

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

**Tuesday, July 19, 2016 @ 8:30 a.m.**

Committee Members: James Braughler, Greg David, Jim Mode, Michael Wineke, Lloyd Zastrow

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. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of minutes:
  - a. June 21, 2016 minutes
7. Communications
8. Discussion and possible action to eliminate a vacant, full-time Nutrition Program Coordinator position and create a full-time Nutrition Program Supervisor position at Human Services
9. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee during the closed session.*
10. Reconvene into open session
11. Review of May, 2016 Monthly Financial Report-Human Resources and Safety
12. Report from Human Resources Director:
  - a. June monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence approvals
  - e. Employees provided additional steps or benefits
13. Set next meeting date and agenda items
14. Adjournment

**Next scheduled meeting: Tuesday, August 16, 2016 at 8:30 a.m.**

*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**  
**June 21, 2016 @ 8:30am**  
**Jefferson County Courthouse, Room 112**

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:30 am.
2. Roll Call: Present: Jim Braughler, Jim Mode, Michael Wineke, and Lloyd Zastrow. Excused: Greg David. Others present: Kathi Cauley, Brian Lamers, Terri Palm and Blair Ward.
3. Certification of compliance with the Open Meetings Law: Confirmed by T. Palm, Human Resources Director.
4. Review of Agenda: No changes.
5. Citizen Comment: None.
6. Approval of Minutes:
  - a) May 4, 2016 minutes. **Motion by J. Mode, second by L. Zastrow, to approve the May 4, 2016 minutes.** Minutes approved 3:0. M. Wineke abstains.
  - b) June 9, 2016 minutes. **Motion by M. Wineke, second by J. Mode, to approve the June 9, 2016 minutes.** Minutes approved 3:0. J. Braughler abstains.
7. Communications: Revised draft resolution provided.
8. Discussion and possible action to eliminate a full-time Child Protective Services Ongoing Professional I (CPSOP I) position and create a full-time Intake/On-Call Worker position at Human Services. K. Cauley provided information that there is a vacant CPSOP I position, due to a transfer. With the vacancy, Human Services took a look at where the greatest need is. The CPSOP I caseload is actually down, however, the need for Chapter 48 services/initial assessments that Intake/OnCall Workers perform has increased drastically (one of the highest in the State). Need more resources in the initial assessment area. **Motion by M. Wineke, second by L. Zastrow, to recommend to County Board the elimination of a full-time CSPOP I position and the creation of one full-time Intake/On-Call position at Human Services.** Motion carried 4:0.
9. Discussion and possible actual establishing non-classified pay rates for 2017. T. Palm discussed the difficulty in recruitment, the cost of increasing the non-classified rates, and the wide range local employers are paying. Jefferson County's current rate is not out of line and more in the middle. Also, discussion of attracting students who have other activities and aren't as motivated to find jobs. County Administrator, B. Wehmeier, agrees at this time not to increase the rate, pending further review of the 2017 budget. **Motion by J. Mode, second by M. Wineke, to approve maintaining the 2016 non-classified rates for 2017.** Motion carried 4:0.
10. Set next meeting date and agenda items. Next meeting scheduled for Tuesday, July 19, 2016 at 8:30am. Agenda items to be determined.
11. Adjournment: **Motion by J. Mode, second by L. Zastrow, to adjourn.** Motion Carried 4:0. Meeting adjourned at 8:44a.m.

## RESOLUTION NO. 2016 - \_\_\_\_\_

### **Resolution creating a full-time Nutrition Program Supervisor position and eliminating a vacant, full-time Nutrition Program Coordinator position at Human Services**

#### Executive Summary

Jefferson County operates eight Senior Dining Sites, offering congregate dining and home delivered meal options. Congregate meals are available to individuals age 60 or older, regardless of income and home-delivered meals are available to any person age 60 or older who is homebound and has an assessed need. These meals provide a minimum of one-third of the daily nutritional needs for an older adult and follow the most updated Dietary Guidelines for Americans. In addition, special diets may be provided upon medical recommendation. According to the Wisconsin Aging Network, “the purpose of the Senior Dining Program is to provide nutrition services that assist older individuals to live independently, by promoting better health through improved nutrition and reduced social isolation through programs coordinated with nutrition related services.”

