

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

Tuesday, November 15, 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 September 20, 2016 minutes
7. Communications
8. Consideration to amend the County's Section 125b Plan to increase the medical maximum to \$2,600 effective January 1, 2017
9. Discussion and possible action to create Personnel Ordinance HR0245 Interns, Job Shadowing and Volunteers
10. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations, including possible recommendation of future contract agreement. *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.*
11. Reconvene into open session for action regarding items discussed in closed session
 - a. Employee Discipline
 - b. Recommendation of Union Contract agreement
12. Review of August and September, 2016 Monthly Financial Reports for Human Resources and Safety
13. Report from Human Resources Director:
 - a. September and October monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
14. Set next meeting date and agenda items
15. Adjournment

Next scheduled meeting: Tuesday, December 20, 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
September 20, 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 Greg David. Absent: Lloyd Zastrow. Others present: Kim Eggers, Karen Mundt, Casey Radtke, Jim Schroeder, Blair Ward and Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Approval of Minutes. **Motion by M. Wineke, second by G. David, to approve the June 21, 2016 minutes.**
Minutes approved 4:0.
7. Communications: Revised draft of Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time was distributed.
8. Retiree Recognitions: One retiree from July – September, 2016, was presented to Committee and will be recognized at County Board in October.
9. Presentation on LEAN Continuous Improvement Project: Human Resources staff gave a short presentation on the Recruitment Efficiencies and Onboarding LEAN (continuous improvement) project. Presentation identified the how the problem was identified, goals or desired outcomes, and solutions working towards those outcomes.
No action taken.
10. Discussion and possible action to amend Personnel Ordinance HR0360 Hours of Work, Overtime, and Compensatory Time to allow for mid-year pay-out of accumulated compensatory time: B. Wehmeier provided background and issues surrounding the current policy of only allowing payout of compensatory time with the pay period including November 30. There are instances when it may be beneficial for employees and the County to pay out compensatory time at other times during the year. Examples include positions that receive funding for a specific time frame and wouldn't cover the November 30 payouts and staffing levels/departmental projects won't permit the employee taking the time off and a payout earlier in the year can be better accounted for in the budget. **Motion by J. Mode, second by G. David, to recommend an amendment to Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, to allow for pay-out of accumulated compensatory time throughout the year.** Motion carried 4:0.
11. Discussion of Resolution 2004-50 and possible amendment to insurance coverage for active military employees and their families: The Committee reviewed Resolution 2004-50, continuing the County's contribution towards health, dental and life insurance for up to 18 months for families of employees on active duty. **No action taken to amend Resolution 2004-50.** Ordinance to be reviewed annually in 2017.
12. Discussion of Resolution 2004-51 and possible amendment to vacation accrual for employees on active military duty: The Committee reviewed Resolution 2004-51, continuing to count military leave as actual hours worked for vacation accrual purposes. **No action taken to amend Resolution 2004-51.** Ordinance to be reviewed annually in 2017.
13. Review of June and July, 2016, Monthly Financial Reports-Human Resources and Safety: K. Mundt reviewed that both divisions are on track. Most line items above the allocated percentage is due to a purchase in the beginning of the year and no further expense should occur. FSA overage is due to administrative costs but within the overall budget.

14. Report form Human Resources Director: K. Mundt reviewed the July and August monthly accomplishments and goals, 7 vacancy requests approved, 1 vacancy request denied, 2 emergency help requests, 2 leave of absence approvals and 4 employees provided additional steps/ benefits. B. Wehmeier addressed a question about bonus eligibility for the GHDP CEO/JCEDC Executive Director position. Additional questions about the types of open records requests will be addressed at future meeting.
15. Set next meeting date and agenda items: Next meeting scheduled for Tuesday, October 18, 2016 at 8:30am. Agenda items to be determined.
16. Presentation on Fire Safety Awareness: K. Eggers, Safety Coordinator, provided a 12-minute video discussing Fire Safety and explained that all employees will be afforded the opportunity to participate in this training. **No action taken.**
17. Demonstration and Training on the Use of a Fire Extinguisher (held in the Courtyard on the west side of the Courthouse): K. Eggers provided the Committee a demonstration on the use of a fire extinguisher, using the recently purchased Fire Extinguisher simulator. Committee members were provided the opportunity to participate in the demonstration and were informed that all county employees will be afforded the opportunity to participate in this training. **No action taken.**
18. Adjournment: **Motion by J. Mode, second by G. David, to adjourn.** Motion Carried 40. Meeting adjourned at 9:40 a.m.



Issue Date: October 27, 2016

IRS Announces 2017 Health FSA Limits

In Revenue Procedure 2016-55, released last week, the IRS set forth a variety of 2017 adjusted tax limits. Among other things, the notice addresses slightly increased limits for health flexible spending accounts (FSAs).

HEALTH FLEXIBLE SPENDING ACCOUNT (FSA) – 2017 ANNUAL LIMITATION OF \$2,600

Health care reform imposed a \$2,500 limit on annual salary reduction contributions to health FSAs offered under Section 125 (Cafeteria) plans, effective for plan years beginning after December 31, 2012. The \$2,500 amount was indexed for cost-of-living adjustments for plan years beginning after December 31, 2013, but was not changed for 2014. For 2015 and 2016, the annual limitation on salary reductions was increased to \$2,550. The annual limitation for 2017 has been increased to \$2,600.

NOTE – The \$2,600 annual limit for health FSAs applies only to the amount that can be deducted pre-tax from an employee's compensation to make employee contributions through a Section 125 cafeteria plan. It may help to think of this as a limit on pre-tax payroll deductions for health FSA purposes, rather than as a limit on the health FSA itself. In some circumstances an employee can have a health FSA benefit of greater than \$2600, for example:

- If the employer makes contributions to the employee's FSA accounts (see below); or
- If the health FSA includes the optional \$500 carry-over provision and the employee has a carry-over from the previous year.

EMPLOYER HEALTH FSA CONTRIBUTIONS

Employer contributions to an employee's health FSA are not limited by this rule, and may be made in addition to the \$2,600 allowed for employee contributions. However, if a health FSA is to avoid violating health care reform requirements, it must meet "excepted benefit" status.

To meet excepted benefit status, the health FSA must satisfy the following two conditions:

- **Maximum Benefit Condition.** The maximum benefit payable under the health FSA to any participant in the class for a year cannot exceed two times the participant's salary reduction election under the health FSA for the year (or, if greater, the amount of the participant's salary reduction election for the health FSA for the year plus \$500). In other words, the employer could either do a matching contribution or limit the contribution to \$500.
- **Availability Condition.** Other non-excepted group health plan coverage (e.g., major medical coverage) must be made available for the year to the class of participants by reason of their employment. This requirement is that the individuals must be eligible for both – both a group medical plan and health FSA are offered – not that they have to be enrolled in both.

