

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
April 18, 2017 @ 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. Greg David at 8:35 am. Others present: Joe Nehmer, Terri Palm, Duane Scott, 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 J. Mode, second by L. Zastrow, to approve the March 21, 2017 minutes, as presented. Motion carried 5:0.**
7. Communications: January – March, 2017, retirements presented to committee, consisting of four retirees with over 95 years of combined service.
8. Discussion and possible action to approve plan changes to the County's voluntary Group Long Term Disability Insurance. T. Palm reviewed memorandum dated April 11, 2017, which includes an elimination of the 30-day coverage while on a leave and replaced with a 1-year leave; the reduction of a waiting period from 6-months to 30-days; and an effective date of 3/1/17. **Motion by M. Wineke, second by L. Zastrow, to approve plan design changes to the County's voluntary Group Long Term Disability Insurance as outlined in the April 11, 2017 memo.** Motion carried 5:0.
9. Discussion and possible action to approve hiring an applicant having less than the appropriate qualifications at a lower pay grade for the full-time Network Specialist position, per HR0270, Qualifications of Employees. T. Palm reviewed the number of recruitments and repostings for the Network Specialist position since April, 2016, the utilization of temporary agencies, and the minimum number of qualified applicants applying. Section HR0270 of the Personnel Ordinance provides the Human Resources Committee the authorization to hire an individual with less than the appropriate qualifications under these circumstances, notwithstanding positions in the current budget. **Motion by J. Mode, second by G. David, to approve hiring an individual with less than appropriate qualifications for the Network Specialist position at a lower grade as a Microcomputer Specialist.** Motion carried 5:0.
10. Discussion and possible action to increase seasonal and unclassified position rates for 2017. T. Palm provided an update of the difficulty recruiting for summer help as well as year-round occasional part-time (OPT) assistance, particularly in Highway, Parks and the Fair Park. A local survey showed that summer help can earn anywhere from minimum wage to \$13/hour. Current OPT staff are performing the same tasks/responsibilities as full-time staff who are at a higher pay rate. Recommendation is to increase the summer help to \$11/hour, increase the OPT positions noted to \$13.69 or step 1 of pay grade 2, and increase the Dog Park Attendant position to \$13/hour. In addition, to recognize a higher level of OPT Highway workers at the Highway Department. The Highway department budgeted an increase for wages in the 2017 budget. Both Fair and Parks have agreed to reduce the number of hours budgeted to supplement the extra cost and strive to find other areas in their respective budgets

to cover an increase. The cost will be minimum and within the County Administrator's authority to approve a contingency transfer if needed. **Motion by L. Zastrow, second by M. Wineke, to approve an increase to seasonal/summer and occasional part-time staff as described.** Motion carried 5:0.

11. Discussion and possible action to establish seasonal and unclassified position rates for 2018. T. Palm explained that the HR Committee has been given the responsibility to establish unclassified position rates. In addition, personnel wages/benefits for 2018 will begin within the next month. Recommendation by staff is to approve rates as recommended for increase for 2017 and request the OPT positions become classified positions, the same as the full-time counterparts. **Motion by M. Wineke, second by L. Zastrow, to approve the 2018 seasonal/summer and unclassified rates as presented.** Motion carried 5:0.
12. 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 for the employee discipline during the closed session. Also present: T. Palm, Capt. D. Scott, B. Ward and B. Wehmeier. **Motion by J. Mode, second by G. David, to move into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(b), consideration of employee discipline.** Roll call: David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:56am.
13. Reconvene into open session for action regarding items discussed in closed session. **Motion by J. Mode, second by G. David, to reconvene into open session.** Roll call: David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Reconvened into open session at 9:06am.
 - a) Employee Discipline. **Motion by G. David, second by M. Wineke, to approve the employee discipline as recommended by the Sheriff.** Motion carried 5:0.
14. March, 2017, Monthly Financial Report. Nothing unusual for either Human Resources or Safety to note. Items that are at or near 100% are due to payments for the year in January, such as subscriptions. Also, there were two grievance arbitrations filed in January, which is the number budgeted for the year.
15. Report from Human Resources Director. T. Palm covered the March, 2017, monthly accomplishments and goals, the vacant position and emergency help requests, leave of absence approvals, employees provided additional steps or benefits and an update on the reclassification and new hire request process. Detailed report is available online or by request.
16. Set next meeting date and agenda items: Next meeting is scheduled for May 16, 2017, at 8:30am.
17. Adjournment: **Motion by L. Zastrow, second by G. David to adjourn. Motion Carried 5:0.** Meeting adjourned at 9:40am.

Name	Department	Job Title	End Date	Start Date		Years	Months
Christensen, Judith	Human Services	HSPI/AODA Assessor/Counselor	5/17/2017	1/21/1985	32.30	32.00	4.00
Griffee, Dennis	JCSO	Deputy - Support Services	5/26/2017	3/31/1997	20.20	20.00	2.00
Scheel, Diane	COC	Deputy Court Clerk II	5/1/2017	2/16/1988	29.20	29.00	2.00
Miller, Deb	Human Services	ADRC Paraprofessional	1/30/2009	8/30/2004	4.40	4.00	5.00
			2/13/2009	2/2/2009	0.00	0.00	0.00
			5/15/2009	4/13/2009	0.10	0.00	1.00
			4/3/2017	7/21/2010	6.70	6.00	9.00
Miller, Deb			Total		11.20	11.00	2.00
					0.00	0.00	0.00
Meyers, Michael	JCSO	Deputy - Patrol	4/20/2017	2/1/1984	33.20	33.00	2.00
Stelse, Gary	Highway	Highway Worker	6/1/2017	2/23/1987	30.30	30.00	4.00
Meyer, Steven	Highway	Highway Worker	6/29/2017	10/1/1974	42.80	42.00	10.00
					0.00	0.00	0.00
					0.00	0.00	0.00
					0.00	0.00	0.00

General Information:

Position To Be Filled: Behavioral Health Specialist/Psychotherapist

Department: Human Services

Hours per Week: 40

Seasonal: YES NO

Grade and Pay Range: Grade 8, 24.62

Benefited: YES NO

Annual Wage and Benefit Costs: 72,027

Budget Year: Present Upcoming

How is this position being funded?