The Senior Dining Program is funded with federal Older Americans Act dollars, United States Department of Agriculture funds, state tax dollars and county tax dollars. The program also relies heavily on voluntary contributions. Therefore, no fee is charged, but all individuals are encouraged to donate toward the meal.

After 37 years of service to Jefferson County, the current Nutrition Program Coordinator will be retiring on October 7, 2016. In addition, new federal guidelines mandate stricter requirements for senior dining sites, necessitating the need for a supervisor to manage the County’s Nutrition Program. Therefore, the Human Services Director is requesting to eliminate the full-time Nutrition Program Coordinator position, upon the incumbent’s retirement, and create a full-time Nutrition Program Supervisor position. On July 16, 2016, the Human Resources Committee met to discuss the request of the Human Services Director. In consideration of the changes in regulations and the forthcoming vacancy, the Human Resources Committee concurs and is recommending eliminating the full-time Nutrition Program Coordinator position and creating a full-time Nutrition Program Supervisor to oversee the Nutrition Site Managers, the volunteers and the overall Nutrition Program.

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WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Human Services provides an invaluable service to older adults of Jefferson County by providing nutritious meals that allows our elderly to live independently and remain healthier, both physically and socially, and

WHEREAS, new federal guidelines under the Older Americans Act have mandated additional responsibilities for Senior Dining Sites that require a higher-level of monitoring and accountability, and

WHEREAS, the Human Services Director is requesting, and the Human Resources Committee is recommending, the elimination of one full-time Nutrition Program Coordinator position (upon the incumbent’s retirement) and the creation of one full-time Nutrition Program Supervisor position to fulfill the requirements of new Nutrition Program federal guidelines.

NOW, THEREFORE, BE IT RESOLVED that the creation of one full-time Nutrition Program Supervisor position and the elimination of one full-time Nutrition Program Coordinator position at Human Services is authorized effective October 8, 2016, and the 2016 County Budget setting forth position allocations in the Human Services Department is hereby amended.

*Fiscal Note: The eliminated Nutrition Program Coordinator position is fully funded in the 2016 budget. Upon retirement of the incumbent, \$15,500 in wages and \$8,800 will not have been expended. These amounts are sufficient to cover the \$10,900 in wages and \$4,700 in fringe benefits for the remainder of 2016 for the newly created Nutrition Program Supervisor position. Therefore, there is no fiscal impact. The Nutrition Program Coordinator position has an hourly wage of \$17.36-\$22.32. This range overlaps with the new Nutrition Program Supervisor position that has an hourly wage of \$20.90 - \$26.88. As a budget amendment, 20 affirmative votes are required for passage.*