Therefore, although there isn't technically an annual limitation on employer contributions, health care reform limits employer contributions to \$500/year or an arrangement in which the employer contribution will not exceed the employee's contribution, such as an employer match of employee contributions (up to \$2,600).

SUMMARY

The full text of Rev. Proc. 2016-55, including 2017 amount limitations for other taxes, may be found at <https://www.irs.gov/pub/irs-drop/rp-16-55.pdf>.

As always, should you have any questions, please contact your Parker, Smith & Feek Benefits Team. While every effort has been taken in compiling this information to ensure that its contents are totally accurate, neither the publisher nor the author can accept liability for any inaccuracies or changed circumstances of any information herein or for the consequences of any reliance placed upon it.



DIERSIFIED
BENEFIT SERVICES, INC.

Excellence in Benefit Management Solutions

**Health Care Flexible Spending Accounts (HCFSA's) Maximum Increased
For 2017**

Date: 10/27/2016

Dear Valued Client,

On 10/25/2016 the Internal Revenue Service released Revenue Procedure 2016-55 that included an inflation adjustment for Health Care Flexible Spending Accounts (HCFSA's). Effective 1/1/2017, the maximum contribution to a Health Care FSA has been increased to \$2,600. The increase applies to both general purpose Health Care FSAs and limited purpose/post deductible Health Care FSAs.

Please indicate below how you would like us to proceed with your plan and email your response by Friday, November 11th:

Increase the medical maximum to \$2,600 effective 1/1/2017 for our FSA plan.

Increase the medical maximum to \$2,600 effective 1/1/2018 for our FSA plan.

Do not increase plan.

Please contact me if you have any questions.

Thank you for placing the administration of your FSA with DBS. Your business is appreciated.

ORDINANCE NO. 2016-____

Creating Personnel Ordinance HR0245, Interns, Job Shadowing and Volunteers

Executive Summary

Internships, Job Shadowing and Volunteering are not only valuable resources to the County, but also are exceptionally valuable to an individual by opening up career and personal growth opportunities. Whether the experience is paid or unpaid, there are regulations and considerations that the County must think about and be compliant with. These include The Federal Fair Labor Standards Act (FLSA), Wisconsin Wage and Hours Laws and Workers' Compensation regulations. The proposed ordinance provides hiring supervisors and managers the needed tool when considering to employ or utilize an intern, job shadow or volunteer.

On November 15, 2016, the Human Resources Committee considered the proposed language and is recommending creating Personnel Ordinance HR0245, Interns, Job Shadowing and Volunteers, which defines each classification and the special considerations for each classification.

WHEREAS, the utilization of interns, job shadowing and volunteers promotes education and community involvement, and

WHEREAS, there are state and federal regulations that the County must comply with when employing or utilizing interns, job shadowing and volunteers.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the creation of Section HR0245, Interns, Job Shadowing and Volunteers.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0245, Interns, Job Shadowing and Volunteers, is created as follows:

HR0245 INTERNS, JOB SHADOWING AND VOLUNTEERS. Jefferson County views internships as an important element of recruiting and staffing. The County looks for capable, driven interns with long-term interest in the County or in the career they are pursuing. This section also applies to students obtaining clinical experience.

A. **INTERN POSITIONS.** Jefferson County views internships as an important element of recruiting and staffing. The County looks for capable, driven interns with long-term interest in the County or in the career they are pursuing. This section also applies to students obtaining clinical experience.

1. **Unpaid Intern.** Unpaid interns are assigned actual work, complete with challenges and opportunities for problem solving and gaining practical experience, often for educational credit or advancing the intern's career. Interns who are assigned menial tasks are likely to become frustrated and/or lose interest in a long-term career.

Unpaid interns are classified as employees for Workers Compensation purposes only. For a position to be classified as an *unpaid intern*, the following conditions shall be met:

- a. The training is similar to training the student would find in an educational environment.
- b. The training is for the benefit of the intern.
- c. The training does not replace the work of regular employees, but works under close supervision of existing staff.
- d. The internship is set for a fixed duration and the intern is not entitled to a job at the end of the internship.
- e. The intern understands he/she is not entitled to wages for the training.
- f. The County derives no immediate advantage from the contributions of the intern and on occasion, its operations may actually be impeded. (i.e. require extra supervision, require extra time reviewing work and/or increase the amount of time to complete a project.

2. Paid Intern. Paid interns are approved positions by the County Board, are assigned actual work that offers a benefit to the intern by providing the opportunity to apply skills or knowledge and provides a direct, immediate benefit to the County as well. A paid intern often will perform work regularly assigned to other employees and receive the same level of supervision as the regular workforce. If any of the conditions of an unpaid intern are not met, the individual is a paid intern and is considered an employee for all purposes.

- B. **JOB SHADOWING PARTICIPANTS.** Job Shadowing Participants receive limited exploration of a specific occupation or industry, typically lasting less than one day. Job Shadowing is available to adults, dislocated workers and youth participants and will usually involve job placement sites, schools or employees/candidates for employment who are interested in knowing more about a specific position.

Job Shadowing Participants are not considered employees by any definition and may be required to sign confidentiality agreements or other waivers. Participants perform no or minimal work or contribution to the County's productivity. A thorough task orientation for Job Shadowing participants is appropriate, but only to the extent that the participant observes and asks questions to understand the basic concept of the task demonstrated.

- C. **VOLUNTEERS.** A volunteer is a person who provides services of his or her own free will to the County and neither receives nor

expects to receive any kind of pay or compensation for these services. Generally, the services performed are associated with typical volunteer duties, such as being a greeter at a fund-raising event or serving food at a shelter, as opposed to performing tasks that would normally be done by employees of the County. Volunteers are not considered employees by any definition and may be required to sign confidentiality agreements or other waivers.

