

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

Wednesday, August 23, 2017 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David; Jim Mode, Vice Chair; Michael Wineke; Lloyd Zastrow, Secretary

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 July 18, 2017 minutes
7. Communications
8. Discussion and possible action to recommend a resolution to eliminate a full-time, vacant, Community Services Wraparound Coordinator and create a full-time Community Support Program Professional I/II position at Human Services
9. Update and discussion of organizational changes in the MIS Department
10. Update and discussion on the County's current Flexible Spending Account and possible action to recommend a Flexible Spending Account Third Party Administrator for 2018
11. Update and discussion on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options and possible recommendation regarding county-sponsored health insurance for 2018
12. Convene into closed session pursuant to Wisconsin State Statute, section 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Review of June and July, 2017, Monthly Financial Reports for Human Resources and Safety
15. Review of Human Resources and Safety requested 2018 budget
16. Report from Human Resources Director:
 - a. July, 2017, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
 - f. Position filled at a lesser number of hours than budgeted
17. Set next meeting date and agenda items
18. Adjournment

Next scheduled meeting: Tuesday, September 19, 2017 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
July 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 (Chair), Jim Mode (Vice Chair), Michael Wineke, and Lloyd Zastrow (Secretary). Excused: Greg David. Others present: Mark DeVries (Finance Director); Karen Mundt (Benefits Administrator at 9:15am), Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel) and Benjamin Wehmeier (County Administrator).
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 J. Mode, to approve the June 20, 2017 minutes, as presented. Motion carried 4:0.**
7. Communications: None.
8. Discussion and possible action to recommend the creation of a pool of part-time Drug-Task Force Deputy positions at the Sheriff's Department. T. Palm explained that the Sheriff is recommending the creation of part-time sworn deputies to assist the Drug Task Force and the growing problem in Jefferson County. Ideal candidates would be retired officers or part-time officers in another agency. **Motion by L. Zastrow, second by J. Mode, to strike the specific Drug Task Force agencies listed and recommend the resolution as amended to County Board for the approval to create a pool of part-time Drug Task Force Deputy positions at the Sheriff's Department. Motion carried 4:0.**
9. Discussion and possible action to amend Personnel Ordinance, HR0110, Definitions of Terms, to consider adding "Intern," "Job Shadowing," "Volunteer," and "Job Sharing," as well as any amendments to any other definition that may no longer be current. T. Palm explained that this is on the agenda following the ordinance amendment at the July 2017 County Board meeting which created the ability for Job Sharing. B. Ward indicated he liked having definitions and all in one place. T. Palm expressed concern of having it defined in two locations. As changes are made in the ordinance, it's easy to not make the amendment in all areas which creates inconsistencies in our own ordinance. J. Braughler noted that it made sense to add to the Definition section anything that may not be in a section/ordinance title which can easily be found in the Table of Contents or a word search. B. Wehmeier informed the committee that staff is currently looking at policies that need to be reviewed and created, including the Personnel Ordinance. Recommended changes may be coming forthright regarding the structure of policies. Committee directed staff to review entire ordinance for other changes that may need to be made, rather than making a change at every meeting. Also, staff should consider a procedure in determining when a definition should be included in the definitions section and possible find any best practices in this. **No action taken.**
10. Update and discussion on the Wisconsin Public Employers Group Health Insurance Program and other health insurance options. Committee was informed that the County is meeting with another county and other local municipalities who are interested in exploring forming a consortium for a health

insurance program. The group will be meeting on August 16, 2017, with M3 who has been assisting the group. At this meeting, the County should be provided rates for 2018 should we want or need to switch from the State Plan. There are still unanswered questions regarding the State plan and local governments and the county feels it is necessary to continue to explore other options and be prepared. **Information only. No action taken.**

11. May, 2017, Monthly Financial Reports for Human Resources and Safety. Nothing unusual for either Human Resources or Safety to note.
12. Report from Human Resources Director. T. Palm covered the June, 2017, monthly accomplishments and goals; the vacant position and emergency help requests; leave of absence approvals; and employees provided additional steps or benefits. Detailed report is available online or by request.
13. **Motion by L. Zastrow, second by M. Wineke, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85(1)(g), conference with legal counsel concerning strategy with respect to litigation concerning worker's compensation, duty disability and/or disability discrimination claims.** Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:16am.
Note: K. Mundt, T. Palm-Kostroski, B. Ward and B. Wehmeier also present.
14. **Motion by J. Mode, second by L. Zastrow, to reconvene into open session.** Motion carried 4:0. Reconvened into open session at 9:32am. No action regarding closed session items taken.
15. Set next meeting date and agenda items: Next meeting is *re-scheduled* for August 23, 2017 at 8:30am. Agenda item to include update on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options.
16. Adjournment: **Motion by J. Mode, second by L. Zastrow to adjourn. Motion Carried 4:0.** Meeting adjourned at 9:35am.