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

Requested by Human Resources Committee

08-16-16

Terri M Palm: 07-11-16

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

DRAFT

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	(34,232.83)	(34,232.83)	(171,164.15)	(171,164.17)	0.02	(410,794.00)	(239,629.85)	41.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	-	(8.33)	8.33	(20.00)	(20.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(3.00)	(12.50)	9.50	(30.00)	(27.00)	10.00%
<b>Totals</b>		<b>(34,232.83)</b>	<b>(34,237.00)</b>	<b>(171,167.15)</b>	<b>(171,185.00)</b>	<b>17.85</b>	<b>(410,844.00)</b>	<b>(239,676.85)</b>	<b>41.66%</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	11,929.47	16,738.17	57,323.48	83,690.83	(26,367.35)	200,858.00	143,534.52	28.54%
511210	WAGES-REGULAR	2,881.57	-	13,861.77	-	13,861.77	-	(13,861.77)	#DIV/0!
511240	WAGES-TEMPORARY	29.25	-	29.25	-	29.25	-	(29.25)	#DIV/0!
511310	WAGES-SICK LEAVE	43.82	-	202.21	-	202.21	-	(202.21)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	3,014.08	-	3,014.08	-	(3,014.08)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	20.75	-	103.75	(103.75)	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	843.12	-	2,887.24	-	2,887.24	-	(2,887.24)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	643.38	-	1,298.31	-	1,298.31	-	(1,298.31)	#DIV/0!
512141	SOCIAL SECURITY	1,139.80	1,258.17	5,641.60	6,290.83	(649.23)	15,098.00	9,456.40	37.37%
512142	RETIREMENT (EMPLOYER)	1,078.51	1,106.08	5,187.00	5,530.42	(343.42)	13,273.00	8,086.00	39.08%
512144	HEALTH INSURANCE	4,926.56	4,485.08	21,969.79	22,425.42	(455.63)	53,821.00	31,851.21	40.82%
512145	LIFE INSURANCE	3.46	3.92	16.54	19.58	(3.04)	47.00	30.46	35.19%
512150	FSA CONTRIBUTION	-	62.50	750.00	312.50	437.50	750.00	-	100.00%
512173	DENTAL INSURANCE	323.15	270.00	1,295.17	1,350.00	(54.83)	3,240.00	1,944.83	39.97%
521218	ARBITRATOR	-	66.67	-	333.33	(333.33)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	5,313.00	8,103.75	(2,790.75)	19,449.00	14,136.00	27.32%
521220	CONSULTANT	-	416.67	-	2,083.33	(2,083.33)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,733.71	1,855.33	12,514.89	9,276.67	3,238.22	22,264.00	9,749.11	56.21%
521226	ERGONOMICS	-	20.83	-	104.17	(104.17)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	1,500.00	1,562.50	(62.50)	3,750.00	2,250.00	40.00%
521228	LABOR NEGOTIATIONS	-	2,083.33	-	10,416.67	(10,416.67)	25,000.00	25,000.00	0.00%
521229	RECRUITMENT RELATED	72.50	83.33	832.64	416.67	415.97	1,000.00	167.36	83.26%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	1,754.17	2,440.12	4,210.00	15.71	99.63%
531303	COMPUTER EQUIPMT & SOFTW	-	125.00	1,868.46	625.00	1,243.46	1,500.00	(368.46)	124.56%
531311	POSTAGE & BOX RENT	35.60	25.00	160.89	125.00	35.89	300.00	139.11	53.63%
531312	OFFICE SUPPLIES	52.17	60.83	426.12	304.17	121.95	730.00	303.88	58.37%
531313	PRINTING & DUPLICATING	110.27	83.33	464.44	416.67	47.77	1,000.00	535.56	46.44%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	666.67	(437.67)	1,600.00	1,371.00	14.31%

531324	MEMBERSHIP DUES	-	42.50	195.00	212.50	(17.50)	510.00	315.00	38.24%
531357	EMPLOYEE RECOGNITION	149.85	500.00	455.54	2,500.00	(2,044.46)	6,000.00	5,544.46	7.59%
532325	REGISTRATION	-	143.75	1,334.00	718.75	615.25	1,725.00	391.00	77.33%
532332	MILEAGE	134.43	36.08	264.10	180.42	83.68	433.00	168.90	60.99%
532334	COMMERCIAL TRAVEL	-	41.67	-	208.33	(208.33)	500.00	500.00	0.00%
532335	MEALS	86.46	25.58	134.49	127.92	6.57	307.00	172.51	43.81%
532336	LODGING	528.00	171.33	938.00	856.67	81.33	2,056.00	1,118.00	45.62%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	79.17	(79.17)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	39.93	1,958.33	4,001.23	9,791.67	(5,790.44)	23,500.00	19,498.77	17.03%
533225	TELEPHONE & FAX	3.80	5.83	22.85	29.17	(6.32)	70.00	47.15	32.64%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	247.90	247.92	(0.02)	595.00	347.10	41.66%
571005	DUPLICATING ALLOCATION	37.50	37.50	187.50	187.50	-	450.00	262.50	41.67%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	2,406.25	2,406.25	-	5,775.00	3,368.75	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	1,005.40	1,005.42	(0.02)	2,413.00	1,407.60	41.67%
591519	OTHER INSURANCE	87.31	94.25	436.61	471.25	(34.64)	1,131.00	694.39	38.60%