An employee shall be considered a volunteer only if the employee does NOT perform the same type of services as those for which the employee proposes to volunteer.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: There is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Human Resources Committee

12-13-16

Terri M. Palm: 09-16-16; 11-01-16; 11-09-16

J Blair Ward: 11-09-16

REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____

Human Resources
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Date Ran 9/21/2016
Period 8
Year 2016

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) | (273,862.64) | (273,862.67) | 0.03 | (410,794.00) | (136,931.36) | 66.67% |
| 451002 | PRIVATE PARTY PHOTOCOPY | - | (1.67) | - | (13.33) | 13.33 | (20.00) | (20.00) | 0.00% |
| 451034 | BADGE REPLACEMENT FEE | - | (2.50) | (14.00) | (20.00) | 6.00 | (30.00) | (16.00) | 46.67% |
| Totals | | (34,232.83) | (34,237.00) | (273,876.64) | (273,896.00) | 19.36 | (410,844.00) | (136,967.36) | 66.66% |

Expenditures

| Acct Number | Description | Current Period Actual | Current Period Budget | YTD Actual | YTD Budget | Prorated Variance | Total Budget | Annual Remaining | Percentage Of Budget |
|-------------|---------------------------|-----------------------|-----------------------|------------|------------|-------------------|--------------|------------------|----------------------|
| | | | | | | | | | #DIV/0! |
| 511110 | SALARY-PERMANENT REGULAR | 9,998.92 | 16,738.17 | 91,435.36 | 133,905.33 | (42,469.97) | 200,858.00 | 109,422.64 | 45.52% |
| 511210 | WAGES-REGULAR | 3,270.23 | - | 22,904.05 | - | 22,904.05 | - | (22,904.05) | #DIV/0! |
| 511240 | WAGES-TEMPORARY | 42.25 | - | 221.00 | - | 221.00 | - | (221.00) | #DIV/0! |
| 511310 | WAGES-SICK LEAVE | 877.71 | - | 1,371.94 | - | 1,371.94 | - | (1,371.94) | #DIV/0! |
| 511320 | WAGES-VACATION PAY | 2,854.70 | - | 6,232.62 | - | 6,232.62 | - | (6,232.62) | #DIV/0! |
| 511330 | WAGES-LONGEVITY PAY | - | 20.75 | - | 166.00 | (166.00) | 249.00 | 249.00 | 0.00% |
| 511340 | WAGES-HOLIDAY PAY | - | - | 3,648.62 | - | 3,648.62 | - | (3,648.62) | #DIV/0! |
| 511350 | WAGES-MISCELLANEOUS(COMP) | 245.27 | - | 2,115.69 | - | 2,115.69 | - | (2,115.69) | #DIV/0! |
| 512141 | SOCIAL SECURITY | 1,204.45 | 1,258.17 | 9,075.57 | 10,065.33 | (989.76) | 15,098.00 | 6,022.43 | 60.11% |
| 512142 | RETIREMENT (EMPLOYER) | 1,138.25 | 1,106.08 | 8,428.92 | 8,848.67 | (419.75) | 13,273.00 | 4,844.08 | 63.50% |
| 512144 | HEALTH INSURANCE | 5,174.16 | 4,485.08 | 36,793.83 | 35,880.67 | 913.16 | 53,821.00 | 17,027.17 | 68.36% |
| 512145 | LIFE INSURANCE | 3.46 | 3.92 | 26.92 | 31.33 | (4.41) | 47.00 | 20.08 | 57.28% |
| 512150 | FSA CONTRIBUTION | - | 62.50 | 750.00 | 500.00 | 250.00 | 750.00 | - | 100.00% |
| 512173 | DENTAL INSURANCE | 352.97 | 270.00 | 2,269.98 | 2,160.00 | 109.98 | 3,240.00 | 970.02 | 70.06% |
| 521218 | ARBITRATOR | - | 66.67 | - | 533.33 | (533.33) | 800.00 | 800.00 | 0.00% |
| 521219 | OTHER PROFESSIONAL SERV | 1,471.25 | 1,620.75 | 8,874.25 | 12,966.00 | (4,091.75) | 19,449.00 | 10,574.75 | 45.63% |
| 521220 | CONSULTANT | - | 416.67 | - | 3,333.33 | (3,333.33) | 5,000.00 | 5,000.00 | 0.00% |
| 521225 | SECTION 125 | 1,713.20 | 1,855.33 | 17,856.22 | 14,842.67 | 3,013.55 | 22,264.00 | 4,407.78 | 80.20% |
| 521226 | ERGONOMICS | - | 20.83 | - | 166.67 | (166.67) | 250.00 | 250.00 | 0.00% |
| 521227 | POSITION CLASSIFICATIONS | - | 312.50 | 4,588.69 | 2,500.00 | 2,088.69 | 3,750.00 | (838.69) | 122.37% |
| 521228 | LABOR NEGOTIATIONS | - | 2,083.33 | - | 16,666.67 | (16,666.67) | 25,000.00 | 25,000.00 | 0.00% |
| 521229 | RECRUITMENT RELATED | 52.50 | 83.33 | 904.64 | 666.67 | 237.97 | 1,000.00 | 95.36 | 90.46% |
| 521296 | COMPUTER SUPPORT | - | 350.83 | 4,194.29 | 2,806.67 | 1,387.62 | 4,210.00 | 15.71 | 99.63% |
| 531303 | COMPUTER EQUIPMT & SOFTWA | - | 125.00 | 1,899.06 | 1,000.00 | 899.06 | 1,500.00 | (399.06) | 126.60% |
| 531311 | POSTAGE & BOX RENT | 19.52 | 25.00 | 265.29 | 200.00 | 65.29 | 300.00 | 34.71 | 88.43% |
| 531312 | OFFICE SUPPLIES | 37.04 | 60.83 | 584.17 | 486.67 | 97.50 | 730.00 | 145.83 | 80.02% |
| 531313 | PRINTING & DUPLICATING | 100.48 | 83.33 | 714.98 | 666.67 | 48.31 | 1,000.00 | 285.02 | 71.50% |
| 531323 | SUBSCRIPTIONS-TAX & LAW | - | 133.33 | 229.00 | 1,066.67 | (837.67) | 1,600.00 | 1,371.00 | 14.31% |
| 531324 | MEMBERSHIP DUES | 190.00 | 42.50 | 385.00 | 340.00 | 45.00 | 510.00 | 125.00 | 75.49% |