RESOLUTION NO. 2017-_____

Eliminating a vacant, full-time Community Resources Coordinator Wraparound position and creating a full-time Community Support Program Professional I/II position at Human Services

Executive Summary

Jefferson County continues to experience an extremely high caseload of individuals with severe and persistent mental illness. This affects all citizens of the county, but in particular, the number of youth with mental illness is increasing at an alarming rate. These cases often require a lot of time, attention and a higher skill level than a Master’s level Social Worker can provide. Failure to provide the appropriate level of service often results in youth being subject to emergency detention, hospitalization, the judicial system or death. This comes at a high cost that is both an economic and social issue.

The Human Services Director is requesting the elimination of one full-time vacant Community Resource Wraparound Coordinator (CRC Wraparound) position and the creation of one full-time Community Support Program Professional I/II (CSP I/II) position. CSP I/II positions require either a bachelor’s or master’s degree and may perform similar duties of a CRC Wraparound position, as well as additional duties including assessment, case management, treatment planning and crisis services, allowing more youth to be served. Additionally, the CSP II position and overhead is funded 60% with Medicaid funding and only 40% tax-levy, whereas the CRC Wraparound is funded 100% with tax-levy. On August 23, 2017, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the elimination of the vacant full-time CRC Wraparound position and the creation of a full-time CSP I/II position at Human Services.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, with the significant increase in youth struggling with severe and persistent mental health illness in Jefferson County, current staffing levels at Human Services cannot effectively address the services needed, and

WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the elimination of one vacant full-time Community Resources Wraparound Coordinator position and the creation of one full-time Community Support Program Professional I/II position to provide assessment, case management, treatment planning and crisis services to youth with severe and persistent mental illness.

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 reflect the above change, to become effective upon passage.

Fiscal Note: The annual gross difference between a full-time CRC Wraparound Position and a full-time CSP II position is an increase of \$8,600. However, there is an additional \$52,106 available through Medicaid funding that will exceed the extra cost, resulting in a tax-levy savings of \$43,506. Therefore, no additional tax levy is required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

08-23-17

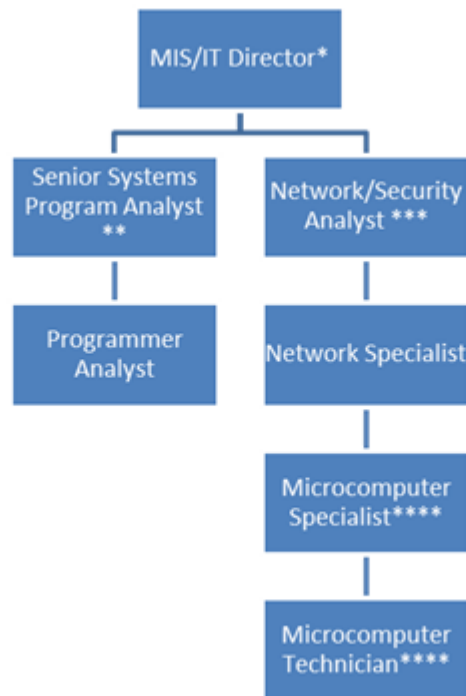
Terri M. Palm: 08-16-17

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

A key part of this recommendation will result in having one department to be responsible for the coordination and operations of all MIS/IT related functions. John Rageth has been named the interim director for this operation as we work through the formal process.

In addition, you will see “***” next to several positions. As part of this we are evaluating needs for skill sets in an quickly changing IT environment and the direction the County may head with technology before we formalize hires to replace vacant positions, as this will dictate the type if staff we need.

Finally, a LTE part time position was brought in to assist in deploying equipment allocated for 2017.





