

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

**Tuesday, March 15, 2016 @ 8:00 a.m.**

Committee Members: James Braughler, Chair; Jim Mode, Vice-Chair; Greg David, Secretary; 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. Communications
7. Approval of February 16, 2016 minutes
8. First quarter, 2016, Retirement Recognitions to be presented to County Board
9. Discussion and possible action to eliminate one vacant part-time Disabled Benefit Specialist position, eliminate one vacant part-time ADRC Specialist position, eliminate one part-time Elderly Benefit and create one full-time Elderly and Disabled Benefit Specialist position at Human Services
10. Discussion on assigning future agenda items on Task Force assignments – Review Human Resources policy and operations countywide in classification and compensation; Enterprise Resource Planning software technology options; Professional development and training opportunities; recruitment and retention strategies; succession planning strategies
11. Discussion and possible action to amend the County's HIPAA Notice of Privacy Practices
12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Wisconsin Statutes Section 19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the County with respect to litigation regarding an Equal Employment Opportunity claim in which it is or is likely to become involved.
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Review Human Resources Department monthly Financial Report from December, 2015

15. Report from Human Resources Director
  - a. Human Resources January and February, 2016 monthly Reports
  - b. Vacant Position requests
  - c. Emergency Help requests
  - d. Summary of additional step(s) and/or benefits offered to new and current employees
  - e. Reclassification Recommendations
  - f. Leave of Absences approvals
16. Set next meeting date and agenda
17. Adjournment

**Next scheduled meeting: Tuesday, April 19, 2016 @ 8:30am.**

***A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.***

***Individuals requiring special accommodations for attendance at this 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**  
**February 16, 2016 @ 8:30am**  
**Jefferson County Courthouse, Room 112**

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:30am.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Greg David (Secretary). Paul Babcock, and Michael Wineke. Excused: Others present: Staci Hoffman, Terri Palm, Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Recommendation of the reclassification request for the Register of Deeds position was distributed.
7. Approval of the February 4, 2016 minutes. **Motion by J. Mode, second by P. Babcock, to approve the February 4, 2016 minutes as amended, by including a second to item #9.** Motion approved as amended 4:0, with 1 abstain (G. David).
8. Discussion and possible action establishing wages and benefits for the 2017-2020 term for the constitutional elected officials of County Clerk, Register of Deeds and Treasurer. **Motion by M. Wineke, second by G. David, to recommend salaries as proposed, starting at step 7 of applicable pay grade, with a 1% for each year of the four year term.** Motion carried 5:0.
9. Next Meeting date and agenda items: Next scheduled meeting set for **Tuesday, March 15, 2016 @ 8:30am.**
10. Adjournment: **Motion by G. David, second by J. Mode.** Motion Carried 5:0. Meeting adjourned at 8:39a.m.



Name	Department	Job Title	End Date	Start Date		Years	Months
Zellick, Susan	Human Services	Economic Support Specialist II	1/6/2016	3/22/2004	11.80	11.00	10.00
Kircher, Allan	Central Services	Central Service Worker	1/4/2016	8/4/2003	12.40	12.00	5.00
Gerstner, Susan	Human Services	Behavioral Health Specialist	1/5/2016	7/15/1985	30.50	30.00	6.00
Draeger, Allen	Highway	Highway Worker	1/8/2016	6/27/1988	27.60	27.00	7.00
Hake, Marsha	Health Department	Public Health Nurse	3/18/2016	7/13/1982	33.70	33.00	9.00



## NEW POSITION COVER FORM

This is a request for 1 new position

Department/Facility: Human Services

Subdepartment/Unit: Aging Division

Proposed Job Title: 1 Full time Elderly and Disabled Benefit Specialist

Requested by: Kathi Cauley

**Provide a brief summary of the purpose and duties of the new position.**

We currently have one part time Elderly Benefit Specialist position. Alyssa Kulpa is in this position.

We have one part time Disabled Benefit Specialist and one part time ADRC Specialist position. Both of these positions are empty at this time.

All three positions have experienced high turnover and have been very difficult to recruit for.

We would like to combine these positions into one full time Benefit Specialist position.

**What are the consequences if this position is not approved?**

If this position is not approved we will not meet our ADRC contract obligations and not be able to meet the need for benefit counseling. Additionally, the part time Elderly Benefit Specialist is actively seeking full time employment. .

**How would this position be funded?**

ADRC funds per the contract with the State..

**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.**

Part time workers were responsible. WE have one remaining part time worker and we believe she would apply.

**Please indicate what, if any, staffing changes you foresee in the next 5 years.**

We are uncertain what changes may come in the State contract in 2 years. We do have a rapidly growing number of elderly citizens who are in need of these services.

## **REQUEST TO FILL A NEW POSITION**

- 1. Position to be filled: Benefit Specialist full time**

**Department/Unit:** Human Services

**Approximate Hours:** 40 hrs./week

**Grade 6 20.90 per hour \$68,814 with health & retirement**

- 2. Why is the position vacant?** This position is new. .