Totals		28,690.53	34,987.00	152,609.04	174,935.00	(22,325.96)	419,844.00	267,234.96	36.35%
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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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Totals		-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit		(5,542.30)	750.00	(18,558.11)	3,750.00	(22,308.11)	9,000.00	27,558.11	
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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	(3,691.08)	(3,691.08)	(18,455.40)	(18,455.42)	0.02	(44,293.00)	(25,837.60)	41.67%
474106	INTERGOVT SHARED SERVICES	(6,878.27)	(3,556.67)	(13,348.68)	(17,783.33)	4,434.65	(42,680.00)	(29,331.32)	31.28%
<b>Totals</b>		<b>(10,569.35)</b>	<b>(7,247.75)</b>	<b>(31,804.08)</b>	<b>(36,238.75)</b>	<b>4,434.67</b>	<b>(86,973.00)</b>	<b>(55,168.92)</b>	<b>36.57%</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	4,297.88	4,656.50	21,250.58	23,282.50	(2,031.92)	55,878.00	34,627.42	38.03%
511310	WAGES-SICK LEAVE	-	-	444.38	-	444.38	-	(444.38)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	391.32	-	391.32	-	(391.32)	#DIV/0!
511340	WAGES-HOLIDAY PAY	185.71	-	603.56	-	603.56	-	(603.56)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	165.81	-	212.24	-	212.24	-	(212.24)	#DIV/0!
512141	SOCIAL SECURITY	348.15	356.25	1,714.88	1,781.25	(66.37)	4,275.00	2,560.12	40.11%
512142	RETIREMENT (EMPLOYER)	306.87	307.33	1,511.55	1,536.67	(25.12)	3,688.00	2,176.45	40.99%
512144	HEALTH INSURANCE	1,576.59	1,439.42	7,046.31	7,197.08	(150.77)	17,273.00	10,226.69	40.79%
512145	LIFE INSURANCE	4.21	2.33	13.53	11.67	1.86	28.00	14.47	48.32%
512150	FSA CONTRIBUTION	-	20.83	250.00	104.17	145.83	250.00	-	100.00%
512173	DENTAL INSURANCE	107.16	90.00	431.16	450.00	(18.84)	1,080.00	648.84	39.92%
531312	OFFICE SUPPLIES	3.50	2.08	33.60	10.42	23.18	25.00	(8.60)	134.40%
531313	PRINTING & DUPLICATING	-	2.08	11.40	10.42	0.98	25.00	13.60	45.60%
531314	SMALL ITEMS OF EQUIPMENT	-	-	15.15	-	15.15	-	(15.15)	#DIV/0!
531320	SAFETY SUPPLIES	23.48	-	200.56	-	200.56	-	(200.56)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	125.00	(125.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	210.00	91.67	118.33	220.00	10.00	95.45%
532325	REGISTRATION	-	84.17	575.00	420.83	154.17	1,010.00	435.00	56.93%
532332	MILEAGE	-	6.25	-	31.25	(31.25)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	31.25	(31.25)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	68.33	(68.33)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	312.50	87.10	1,562.50	(1,475.40)	3,750.00	3,662.90	2.32%
535242	MAINTAIN MACHINERY & EQUIP	-	-	100.23	-	100.23	-	(100.23)	#DIV/0!
571004	IP TELEPHONY ALLOCATION	16.50	16.50	82.50	82.50	-	198.00	115.50	41.67%
571009	MIS PC GROUP ALLOCATION	80.25	80.25	401.25	401.25	-	963.00	561.75	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	33.50	33.50	167.50	167.50	-	402.00	234.50	41.67%
591519	OTHER INSURANCE	24.26	24.50	121.32	122.50	(1.18)	294.00	172.68	41.27%
594820	CAP OTHER	-	500.00	5,766.75	2,500.00	3,266.75	6,000.00	233.25	96.11%

Totals	7,173.87	7,997.75	42,107.14	39,988.75	2,118.39	95,973.00	53,865.86	43.87%
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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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Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	(3,395.48)	750.00	10,303.06	3,750.00	6,553.06	9,000.00	(1,303.06)	
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**JEFFERSON COUNTY  
HUMAN RESOURCES**  
Courtthouse  
311 S. Center Ave. - Room 111  
JEFFERSON, WISCONSIN 53549  
Telephone (920) 674-7102  
Fax (920) 675-0068

**TERRI PALM KOSTROSKI**  
Director - Human Resources

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Coordinator

**KIM EGGERS**  
Safety Coordinator

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

Issues/Items for June, 2016:

- Personnel issues:
  - 4 performance-related concerns/investigatory issues, resulting in:
    - 1 suspension
    - 2 counseling with recommended training
    - 1 investigation on-going
  - 3 employee health-related concerns
  - 1 non-disciplinary transfer
  - 1 employee accommodations
  - 1 extensions of leave of absences
  - 0 terminations of employment
  - 3 EAP referrals
- Trainings
  - All Human Resources attended/viewed LEAN training on Thursday, June 2; Thursday, June 16, and Thursday, June 30.
  - Webinar by Davis Kuelthau Attorneys at Law on June 1, 2016, on “*DOL Overtime Rules: Beyond Compliance. Practical Issues and Opportunities to Address Old & New Problems*”
  - Webinar by Wisconsin Department of Employee Trust Funds on June 8, 2016, on “*WRS Benefits: For New and Mid-Career Employees*”
  - Webinar by Wisconsin Department of Employee Trust Funds on June 9, 2016, on “*Variable Fund*”
  - Webinar by JJ Keller Prospera on June 15, 2016, on “*What your Managers Don’t Know Can Cost You: Ignorance is not bliss when it comes to supervisor training*”
  - Webinar by FEI Behavioral Health and Wisconsin Attorney General Brad Schimel on “*Opiates and Impact on Your Workforce*”
- Recruitment and Retention
  - Recruited for 9 positions and received/reviewed 82 applications
  - Processed 19 new hires/transfers and 0 promotions
  - Processed 6 employee separations/seasonal layoffs
  - Processed 0 status changes

- Completed and/or reviewed **22** reference checks, **1** education checks, **2** caregiver background checks and **1** criminal record check on **8** candidates, of which **8** applicants were extended an offer and **7** applicants accepted and **1** applicant declined.
- Coordinated with an Executive Search Firm, Power10, for the recruitment of the GHDP CEO/JCEDC Executive Director position.
- Employment Law and Personnel Ordinance activity
  - Requested police records on **1** candidate as follow up to Caregiver Background Checks.
  - Monitored **104** active approved FMLA requests, both new and continuing.
  - Received 6 First Report of Injuries, of which **4** were reportable
  - Accommodated **0** new disability requests
  - Settled **1** Workers Compensation claim
- Safety
  - Held first county-wide safety committee meeting on June 7, 2016
  - Audited **1** facility for safety hazards/risks
  - Assisted **1** employee with a safety concern
  - Completed **1** Risk assessment on a reportable workers compensation claim
- Miscellaneous
  - Revised **28** department budget sheets with updates to 2017 WRS contributions
  - Responded to **3** Open Records requests
  - Completed/updated **9** job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Completed one annual performance evaluation.
  - Reviewed recommendations, notified employees and updated budgets for 17 reclassification requests for the 2017 budget process
  - Completed a HIPAA Privacy Breach concern, concluding no violation occurred

Action Items for July, 2016:

- Continue on June, 2016 Action Items
- Work on LEAN project of reducing recruitment time
- Research comparable information for upcoming negotiations

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
July 19, 2016**

**Monthly Accomplishments/Goals:**

- June, 2016 report included

**Vacant Position requests authorized to fill.** The County Administrator and Human Resources Director have reviewed the following vacant position requests since the June 9, 2016 Human Resources Committee meeting:

**Clerk of Courts**

- Court Clerk I/II

**Human Services**

- Community Outreach Worker
- Intake/OnCall Worker
- Personal Assistance Case Manager/Family Coordinator

**Parks**

- Administrative Assistant II (PT)

**Sheriff's Office**

- Communication Operator (pool)

**UW-Extension**

- Administrative Assistant I

**Emergency Help Requests.** The following emergency help requests were received since the June 9, 2016 Human Resources Committee meeting:

- Clerk of Courts requested emergency help of two part-time (20 hours/week) to assist during the summer to cover
- UW Extension requested emergency help to assist in the office during the time of position transitions/vacancies. Approval was granted to temporarily increase the interns hours as needed.

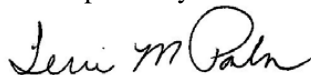
**Leave of Absence Approvals.**

- No new requests to report.

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

- No approvals to report.

Respectively submitted,



Terri M Palm  
Human Resources Director