Dodge / Jefferson County FSA Proposal Summary

Eff. 1/1/2018

	Benefit Advantage (Green Bay WI)	DBS (Hartland WI)	Discovery Benefits (Fargo ND)	EBC (Middleton WI)	TASC (Madison WI)	ASIFlex (Columbia MO)
<i>FEE/COST</i>						
PPPM*	\$3.50	\$3.65	\$3.95	\$3.25	\$3.55	\$2.80 (direct deposits & email or text alerts only, otherwise fee is \$2.95)
Set-up	\$500 one-time (Separate charge for each County)	\$3.00 PPPY** (\$300 Annl Max) (Separate charge for each County)	None	None	None	\$250 initial year (Separate charge for each County)
"Benny" Card	Incl	Incl	Incl	Incl	Incl	Incl
Plan Docs	Incl	Incl	Incl	Incl	Incl	Incl
Employee Mtgs	Incl	1st 5 mtgs incl, \$50 per mtg thereafter	Webinar only	Addl fee, contact for info	Incl but need to know how many to finalize	\$250 per day plus travel
Annual Renewal	\$1,000.00	Incl	None	None	None	None
Rate Guarantee	3 Years	2 Years	3 Years	3 Years	3 Years	3 Years
M3 Commission/Fee	Net of commission; M3 annual fee of \$1,800 will be billed direct	Net of commission; M3 annual fee of \$1,800 will be billed direct	Net of commission; M3 annual fee of \$1,800 will be billed direct	5% of mo fee incl (estimated \$550 Dodge/\$875 Jefferson)	10% of mo fee incl (estimated \$1,197 Dodge/\$1,913 Jefferson)	Net of commission; M3 annual fee of \$1,800 will be billed direct



Dodge / Jefferson County FSA Proposal Summary

Eff. 1/1/2018

	Benefit Advantage (Green Bay WI)	DBS (Hartland WI)	Discovery Benefits (Fargo ND)	EBC (Middleton WI)	TASC (Madison WI)	ASIFlex (Columbia MO)
ADMINISTRATION						
Non-discrimination Testing	Yes	Yes	Yes	Yes	Yes	Yes
Claims Funding Procedures	ACH deductions based on payroll cycle-5% of elections must be pre-funded to issue debit cards	Weekly ACH of amount needed to cover manual claims, can accommodate more frequent schedule of claims payment if desired. For debit cards, must set-up a County account and prefund 3-7% of annualized elections. Follows same weekly replenishment pattern. System tracks manual claims and debit card swipes to make sure no one is over paid.	Claims Based Funding: Two ACH debits based on that day's eligible claim reimbursements. 1) lump sum amount to cover manual claims (check & direct deposits, 2) lump sum amount to cover debit transactions. Daily ER email showing amounts to be debited ACH. (Contribution based funding method available if interested)	With debit cards, claims only-ER holds all FSA deductions in their account and as EBC processes/has claims to pay, will post a claims register to web portal and notify ER via email that is has been posted. This will inform ER amount to be ACH transferred from bank account. Holding FSA deducted dollars is another option but 4% of total annual election amount would be required to be on deposit. If claims are in excess of payroll deductions will need to ACH the excess from the ERs account. The 4% funds are not used to pay any claims.	ACH deductions based on payroll cycle; only take funds that are deducted from EE, settle up at year-end which helps with cash flow.	Funding does not occur until claims payments are made- pre-funding is not required; reimbursements to participants issued daily drawn on an ASIFlex owned disbursement account. ASIFlex will combine daily totals for paper checks, direct deposits and card settlements and issue debits for the total of each day's payments against an ER-owned account through the ACH system.



Dodge / Jefferson County FSA Proposal Summary

Eff. 1/1/2018

	Benefit Advantage (Green Bay WI)	DBS (Hartland WI)	Discovery Benefits (Fargo ND)	EBC (Middleton WI)	TASC (Madison WI)	ASIFlex (Columbia MO)
Claims Substantiation Procedures	Substantiation required-auto adjudication on some claims based on plan design, i.e., copays; will temporarily deactivate card if EE doesn't respond.	Substantiation required-auto adjudication on some claims based on plan design, i.e., copays; will temporarily deactivate card if EE doesn't respond.	Substantiation required-auto adjudication on some claims based on plan design, i.e., copays; will temporarily deactivate card if EE doesn't respond.	Substantiation required-auto adjudication on some claims based on plan design, i.e., copays; will temporarily deactivate card if EE doesn't respond.	80% of claims auto adjudicate, other claims require substantiation-does not deactivate debit card for lack of paperwork.	Substantiates all claims, for card transactions will auto-substantiate as allowed by IRS. Will send 3 notices to request documentation before temporarily deactivating card.
SERVICE & TOOLS						
Participant Website	Yes	Yes	Yes	Yes	Yes	Yes
On-line Claims Submission	Yes	Yes	Yes	Yes	Yes	Yes
SmartPhone Access	Yes	Yes	Yes	Yes	Yes	Yes
PROPOSAL DETAILS						
Do you require both Dodge & Jefferson to place their FSA business with you?	No	Yes	No	No	No	No