Wisconsin Department of Health services grant will fully fund position for 2 years.

Classification/Position Information:

Vacancy Type: Vacancy New Position

If Vacant, name of Employee that Vacated: new position

****If New Position you must attach the Budget form to Request****

Anticipated Date to Fill: August 28, 2017

What would happen if this position is not filled and what changes have been made:

We have applied for a grant to increase our capacity to provide treatment with Opioid addictions. We would not be able to accept the grant funds if we can not fill this position.

Advertising Information:

Post Type: External Internal Both

Business Unit(s) for Advertising charges: 5000

Provide brief summary of the focus of this position (include unit if applicable):

Provide treatment, including individual and group, psychotherapy for people with Substance Use Disorders due to Opioid addictions.

External postings: Please list, if any, possible websites/newspapers for advertising:

Newspaper, internet, etc

Department Head Signature:

County Administrator Signature:


Key: 9c2418333a13fd13c4e822d1122769f3

06/13/2017

OPIOID CRISIS STATE TARGETED RESPONSE PROGRAM FUNDING REQUEST

INSTRUCTIONS: Return completed request to [Jason Harris](#) by June 15, 2017. Include attachments or additional pages as needed.

County or Tribe Name Jefferson	Contact Name Kathi Cauley	Title Director
Phone 920-674-8111	Email kathic@jeffersoncountywi.gov	

I. Maintenance of Effort (MOE): Counties obtain data from the Program Participation System (PPS)

Unduplicated number of individuals served with Substance Use Disorder in 2016. (Counties use PPS data, Tribes indicate source)	838
Total number of dollars spent serving individuals with Substance Use Disorder in 2016 reported from PPS data. (Counties use PPS data, Tribes indicate source)	\$963,016

II. Report persons to be served with STR grant funds and costs for each opioid use disorder treatment service you plan to provide with STR funds which are in addition to reported number served in 2016.
Fill in only those services for which you are requesting funds.

Under “Annual Number of Persons to be Served with STR Funds” (a)-(g) numbers may be duplicated. For example, if an individual is awaiting both Medication Assisted Treatment and outpatient services you would count that person in each category they are awaiting services for and include the cost under funding Colum. In row (h) indicate total unduplicated number to be served from July 1, 2017-April 30, 2018.

Opioid STR Service	Annual number of persons from to be served with STR funds (numbers may be duplicated based on need for multiple services)	STR funding request (\$\$ amount)
a. Medication management (medication cost; examination; prescribing; and/or monitoring)	We need funds for people who do not have insurance. These funds would be for medication for an additional 20 persons	\$20,973
b. Outpatient counseling services	40	\$72,027
c. Intensive outpatient counseling services		\$
d. Day Treatment		\$
e. Case Management/wrap-around services		\$
f. Opioid Withdrawal management		\$
g. Other, itemize and describe:		\$
		Total \$93,000.00

h. Total number of **unduplicated** persons waiting for services or with unmet needs to be served with STR funds from July 1, 2017-April 30, 2018 which are in addition to reported number served in 2016.

Total 40

III. Narrative description of services for which applicant is seeking STR funds. For each of the services to be funded provide justification for the STR funds requested and a description of the correlating services to be provided. Funding for one full-time mental health/substance abuse professional, preferably an LPC or LCSW with their substance abuse specialty. This position would provide group and individual therapy; utilizing dialectical behavior therapy, cognitive behavior therapy and motivational interviewing, as well as providing case management services. An addition, funding money would be used to support clients who are uninsured or underinsured in providing medication assisted treatment of suboxone or naltrexone. We would start building to sustainability immediately as we refine and update our prior authorization procedures and become part of more insurance networks.

IV. Describe the evidence-based assessment such as ASAM, UPC or other department approved tool and treatment practice(s) that will be employed and how applicant will ensure access to MAT (buprenorphine, methadone and or naltrexone formulations) for opioid use disorders. **By year two of grant applicants must offer at least two of the three MAT medications (buprenorphine, methadone and or naltrexone formulations).**

Applicants proposing to serve a population with a practice that has not been formally evaluated with that population are required to provide other forms of evidence that the practice(s) they will employ is appropriate for the population(s) of focus.

The outpatient AODA clinic currently utilizes the Wisconsin UPC as part of the assessment process. In addition to the UPC, clinicians also utilize the narcotic withdrawal scale and brief addiction monitor as needed during the assessment process. We have a psychiatrist available Monday through Friday who prescribes both suboxone and naltrexone as Medication Assisted Treatment options.

We also offer Dialectical Behavior Therapy for Substance Use Disorders.

V. Applicant must begin delivering services prior to September 1, 2017. Discuss how applicant will ensure speedy delivery of funded services and how applicant will overcome any subcontractor, staffing, capacity or other barriers and challenges.

We will immediately take the necessary steps to hire a LCSW or LPC with their Substance Abuse specialty. We are also prepared to recruit someone who is not fully licensed and to provide supervision and training as they finish the licensure process if necessary. We can also contract for the services if need be. If these steps are not timely enough, we are prepared to internally shift the caseloads of staff who have the necessary credentials and then hire less credentialed and experienced staff to work with consumers who do not have Opioid Substance Use issues.