- 3. What efforts have you made to change the position?**

3 part time to 1 full time

- 4. What would happen if the position is not filled?**

First, we would not spend our State allocation and have to return funds.

Secondly, we would have to pay social workers, with higher salaries and high case loads, to do this work. Lastly, elderly and disabled citizens would not have the benefit counseling and enrollment that is needed. This would increase county levy costs.

- 5. Your recommendation, including anticipated date to fill?** I am requesting to fill these positions on 4/12/14 after County Board approval.

**Submitted by:** Kathi Cauley, Director  
Human Services

**Date:** 3/1/16



RESOLUTION NO. 2015-\_\_\_\_\_

**Eliminate a part-time Elder Benefits Specialist position, a vacant part-time Disabled Benefit Specialist position, a vacant part-time Aging & Disability Resource Specialist I position and create one full-time Elderly and Disabled Benefit Specialist position at Human Services**

Executive Summary

Jefferson County currently has one full-time and one part-time Elder Benefits Specialist positions that provide benefit counseling and education, legal information, advocacy and representation to County residents 60 years of age or older. The County also has one full-time and one *vacant* part-time Disabled Benefit Specialist position, which provide similar services to disabled, adult residents. In addition, the County has four Aging and Disability Resource Specialist I/II positions and one *vacant* part-time Aging and Disability Resource Specialist I position that provide a variety of counselling services to the elder and disabled adults of Jefferson County. With the intensifying need and demand to provide these crucial services, and with the fast-growing population of both elderly and disabled adults in Jefferson County, it is becoming even more critical to provide consistency to these residents. Unfortunately, there has been a high-level of turnover in the non-benefited, part-time positions, hindering the ability to provide consistent continuity of care.

The Human Services Director, with the support of the Human Services Board and the County Administrator, is requesting the elimination of one part-time Elder Benefits Specialist position, one *vacant* part-time Disability Benefits Specialist, one *vacant* part-time Aging and Disability Resource Specialist I position and creation of one full-time Elder and Disabled Benefits Specialist. This new position would provide services to *both* the elderly and disabled adult citizens of Jefferson County. Although the part-time Elder Benefits Specialist position is currently filled, the incumbent will have the opportunity to apply for the full-time position. Additional federal and state funding is available to cover any additional expenses of a full-time position. On March 15, 2016, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the elimination of the three aforementioned part-time positions and creation of the full-time Elder and Disabled Benefits Specialist position at Human Services.

WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the elimination of one part-time Elder Benefits Specialist position, one *vacant* Disability Benefits Specialist position, one *vacant* part-time Aging and Disability Resources I position and the creation of one full-time Elder and Disability Benefits Specialist to provide consistent continuity of services to both County residents 60 years of age and older *and* disabled adult residents.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: The annual difference of cost by eliminating the three part-time Elder Benefits Specialist, Disability Benefits Specialist and Aging and Disability Resource Specialist I positions and creating a full-time Elder and Disability Benefits Specialist is an additional \$2,673. This position is fully funded by Federal and State dollars available with the ADRC contract and Federal Draw Down. Although, no tax levy is required, a budget amendment is required for the additional Federal Draw Down. County Board approval requires a two-thirds vote of the entire membership (20 votes of the 30 member County Board).*

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

Requested by  
Human Resources Committee

04-19-16

Terri M. Palm: 03-10-16

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



# Area of Emphasis #1 - Financial/Budget Condition of County

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date/Status	Mis. Notes	Near Term	Mid Term	Long Term
A - Continuous Quality Improvement (CQI)	Provide recommendations to develop a comprehensive CQI program County Wide	Ben Wehmeier; Kathi Cauley; Brian Lamers; Lean Participates	Task Force	August		Continue with Waukesha County - Fall 15	Fully Implement Program Locally	CQI fully established across County
B - Smart Growth/Economics	Develop an overview of information related to growth in the county and education of plans, studies and community feedback.	Rob Klotz, Genevieve Borich, Andy Erdman, UWX Resources	Presentation - Task Force and JCEDC;	July	*Note - look at in house planning staff (combine with grant writing potential)			Comprehensive Plan Update & Farmland Preservation Update - funding 2017-2018
C - County Farmland	Review existing studies and market impact; analyze short-term versus long-term financial impacts; policy for proceeds from any sale; Balance reviews with community values to include open space and non-monetary attributes	Planning and Zoning; JCEDC; Land & Water; Finance; Land Use Committees; Infrastructure	Task Force; County Board.	Video & Presentation, presentation on overview of agriculture economy in Jefferson County. Ongoing		Review and update existing county farmland master plan; review use policy		
D - Fund/Balance Policy	Review existing policy and provide recommendations for changes; determine if protocol is needed for when utilized (ex- issuing debt)	Finance Committee	County Board	Recently reviewed with Finance Committee included language for emergency purposes				
E - Alternates Revenue Sources	Continue to explore revenue opportunities to support County provided services	Department Heads	County Administrator	Part of Budget Process. Ongoing		Maintain process Look at fund raising options; grant; private sector; Jefferson Foundation/endowment/ doner advise fund; fee for service.		
F - Transportation Plan	Work to Develop a cohesive transportation plan that covers a diversity of needs (Infrastructure; Human Services; Workforce Development; Economic Issues; Alternative Transportation)	Currently have a Transportation Working Group	County Administrator; MIS; Boards and Committees	Focus on Rail and Immediate transportation needs first. Combine work in updating the plans by 2017. Ongoing		look at specifically workforce issues - engage with municipalities and private sector/non-for-profit; workforce development board; transportation summit (local COG)		Comprehensive Plan Update (transportation emphasis) - 2017-2018
G - Develop Priority Based Budgeting	Develop a formalized process within the County that helps prioritize based on County's strategic goals and captures formal and informal priorities	County Administrator; Finance Director; Department Head; County Board	Finance Committee; County Board	FY 2017				

