	610.00	515.00	15.57%
532332	MILEAGE	-	6.25	-	6.25	(6.25)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	6.25	(6.25)	75.00	75.00	0.00%
532336	LODGING	-	11.67	-	11.67	(11.67)	140.00	140.00	0.00%
532350	TRAINING MATERIALS	-	140.00	-	140.00	(140.00)	1,680.00	1,680.00	0.00%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	15.25	15.25	-	183.00	167.75	8.33%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	75.67	75.67	0.00	908.00	832.33	8.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.25	32.25	32.25	32.25	-	387.00	354.75	8.33%

Totals	7,204.22	7,205.00	7,204.22	7,205.00	(0.78)	86,460.00	79,255.78	8.33%
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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
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	609.33	-	609.33	-	609.33	-	(609.33)	#DIV/0!
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	<b>DEPARTMENT</b>	<b>Job Title</b>	<b>End Date</b>	<b>Start Date</b>		<b>Years</b>	<b>Months</b>
Carson, Douglas	Human Services	Benefits Specialist	1/27/2015	8/21/2007	7.40	7.00	5.00
Skelly, Denise	JCSO	Clerk/Typist	3/31/2015	7/7/2003	11.70	11.00	9.00
Kexel, Donna	Human Services	Admin. Ass't. II	1/2/2015	9/11/1996	18.30	18.00	4.00
Delger, Karin	Human Services	CSP II	3/13/2015	2/19/2003	12.10	12.00	1.00

### Jefferson County Safety Program

- Safety Statement
- Stepping Stones to Success
- Regulatory Compliance
- Safety Audit Findings And Prioritize
- Corrective Actions
- Increased Employee Training
- 2015 Safety Goals for Jefferson County

### Compliance Guidelines To Follow

- Wisconsin Department of Safety and Professional Services.
  - SPS 332 Employee Health and Safety
    - Occupational Safety and Health Administration OSHA (332-15)
    - Other regulatory agencies that we must comply with in some instances include:
      - » Mine Safety and Health Administration (MSHA)
      - » Department of Transportation (DOT)
      - » National Fire Protection Association (NFPA)

### Jefferson County Safety Statement

- It's the goal of Jefferson County to provide a place of employment free from recognized hazards in order to provide the safest possible working conditions.
- It is our desire and intent that the consideration of safety and health for both our employees and the general public in the performance of daily assignments bear as high a priority as the decision to commit funds or complete other tasks which must be done.

### 2014 Safety Audit Targets

- Life Safety
- Chemical Safety, Storage and Management
  - Risk Management
- Electrical
- Housekeeping
- Policies
- Employee Knowledge
- Employee Training