Attached is a memo of understanding that our agency has with all local law enforcement jurisdictions to ensure rapid entry into treatment and as a diversion from arrest when applicable. Jefferson County is in the process of rolling out drug treatment court. The first clients will begin this summer. Jefferson County has also recently started a Stepping Up Initiative Committee. Not only will the committee be focusing on prevention efforts, they will also be looking at linking offenders to treatment (including MAT).

These efforts and initiatives reflect countywide support to find new answers and resources for people impacted by opioid addictions.

VI. Applicant agrees to follow the conditions for State Targeted Response to the Opioid Crisis grant requirements outlined in DCTS Numbered Memo 2017-05.

Yes No

Authorizing Official Name

Date

RESOLUTION NO. 2017-____

Create a full-time Psychotherapist position at Human Services

Executive Summary

Jefferson County Human Services continues to experience a significant number of citizens struggling with opiate/heroin addictions. **It is not uncommon for Human Services to receive 5 – 10 requests for opiate treatment in ONE DAY and for individuals to wait over one month to receive treatment.** Over the last seven years, the total number of consumers seen for Mental Health treatment, including alcohol and drug abuse, nearly doubled, from 540 individuals in 2008 to 1,111 individuals in 2015. This only captures the increase in required psychotherapy treatment and does not reflect the increase in need for rehabilitative services.

To help combat the growing opiate/heroin epidemic, the Human Services Director has applied for State Targeted Response to the Opioid Crisis grant (STR) and is consequently requesting the creation of a full-time Psychotherapist position. The Psychotherapist will address the increased need for psychotherapy treatment services by providing group and individual therapy as well as case management services and will be fully funded through the STR. As a condition of the grant, Jefferson County Human Services must begin delivering services prior to September 1, 2017.

On June 20, 2017, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the creation of one full-time Psychotherapist position at Human Services, contingent on the successful attainment of the STR grant.

WHEREAS, with the significant increase in citizens struggling with opiate/heroin addictions in Jefferson County, current staffing levels at Human Services cannot effectively address the services needed, and

WHEREAS, funding is available through a State Targeted Response to the Opioid Crisis Grant for one full-time Psychotherapist position, and

WHEREAS, to meet this need for Jefferson County citizens, the Human Services Director, Human Services Board and County Administrator request, and the Human Resources Committee recommends, creation of one full-time Psychotherapist position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Psychotherapist position at the Human Services Department, to become effective upon passage.

Fiscal Note: The Psychotherapist position is budgeted for \$83,976 annually for salary and fringe benefits (\$34,990 for the remainder of 2017 for salary and benefits) and is fully funded through the State Targeted Response to the Opioid Crisis grant; therefore, no tax-levy is required for this position. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

06-20-17

Terri M. Palm: 06-16-17

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

ORDINANCE NO. 2016-_____

Amend Personnel Ordinance HR0240, Establishing Positions, to include Job Sharing of positions

Executive Summary

Job Sharing is where two or more employees voluntarily share the duties and responsibilities of one full- or part-time position, dividing the hours between them and the wages and benefits are allocated on a pro-rata basis to each of the job sharers.

Job sharing can be advantageous to both the employees and the County. For employees, part-time hours may provide an individual flexibility to balance routine and/or unexpected work and family demands, to recover from an illness, to pursue an education or to supplement their income. For the County, offering part-time employment opportunities can attract or retain highly qualified employees who may not be able to or may not want to work a full-time schedule, provide extra coverage during recurring workload surges, and reduce employment expenditures.

Currently, there is not a process to allow job sharing of positions at Jefferson County. The Human Resources Director is requesting consideration for job sharing, as it can be advantageous to both the employees and the County.

On June 20, 2017, the Human Resources Committee considered the proposed language and is recommending amending Personnel Ordinance HR0240, Establishing Positions, to provide a process to allow Job Sharing of full and part-time positions.

WHEREAS, job sharing of positions can provide flexibility for employees and efficiencies for the County, and

WHEREAS, the County currently does not have a process to allow job sharing and recognizes the benefit and value in job sharing.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of HR0540, Establishing Positions, to provide job sharing of positions.

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

Section 1. Section HR0240, Establishing Positions, is amended as follows:

HR0240 ESTABLISHING POSITIONS.

- A. The Board of Supervisors shall, in the budget adopted the previous year, authorize for each department the number of full-time and part-time positions for the succeeding year.
- B. Department heads seeking position changes as part of the annual requested budget shall review those requests with the department's parent committee and give a written notification to the Human Resources

Director, preferably by June 1, in order to include the position changes in the Department Head's Requested Budget. The County Administrator will review the requested budgets with the department head. The position changes approved by the County Administrator will be evaluated for classification and grade placement, and presented to the Human Resources Committee for approval of the classification and grade placement. The Finance Committee will then review the County Administrator's recommended budget, make further recommendations accordingly, and forward the annual budget to the full County Board for adoption. Departments will be notified of the final approved position changes upon the adoption of the annual budget at the November County Board meeting. [cr. ord. 2008-24, 11/10/08]

C. A department head seeking position changes that are not part of the annual requested budget shall present in writing the need and reasons therefore to the County Administrator. Thereafter, the County Administrator, Human Resources Director and the Human Resources Committee shall investigate the need of such department and, in the event the Human Resources Committee determines that such need exists, an appropriate recommendation shall be made to the Board of Supervisors for decision. [am. 2008-24, 11/10/08]

D. The County Administrator or Human Resources Director may employ limited term employees as may be required to fill temporary vacancies caused by vacation, sickness, leave of absence or emergency, provided funds are available for such purpose in the budget. A report summarizing any emergency help approved shall be made to the Human Resources Committee. [am. 3/13/12, ord. 2011-31]

E. The County Administrator or Human Resources Director may employ two or more employees to job share the duties and responsibilities of one full- or part-time position, provided the cost of the job sharing does not exceed the funds allocated for the position in the budget. The hours of the position shall be divided between the employees to best meet the needs of the department and the wages and benefits will be provided in accordance with HR0265, Part-time Employment. Should one of the employees vacate the job sharing arrangement, the County Administrator shall determine if the position should remain a job sharing position and post accordingly. A report summarizing any job sharing arrangements shall be made to the Human Resources Committee.