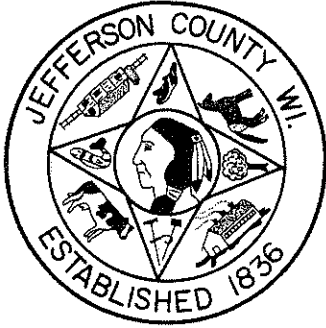
## Area of Emphasis #2 - Staff/Work Environment

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date/Status	Mis. Notes	Near Term	Mid Term	Long Term
A - Review HR Policy and Operations County Wide in the following areas: (1) Analysis of OT and Sick Time utilization; (2) non-monetary incentives; (3) structure and status of staff; (4) benefit & compensation studies; (5) market studies (equity policy); (6) classification study review	Review current levels of OT and Sick Time usage and determine if policy changes may assist in reduction; review department specific pay (i.e. Hazard Duty); and how PTO is allocated	Respective Department Heads should review with specific emphasis on Sheriff and Highway Department due to sizes of expenditures with support from CA, HR and Finance	County Administrator and Human Resource Committee	FY 16 to coordinate planning for FY 17 Budget and negotiations.	OT beyond budget should not exceed 10% in respective budgets; Large Departments will develop work groups to assist in engagement process to include utilization of CQI processes.			
B(1) - Technology - ERP	Issue an RFP for an ERP system	Finance Director	County Administrator	Currently working with Dodge County to put together an RFP. Budget Time				Budget in 2016 and 2017
B(2) - Technology - Security	On-going evaluation of security balanced with operational needs	MIS	County Administrator; Infrastructure	Ongoing	Look at policies for ability to work out of office while maintaining security requirements			
B(3) - Technology - long term plan	Continue to evaluate evolving change in technology working with DH on impacts and ROI	MIS	County Administrator; Infrastructure	Ongoing	Costs for systems continue to grow			
C(1) - HR - Training	Work with staff to further enhance training opportunities and focus on leadership and best management practices.	HR Director; DH	HR Committee; County Administrator	Ongoing				
C(2) - HR - Recruitment and Retention	Continue on-going analysis with internal and external comparables to ensure the County is able to retain and recruit qualified staff. This may include reviewing the classification versus market conditions.	HR Director; DH; CA	HR Committee	Ongoing	Joint Committee (Admin & Rules; HR; Finance) to begin discussion on these issues; looking for further education to the County Board			
C(3) - HR - Succession Planning	Work with DHs on mid to long term transitions to ensure senior management staff is prepared in moving forward.	County Administrator	HR Committee; Admin & Rules	Currently working with certain departments on this. Ongoing				
D - Facilities	Respective staff works to develop a facilities assessment to develop a long range plan for maintaining the County's facilities in a economically sustainable fashion.	Central Services Director; Human Services Staff; Highway Staff; Fair Park Staff; County Administrator; Parks	Infrastructure	End of Year		Contract for Condition Assessment	Analyze and develop priorities	Develop Funding Model
E - Fleet Management	Review policy and operations as it relates to take home vehicles, fleet procurement and fleet maintenance	Highway Department; Sheriff; Central Services; Admin; Finance; Human Services; Parks						