### Stepping Stones to Success

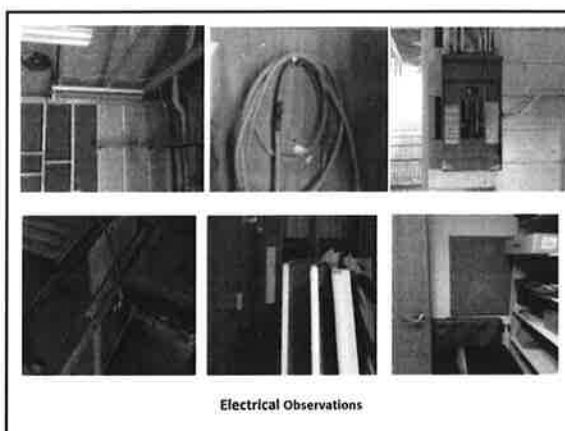
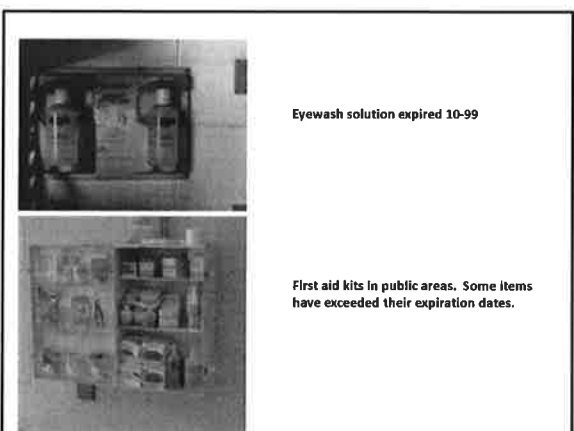
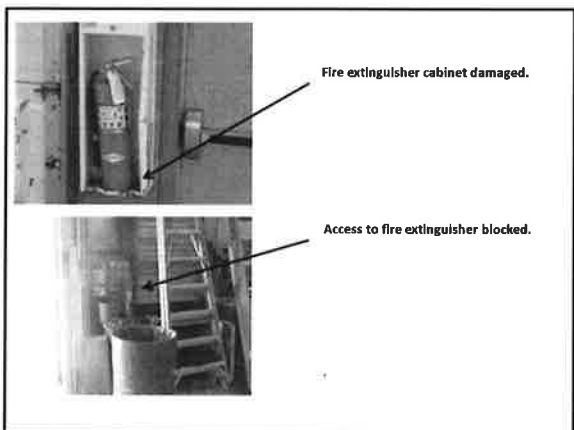
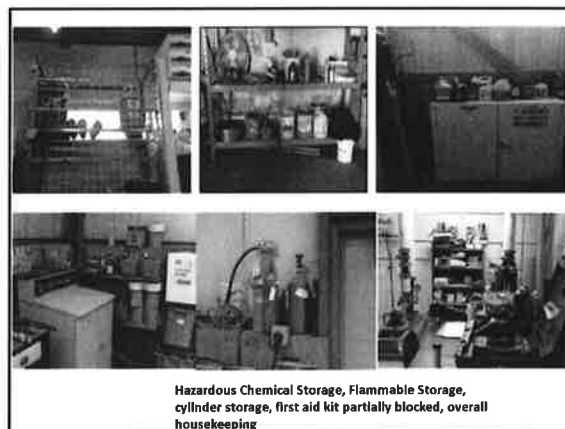
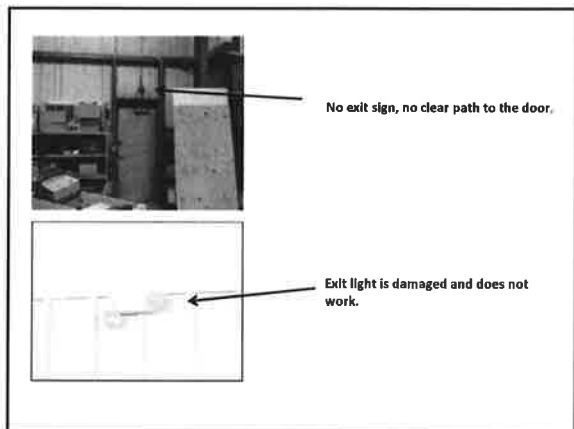
- Department Heads must drive employee safety and health for their department.
- Empower managers and supervisors to act on their behalf to drive employee safety.
- Provide the necessary training and tools for employees in order to perform their jobs safely.
- Encourage employee involvement in identifying unsafe acts and conditions.
- Ensure that all employees are following County safety policies.

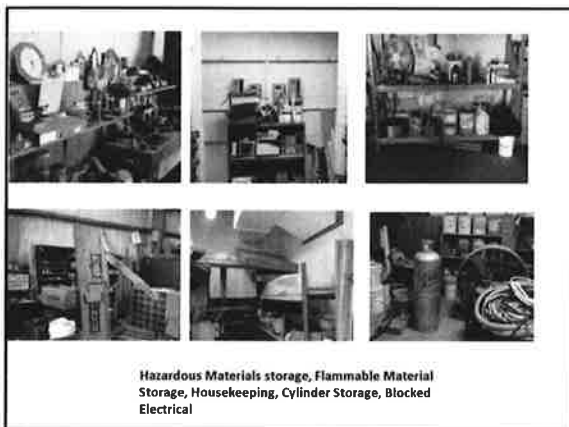


Designated aisle completely blocked Leading to exit.



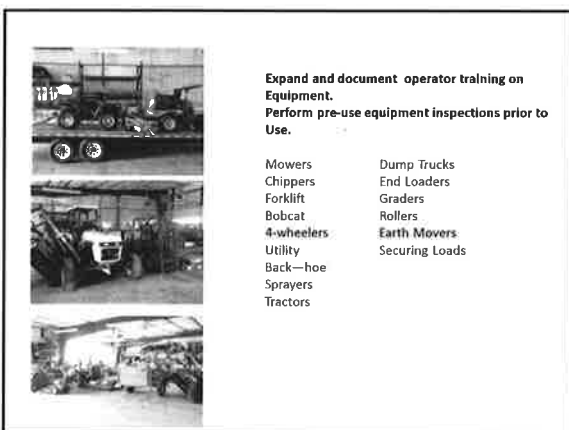
No access to exit door.