| | | | | | | | | | |
|--------|-----------------------------|----------|----------|-----------|-----------|------------|-----------|----------|--------|
| 531357 | EMPLOYEE RECOGNITION | 370.60 | 500.00 | 1,591.94 | 4,000.00 | (2,408.06) | 6,000.00 | 4,408.06 | 26.53% |
| 532325 | REGISTRATION | 80.00 | 143.75 | 1,414.00 | 1,150.00 | 264.00 | 1,725.00 | 311.00 | 81.97% |
| 532332 | MILEAGE | 29.33 | 36.08 | 216.75 | 288.67 | (71.92) | 433.00 | 216.25 | 50.06% |
| 532334 | COMMERCIAL TRAVEL | - | 41.67 | - | 333.33 | (333.33) | 500.00 | 500.00 | 0.00% |
| 532335 | MEALS | - | 25.58 | 111.15 | 204.67 | (93.52) | 307.00 | 195.85 | 36.21% |
| 532336 | LODGING | (82.00) | 171.33 | 820.00 | 1,370.67 | (550.67) | 2,056.00 | 1,236.00 | 39.88% |
| 532339 | OTHER TRAVEL & TOLLS | - | 15.83 | - | 126.67 | (126.67) | 190.00 | 190.00 | 0.00% |
| 532350 | TRAINING MATERIALS | 9,591.89 | 1,958.33 | 14,149.50 | 15,666.67 | (1,517.17) | 23,500.00 | 9,350.50 | 60.21% |
| 533225 | TELEPHONE & FAX | 3.82 | 5.83 | 34.28 | 46.67 | (12.39) | 70.00 | 35.72 | 48.97% |
| 571004 | IP TELEPHONY ALLOCATION | 99.16 | 49.58 | 446.22 | 396.67 | 49.55 | 595.00 | 148.78 | 74.99% |
| 571005 | DUPLICATING ALLOCATION | 37.50 | 37.50 | 300.00 | 300.00 | - | 450.00 | 150.00 | 66.67% |
| 571009 | MIS PC GROUP ALLOCATION | 481.25 | 481.25 | 3,850.00 | 3,850.00 | - | 5,775.00 | 1,925.00 | 66.67% |
| 571010 | MIS SYSTEMS GRP ALLOC(ISIS) | 201.08 | 201.08 | 1,608.64 | 1,608.67 | (0.03) | 2,413.00 | 804.36 | 66.67% |
| 591519 | OTHER INSURANCE | 87.31 | 94.25 | 698.54 | 754.00 | (55.46) | 1,131.00 | 432.46 | 61.76% |

| | | | | | | | | | |
|--------|--|-----------|-----------|------------|------------|-------------|------------|------------|--------|
| Totals | | 39,646.30 | 34,987.00 | 251,011.11 | 279,896.00 | (28,884.89) | 419,844.00 | 168,832.89 | 59.79% |
|--------|--|-----------|-----------|------------|------------|-------------|------------|------------|--------|

Other Financing Sources (Uses)

| Acct Number | Description | Current Period Actual | Current Period Budget | YTD Actual | YTD Budget | Prorated Variance | Total Budget | Annual Remaining | Percentage Of Budget |
|---------------------|-------------|-----------------------|-----------------------|-------------|------------|-------------------|--------------|------------------|----------------------|
| | | | | | | | | | #DIV/0! |
| | | | | | | | | | #DIV/0! |
| Totals | | - | - | - | - | - | - | - | #DIV/0! |
| Total Business Unit | | 5,413.47 | 750.00 | (22,865.53) | 6,000.00 | (28,865.53) | 9,000.00 | 31,865.53 | |

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) | (29,528.64) | (29,528.67) | 0.03 | (44,293.00) | (14,764.36) | 66.67% |
| 474106 | INTERGOVT SHARED SERVICES | (3,292.69) | (3,556.67) | (23,867.76) | (28,453.33) | 4,585.57 | (42,680.00) | (18,812.24) | 55.92% |
| Totals | | (6,983.77) | (7,247.75) | (53,396.40) | (57,982.00) | 4,585.60 | (86,973.00) | (33,576.60) | 61.39% |

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 | 3,942.99 | 4,656.50 | 34,075.51 | 37,252.00 | (3,176.49) | 55,878.00 | 21,802.49 | 60.98% |
| 511310 | WAGES-SICK LEAVE | - | - | 655.49 | - | 655.49 | - | (655.49) | #DIV/0! |
| 511320 | WAGES-VACATION PAY | 1,089.60 | - | 1,480.92 | - | 1,480.92 | - | (1,480.92) | #DIV/0! |
| 511340 | WAGES-HOLIDAY PAY | - | - | 821.48 | - | 821.48 | - | (821.48) | #DIV/0! |
| 511350 | WAGES-MISCELLANEOUS(COMP) | - | - | 246.29 | - | 246.29 | - | (246.29) | #DIV/0! |
| 512141 | SOCIAL SECURITY | 377.03 | 356.25 | 2,791.97 | 2,850.00 | (58.03) | 4,275.00 | 1,483.03 | 65.31% |
| 512142 | RETIREMENT (EMPLOYER) | 332.16 | 307.33 | 2,460.47 | 2,458.67 | 1.80 | 3,688.00 | 1,227.53 | 66.72% |
| 512144 | HEALTH INSURANCE | 1,662.06 | 1,439.42 | 11,809.83 | 11,515.33 | 294.50 | 17,273.00 | 5,463.17 | 68.37% |
| 512145 | LIFE INSURANCE | 4.21 | 2.33 | 26.16 | 18.67 | 7.49 | 28.00 | 1.84 | 93.43% |
| 512150 | FSA CONTRIBUTION | - | 20.83 | 250.00 | 166.67 | 83.33 | 250.00 | - | 100.00% |
| 512173 | DENTAL INSURANCE | 117.84 | 90.00 | 756.84 | 720.00 | 36.84 | 1,080.00 | 323.16 | 70.08% |
| 531312 | OFFICE SUPPLIES | 7.70 | 2.08 | 61.27 | 16.67 | 44.60 | 25.00 | (36.27) | 245.08% |
| 531313 | PRINTING & DUPLICATING | - | 2.08 | 16.57 | 16.67 | (0.10) | 25.00 | 8.43 | 66.28% |
| 531314 | SMALL ITEMS OF EQUIPMENT | - | - | 36.24 | - | 36.24 | - | (36.24) | #DIV/0! |
| 531320 | SAFETY SUPPLIES | 22.27 | - | 230.46 | - | 230.46 | - | (230.46) | #DIV/0! |
| 531322 | SUBSCRIPTIONS | - | - | 465.27 | - | 465.27 | - | (465.27) | #DIV/0! |
| 531323 | SUBSCRIPTIONS-TAX & LAW | - | 25.00 | - | 200.00 | (200.00) | 300.00 | 300.00 | 0.00% |
| 531324 | MEMBERSHIP DUES | 75.00 | 18.33 | 285.00 | 146.67 | 138.33 | 220.00 | (65.00) | 129.55% |
| 532325 | REGISTRATION | - | 84.17 | 575.00 | 673.33 | (98.33) | 1,010.00 | 435.00 | 56.93% |
| 532332 | MILEAGE | 0.90 | 6.25 | 77.58 | 50.00 | 27.58 | 75.00 | (2.58) | 103.44% |
| 532335 | MEALS | - | 6.25 | 42.46 | 50.00 | (7.54) | 75.00 | 32.54 | 56.61% |
| 532336 | LODGING | - | 13.67 | 118.00 | 109.33 | 8.67 | 164.00 | 46.00 | 71.95% |
| 532350 | TRAINING MATERIALS | 1,008.48 | 312.50 | 1,095.58 | 2,500.00 | (1,404.42) | 3,750.00 | 2,654.42 | 29.22% |
| 535242 | MAINTAIN MACHINERY & EQUIP | - | - | 100.23 | - | 100.23 | - | (100.23) | #DIV/0! |
| 571004 | IP TELEPHONY ALLOCATION | 33.00 | 16.50 | 148.50 | 132.00 | 16.50 | 198.00 | 49.50 | 75.00% |
| 571009 | MIS PC GROUP ALLOCATION | 80.25 | 80.25 | 642.00 | 642.00 | - | 963.00 | 321.00 | 66.67% |
| 571010 | MIS SYSTEMS GRP ALLOC(ISIS) | 33.50 | 33.50 | 268.00 | 268.00 | - | 402.00 | 134.00 | 66.67% |
| 591519 | OTHER INSURANCE | 24.26 | 24.50 | 194.10 | 196.00 | (1.90) | 294.00 | 99.90 | 66.02% |
| 594820 | CAP OTHER | - | 500.00 | 5,766.75 | 4,000.00 | 1,766.75 | 6,000.00 | 233.25 | 96.11% |