Dodge / Jefferson County FSA Proposal Summary

Eff. 1/1/2018

	Benefit Advantage (Green Bay WI)	DBS (Hartland WI)	Discovery Benefits (Fargo ND)	EBC (Middleton WI)	TASC (Madison WI)	ASIFlex (Columbia MO)
<i>COST COMPARISON</i>						
Dodge Est # of Participants	281					
Dodge Current Fee	\$4.50	(\$3.75 admin, \$.75 debit card)				
Dodge Current Total Annual Fee***	\$15,174.00					
Proposed Total Annual Fee***	\$11,802.00	\$12,307.80	\$13,319.40	\$10,959.00	\$11,970.60	\$9,441.60
Jefferson Est # of Participants	449					
Jefferson Current Fee	\$3.85	(\$3.85 admin - employees pay \$1 for debit card)				
Jefferson Current Total Annual Fee***	\$20,743.80					
Proposed Total Annual Fee***	\$18,858.00	\$19,666.20	\$21,282.60	\$17,511.00	\$19,127.40	\$15,086.40

*Per Participant Per Month

**Per Participant Per Year

***Does not include set-up, meeting, travel or non-discrimination testing as noted

Human Resources
41

Date Ran 7/21/2017
Period 6
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)	(189,786.00)	(189,786.00)	-	(379,572.00)	(189,786.00)	50.00%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(10.00)	(3.00)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	(5.00)	(10.00)	5.00	(20.00)	(15.00)	25.00%
Totals		(31,631.00)	(31,634.33)	(189,804.00)	(189,806.00)	2.00	(379,612.00)	(189,808.00)	50.00%

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	12,637.85	13,220.25	72,214.88	79,321.50	(7,106.62)	158,643.00	86,428.12	45.52%
511210	WAGES-REGULAR	3,284.35	3,106.42	21,699.10	18,638.50	3,060.60	37,277.00	15,577.90	58.21%
511240	WAGES-TEMPORARY	110.50	-	110.50	-	110.50	-	(110.50)	#DIV/0!
511310	WAGES-SICK LEAVE	139.14	-	1,784.23	-	1,784.23	-	(1,784.23)	#DIV/0!
511320	WAGES-VACATION PAY	708.04	-	3,529.24	-	3,529.24	-	(3,529.24)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	132.00	(132.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	2,796.80	-	2,796.80	-	(2,796.80)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	683.41	-	1,954.31	-	1,954.31	-	(1,954.31)	#DIV/0!
511380	WAGES-BEREAVEMENT	-	-	171.30	-	171.30	-	(171.30)	#DIV/0!
512141	SOCIAL SECURITY	1,278.16	1,235.08	7,591.72	7,410.50	181.22	14,821.00	7,229.28	51.22%
512142	RETIREMENT (EMPLOYER)	1,186.80	1,111.67	7,082.10	6,670.00	412.10	13,340.00	6,257.90	53.09%
512144	HEALTH INSURANCE	4,863.51	4,485.08	26,949.73	26,910.50	39.23	53,821.00	26,871.27	50.07%
512145	LIFE INSURANCE	3.59	3.92	21.02	23.50	(2.48)	47.00	25.98	44.72%
512150	FSA CONTRIBUTION	-	62.50	750.00	375.00	375.00	750.00	-	100.00%
512173	DENTAL INSURANCE	315.56	270.00	1,624.75	1,620.00	4.75	3,240.00	1,615.25	50.15%
521218	ARBITRATOR	-	66.67	800.00	400.00	400.00	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	3,476.85	3,180.92	14,735.35	19,085.50	(4,350.15)	38,171.00	23,435.65	38.60%
521225	SECTION 125	1,784.17	2,272.00	14,412.45	13,632.00	780.45	27,264.00	12,851.55	52.86%
521226	ERGONOMICS	-	20.83	-	125.00	(125.00)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	5,250.00	312.50	5,250.00	1,875.00	3,375.00	3,750.00	(1,500.00)	140.00%
521228	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	34.90	83.33	218.10	500.00	(281.90)	1,000.00	781.90	21.81%
521296	COMPUTER SUPPORT	-	367.00	4,636.39	2,202.00	2,434.39	4,404.00	(232.39)	105.28%
531298	UNITED PARCEL SERVICE UPS	-	-	4.03	-	4.03	-	(4.03)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	17.64	41.67	392.75	250.00	142.75	500.00	107.25	78.55%
531311	POSTAGE & BOX RENT	15.83	33.33	127.48	200.00	(72.52)	400.00	272.52	31.87%
531312	OFFICE SUPPLIES	(5.56)	60.83	270.46	365.00	(94.54)	730.00	459.54	37.05%
531313	PRINTING & DUPLICATING	66.08	83.33	461.25	500.00	(38.75)	1,000.00	538.75	46.13%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	1,486.75	800.00	686.75	1,600.00	113.25	92.92%