EF. Positions that are created for a specific grant program are authorized for the duration of the grant funding. Upon elimination or reduction of grant funding, the position shall not be continued unless authorized by the Human Resources Committee. [cr. ord. 2005-43, 02/14/06]

FG. Nothing contained in this ordinance shall be construed to require the County Administrator or the Human Resources Committee to fill all positions authorized by the Board of Supervisors, nor to prohibit the County Administrator or the Human Resources Committee from filling a position for up to 12 months at a lesser number of hours than budgeted. [am. ord. 2005-43,

02/14/06; am. ord. 2009-10, 07/14/09]

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

06-20-17

Terri M. Palm: 06-16-17

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

DRAFT

Human Resources
41

Date Ran 4/21/2017
Period 3
Year 2017

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
411100	GENERAL PROPERTY TAXES	(31,631.00)	(31,631.00)	(94,893.00)	(94,893.00)	-	(379,572.00)	(284,679.00)	25.00%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(5.00)	(8.00)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	(5.00)	(1.67)	(5.00)	(5.00)	-	(20.00)	(15.00)	25.00%
Totals		(31,636.00)	(31,634.33)	(94,911.00)	(94,903.00)	(8.00)	(379,612.00)	(284,701.00)	25.00%

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	13,852.73	13,220.25	38,003.96	39,660.75	(1,656.79)	158,643.00	120,639.04	23.96%
511210	WAGES-REGULAR	3,968.45	3,106.42	11,077.40	9,319.25	1,758.15	37,277.00	26,199.60	29.72%
511310	WAGES-SICK LEAVE	32.59	-	613.66	-	613.66	-	(613.66)	#DIV/0!
511320	WAGES-VACATION PAY	216.98	-	594.96	-	594.96	-	(594.96)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	66.00	(66.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	1,056.66	-	1,056.66	-	(1,056.66)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	183.28	-	435.12	-	435.12	-	(435.12)	#DIV/0!
512141	SOCIAL SECURITY	1,335.13	1,235.08	3,772.99	3,705.25	67.74	14,821.00	11,048.01	25.46%
512142	RETIREMENT (EMPLOYER)	1,241.23	1,111.67	3,521.09	3,335.00	186.09	13,340.00	9,818.91	26.39%
512144	HEALTH INSURANCE	2,901.28	4,485.08	12,373.27	13,455.25	(1,081.98)	53,821.00	41,447.73	22.99%
512145	LIFE INSURANCE	3.46	3.92	10.38	11.75	(1.37)	47.00	36.62	22.09%
512150	FSA CONTRIBUTION	-	62.50	750.00	187.50	562.50	750.00	-	100.00%
512173	DENTAL INSURANCE	79.33	270.00	679.75	810.00	(130.25)	3,240.00	2,560.25	20.98%
521218	ARBITRATOR	-	66.67	800.00	200.00	600.00	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	2,436.00	3,180.92	4,526.00	9,542.75	(5,016.75)	38,171.00	33,645.00	11.86%
521225	SECTION 125	1,795.50	2,272.00	9,054.81	6,816.00	2,238.81	27,264.00	18,209.19	33.21%
521226	ERGONOMICS	-	20.83	-	62.50	(62.50)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	937.50	(937.50)	3,750.00	3,750.00	0.00%
521228	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	2.50	83.33	91.50	250.00	(158.50)	1,000.00	908.50	9.15%
521296	COMPUTER SUPPORT	152.50	367.00	4,636.39	1,101.00	3,535.39	4,404.00	(232.39)	105.28%
531298	UNITED PARCEL SERVICE UPS	-	-	4.03	-	4.03	-	(4.03)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW.	-	41.67	-	125.00	(125.00)	500.00	500.00	0.00%
531311	POSTAGE & BOX RENT	25.38	33.33	60.76	100.00	(39.24)	400.00	339.24	15.19%
531312	OFFICE SUPPLIES	0.77	60.83	70.21	182.50	(112.29)	730.00	659.79	9.62%
531313	PRINTING & DUPLICATING	52.67	83.33	262.85	250.00	12.85	1,000.00	737.15	26.29%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	1,257.75	400.00	857.75	1,600.00	342.25	78.61%
531324	MEMBERSHIP DUES	-	50.83	394.17	152.50	241.67	610.00	215.83	64.62%