| | | | | | | | | |
|--------|----------|----------|-----------|-----------|----------|-----------|-----------|--------|
| Totals | 8,811.25 | 7,997.75 | 65,497.97 | 63,982.00 | 1,515.97 | 95,973.00 | 30,475.03 | 68.25% |
|--------|----------|----------|-----------|-----------|----------|-----------|-----------|--------|

Other Financing Sources (Uses)

| Acct Number | Description | Current Period Actual | Current Period Budget | YTD Actual | YTD Budget | Prorated Variance | Total Budget | Annual Remaining | Percentage Of Budget |
|-------------|-------------|--------------------------|--------------------------|---------------|---------------|----------------------|-----------------|---------------------|-------------------------|
|-------------|-------------|--------------------------|--------------------------|---------------|---------------|----------------------|-----------------|---------------------|-------------------------|

#DIV/0!

#DIV/0!

| | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---------|
| Totals | - | - | - | - | - | - | - | - | #DIV/0! |
|--------|---|---|---|---|---|---|---|---|---------|

| | | | | | | | | |
|---------------------|----------|--------|-----------|----------|----------|----------|------------|--|
| Total Business Unit | 1,827.48 | 750.00 | 12,101.57 | 6,000.00 | 6,101.57 | 9,000.00 | (3,101.57) | |
|---------------------|----------|--------|-----------|----------|----------|----------|------------|--|

Human Resources
41

Date Ran 10/21/2016
Period 9
Year 2016

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) | (308,095.47) | (308,095.50) | 0.03 | (410,794.00) | (102,698.53) | 75.00% |
| 451002 | PRIVATE PARTY PHOTOCOPY | - | (1.67) | - | (15.00) | 15.00 | (20.00) | (20.00) | 0.00% |
| 451034 | BADGE REPLACEMENT FEE | (3.00) | (2.50) | (17.00) | (22.50) | 5.50 | (30.00) | (13.00) | 56.67% |
| Totals | | (34,235.83) | (34,237.00) | (308,112.47) | (308,133.00) | 20.53 | (410,844.00) | (102,731.53) | 75.00% |

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 | 11,437.08 | 16,738.17 | 102,872.44 | 150,643.50 | (47,771.06) | 200,858.00 | 97,985.56 | 51.22% |
| 511210 | WAGES-REGULAR | 2,841.35 | - | 25,745.40 | - | 25,745.40 | - | (25,745.40) | #DIV/0! |
| 511240 | WAGES-TEMPORARY | - | - | 221.00 | - | 221.00 | - | (221.00) | #DIV/0! |
| 511310 | WAGES-SICK LEAVE | 814.20 | - | 2,186.14 | - | 2,186.14 | - | (2,186.14) | #DIV/0! |
| 511320 | WAGES-VACATION PAY | 363.84 | - | 6,596.46 | - | 6,596.46 | - | (6,596.46) | #DIV/0! |
| 511330 | WAGES-LONGEVITY PAY | - | 20.75 | - | 186.75 | (186.75) | 249.00 | 249.00 | 0.00% |
| 511340 | WAGES-HOLIDAY PAY | 723.94 | - | 4,372.56 | - | 4,372.56 | - | (4,372.56) | #DIV/0! |
| 511350 | WAGES-MISCELLANEOUS(COMP) | 17.88 | - | 2,133.57 | - | 2,133.57 | - | (2,133.57) | #DIV/0! |
| 512141 | SOCIAL SECURITY | 1,135.93 | 1,258.17 | 10,211.50 | 11,323.50 | (1,112.00) | 15,098.00 | 4,886.50 | 67.63% |
| 512142 | RETIREMENT (EMPLOYER) | 1,069.13 | 1,106.08 | 9,498.05 | 9,954.75 | (456.70) | 13,273.00 | 3,774.95 | 71.56% |
| 512144 | HEALTH INSURANCE | 2,674.70 | 4,485.08 | 39,468.53 | 40,365.75 | (897.22) | 53,821.00 | 14,352.47 | 73.33% |
| 512145 | LIFE INSURANCE | 3.46 | 3.92 | 30.38 | 35.25 | (4.87) | 47.00 | 16.62 | 64.64% |
| 512150 | FSA CONTRIBUTION | - | 62.50 | 750.00 | 562.50 | 187.50 | 750.00 | - | 100.00% |
| 512173 | DENTAL INSURANCE | 52.04 | 270.00 | 2,322.02 | 2,430.00 | (107.98) | 3,240.00 | 917.98 | 71.67% |
| 521218 | ARBITRATOR | - | 66.67 | - | 600.00 | (600.00) | 800.00 | 800.00 | 0.00% |
| 521219 | OTHER PROFESSIONAL SERV | 1,801.25 | 1,620.75 | 10,675.50 | 14,586.75 | (3,911.25) | 19,449.00 | 8,773.50 | 54.89% |
| 521220 | CONSULTANT | - | 416.67 | - | 3,750.00 | (3,750.00) | 5,000.00 | 5,000.00 | 0.00% |
| 521225 | SECTION 125 | 1,702.11 | 1,855.33 | 19,558.33 | 16,698.00 | 2,860.33 | 22,264.00 | 2,705.67 | 87.85% |
| 521226 | ERGONOMICS | - | 20.83 | - | 187.50 | (187.50) | 250.00 | 250.00 | 0.00% |
| 521227 | POSITION CLASSIFICATIONS | - | 312.50 | 4,588.69 | 2,812.50 | 1,776.19 | 3,750.00 | (838.69) | 122.37% |
| 521228 | LABOR NEGOTIATIONS | 235.00 | 2,083.33 | 235.00 | 18,750.00 | (18,515.00) | 25,000.00 | 24,765.00 | 0.94% |
| 521229 | RECRUITMENT RELATED | 101.50 | 83.33 | 1,006.14 | 750.00 | 256.14 | 1,000.00 | (6.14) | 100.61% |
| 521296 | COMPUTER SUPPORT | - | 350.83 | 4,194.29 | 3,157.50 | 1,036.79 | 4,210.00 | 15.71 | 99.63% |
| 531298 | UNITED PARCEL SERVICE UPS | 7.46 | - | 7.46 | - | 7.46 | - | (7.46) | #DIV/0! |
| 531303 | COMPUTER EQUIPMT & SOFTWA | 84.97 | 125.00 | 1,984.03 | 1,125.00 | 859.03 | 1,500.00 | (484.03) | 132.27% |
| 531311 | POSTAGE & BOX RENT | 23.59 | 25.00 | 288.88 | 225.00 | 63.88 | 300.00 | 11.12 | 96.29% |
| 531312 | OFFICE SUPPLIES | 25.99 | 60.83 | 610.16 | 547.50 | 62.66 | 730.00 | 119.84 | 83.58% |
| 531313 | PRINTING & DUPLICATING | 104.81 | 83.33 | 819.79 | 750.00 | 69.79 | 1,000.00 | 180.21 | 81.98% |
| 531323 | SUBSCRIPTIONS-TAX & LAW | 104.81 | 133.33 | 333.81 | 1,200.00 | (866.19) | 1,600.00 | 1,266.19 | 20.86% |