531324	MEMBERSHIP DUES	-	50.83	394.17	305.00	89.17	610.00	215.83	64.62%
531326	ADVERTISING	-	-	88.50	-	88.50	-	(88.50)	#DIV/0!
531357	EMPLOYEE RECOGNITION	247.83	500.00	2,182.65	3,000.00	(817.35)	6,000.00	3,817.35	36.38%
532325	REGISTRATION	-	110.83	545.00	665.00	(120.00)	1,330.00	785.00	40.98%
532332	MILEAGE	-	32.83	316.76	197.00	119.76	394.00	77.24	80.40%
532334	COMMERCIAL TRAVEL	-	37.50	442.60	225.00	217.60	450.00	7.40	98.36%
532335	MEALS	-	27.92	162.02	167.50	(5.48)	335.00	172.98	48.36%
532336	LODGING	552.00	200.50	1,969.76	1,203.00	766.76	2,406.00	436.24	81.87%
532339	OTHER TRAVEL & TOLLS	-	5.42	65.00	32.50	32.50	65.00	-	100.00%
532350	TRAINING MATERIALS	-	1,833.33	2,638.37	11,000.00	(8,361.63)	22,000.00	19,361.63	11.99%
533225	TELEPHONE & FAX	3.90	4.17	23.51	25.00	(1.49)	50.00	26.49	47.02%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	205.50	205.50	-	411.00	205.50	50.00%
571005	DUPLICATING ALLOCATION	19.42	19.42	116.52	116.50	0.02	233.00	116.48	50.01%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	2,956.02	2,956.00	0.02	5,912.00	2,955.98	50.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	1,468.98	1,469.00	(0.02)	2,938.00	1,469.02	50.00%
591519	OTHER INSURANCE	69.24	89.25	415.44	535.50	(120.06)	1,071.00	655.56	38.79%
592006	WRS INTEREST	-	-	(45.85)	-	(45.85)	-	45.85	#DIV/0!

Totals		37,514.96	33,856.42	205,137.14	203,138.50	1,998.64	406,277.00	201,139.86	50.49%
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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		5,883.96	2,222.08	15,333.14	13,332.50	2,000.64	26,665.00	11,331.86	

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)	(23,290.50)	(23,290.50)	-	(46,581.00)	(23,290.50)	50.00%
474106	INTERGOVT SHARED SERVICES	(3,370.59)	(3,585.50)	(13,535.60)	(21,513.00)	7,977.40	(43,026.00)	(29,490.40)	31.46%
Totals		(7,252.34)	(7,467.25)	(36,826.10)	(44,803.50)	7,977.40	(89,607.00)	(52,780.90)	41.10%