### County Wide Accomplishments To Date

- Moved paints and other flammables to proper storage areas.
- Welding cylinders relocated away from electrical panels.
- Areas in front of electrical panels cleared.
- Installed hooks to store air hoses / water hoses.
- Lift slings have been inspected. Damaged / worn slings disposed of.
- Started pre-trip inspection on some equipment and vehicles. Will continue to work towards all equipment.
- Cleared off tops of lockers and cabinets and discarded items no longer needed.
- Process of ordering guards for equipment that are missing or damaged.



### County Wide Accomplishments To Date

- Removed chain lift from service.
- Removed damaged bench grinder from service.
- Obtained additional chemical / flammable storage cabinets.
- Chemical audits performed / in progress.
- Labeled secondary containers.
- Added hooks for securing ladders.
- Grounded fire rated cabinets.
- Extension cords inspections and removed damaged cords from use

### Prioritized Audit Findings

- Life Safety
- Hazard Communication / Global Harmonized System (GHS)
  - Update Policy
  - Chemical Inventory
  - MSDS / SDS
  - Container labeling
  - Purge chemicals and materials
  - Fire rated cabinets
  - Spill containment
- Update All Safety Policies
- Employee Safety Training / Awareness Training

### County Wide Accomplishments To Date

- Repaired damaged cord ends for power tools.
- Performed a "Clean Sweep" of paints and chemicals and discarded those items not needed.
- Cleared areas in front of fire extinguishers.
- Replaced smoke detector that was not working.
- Cleared items from under stairway. Stored elsewhere or discarded items not needed.
- Removed items from aisles and cleared areas in front of exits.
- Started documenting monthly life safety inspections for exit lights, emergency lights, eyewash stations, fire extinguishers etc.

## Sustainability

- **2 X Yearly Full Safety Audit**
  - Document progress / problem areas
  - Constant improvement
- **Job site safety**
  - Perform hazard assessment prior to starting project
- **Routine safety walkthroughs**
- **Housekeeping and Equipment**
  - Develop Housekeeping Standards
  - Equipment and Tool Inspections
  - Monitor continuously
  - Report unsafe conditions
- **Countywide Safety Committee**
- **Quarterly Safety Update At Department Head Safety Meetings**
- **Constant Drip**
  - Monthly safety training for authorized employees
  - Toolbox safety awareness for all other employees

## Employee Training And Awareness

- **Awareness Training:**
- All employees need safety awareness training regardless of their position. Examples include but are not limited to:
  - Emergency Management Procedures:
    - Severe Weather / Building Evacuation Drills
    - Flip Charts
  - Basic Electrical Safety Awareness.
  - Hazard Communication Awareness.
  - Slip, Trips, and Falls.
  - Back Safety , Safe Lifting . (strains and sprains)
- **Specialized Training:**
  - Equipment and vehicle training.
  - Pre-shift or pre-use inspection training.
  - Lock Out Tag Out.
  - Hazard Communication.(GHS)
  - Electrical Safety / Awareness.
  - Personal Protective Equipment. (PPE)
    - Fall Protection
    - Respirator Training
  - Spill prevention and clean up.

## Jefferson County Safety Objectives 2015

- Update County safety policies that will touch all departments in some way.
- Compliant with GHS 2015 Milestones
- Accident, Incident, Near- Miss Investigations
  - Determine root cause
  - Determine corrective actions
  - Owner of corrective actions
  - Time frame for completion of corrective actions
- Countywide Safety Committee
- County vehicle use policy
- Contractor safety policy



## NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: FAIR PARK

Subdepartment/Unit: \_\_\_\_\_

Proposed Job Title: POOL STAFF

Requested by: DAVID DIESTLER

Please provide a brief summary of the purpose and duties of the new position.

NEED ADDITIONAL STAFF TO FILL IN  
FOR REGULAR STAFF. PAST YEAR REGULAR STAFF  
HOURS HAVE BEEN REDUCED FOR TIME OFF REQUESTS,  
MEDICAL ISSUES, NOT WANTING TO WORK EVERY WEEKEND, ETC.

What are the consequences if this position is not approved?

WE COULD BE SHORT STAFF & NOT HAVE  
ENOUGH MANPOWER TO SET UP FOR EVENTS

How would this position be funded?

WE WOULD USE THE EXISTING STAFF HOURS.  
NO ADDITIONAL HOURS OR FUNDING REQUIRED.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

1,000 & 600 HOUR STAFF EMPLOYEES WOULD  
HAVE THEIR HOURS REDUCED BY POOL STAFF  
HOURS.