| | | | | | | | | | |
|--------|-----------------------------|--------|----------|-----------|-----------|------------|-----------|----------|--------|
| 531324 | MEMBERSHIP DUES | - | 42.50 | 385.00 | 382.50 | 2.50 | 510.00 | 125.00 | 75.49% |
| 531357 | EMPLOYEE RECOGNITION | - | 500.00 | 1,591.94 | 4,500.00 | (2,908.06) | 6,000.00 | 4,408.06 | 26.53% |
| 532325 | REGISTRATION | - | 143.75 | 1,414.00 | 1,293.75 | 120.25 | 1,725.00 | 311.00 | 81.97% |
| 532332 | MILEAGE | - | 36.08 | 216.75 | 324.75 | (108.00) | 433.00 | 216.25 | 50.06% |
| 532334 | COMMERCIAL TRAVEL | - | 41.67 | - | 375.00 | (375.00) | 500.00 | 500.00 | 0.00% |
| 532335 | MEALS | - | 25.58 | 111.15 | 230.25 | (119.10) | 307.00 | 195.85 | 36.21% |
| 532336 | LODGING | - | 171.33 | 820.00 | 1,542.00 | (722.00) | 2,056.00 | 1,236.00 | 39.88% |
| 532339 | OTHER TRAVEL & TOLLS | - | 15.83 | - | 142.50 | (142.50) | 190.00 | 190.00 | 0.00% |
| 532350 | TRAINING MATERIALS | 205.00 | 1,958.33 | 14,354.50 | 17,625.00 | (3,270.50) | 23,500.00 | 9,145.50 | 61.08% |
| 533225 | TELEPHONE & FAX | 3.89 | 5.83 | 38.17 | 52.50 | (14.33) | 70.00 | 31.83 | 54.53% |
| 571004 | IP TELEPHONY ALLOCATION | - | 49.58 | 446.22 | 446.25 | (0.03) | 595.00 | 148.78 | 74.99% |
| 571005 | DUPLICATING ALLOCATION | 37.50 | 37.50 | 337.50 | 337.50 | - | 450.00 | 112.50 | 75.00% |
| 571009 | MIS PC GROUP ALLOCATION | 481.25 | 481.25 | 4,331.25 | 4,331.25 | - | 5,775.00 | 1,443.75 | 75.00% |
| 571010 | MIS SYSTEMS GRP ALLOC(ISIS) | 201.08 | 201.08 | 1,809.72 | 1,809.75 | (0.03) | 2,413.00 | 603.28 | 75.00% |
| 591519 | OTHER INSURANCE | 87.31 | 94.25 | 785.85 | 848.25 | (62.40) | 1,131.00 | 345.15 | 69.48% |

| | | | | | | | | |
|--------|-----------|-----------|------------|------------|-------------|------------|------------|--------|
| Totals | 26,341.07 | 34,987.00 | 277,352.18 | 314,883.00 | (37,530.82) | 419,844.00 | 142,491.82 | 66.06% |
|--------|-----------|-----------|------------|------------|-------------|------------|------------|--------|

Other Financing Sources (Uses)

| Acct Number | Description | Current Period Actual | Current Period Budget | YTD Actual | YTD Budget | Prorated Variance | Total Budget | Annual Remaining | Percentage Of Budget |
|---------------------|-------------|-----------------------|-----------------------|-------------|------------|-------------------|--------------|------------------|----------------------|
| | | | | | | | | | #DIV/0! |
| | | | | | | | | | #DIV/0! |
| Totals | | - | - | - | - | - | - | - | #DIV/0! |
| Total Business Unit | | (7,894.76) | 750.00 | (30,760.29) | 6,750.00 | (37,510.29) | 9,000.00 | 39,760.29 | |

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) | (33,219.72) | (33,219.75) | 0.03 | (44,293.00) | (11,073.28) | 75.00% |
| 474106 | INTERGOVT SHARED SERVICES | (3,919.02) | (3,556.67) | (27,786.78) | (32,010.00) | 4,223.22 | (42,680.00) | (14,893.22) | 65.10% |
| Totals | | (7,610.10) | (7,247.75) | (61,006.50) | (65,229.75) | 4,223.25 | (86,973.00) | (25,966.50) | 70.14% |