531351 GAS/DIESEL	(31.38)	-	-	-	-	-	-	-	#DIV/0!
531357 EMPLOYEE RECOGNITION	3,745.98	500.00	4,536.26	1,500.00	3,036.26	6,000.00	1,463.74	75.60%	
532325 REGISTRATION	360.00	110.83	545.00	332.50	212.50	1,330.00	785.00	40.98%	
532332 MILEAGE	91.25	32.83	109.17	98.50	10.67	394.00	284.83	27.71%	
532334 COMMERCIAL TRAVEL	-	37.50	442.60	112.50	330.10	450.00	7.40	98.36%	
532335 MEALS	-	27.92	80.07	83.75	(3.68)	335.00	254.93	23.90%	
532336 LODGING	-	200.50	453.00	601.50	(148.50)	2,406.00	1,953.00	18.83%	
532339 OTHER TRAVEL & TOLLS	-	5.42	-	16.25	(16.25)	65.00	65.00	0.00%	
532350 TRAINING MATERIALS	314.00	1,833.33	691.00	5,500.00	(4,809.00)	22,000.00	21,309.00	3.14%	
533225 TELEPHONE & FAX	3.90	4.17	15.70	12.50	3.20	50.00	34.30	31.40%	
571004 IP TELEPHONY ALLOCATION	34.25	34.25	102.75	102.75	-	411.00	308.25	25.00%	
571005 DUPLICATING ALLOCATION	19.42	19.42	58.26	58.25	0.01	233.00	174.74	25.00%	
571009 MIS PC GROUP ALLOCATION	492.67	492.67	1,478.01	1,478.00	0.01	5,912.00	4,433.99	25.00%	
571010 MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	734.49	734.50	(0.01)	2,938.00	2,203.51	25.00%	
591519 OTHER INSURANCE	69.24	89.25	207.72	267.75	(60.03)	1,071.00	863.28	19.39%	

Totals	33,623.94	33,856.42	103,619.24	101,569.25	2,049.99	406,277.00	302,657.76	25.50%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	1,987.94	2,222.08	8,708.24	6,666.25	2,041.99	26,665.00	17,956.76	
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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	(3,881.75)	(3,881.75)	(11,645.25)	(11,645.25)	-	(46,581.00)	(34,935.75)	25.00%
474106	INTERGOVT SHARED SERVICES	(6,217.20)	(3,585.50)	(6,217.20)	(10,756.50)	4,539.30	(43,026.00)	(36,808.80)	14.45%
Totals		(10,098.95)	(7,467.25)	(17,862.45)	(22,401.75)	4,539.30	(89,607.00)	(71,744.55)	19.93%

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	3,827.88	4,780.58	12,210.80	14,341.75	(2,130.95)	57,367.00	45,156.20	21.29%
511310	WAGES-SICK LEAVE	1,234.80	-	1,680.70	-	1,680.70	-	(1,680.70)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	150.92	-	150.92	-	(150.92)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	198.94	-	198.94	-	(198.94)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	-	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	373.20	365.75	1,051.79	1,097.25	(45.46)	4,389.00	3,337.21	23.96%
512142	RETIREMENT (EMPLOYER)	344.23	325.08	970.24	975.25	(5.01)	3,901.00	2,930.76	24.87%
512144	HEALTH INSURANCE	913.43	1,398.58	3,846.03	4,195.75	(349.72)	16,783.00	12,936.97	22.92%
512145	LIFE INSURANCE	4.21	2.33	12.63	7.00	5.63	28.00	15.37	45.11%
512150	FSA CONTRIBUTION	-	20.83	250.00	62.50	187.50	250.00	-	100.00%
512173	DENTAL INSURANCE	27.56	90.00	225.00	270.00	(45.00)	1,080.00	855.00	20.83%
531303	COMPUTER EQUIPMT & SOFTW.	-	83.33	-	250.00	(250.00)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	4.17	15.14	12.50	2.64	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	-	2.08	-	6.25	(6.25)	25.00	25.00	0.00%
531320	SAFETY SUPPLIES	-	12.50	5.97	37.50	(31.53)	150.00	144.03	3.98%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	-	29.17	210.00	87.50	122.50	350.00	140.00	60.00%
532325	REGISTRATION	-	84.17	100.00	252.50	(152.50)	1,010.00	910.00	9.90%
532332	MILEAGE	-	6.25	-	18.75	(18.75)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	18.75	(18.75)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	41.00	(41.00)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	250.00	(250.00)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	34.26	34.25	0.01	137.00	102.74	25.01%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	246.24	246.25	(0.01)	985.00	738.76	25.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	122.49	122.50	(0.01)	490.00	367.51	25.00%
591519	OTHER INSURANCE	20.25	24.83	60.75	74.50	(13.75)	298.00	237.25	20.39%
Totals		6,879.89	7,467.25	21,977.68	22,401.75	(424.07)	89,607.00	67,629.32	24.53%

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		(3,219.06)	(0.00)	4,115.23	-	4,115.23	-	(4,115.23)	