**RESOLUTION NO. 2014-\_\_\_\_\_**

**Create a pool of Laborer positions at the Fair Park**

Executive Summary

In 2014 the Fair Park hosted 228 events over 239 days, sometimes with two or three events occurring on the same day. The Fair Park is currently staffed with a full-time Director, a full-time Supervisor, two full-time Administrative Assistant IIs, a full-time Maintenance Worker II, a summer Office Assistant, a summer Laborer, three Occasional Part-time Grounds Workers (1000 hours/year) and two on-site Caretakers. The need for staffing on any particular day is driven by the event(s) that are scheduled. This may require only one person or may require everyone that is available. In order to ensure events are successful, overtime results when extra staff is needed or current staff are not available.

The 2015 Fair Park event schedule is very similar to the schedule in 2014. Additional pool Laborer staff at the Fair Park will reduce the overtime and increase the services to Fair Park attendees and guests. Therefore, it is recommended to create a pool of Laborers, who will be utilized when other staff are not available or when additional staffing is needed. Funding for the pool Laborers is available from the hours not worked by other staff.

\_\_\_\_\_  
WHEREAS, the Fair Park Director and the Fair Park Committee request, and the Human Resources Committee recommends, the creation of pool Laborer positions at the Fair Park to reduce overtime and better serve the guests of the Jefferson County Fair Park.

NOW, THEREFORE, BE IT RESOLVED that the 2015 County Budget setting forth position allocations at the Fair Park Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: The cost for the pool of Laborer positions is dependent on how often pool is needed to when other staff are not available. Pool Laborers will be compensated with savings of unpaid time of other staff. Therefore, no tax levy is required.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

04-21-15

Terri M. Palm: 03-13-15

APPROVED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_



## JEFFERSON COUNTY HUMAN RESOURCES

Courthouse  
311 South Center Avenue - Room 111  
JEFFERSON, WISCONSIN 53549  
Telephone (920) 674-7102  
Fax (920) 675-0068

**TERRI PALM KOSTROSKI**  
Director - Human Resources

**TONIA MINDEMANN**  
Human Resources Specialist

**ELLEN M. BRAATZ**  
Benefits Administrator

March 3, 2015

Dear Julie:

We are pleased to confirm the transfer of positions with Jefferson County from Child Protective Services Ongoing Professional to Community Support Program II, contingent of obtaining your Master's Degree in the Social Work/Human Services field in May, 2015. The effective date of this transfer is scheduled to occur Monday, March 23, 2015. As these two positions are both classified non-exempt and in the same pay grade, your current pay and benefits will remain unchanged and your next review date for a step increase will remain October 2, 2015.

Congratulations on your new position with the County!

Sincerely,

Terri M Palm  
Human Resources Director

Cc: Kathi Cauley  
Marjorie Thorman

**Report to Human Resources Committee  
March 17, 2015**

**Monthly Accomplishments/Goals:**

- January and February reports distributed in packet

**Vacant Position requests authorized to fill.** The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the January, 2015 Human Resources Committee meeting:

**Clerk of Courts.**

- Child Custody Evaluator - FT
- Deputy Court Clerk I/II – FT

**Corporation Counsel**

- Assistant Corporation Counsel – FT (80% Child Support; 20% Corporation Counsel)

**Fair Park**

- Caretaker – PT x 2
- Grounds Worker – Occasional Part Time (1000 hours) x 2
- Laborer – Seasonal
- Laborer – Pool (Pending Board approval)

**Health Department**

- Associate Register Nurse, Jail – Pool

**Highway Department**

- Highway Worker - FT
- Laborer – summer help

**Human Services**

- Aging and Disability Resource Specialist I - PT
- Child Protective Services Ongoing Professional - FT
- Community Support Program Professional –
- Intake/Oncall Worker – FT

**Medical Examiner**

- Investigators – PT

**MIS**

- Senior Systems Analyst – FT

**Parks Department**

- Grounds Worker – Occasional Part Time (1000 hours) x 2
- Laborer – Seasonal

**UW Extension**

- 4-H Assistant – Summer Intern

**Emergency Help Requests.** The following were emergency help requests approved since the January Human Resources Committee meeting:

- **Fairgrounds** – Assistance to cover for leave of absences/vacancies

**Hiring Above Minimum Step and/or Additional Benefits.**

- Bethany Dehnert was a former employee who was hired back as a pool Group Home Worker position. She applied for the part-time Group Home Worker position and was hired at her pool rate, just above mid-point of appropriate grade. Agreement to maintain this rate and move into the next step providing an increase upon her anniversary date and satisfactory employment.

Respectively submitted,

A handwritten signature in cursive script, reading "Terri M Palm".