## Area of Emphasis #3 - Structure & Governance

<b>Actions</b>	<b>Outcome Goal</b>	<b>Who's Responsible</b>	<b>Reporting Entity</b>	<b>Target Date/Status</b>	<b>Mis. Notes</b>	<b>Near Term</b>	<b>Mid Term</b>	<b>Long Term</b>
<b>A - Develop a Council of Governments (COG)</b>	Develop a formal COG to develop cohesive strategies across the County along with looking for opportunities partner and reduce duplication of services. Looking at opportunities to develop comprehensive consistent policies that reinforces vision - example zoning.	County Board Chair	County Board	Early Fall	Key issues: transportation; zoning; growth; economic development; shared services			
<b>B - Communication with State Agencies and State Legislatures</b>	Develop a process to assist in better engagement with state officials	COG & Admin and Rules		Ongoing				
<b>C - Committee Structure</b>	Review committee structure and number of committees; look for opportunities if consolidating of committees/boards make sense; look at scheduling of committees for process; joint meeting possibilities/committee of the whole	County Board; Administration and Rules; Vice Chairs	County Board	End of year	Initial recommendations to be completed by end of year and forwarded to County Board; intent is to have in place prior to new County Board taking office			
<b>D - County Board Size</b>	Review size of Board to determine what best fits Jefferson County	Administration and Rules; Andy Erdman; Barb Frank; Vice Chairs	County Board	September				
<b>E (1) - Strategic Plan - Update</b>	Review Strategic Plan and determine what updates or refinements need to take place.	Administration and Rules; Vice Chairs	County Board	Ongoing	after april election			
<b>E (2) - Strategic Plan - Action Plan</b>	Develop an Action Plan for the County's Strategic Plan; Review Departments' Action Plans as part of the process for inclusion as needed	County Administrator	Admin & Rules; County Board	Ongoing; Due for update	after april election			
<b>F - Department Structure/ Operation Organization</b>		County Administrator	Admin & Rules; County Board					





**JEFFERSON COUNTY**  
**HUMAN RESOURCES**  
Courthouse Room 111  
JEFFERSON, WISCONSIN 53549  
Telephone (920) 674-7102

TERRI PALM KOSTROSKI  
Human Resources Director

KAREN MUNDT  
Benefits Administrator

CASEY RADTKE  
Human Resources Coordinator

KIM EGGERS  
Safety Coordinator

## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE  
USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS  
INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

We are required by federal and state law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect April 14, 2003, and will remain in effect until we replace it. It describes the practices we follow in administering our health, dental, and long term care policies, and the contracting of the Employee Assistance Program (EAP).

We reserve the right to change our privacy practices and to amend this notice at any time, as long as such changes are consistent with applicable law. We reserve the right to make changes in our privacy practices and notice effective for all health information that we maintain, including health information we created or received before we made the changes. If we make material changes to our practices, we will promptly revise our notice and make it available to you.

### Organizations and Insurance Policies Covered by this Notice

This notice applies to the Group Health Plans (each a "Health Plan" and collectively, the "Plans") maintained by the Plans' sponsor, Jefferson County (the "Plan Sponsor"/"Employer"), and to the dental, and long term care policies, and the Employee Assistance Program (EAP), offered by Jefferson County. This notice applies to all of the Health Plans sponsored by the employer. References to "we" and "us" throughout this notice means the Plans. Each of the Plans will use and disclose your health information as described in this notice and each is obligated to comply with the terms of this notice. The Plans may provide benefits through a health insurance issuer or health maintenance organization ("HMO"). The health insurance issuer or HMO may have its own policies and notice regarding your health information and you should review those notices for information about how the insurance issuer or HMO will handle your medical information that is in its possession.

### Uses and Disclosures of Health Information

We use and disclose health information about you for purposes of payment functions and health care operations.

Health Care Operations: We may use and disclose your health information for a variety of insurance-related activities, such as:

- Quality assessment and improvement activities.
- Activities designed to improve health or reduce health care costs.
- Clinical guideline and protocol development, case management, and care coordination.
- Contacting health care providers with information about treatment alternatives and other related functions.
- Credentialing activities.
- Underwriting, premium rating, or other activities relating to the creation, renewal, or replacement of a contract of health insurance.
- Conducting or arranging for medical review, legal services, and auditing, including fraud and abuse detection programs.
- Business planning and development, including cost management and analyses and formulary development.
- Business management and general administrative activities, such as customer service and resolution of internal grievances.

There are several other situations in which we may be required or permitted to disclose your health information:

Public Benefit: We may use and disclose your health information as authorized by law for the following purposes deemed to be in the public interest or benefit:

- As required by law; for example, when required by a court order in medical malpractice litigation.
- Health oversight activities such as audits, investigations, inspections, licensure, and other proceedings related to oversight of the health care system.
- Judicial and administrative proceedings.
- To law enforcement officials pursuant to a court order or subpoena; for example, to identify a crime victim.
- To coroners, medical examiners, and funeral directors; for example, to identify a deceased person.
- For organ and tissue donation.
- To avert a serious threat to health or safety.
- As authorized by state worker's compensation or similar laws.

Health-Related Products or Services: We may use your health information to contact you about other available health plan coverages that could enhance or substitute for your existing health plan coverage, or concerning health-related products or services that add value to, but are not part of, your plan of benefits. We may disclose your health information to a business associate to assist us in these activities. We may also use your health information to communicate with you for medical case management or to direct or recommend alternative medical treatments, therapies, health care providers, or health care settings. We will not disclose your health information to other entities for marketing purposes.

Restrictions on Other Uses or Disclosures Without Your Written Authorization: Except as described in this notice, we will not use or disclose your health information without written authorization from you. If you do authorize us to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time, and we will no longer use or disclose your health information for the purpose you previously authorized. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect.

#### Your Individual Rights With Respect to Your Health Information

Please see the contact information at the end of this notice about how to implement these rights and find out what costs might be involved.