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 | 4,317.54 | 4,656.50 | 38,393.05 | 41,908.50 | (3,515.45) | 55,878.00 | 17,484.95 | 68.71% |
| 511310 | WAGES-SICK LEAVE | 68.10 | - | 723.59 | - | 723.59 | - | (723.59) | #DIV/0! |
| 511320 | WAGES-VACATION PAY | - | - | 1,480.92 | - | 1,480.92 | - | (1,480.92) | #DIV/0! |
| 511340 | WAGES-HOLIDAY PAY | 204.30 | - | 1,025.78 | - | 1,025.78 | - | (1,025.78) | #DIV/0! |
| 511350 | WAGES-MISCELLANEOUS(COMP) | 183.87 | - | 430.16 | - | 430.16 | - | (430.16) | #DIV/0! |
| 512141 | SOCIAL SECURITY | 357.66 | 356.25 | 3,149.63 | 3,206.25 | (56.62) | 4,275.00 | 1,125.37 | 73.68% |
| 512142 | RETIREMENT (EMPLOYER) | 315.09 | 307.33 | 2,775.56 | 2,766.00 | 9.56 | 3,688.00 | 912.44 | 75.26% |
| 512144 | HEALTH INSURANCE | 856.89 | 1,439.42 | 12,666.72 | 12,954.75 | (288.03) | 17,273.00 | 4,606.28 | 73.33% |
| 512145 | LIFE INSURANCE | 4.21 | 2.33 | 30.37 | 21.00 | 9.37 | 28.00 | (2.37) | 108.46% |
| 512150 | FSA CONTRIBUTION | - | 20.83 | 250.00 | 187.50 | 62.50 | 250.00 | - | 100.00% |
| 512173 | DENTAL INSURANCE | 17.16 | 90.00 | 774.00 | 810.00 | (36.00) | 1,080.00 | 306.00 | 71.67% |
| 531312 | OFFICE SUPPLIES | - | 2.08 | 61.27 | 18.75 | 42.52 | 25.00 | (36.27) | 245.08% |
| 531313 | PRINTING & DUPLICATING | - | 2.08 | 16.57 | 18.75 | (2.18) | 25.00 | 8.43 | 66.28% |
| 531314 | SMALL ITEMS OF EQUIPMENT | (107.23) | - | (70.99) | - | (70.99) | - | 70.99 | #DIV/0! |
| 531320 | SAFETY SUPPLIES | - | - | 230.46 | - | 230.46 | - | (230.46) | #DIV/0! |
| 531322 | SUBSCRIPTIONS | - | - | 465.27 | - | 465.27 | - | (465.27) | #DIV/0! |
| 531323 | SUBSCRIPTIONS-TAX & LAW | - | 25.00 | - | 225.00 | (225.00) | 300.00 | 300.00 | 0.00% |
| 531324 | MEMBERSHIP DUES | - | 18.33 | 285.00 | 165.00 | 120.00 | 220.00 | (65.00) | 129.55% |
| 532325 | REGISTRATION | 25.00 | 84.17 | 600.00 | 757.50 | (157.50) | 1,010.00 | 410.00 | 59.41% |
| 532332 | MILEAGE | - | 6.25 | 77.58 | 56.25 | 21.33 | 75.00 | (2.58) | 103.44% |
| 532335 | MEALS | - | 6.25 | 42.46 | 56.25 | (13.79) | 75.00 | 32.54 | 56.61% |
| 532336 | LODGING | - | 13.67 | 118.00 | 123.00 | (5.00) | 164.00 | 46.00 | 71.95% |
| 532350 | TRAINING MATERIALS | 230.29 | 312.50 | 1,325.87 | 2,812.50 | (1,486.63) | 3,750.00 | 2,424.13 | 35.36% |
| 535242 | MAINTAIN MACHINERY & EQUIP | - | - | 100.23 | - | 100.23 | - | (100.23) | #DIV/0! |
| 571004 | IP TELEPHONY ALLOCATION | - | 16.50 | 148.50 | 148.50 | - | 198.00 | 49.50 | 75.00% |
| 571009 | MIS PC GROUP ALLOCATION | 80.25 | 80.25 | 722.25 | 722.25 | - | 963.00 | 240.75 | 75.00% |
| 571010 | MIS SYSTEMS GRP ALLOC(ISIS) | 33.50 | 33.50 | 301.50 | 301.50 | - | 402.00 | 100.50 | 75.00% |
| 591519 | OTHER INSURANCE | 24.26 | 24.50 | 218.36 | 220.50 | (2.14) | 294.00 | 75.64 | 74.27% |
| 594820 | CAP OTHER | - | 500.00 | 5,766.75 | 4,500.00 | 1,266.75 | 6,000.00 | 233.25 | 96.11% |

| | | | | | | | | |
|--------|----------|----------|-----------|-----------|--------|-----------|-----------|--------|
| Totals | 6,610.89 | 7,997.75 | 72,108.86 | 71,979.75 | 129.11 | 95,973.00 | 23,864.14 | 75.13% |
|--------|----------|----------|-----------|-----------|--------|-----------|-----------|--------|

Other Financing Sources (Uses)

| Acct Number | Description | Current Period Actual | Current Period Budget | YTD Actual | YTD Budget | Prorated Variance | Total Budget | Annual Remaining | Percentage Of Budget |
|-------------|-------------|-----------------------|-----------------------|------------|------------|-------------------|--------------|------------------|----------------------|
|-------------|-------------|-----------------------|-----------------------|------------|------------|-------------------|--------------|------------------|----------------------|

#DIV/0!

#DIV/0!

| | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---------|
| Totals | - | - | - | - | - | - | - | - | #DIV/0! |
|--------|---|---|---|---|---|---|---|---|---------|

| | | | | | | | | |
|---------------------|----------|--------|-----------|----------|----------|----------|------------|--|
| Total Business Unit | (999.21) | 750.00 | 11,102.36 | 6,750.00 | 4,352.36 | 9,000.00 | (2,102.36) | |
|---------------------|----------|--------|-----------|----------|----------|----------|------------|--|

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

MONTHLY ACCOMPLISHMENTS/GOALS:

- September and October, 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 September 20, 2016 Human Resources Committee meeting:

Human Services

- Administrative Services Division Manager– full-time
- Child Protective Services Supervisor – full-time
- Community Support Program Professional – full-time
- Compliance Officer – full-time
- Early Intervention Teacher – full-time
- Economic Support Specialist Lead – full-time
- Economic Support Specialist (Bilingual in Spanish preferred) – full-time
- IT Specialist – full-time

Positions not authorized to fill. None.

EMERGENCY HELP REQUESTS. The following emergency help requests were received since the September 20, 2016 Human Resources Committee meeting:

- **Administrative Assistant I.** Due to a recent vacancy and two leave of absences, the Human Services Director requested emergency help to assist with the clerical function. Approval was given to rehire a recent retiree who could complete the function without a significant amount of training.

LEAVE OF ABSENCE (LOA) APPROVALS.

- One LOA request approved for 5 days and extended an additional 10 days, (part-time for 5 days), pending certification.

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

- A Psychotherapist started September, 2016, and was authorized to start at step 4 of the applicable pay grade in consideration of attaining licensure and 3000 hours of supervised clinical experience.
- A Comprehensive Community Services Facilitator started October, 2016, and was authorized to start at step 2 of the applicable pay grade in consideration of experience.