Terri M Palm  
Human Resources Director



**JEFFERSON COUNTY  
HUMAN RESOURCES**  
**Courthouse**  
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**TERRI PALM KOSTROSKI**  
Director - Human Resources

**ELLEN M. BRAATZ**  
Benefits Administrator

**TONIA MINDEMANN**  
Human Resources Specialist

**Human Resources Department**  
**Monthly Report**  
**January, 2015**

Issues/Items for January, 2015:

- Personnel issues:
  - 1 reassignment of duties/hours accommodation under ADAAA
  - 4 performance-related concerns, 2 resulting in voluntary resignations and 2 remain pending
  - 1 referral to the County's Employee Assistance Program
  - 1 employee health-related concerns
  - 1 safety in the workplace concern
  - 1 bullying in the workplace complaint
  - 1 contested performance evaluation
  - 1 termination
  - 1 Fair Labors Standards Act concern
- Trainings
  - Staff attended "Electrical Training" training in Madison, WI
  - Attended Wisconsin Public Employer Labor Relations Association (WPELRA) conference in Madison, WI
- Employee Recognition/Wellness
  - Distributed "Happy Thursday" candybars
  - Coordinated Lunch and Break time for Child Support and Central Services as winners of the "Ugly Sweater" contest.
- Recruited for 11 new positions and received/reviewed 148 applications.
- Processed 5 new hires.
- Processed 10 employee separations.
- Completed and/or reviewed 7 reference checks and 2 education checks and 1 caregiver background check on 3 candidates, of which 3 applicants were extended an offer and 2 applicants accepted. 1 denied offer due to wages.

- Completed 6 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Implemented reclassifications for 5 employees.
- Monitored 43 active approved FMLA requests, both new and continuing.
- Received 4 First Report of Injuries, all 4 were reportable.
- Computed 1% pay increases for all non-represented employees and a 2.5% increase for Sworn, represented staff.
- Completed one open records requests for Classification/Compensation data.
- Completed one Performance Evaluations for Human Resources staff.

Action Items for February, 2015:

- Complete 10 job descriptions.
- Update Classification listing for 2015.
- Calculate, approve and adjust accruals for 2015.
- Coordinate training for employees on addressing angry customers.
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Schedule a recognition event at Sheriff, Fair grounds and Parks departments.
- Complete HIPAA training for appropriate staff.

Respectfully Submitted,



Terri M Palm  
Human Resources Director



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HUMAN RESOURCES**  
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**TERRI PALM KOSTROSKI**  
Director - Human Resources

**ELLEN M. BRAATZ**  
Benefits Administrator

**TONIA MINDEMANN**  
Human Resources Specialist

**Human Resources Department**  
**Monthly Report**  
**February, 2015**

Issues/Items for February, 2015:

- **Personnel issues:**
  - 5 performance-related concerns/investigatory issues, resulting in 1 reassignment of job duties, 1 issue dismissed and 3 still under investigation/pending action
  - 1 referral to the County's Employee Assistance Program
  - 2 employee health-related concerns
  - 1 office-station ergonomic evaluation
  - 1 bullying in the workplace complaint
  - 1 termination of employment
- **Trainings**
  - Staff attended "OSHA Refresher Training" training in Madison, WI
  - Attended "Legal Issues in Performance Evaluations" training in Madison, WI
  - Presented a Safety Orientation session to department heads on February 11
- **Employee Recognition/Wellness**
  - Coordinated information for "Hug A G.I. Day" scheduled for March 4
- **Recruitment and Retention**
  - Recruited for 8 new positions and received/reviewed 146 applications
  - Processed 5 new hires.
  - Processed 3 employee separations.
  - Completed and/or reviewed 24 reference checks and 5 education checks and 6 caregiver background check on 7 candidates, of which 7 applicants were extended an offer and 6 applicants accepted. 1 denied offer due to another job offer with higher wages.
- **Employment Law**
  - Resolved 2 Unemployment Claims.
  - Monitored 58 active approved FMLA requests, both new and continuing.
  - Received 9 First Report of Injuries, all 1 were reportable.



- Miscellaneous
  - Completed 5 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
  - Completed one open records requests for employment reference check.
  - Completed one Performance Evaluations for Human Resources staff.
  - Completed Update on Human Resources Department section of 2007 Administrative Audit and reported to Task Force Committee.
  - Calculated, approved and adjusted accruals for 2015.

Action Items for March, 2015:

- Complete 10 job descriptions.
- Update Classification listing for 2015.
- Coordinate training for employees on addressing angry customers.
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Schedule one recognition event.
- Complete HIPAA training for appropriate staff.
- Attend Affordable Care Act Reporting training.
- Compile Safety Data Sheets for Drug Task Force.

Respectfully Submitted,



Terri M Palm  
Human Resources Director