Human Resources
41

Date Ran 5/22/2017
Period 4
Year 2017

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
411100	GENERAL PROPERTY TAXES	(31,631.00)	(31,631.00)	(126,524.00)	(126,524.00)	-	(379,572.00)	(253,048.00)	33.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(6.67)	(6.33)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	(5.00)	(6.67)	1.67	(20.00)	(15.00)	25.00%
Totals		(31,631.00)	(31,634.33)	(126,542.00)	(126,537.33)	(4.67)	(379,612.00)	(253,070.00)	33.33%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	9,414.89	13,220.25	47,418.85	52,881.00	(5,462.15)	158,643.00	111,224.15	29.89%
511210	WAGES-REGULAR	3,283.25	3,106.42	14,360.65	12,425.67	1,934.98	37,277.00	22,916.35	38.52%
511310	WAGES-SICK LEAVE	156.27	-	769.93	-	769.93	-	(769.93)	#DIV/0!
511320	WAGES-VACATION PAY	2,226.24	-	2,821.20	-	2,821.20	-	(2,821.20)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	88.00	(88.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	805.20	-	1,861.86	-	1,861.86	-	(1,861.86)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	46.89	-	482.01	-	482.01	-	(482.01)	#DIV/0!
511380	WAGES-BEREAVEMENT	171.30	-	171.30	-	171.30	-	(171.30)	#DIV/0!
512141	SOCIAL SECURITY	1,171.69	1,235.08	4,944.68	4,940.33	4.35	14,821.00	9,876.32	33.36%
512142	RETIREMENT (EMPLOYER)	1,095.06	1,111.67	4,616.15	4,446.67	169.48	13,340.00	8,723.85	34.60%
512144	HEALTH INSURANCE	4,485.06	4,485.08	16,858.33	17,940.33	(1,082.00)	53,821.00	36,962.67	31.32%
512145	LIFE INSURANCE	3.46	3.92	13.84	15.67	(1.83)	47.00	33.16	29.45%
512150	FSA CONTRIBUTION	-	62.50	750.00	250.00	500.00	750.00	-	100.00%
512173	DENTAL INSURANCE	270.00	270.00	949.75	1,080.00	(130.25)	3,240.00	2,290.25	29.31%
521218	ARBITRATOR	-	66.67	800.00	266.67	533.33	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	4,687.50	3,180.92	9,213.50	12,723.67	(3,510.17)	38,171.00	28,957.50	24.14%
521225	SECTION 125	1,793.66	2,272.00	10,848.47	9,088.00	1,760.47	27,264.00	16,415.53	39.79%
521226	ERGONOMICS	-	20.83	-	83.33	(83.33)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	1,250.00	(1,250.00)	3,750.00	3,750.00	0.00%
521228	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	61.80	83.33	153.30	333.33	(180.03)	1,000.00	846.70	15.33%
521296	COMPUTER SUPPORT	-	367.00	4,636.39	1,468.00	3,168.39	4,404.00	(232.39)	105.28%
531298	UNITED PARCEL SERVICE UPS	-	-	4.03	-	4.03	-	(4.03)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW.	375.11	41.67	375.11	166.67	208.44	500.00	124.89	75.02%
531311	POSTAGE & BOX RENT	34.55	33.33	95.31	133.33	(38.02)	400.00	304.69	23.83%
531312	OFFICE SUPPLIES	62.10	60.83	132.31	243.33	(111.02)	730.00	597.69	18.12%
531313	PRINTING & DUPLICATING	132.32	83.33	395.17	333.33	61.84	1,000.00	604.83	39.52%
531323	SUBSCRIPTIONS-TAX & LAW	229.00	133.33	1,486.75	533.33	953.42	1,600.00	113.25	92.92%
531324	MEMBERSHIP DUES	-	50.83	394.17	203.33	190.84	610.00	215.83	64.62%
531357	EMPLOYEE RECOGNITION	(3,830.64)	500.00	705.62	2,000.00	(1,294.38)	6,000.00	5,294.38	11.76%

532325	REGISTRATION	-	110.83	545.00	443.33	101.67	1,330.00	785.00	40.98%
532332	MILEAGE	-	32.83	109.17	131.33	(22.16)	394.00	284.83	27.71%
532334	COMMERCIAL TRAVEL	-	37.50	442.60	150.00	292.60	450.00	7.40	98.36%
532335	MEALS	81.95	27.92	162.02	111.67	50.35	335.00	172.98	48.36%
532336	LODGING	964.76	200.50	1,417.76	802.00	615.76	2,406.00	988.24	58.93%
532339	OTHER TRAVEL & TOLLS	65.00	5.42	65.00	21.67	43.33	65.00	-	100.00%
532350	TRAINING MATERIALS	1,918.37	1,833.33	2,609.37	7,333.33	(4,723.96)	22,000.00	19,390.63	11.86%
533225	TELEPHONE & FAX	3.91	4.17	19.61	16.67	2.94	50.00	30.39	39.22%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	137.00	137.00	-	411.00	274.00	33.33%
571005	DUPLICATING ALLOCATION	19.42	19.42	77.68	77.67	0.01	233.00	155.32	33.34%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	1,970.68	1,970.67	0.01	5,912.00	3,941.32	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	979.32	979.33	(0.01)	2,938.00	1,958.68	33.33%
591519	OTHER INSURANCE	69.24	89.25	276.96	357.00	(80.04)	1,071.00	794.04	25.86%

Totals	30,569.11	33,856.42	134,188.35	135,425.67	(1,237.32)	406,277.00	272,088.65	33.03%
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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
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		(1,061.89)	2,222.08	7,646.35	8,888.33	(1,241.98)	26,665.00	19,018.65	

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
411100	GENERAL PROPERTY TAXES	(3,881.75)	(3,881.75)	(15,527.00)	(15,527.00)	-	(46,581.00)	(31,054.00)	33.33%
474106	INTERGOVT SHARED SERVICES	(3,947.81)	(3,585.50)	(10,165.01)	(14,342.00)	4,176.99	(43,026.00)	(32,860.99)	23.63%
Totals		(7,829.56)	(7,467.25)	(25,692.01)	(29,869.00)	4,176.99	(89,607.00)	(63,914.99)	28.67%