Respectively 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
September, 2016**

Issues/Items for September, 2016:

- Personnel issues:
 - 5 performance-related concerns/investigatory issues, resulting in:
 - 1 counselling for attendance
 - 0 written warnings, 0 with a Performance Improvement Plan
 - 1 one-day suspension
 - 2 investigations on-going
 - 0 computer/phone record searches
 - 1 employee privacy complaint investigation
 - 3 employee health-related concerns
 - 0 employee accommodation, not Leave of Absence
 - 3 extensions of leave of absences, 3 as accommodations
 - 3 on-going Worker's compensation claims
 - 0 terminations of employment
 - 2 individual employee EAP referrals
 - 1 group EAP on-site session
 - 1 family EAP referral due to death of employee
- Trainings
 - Attended department meeting to review FLSA regulations and timekeeping rules on September 14, 2016
 - Attended Webinar on September 15, 2016, addressing changes to Overtime regulations by the Department of Labor, presented by J.J. Keller
 - Attended "Coaching for Accountability-Part 1" course on September 20, 2016, at WCTC in Pewaukee, WI
 - Participated in Deputy interviews for Walworth County on September 29 and September 30, 2016
- Recruitment and Retention
 - Recruited for 2 positions and received/reviewed 100 applications
 - Processed 5 new hires/transfers and 3 promotions
 - Processed 6 employee separations/seasonal layoffs
 - Processed 0 status changes
 - Completed and/or reviewed **23** reference checks, 7 education checks, **4** caregiver background checks and 0 criminal record checks on 7 candidates, of which **6** applicants were extended an offer and 1 is pending. **6** applicants accepted and **0** applicants declined.

- Employment Law and Personnel Ordinance activity
 - Monitored **114** active approved FMLA requests, both new and continuing
 - Received **4** First Report of Injuries, of which **3** were reportable
 - Accommodated **2** new disability requests

- Safety
 - Audited 1 facility for safety hazards/risks
 - Conducted Lock Out/Tag Out training with 1 department
 - *Completed 1 Risk assessment on a reportable workers compensation claim, car accident*
 - Completed Fire Extinguisher training with an additional 59 Courthouse employees on September 27
 - Implemented a Contractor Safety Agreement procedure

- Miscellaneous
 - Dealt with **1** employee death
 - Responded to **2** Open Records requests
 - Completed **1** requests for wages/benefits for grant application
 - Completed/updated **16** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Researched comparable information for upcoming negotiations and participated in management meetings to discuss negotiations
 - Finalized personnel wage/benefit budget information

Action Items for October, 2016:

- Continue on June, 2016 Action Items
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Complete Fire Extinguisher training for Human Services/Health employees, Parks, Fair and Highway
- Offer a Safety Training opportunity
- Conduct Evacuation Drills at all facilities
- Coordinate and manage annual Benefits Fair, including It's Your Choice Open Enrollment and Flu shots for employees

Respectfully Submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
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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
October, 2016**

Issues/Items for October, 2016:

- Personnel issues:
 - 5 performance-related concerns/investigatory issues, resulting in:
 - 1 counselling
 - 0 written warnings, 0 with a Performance Improvement Plan
 - 1 three-day suspension
 - 1 voluntary resignation
 - 0 terminations of employment
 - 3 investigations on-going
 - 1 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 2 new employee health-related concerns
 - 0 employee accommodation, not Leave of Absence
 - 4 extensions of leave of absences, 3 as accommodations
 - 4 on-going Worker's compensation claims
 - 3 individual employee EAP referrals, 1 work-related and 2 personal
 - 1 referral to Human Services
- Trainings
 - Attended "Coaching for Accountability-Part 2" course on October 4, 2016, at WCTC in Pewaukee, WI
 - Attended Health Insurance Kick-off meeting in Madison, Wi, by ETF
 - Attended WACPD conference on October 6 and 7 in Minocqua, WI. Assuming Training Committee Lead role.
 - Attended "The Keys to Employee Retention – Strategies for Hanging on to Your Talent" in Fort Atkinson, WI, on October 11, 2016, sponsored by JCSHRM.
 - Attended "Problematic Zones for Supervisors when it comes to Technology and Social Media" on October 27, 2016, in Oconomowoc, WI, presented by von Briesen & Roper, sponsored by WPELRA.

- Recruitment and Retention
 - Recruited for 5 positions and received/reviewed 68 applications
 - Processed 4 new hires/transfers and 0 promotions
 - Processed 3 employee separations/seasonal layoffs
 - Processed 0 status changes
 - Completed and/or reviewed **11** reference checks, **2** education checks, **2** caregiver background checks and **2** criminal record checks on **4** candidates, of which **3** applicants were extended an offer and 1 is pending. **2** applicants accepted and **1** applicant declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations
 - Monitored **119** active approved FMLA requests, both new and continuing
 - Received **9** First Report of Injuries, of which **6** were reportable
 - Accommodated **1** new disability requests
 - Participated in discussions on upcoming union negotiations and attended Initial Exchange of Proposals meeting
 - 1 bullying/hostile work environment investigation, on-going

- Safety
 - Distributed daily Driving Tips to all employees during the week of October 3 – 7 in recognition of National Drive Safely to Work Week
 - Distributed daily Fire Safety Tips to all employees during the week of 10 - 14 in recognition of National Fire Safety Week
 - Updated Spill Prevention policy at Highway
 - Completed Fire Extinguisher training for 112 Human Services and Health department employees, offering 12 different sessions; Fair Parks Staff; Parks Department Staff
 - Attended the Southeastern Wisconsin Safety Conference on October 27, 2016, at University of Whitewater. Jefferson County's copies of "Lock Out, Tag Out Procedure" and "Contractor Safety Agreement" cited as standard for attendees

- Miscellaneous
 - Conducted **1** Annual Performance Evaluation
 - Conducting survey and analyzing data of comparable counties/cities for Union negotiations
 - Costing out scenarios in preparation and response to union negotiations
 - Responded to **2** Records requests
 - Conducting wage survey on selected positions for recruitment purposes
 - Participated in an Alert System demonstration for both organizational and county-wide system
 - Coordinated a Halloween Costume contest on Monday, October 31, 2016, with voting to take place in November
 - Approved Vacation Donation request for 1 employee
 - Coordinated Annual Benefits Fair and Flu Shots for employees, held at the Highway Department. Over 100 employees attended.
 - Completed/updated **8** job descriptions, working toward the goal of completing job descriptions for over 200 positions

Action Items for November, 2016:

- Continue on June, 2016 Action Items
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Complete Fire Extinguisher training for Human Services/Health employees and Highway
- Offer a Safety Training opportunity
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Coordinate and manage annual Biometrics Screening for employees
- Coordinate a Professional Development Assessment and Focus group for future training and development needs

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri M Palm". The signature is written in a cursive style with a large, looped initial "T".

Terri M Palm
Human Resources Director