**Access:** You have the right to inspect and get copies of any of your health information that we have used to make decisions about you. You must make such a request in writing. We have the right to charge you a reasonable fee for expenses associated with your request. We encourage you to contact us to clarify the scope of the information you may be requesting.

**Amendment:** If you believe that your health information records are inaccurate or incomplete, you may request that we amend those records. Your request must be in writing and must explain why the information should be amended. We may deny your request for certain reasons; for example, if the information was not created by us, or if we determine that the information is correct and accurate. If we deny your request, we will provide you with a written explanation, and you may respond with a statement of disagreement which will be appended to the information you want amended.

**Restrictions:** You have the right to request, in writing, additional restrictions on the uses and disclosures of your health information. We are not required to agree to those restrictions.

**Confidential Communication:** You have the right to request that we communicate with you about your health information by reasonable alternative means or at an alternative location if our normal means of communication endangers you. We will attempt to honor reasonable requests for alternative confidential communications.

**Accounting of Disclosures:** We are required to keep a record of certain disclosures of your health information, and you have a right to request a list of these disclosures, which is called an Accounting of Disclosures. This accounting would include, for example, the types of disclosures identified above under the Public Benefit section, if any such disclosures have occurred. Your request must be in writing. We will provide one list per 12-month period free of charge; we may charge you for additional lists.

**Paper Copy of Notice:** You have a right to request and receive a paper copy of this notice at any time. You may also obtain a copy of the current version of this notice at our web site [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).

#### Questions and Complaints

If you want more information about our privacy practices or have questions, please contact the Human Resources Director Terri Palm at 920-674-7103. Alternatively, you may contact us using the information listed at the end of this notice.

If you believe we may have violated your privacy rights, or if you disagree with a decision we made about any of the rights described in this Notice, you may file a complaint with us using the contact information below. You may also file a complaint with the Secretary of U.S. Department of Health and Human Services. We support your right to have your health information treated in a private fashion. We will not retaliate in any way if you choose to file a complaint.

Contact:  
Human Resources Benefits Administrator, Privacy Officer  
Jefferson County Courthouse, Room 111  
311 S Center Ave  
Jefferson, WI 53549  
Telephone: 920-674-8634



Date Ran 3/1/2016  
Period 12  
Year 2015

## Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(30,904.88)	(30,904.92)	(370,859.00)	(370,859.00)	-	(370,859.00)	-	#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(14.87)	(40.00)	25.13	(40.00)	(25.13)	100.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(30.00)	15.00	(30.00)	(15.00)	37.18%
									50.00%
<b>Totals</b>		<b>(30,904.88)</b>	<b>(30,910.75)</b>	<b>(370,888.87)</b>	<b>(370,929.00)</b>	<b>40.13</b>	<b>(370,929.00)</b>	<b>(40.13)</b>	<b>99.99%</b>

## Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	9,644.88	17,390.83	174,045.16	208,690.00	(34,644.84)	208,690.00	34,644.84	#DIV/0!
511210	WAGES-REGULAR	2,755.85	-	13,643.46	-	13,643.46	-	(13,643.46)	83.40%
511220	WAGES-OVERTIME	-	-	12.89	-	12.89	-	(12.89)	#DIV/0!
511310	WAGES-SICK LEAVE	3,466.87	-	5,098.47	-	5,098.47	-	(5,098.47)	#DIV/0!
511320	WAGES-VACATION PAY	8,539.30	-	16,644.46	-	16,644.46	-	(16,644.46)	#DIV/0!
511330	WAGES-LONGEVITY PAY	14.42	34.08	421.92	409.00	12.92	409.00	(12.92)	103.16%
511340	WAGES-HOLIDAY PAY	1,810.55	-	8,259.55	-	8,259.55	-	(8,259.55)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	7.23	-	3,683.25	-	3,683.25	-	(3,683.25)	#DIV/0!
512141	SOCIAL SECURITY	1,941.06	1,325.08	16,316.27	15,901.00	415.27	15,901.00	(415.27)	102.61%
512142	RETIREMENT (EMPLOYER)	1,104.93	1,184.92	13,687.00	14,219.00	(532.00)	14,219.00	532.00	96.26%
512144	HEALTH INSURANCE	4,994.22	4,385.33	52,849.58	52,624.00	225.58	52,624.00	(225.58)	100.43%
512145	LIFE INSURANCE	3.27	9.17	97.33	110.00	(12.67)	110.00	12.67	88.48%
512150	FSA CONTRIBUTION	-	62.50	750.00	750.00	-	750.00	-	100.00%
512173	DENTAL INSURANCE	177.16	270.00	3,093.17	3,240.00	(146.83)	3,240.00	146.83	95.47%
521218	ARBITRATOR	-	66.67	-	800.00	(800.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	14,178.50	18,240.00	(4,061.50)	18,240.00	4,061.50	77.73%
521220	CONSULTANT	-	416.67	-	5,000.00	(5,000.00)	5,000.00	5,000.00	0.00%
521225	SECTION 125	165.62	583.33	23,226.48	7,000.00	16,226.48	7,000.00	(16,226.48)	331.81%
521226	ERGONOMICS	-	20.83	-	250.00	(250.00)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	250.00	312.50	4,590.25	3,750.00	840.25	3,750.00	(840.25)	122.41%
521229	RECRUITMENT RELATED	112.50	104.17	707.99	1,250.00	(542.01)	1,250.00	542.01	56.64%
521296	COMPUTER SUPPORT	-	337.33	4,406.23	4,048.00	358.23	4,048.00	(358.23)	108.85%
531105	FLEX PLAN SURPLUS	(1,414.57)	-	(1,414.57)	-	(1,414.57)	-	1,414.57	#DIV/0!
531243	FURNITURE & FURNISHINGS	299.00	-	299.00	-	299.00	-	(299.00)	#DIV/0!
531298	UNITED PARCEL SERVICE UPS	-	-	16.45	-	16.45	-	(16.45)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	239.02	291.67	1,153.74	3,500.00	(2,346.26)	3,500.00	2,346.26	32.96%
531311	POSTAGE & BOX RENT	36.07	29.17	269.88	350.00	(80.12)	350.00	80.12	77.11%
531312	OFFICE SUPPLIES	-	110.83	836.84	1,330.00	(493.16)	1,330.00	493.16	62.92%
531313	PRINTING & DUPLICATING	73.49	83.33	953.53	1,000.00	(46.47)	1,000.00	46.47	95.35%