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	1,955.10	4,780.58	14,165.90	19,122.33	(4,956.43)	57,367.00	43,201.10	24.69%
511310	WAGES-SICK LEAVE	2,215.78	-	3,896.48	-	3,896.48	-	(3,896.48)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	150.92	-	150.92	-	(150.92)	#DIV/0!
511340	WAGES-HOLIDAY PAY	219.52	-	418.46	-	418.46	-	(418.46)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	-	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	323.62	365.75	1,375.41	1,463.00	(87.59)	4,389.00	3,013.59	31.34%
512142	RETIREMENT (EMPLOYER)	298.54	325.08	1,268.78	1,300.33	(31.55)	3,901.00	2,632.22	32.52%
512144	HEALTH INSURANCE	1,398.56	1,398.58	5,244.59	5,594.33	(349.74)	16,783.00	11,538.41	31.25%
512145	LIFE INSURANCE	4.21	2.33	16.84	9.33	7.51	28.00	11.16	60.14%
512150	FSA CONTRIBUTION	-	20.83	250.00	83.33	166.67	250.00	-	100.00%
512173	DENTAL INSURANCE	90.00	90.00	315.00	360.00	(45.00)	1,080.00	765.00	29.17%
531303	COMPUTER EQUIPMT & SOFTW.	-	83.33	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	4.17	15.14	16.67	(1.53)	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	-	2.08	-	8.33	(8.33)	25.00	25.00	0.00%
531320	SAFETY SUPPLIES	-	12.50	5.97	50.00	(44.03)	150.00	144.03	3.98%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	-	29.17	210.00	116.67	93.33	350.00	140.00	60.00%
532325	REGISTRATION	20.00	84.17	120.00	336.67	(216.67)	1,010.00	890.00	11.88%
532332	MILEAGE	-	6.25	-	25.00	(25.00)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	25.00	(25.00)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	54.67	(54.67)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	45.68	45.67	0.01	137.00	91.32	33.34%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	328.32	328.33	(0.01)	985.00	656.68	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	163.32	163.33	(0.01)	490.00	326.68	33.33%
591519	OTHER INSURANCE	20.25	24.83	81.00	99.33	(18.33)	298.00	217.00	27.18%
Totals		6,679.91	7,467.25	28,657.59	29,869.00	(1,211.41)	89,607.00	60,949.41	31.98%

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		(1,149.65)	(0.00)	2,965.58	(0.00)	2,965.58	-	(2,965.58)	

**Report to Human Resources Committee
June 20, 2017**

MONTHLY ACCOMPLISHMENTS/GOALS:

- April and May, 2017, reports included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since the April 18, 2017 Human Resources Committee meeting:

Clerk of Courts

- Deputy Court Clerk I/II

Fair Park

- Building and Grounds Worker – part-time, 1000 hours

Highway

- GIS/Engineering Technician
- Highway Worker – eligibility list for the remainder of 2017. Three known retirements/resignations before the end of the summer.

Human Services

- CCS Administrative Assistant, new in the 2017 budget
- Childrens Long Term Support Case Manager
- Economic Support Services I/II
- Youth Outreach Coordinator, Part-time. New in the 2017 budget

Sheriff's Office

- Deputy x 3
- Communication Operator – eligibility list for part-time

Positions not authorized to fill: Child Support Agency Student Co-op, with the recommendation of the Director.

EMERGENCY HELP REQUESTS: The following emergency help requests were received since the April 18, 2017 Human Resources Committee meeting.

- Request and approval for Child Protective Services Ongoing Professional emergency help for Human Services to cover caseload scheduled for TPR and guardianships during a leave of absence.

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

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

- No report

RECLASSIFICATION AND NEW HIRE PROCESS: There were 22 reclassifications submitted, with 20 submitted to Carlson Dettmann for review. Of the 20 requests, 17 were successful, affecting 20 employees. The total anticipated cost for 2018 is \$30,388. There were also 11 requests made so far for staffing changes, which include additional hours and new positions. The total cost for all 11 positions is \$296,409.

Respectively submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
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JEFFERSON, WISCONSIN 53549
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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

KIM EGGERS
Safety Coordinator

**Human Resources Department
Monthly Report
April, 2017**

Issues/Items for April, 2017:

- Personnel issues:
 - 7 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 2 counsellings
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 1 written warning
 - 2 Performance Improvement Plan
 - 0 suspensions
 - 1 voluntary resignation
 - 0 terminations of employment
 - 1 other
 - 4 investigations on-going
 - 1 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 1 new employee health-related concerns
 - 1 employee accommodation, not Leave of Absence
 - 1 extensions of leave of absences, 1 as accommodations
 - 0 individual employee EAP referrals, 0 work-related and 0 personal
- Benefits:
 - Coordinated seven on-site meetings over the course of two days on April 10 and 11 with a representative from Nationwide. Employees signed up on-line for an appointment to discuss their individual retirement circumstances.
 - Organized a meeting on April 21 with all larger Jefferson County municipalities, Dodge County and Jefferson County with M3 Consulting to assist the local governments in exploring health insurance options.
- Professional Development/Trainings:
 - Attended “How to Bring Your Values to Life: The New Rules of Work” webinar on April 6, 2017.
 - Attended “The ADA Interactive Process”, hosted by NPELRA, on April 12, 2017. Attended by department heads and five other supervisors.

- Coordinated a “Coaching For Accountability” course, consisting of two 3.5 hour sessions on April 11 and April 26, 2017. The course was presented by WCTC and successfully completed by 21 department heads, managers, supervisors and others interested in taking on a leadership role.
- Attended the NPELRA conference in Long Beach, CA, April 23 – April 27, 2017.
- Recruitment and Retention:
 - Recruited for **7** positions and received/reviewed **124** applications
 - Processed **1** new hires/transfers and 1 promotion and **0** interim promotion.
 - Processed **6** employee separations/seasonal layoffs
 - Processed **2** status changes
 - Completed and/or reviewed **9** reference checks, **3** education checks, **2** caregiver background checks and **1** criminal record checks on **4** candidates, of which **3** applicants were extended an offer and **0** is pending. **3** applicants accepted and **0** applicants declined.
 - Participated in review of applications and the interview process for the Finance Director position, coordinating the accepted offer.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **81** active FMLA requests, both new and on-going
 - Received **2** First Report of Injuries, of which **0** was reportable
 - Met with contracted with outside counsel to discuss upcoming grievance arbitration on Jail Assignment selection. Grievance settlement reached prior to arbitration.
 - Accommodated 0 new disability requests
 - Accommodated 1 Religious accommodation request
 - 1 bullying/hostile work environment investigation ongoing
 - 0 HIPAA violation investigation
 - 0 FMLA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal
 - Continue to monitor 4 on-going Worker’s compensation claims
 - Continue to monitor and provide input to 1 ongoing grievance arbitrations
- Safety:
 - Provided “Severe Weather” toolbox training
 - Coordinated, monitored and followed up to the Statewide Tornado Drill on April 20, 2017. 100% participation by the Courthouse.
 - In process of completing Emergency maps for Highway
 - In process of completing lock out/tag out training/testing for Parks and Highway departments
- Employee Recognition and Appreciation:
 - Distributed 35 birthday cupcakes for birthdays for the month of March
 - Distributed 3 Years of Service Thank you cards and gifts/gift options for the month of April, 2017
- Miscellaneous:
 - Responded to **2** Open Records requests
 - Completed/updated **8** job descriptions, working toward the goal of completing job descriptions for over 200 positions