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	4,361.68	4,780.58	23,302.14	28,683.50	(5,381.36)	57,367.00	34,064.86	40.62%
511310	WAGES-SICK LEAVE	288.44	-	4,239.80	-	4,239.80	-	(4,239.80)	#DIV/0!
511320	WAGES-VACATION PAY	271.74	-	422.66	-	422.66	-	(422.66)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	637.98	-	637.98	-	(637.98)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	363.07	365.75	2,110.64	2,194.50	(83.86)	4,389.00	2,278.36	48.09%
512142	RETIREMENT (EMPLOYER)	334.67	325.08	1,946.77	1,950.50	(3.73)	3,901.00	1,954.23	49.90%
512144	HEALTH INSURANCE	1,538.42	1,398.58	8,391.35	8,391.50	(0.15)	16,783.00	8,391.65	50.00%
512145	LIFE INSURANCE	4.37	2.33	25.58	14.00	11.58	28.00	2.42	91.36%
512150	FSA CONTRIBUTION	-	20.83	250.00	125.00	125.00	250.00	-	100.00%
512173	DENTAL INSURANCE	108.00	90.00	540.00	540.00	-	1,080.00	540.00	50.00%
531303	COMPUTER EQUIPMT & SOFTWA	-	83.33	-	500.00	(500.00)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	4.17	15.14	25.00	(9.86)	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	1.65	2.08	1.65	12.50	(10.85)	25.00	23.35	6.60%
531320	SAFETY SUPPLIES	5.20	12.50	11.17	75.00	(63.83)	150.00	138.83	7.45%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	-	29.17	210.00	175.00	35.00	350.00	140.00	60.00%
532325	REGISTRATION	-	84.17	120.00	505.00	(385.00)	1,010.00	890.00	11.88%
532332	MILEAGE	-	6.25	-	37.50	(37.50)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	37.50	(37.50)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	82.00	(82.00)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	500.00	(500.00)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	68.52	68.50	0.02	137.00	68.48	50.01%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	492.48	492.50	(0.02)	985.00	492.52	50.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	244.98	245.00	(0.02)	490.00	245.02	50.00%
591519	OTHER INSURANCE	20.25	24.83	121.50	149.00	(27.50)	298.00	176.50	40.77%
Totals		7,431.82	7,467.25	43,738.14	44,803.50	(1,065.36)	89,607.00	45,868.86	48.81%

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		179.48	(0.00)	6,912.04	-	6,912.04	-	(6,912.04)	

Budget Work Sheet 2018 Business Unit 41 Human resources

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
00100									
004 HUMAN RESOURCES									
41 HUMAN RESOURCES									
R REVENUE									
411100 GENERAL PROPERTY TAXES	-410,794	-379,572	-379,572	-189,786	0	-403,926	-24,354	379,572	0
451002 PRIVATE PARTY PHOTOCOPY	-78	-20	-20	-13	0	-20	0	20	0
451034 BADGE REPLACEMENT FEE	-17	-20	-20	-5	0	-20	0	20	0
451200 RECORDS & REPORTS	-390	0	0	0	0	0	0	0	0
R REVENUE	-411,279	-379,612	-379,612	-189,804	0	-403,966	-24,354	379,612	0
O OTHER FINANCING SOURCE									
699700 RESV APPLIED OPERATING	0	0	0	0	0	0	0	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
R OTHER FINANCING SOURCE	0	0	0	0	0	0	0	0	0
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	135,641	158,643	158,643	72,215	162,000	168,153	9,510	-158,643	0
511210 WAGES-REGULAR	33,199	37,277	37,277	21,699	47,000	49,869	12,592	-37,277	0
511220 WAGES-OVERTIME	0	0	0	0	0	0	0	0	0
511240 WAGES-TEMPORARY	221	0	0	111	200	0	0	0	0
511310 WAGES-SICK LEAVE	2,641	0	0	1,784	0	0	0	0	0
511320 WAGES-VACATION PAY	11,036	0	0	3,529	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	249	264	264	0	264	279	15	-264	0
511340 WAGES-HOLIDAY PAY	7,449	0	0	2,797	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	2,864	0	0	1,954	0	0	0	0	0
511380 WAGES-BEREAVEMENT	0	0	0	171	0	0	0	0	0
512141 SOCIAL SECURITY	13,675	14,821	14,821	7,592	15,271	16,427	1,606	-14,821	0
512142 RETIREMENT (EMPLOYER)	12,766	13,340	13,340	7,082	14,230	14,626	1,286	-13,340	0
512143 RETIREMENT (EMPLOYEE)	0	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	54,006	53,821	53,821	26,950	53,821	56,627	2,806	-53,821	0
512145 LIFE INSURANCE	41	47	47	21	46	43	-4	-47	0
512150 FSA CONTRIBUTION	750	750	750	750	750	750	0	-750	0
512173 DENTAL INSURANCE	2,811	3,240	3,240	1,625	3,240	3,240	0	-3,240	0