531314	SMALL ITEMS OF EQUIPMENT	-	298.98	-	298.98	-	(298.98)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	229.00	133.33	1,600.00	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	804.59	42.50	510.00	510.00	(294.59)	157.76%
531326	ADVERTISING	(12.64)	600.15	10.42	125.00	125.00	(475.15)	480.12%
531351	GAS/DIESEL	-	(38.86)	-	-	-	38.86	#DIV/0!
531357	EMPLOYEE RECOGNITION	587.30	1,986.57	500.00	6,000.00	6,000.00	4,013.43	33.11%
532325	REGISTRATION	-	924.00	165.00	1,980.00	1,980.00	1,056.00	46.67%
532332	MILEAGE	-	721.38	48.25	579.00	579.00	(142.38)	124.59%
532334	COMMERCIAL TRAVEL	-	-	41.67	500.00	500.00	500.00	0.00%
532335	MEALS	-	108.30	30.83	370.00	370.00	261.70	29.27%
532336	LODGING	-	863.00	175.83	2,110.00	2,110.00	1,247.00	40.90%
532339	OTHER TRAVEL & TOLLS	-	38.00	-	-	-	(38.00)	#DIV/0!
532350	TRAINING MATERIALS	-	1,471.12	1,166.67	14,000.00	14,000.00	12,528.88	10.51%
533225	TELEPHONE & FAX	-	41.75	14.17	170.00	170.00	128.25	24.56%
571004	IP TELEPHONY ALLOCATION	89.42	591.79	45.58	547.00	547.00	(44.79)	108.19%
571005	DUPLICATING ALLOCATION	(1,038.40)	39.60	98.00	1,176.00	1,176.00	1,136.40	3.37%
571009	MIS PC GROUP ALLOCATION	(19.56)	6,701.44	643.50	7,722.00	7,722.00	1,020.56	86.78%
571010	MIS SYSTEMS GRP ALLOC(SIS)	19.35	2,127.68	193.58	2,323.00	2,323.00	195.32	91.59%
591519	OTHER INSURANCE	98.64	1,145.04	96.33	1,156.00	1,156.00	10.96	99.05%
Totals		34,989.98	376,480.36	31,944.08	383,329.00	383,329.00	6,848.64	98.21%

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
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		4,085.10	1,033.33	5,591.49	12,400.00	(6,808.51)	12,400.00	6,808.51	#DIV/0!