- Collecting data on mini salary survey of 40 benchmark positions, submitted to comparable counties
- Reviewed **21** reclassification Job Description Questionnaires, submitting **16** for review. Remaining 5 requests have been denied, but in May will meet individually with each employee to obtain any needed clarification.

Action Items for May, 2017:

- Complete 10 job descriptions
- Coordinate a Health Insurance Option meeting with cities and County
- Participate in ERP training discussions
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Make a recommendation regarding a Mass Alert notification system
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks and Highway
- Complete an Employee Appreciation event in May
- Complete Independent Contractor audit
- Start personnel wages/benefits budget sheets for 2018

Respectfully Submitted,



Terri M Palm
Human Resources Director



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HUMAN RESOURCES**
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Safety Coordinator

**Human Resources Department
Monthly Report
May, 2017**

Issues/Items for May, 2017:

- Personnel issues:
 - 3 new and 4 ongoing performance-related concerns/investigatory issues, resulting in:
 - 2 counsellings
 - 0 extensions of probationary periods
 - 1 verbal warning
 - 1 written warning
 - 2 Performance Improvement Plan
 - 1 suspensions
 - 1 voluntary resignation
 - 0 terminations of employment
 - 0 other
 - 1 investigations on-going
 - 2 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 0 new employee health-related concerns
 - 0 employee accommodation, not Leave of Absence
 - 1 extensions of leave of absences, 1 as accommodations
 - 4 individual employee EAP referrals, 1 work-related and 3 personal
- Benefits:
 - Organized a meeting on May 23 between Jefferson County and M3 Consulting to discuss further steps needed to obtain health insurance options.
- Professional Development/Trainings:
 - Attended “Total Rewards Management Workshop” seminar in Kimberly, WI on May 2, 2017, sponsored by WPELRA.
 - Attended “Understanding Workers Compensation Changes in 2018” on May 9, 2017, sponsored by JCHRMA.
 - Attended “Material Handling – How to Keep Trainers and Participants Engaged in Safe Practices”, on May 11, 2017, presented by Jake Lowell, State Risk Management
 - Coordinated a webinar on “Succession Planning”, hosted by NPELRA, on May 24, 2017. Attended by department heads and other supervisors.

- Recruitment and Retention:
 - Recruited for **10** positions and received/reviewed **141** applications
 - Processed **12** new hires/transfers and 0 promotion and **0** interim promotion.
 - Processed **7** employee separations/seasonal layoffs
 - Processed **2** status changes
 - Completed and/or reviewed **32** reference checks, **4** education checks, **3** caregiver background checks, **1** credit check and **1** criminal record checks on **18** candidates, of which **14** applicants were extended an offer and **0** is pending. **12** applicants accepted and **2** applicants declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **83** active FMLA requests, both new and on-going
 - Received **0** First Report of Injuries, of which **0** was reportable
 - Accommodated 0 new disability requests
 - Accommodated 0 new Religious accommodation request
 - 1 bullying/hostile work environment investigation
 - 0 HIPAA violation investigation
 - 1 FMLA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal
 - Continue to monitor 4 on-going Worker's compensation claims
 - Continue to monitor and provide input to 1 ongoing grievance arbitrations

- Safety:
 - Provided "Walking and Working Surfaces" toolbox training
 - In process of completing Emergency maps for Highway
 - In process of completing lock out/tag out training/testing for Parks and Highway departments

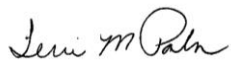
- Employee Recognition and Appreciation:
 - Distributed **57** birthday cupcakes for birthdays for the month of May
 - Distributed **7** Years of Service Thank you cards and gifts/gift options for the month of May, 2017
 - Organized an "Orange you glad it's Friday" gift for employees

- Miscellaneous:
 - Attended 6 days of hands-on training on the new ERP system, Munis
 - Submitted approximately 18 reclassifications for review. Met 1:1 with four employees to gather more information. Followed up with Carlson Dettmann on May 2 to discuss the process.
 - Organized material and final details for WACPD conference
 - Responded to **2** Open Records requests
 - Completed/updated **3** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Collecting data on mini salary survey of 40 benchmark positions, submitted to comparable counties

Action Items for June, 2017:

- Complete 10 job descriptions
- Coordinate a Health Insurance Option meeting with cities and County
- Participate in ERP training discussions
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Make a recommendation regarding a Mass Alert notification system
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks and Highway
- Complete an Employee Appreciation event in June
- Complete Independent Contractor audit
- Complete and run scenarios for personnel wages/benefits budget sheets for 2018

Respectfully Submitted,

A handwritten signature in cursive script that reads "Terri M Palm".

Terri M Palm
Human Resources Director