Date Ran 3/1/2016  
Period 12  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(3,771.12)	(3,771.08)	(45,253.00)	(45,253.00)	-	(45,253.00)	-	#DIV/0!
474106	INTERGOVT SHARED SERVICES	(7,350.33)	(3,433.92)	(46,374.39)	(41,207.00)	(5,167.39)	(41,207.00)	5,167.39	100.00%
									112.54%
<b>Totals</b>		(11,121.45)	(7,205.00)	(91,627.39)	(86,460.00)	(5,167.39)	(86,460.00)	5,167.39	105.98%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	2,883.15	4,489.83	47,377.53	53,878.00	(6,500.47)	53,878.00	6,500.47	87.93%
511310	WAGES-SICK LEAVE	-	-	1,829.81	-	1,829.81	-	(1,829.81)	#DIV/0!
511320	WAGES-VACATION PAY	1,492.57	-	1,952.29	-	1,952.29	-	(1,952.29)	#DIV/0!
511340	WAGES-HOLIDAY PAY	466.29	-	2,079.70	-	2,079.70	-	(2,079.70)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	975.30	-	975.30	-	(975.30)	#DIV/0!
512141	SOCIAL SECURITY	363.53	343.50	4,017.70	4,122.00	(104.30)	4,122.00	104.30	97.47%
512142	RETIREMENT (EMPLOYER)	323.37	305.33	3,680.74	3,664.00	16.74	3,664.00	(16.74)	100.46%
512144	HEALTH INSURANCE	1,484.91	1,325.17	16,023.03	15,902.00	121.03	15,902.00	(121.03)	100.76%
512145	LIFE INSURANCE	2.33	3.00	27.96	36.00	(8.04)	36.00	8.04	77.67%
512150	FSA CONTRIBUTION	-	20.83	250.00	250.00	-	250.00	-	100.00%
512173	DENTAL INSURANCE	59.42	90.00	1,034.75	1,080.00	(45.25)	1,080.00	45.25	95.81%
531311	POSTAGE & BOX RENT	-	1.67	-	20.00	(20.00)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	0.30	-	10.77	-	10.77	-	(10.77)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	50.00	(50.00)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	19,045.74	2,683.33	28,569.75	32,200.00	(3,630.25)	32,200.00	3,630.25	88.73%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	1,200.00	(1,200.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	944.00	610.00	334.00	610.00	(334.00)	154.75%
532332	MILEAGE	-	6.25	51.76	75.00	(23.24)	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	75.00	(12.46)	75.00	12.46	83.39%
532336	LODGING	-	11.67	170.14	140.00	30.14	140.00	(30.14)	121.53%
532350	TRAINING MATERIALS	-	140.00	824.80	1,680.00	(855.20)	1,680.00	855.20	49.10%
571004	IP TELEPHONY ALLOCATION	29.51	15.25	197.26	183.00	14.26	183.00	(14.26)	107.79%
571009	MIS PC GROUP ALLOCATION	(2.67)	75.67	788.41	908.00	(119.59)	908.00	119.59	86.83%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	3.53	32.25	354.61	387.00	(32.39)	387.00	32.39	91.63%
591519	OTHER INSURANCE	24.11	-	221.57	-	221.57	-	(221.57)	#DIV/0!
<b>Totals</b>		26,176.09	9,705.00	111,654.42	116,460.00	(4,805.58)	116,460.00	4,805.58	95.87%

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!
<b>Totals</b>		-	-	-	-	-	-	-	#DIV/0!
<b>Total Business Unit</b>		15,054.64	2,500.00	20,027.03	30,000.00	(9,972.97)	30,000.00	9,972.97	





**JEFFERSON COUNTY  
HUMAN RESOURCES**  
Courthouse  
311 S. Center Ave. - Room 111  
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Telephone (920) 674-7102  
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**TERRI PALM KOSTROSKI**  
Director - Human Resources

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Coordinator

**KIM EGGERS**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
January, 2016**

Issues/Items for January, 2016:

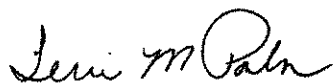
- **Personnel issues:**
  - 2 performance-related concerns/investigatory issues, resulting in:
    - 1 counseling with recommended training
    - 1 verbal warning with a Performance Improvement Plan
  - 1 employee health-related concerns
  - 1 employee accommodations
  - 1 extensions of leave of absences
  - 0 terminations of employment
- **Trainings**
  - Lock out/Tag out training attended by 9 staff on January 14, 2016, provided by OSHA Compliance, sponsored by the Jefferson County Area Safety Network
  - Human Resources Director and Benefits Administrator attended Wisconsin Public Employers Labor Association conference in Wisconsin Dells on January 21 - 22
- **Recruitment and Retention**
  - Recruited for 5 positions and received/reviewed 131 applications
  - Processed 8 new hires
  - Processed 7 employee separations/seasonal layoffs
  - Processed 2 status changes
  - Completed and/or reviewed 17 reference checks, 3 education checks and 2 caregiver background check on 5 candidates, of which 4 applicants were extended an offer and 3 applicants accepted, 0 applicant declined and 1 offer is pending.
- **Employment Law and Personnel Ordinance activity**
  - Computed part-time and pro-rated accruals for 430 employees for sick, vacation and random hours, ensuring the January 1, 2016 balance was correct in all systems
  - Received one Bullying in the Workplace complaint, under investigation
  - Continued investigation of a claim of a HIPAA violation from a member of the public. Investigation is still ongoing
  - Monitored 52 active approved FMLA requests, both new and continuing
  - Received 5 First Report of Injuries, of which 3 were reportable
  - Accommodated 0 disability requests

- Safety
  - Safety Training provided to Central Services staff by Kim Eggers, Safety Coordinator, January 6, 2015
  - Purchased Fire Extinguisher Simulator to provide training to all County employees
- Miscellaneous
  - Implemented the 1% wage adjustment for Non-represented employees, 3% adjustment for Sheriff Union employees, processed Elected Official increases, processed 8 reclassifications
  - Responded to 1 Open Records request
  - Responded to 1 Employee request to view personnel file
  - Completed/updated 5 job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Provided popcorn to all County employees on National Popcorn Day

Action Items for February, 2016:

- Develop goals for Human Resources Staff for 2016
- Coordinate Safety Committees at Highway and Countywide
- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- 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
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy
- Conduct management professional development survey

Respectfully Submitted,



Terri M Palm  
Human Resources Director





**JEFFERSON COUNTY  
HUMAN RESOURCES**  
Courthouse  
311 S. Center Ave. - Room 111  
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**TERRI PALM KOSTROSKI**  
Director - Human Resources

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Coordinator

**KIM EGGERS**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
February, 2016**

Issues/Items for February, 2016:


- **Personnel issues:**
  - 4 performance-related concerns/investigatory issues, resulting in:
    - 1 counseling with recommended training
    - 1 verbal warning with a Performance Improvement Plan
    - 1 written warning with a Performance Improvement Plan
    - 1 pending
  - 2 employee health-related concerns
  - 2 employee accommodations
  - 1 extensions of leave of absences
  - 0 terminations of employment
- **Trainings**
  - HR and Administration staff attended FMLA/Workers Comp/ADA training in Waukesha, February 11, 2016
  - Webinar by the National Public Employers Labor Relations Association on Workplace Violence, February 11, 2016
  - HR Staff attended Federal Medical Leave Act Basic Training in Madison on February 25, 2016
- **Recruitment and Retention**
  - Recruited for 10 positions and received/reviewed 170 applications
  - Processed 12 new hires
  - Processed 3 employee separations/seasonal layoffs
  - Processed 1 status changes
  - Completed and/or reviewed **45** reference checks, **8** education checks and **6** caregiver background check on **18** candidates, of which **16** applicants were extended an offer and **15** applicants accepted, **2** applicants declined and **1** offer is pending.
- **Employment Law and Personnel Ordinance activity**
  - Completed one Bullying in the Workplace complaint, training advised
  - Completed one on-going investigation of a claim of a HIPAA violation from a member of the public. Received and completed an investigation of a new HIPAA violation concern. No discovery of a violation on either counts
  - Monitored **66** active approved FMLA requests, both new and continuing.
  - Received 7 First Report of Injuries, of which 5 were reportable

- Accommodated 0 disability requests
- Received an EEO complaint from former employee. Working with Corporation Counsel and WMMIC for resolution.
- Safety
  - Provided Hazard Communication Training at Highway
  - Participated in newly revamped Highway Safety Committee meeting
  - Assisted in completing the Tier II reporting (mandatory reporting to state of hazardous chemicals used), combining the Sheriff and Highway departments reporting, saving the County time and money
- Miscellaneous
  - Responded to 2 Open Records requests
  - Responded to 1 Employee request to view personnel file
  - Completed/updated 2 job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Participated in communication and working with departments in resolving issue of an odor throughout the Courthouse due to melted batteries, requiring Fire Department on site for four hours

Action Items for March, 2016:

- Develop goals for Human Resources Staff for 2016
- Coordinate Safety Committees Countywide
- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- 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
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy
- Conduct management professional development survey

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
March 15, 2016**

**Monthly Accomplishments/Goals:**

- January and February, 2016 reports included

**Vacant Position requests authorized to fill.** The County Administrator and Human Resources Director have reviewed the following vacant position requests since the January, 2016 Human Resources Committee meeting:

**Clerk of Courts**

- Administrative Assistant II
- Circuit Court Commissioner

**Fair Park**

- Summer Laborer
- Summer Office Worker

**Highway**

- Summer Help
- Highway Workers x 4

**Human Services**

- Administrative Assistant I
- Adult Protective Services Case Manager
- Community Support Program Professional I
- Economic Support Worker I/II

**Parks**

- Summer Help

**Sheriff**

- Administrative Assistant I
- Deputy, Part-time

**UW Extension**

- Summer Intern

**Zoning**

- On-site Waste Systems Technician

**Emergency Help Requests.** The following emergency help requests were received since the January, 2016 Human Resources Committee meeting:

- None to report

**Hiring Above Minimum Step, hiring with Additional Benefits and/or additional steps for current employees:**

- Four Highway workers were recently hired, starting at step 5 of the appropriate pay grade.
- An individual in a Behavioral Health Specialist position recently achieved his licensure, moving him from step 1 to step 4 of the appropriate grade.
- A Registered Dietician was recently hired, starting at step 4 of the appropriate pay grade and an additional week of vacation after one full year of service.

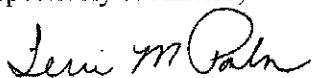
**Reclassification Requests.**

- A reclassification request for the Register of Deeds was recently submitted, resulting in no grade change.

**Leave of Absence Approvals.**

- One Personal Leave of Absence request extending beyond 4 months was requesting, with the approval of a 4-month extension following expiration of FMLA.

Respectively submitted,



Terri M Palm  
Human Resources Director