Budget Work Sheet 2018 Business Unit 41 Human resources

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
521218 ARBITRATOR	0	800	800	800	800	800	0	-800	0
521219 OTHER PROFESSIONAL SERV	13,811	19,203	38,171	14,735	32,500	16,003	-3,200	-19,203	0
521220 CONSULTANT	0	0	0	0	0	0	0	0	0
521225 SECTION 125	24,924	27,264	27,264	14,412	25,212	22,642	-4,622	-27,264	0
521226 ERGONOMICS	0	250	250	0	0	0	-250	-250	0
521227 POSITION CLASSIFICATIONS	6,339	3,750	3,750	5,250	5,750	6,000	2,250	-3,750	0
521228 LABOR NEGOTIATIONS	12,532	0	0	118	118	0	0	0	0
521229 RECRUITMENT RELATED	1,121	1,000	1,000	218	420	1,000	0	-1,000	0
521296 COMPUTER SUPPORT	4,194	4,404	4,404	4,636	4,636	4,868	464	-4,404	0
531105 FLEX PLAN SURPLUS	-2,206	0	0	0	0	0	0	0	0
531243 FURNITURE & FURNISHINGS	0	0	0	0	0	1,140	1,140	0	0
531298 UNITED PARCEL SERVICE UP	16	0	0	4	15	0	0	0	0
531303 COMPUTER EQUIPMT & SOFTW	1,984	500	500	393	393	500	0	-500	0
531307 MICROSOFT OFFICE UPGRADE	0	0	0	0	0	0	0	0	0
531311 POSTAGE & BOX RENT	365	400	400	127	254	275	-125	-400	0
531312 OFFICE SUPPLIES	701	730	730	270	540	970	240	-730	0
531313 PRINTING & DUPLICATING	1,071	1,000	1,000	461	940	950	-50	-1,000	0
531314 SMALL ITEMS OF EQUIPMENT	0	0	0	0	0	0	0	0	0
531323 SUBSCRIPTIONS-TAX & LAW	334	1,600	1,600	1,487	1,487	1,600	0	-1,600	0
531324 MEMBERSHIP DUES	401	610	610	394	590	640	30	-610	0
531326 ADVERTISING	0	0	0	89	89	0	0	0	0
531348 EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0	0
531351 GAS/DIESEL	16	0	0	0	20	0	0	0	0
531357 EMPLOYEE RECOGNITION	3,298	6,000	6,000	2,183	6,000	6,655	655	-6,000	0
532325 REGISTRATION	1,439	1,330	1,330	545	1,125	2,339	1,009	-1,330	0
532332 MILEAGE	558	394	394	317	525	708	314	-394	0
532334 COMMERCIAL TRAVEL	0	0	450	443	443	400	400	0	0
532335 MEALS	155	335	335	162	262	519	184	-335	0
532336 LODGING	984	1,224	2,406	1,970	2,270	2,630	1,406	-1,224	0
532339 OTHER TRAVEL & TOLLS	0	0	65	65	65	165	165	0	0
532350 TRAINING MATERIALS	16,517	16,000	22,000	2,638	14,673	14,100	-1,900	-16,000	0

Budget Work Sheet 2018

Business Unit 41 Human resources

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
533225 TELEPHONE & FAX	46	50	50	24	50	50	0	-50	0
535242 MAINTAIN MACHINERY & EQU	0	0	0	0	0	0	0	0	0
571002 MIS ALLOCATION	0	0	0	0	0	0	0	0	0
571004 IP TELEPHONY ALLOCATION	503	411	411	206	411	326	-85	-411	0
571005 DUPLICATING ALLOCATION	144	233	233	117	233	273	40	-233	0
571007 MIS DIRECT CHARGES	0	0	0	0	0	0	0	0	0
571009 MIS PC GROUP ALLOCATION	5,979	5,912	5,912	2,956	5,912	4,989	-923	-5,912	0
571010 MIS SYSTEMS GRP ALLOC(IS	2,099	2,938	2,938	1,469	2,938	2,485	-453	-2,938	0
591519 OTHER INSURANCE	1,003	1,071	1,071	415	830	925	-146	-1,071	0
592006 WRS INTEREST	13	0	0	-46	-46	0	0	0	0
593391 PRIOR YEAR EXPENDITURES	0	0	0	0	0	0	0	0	0
594801 CAP PROGRAMMING CHARGES	0	0	0	0	0	0	0	0	0
594813 CAP OFC EQUIP	0	0	0	0	0	0	0	0	0
599999 OVERDRAFT TRANSFERS	0	0	0	0	0	0	0	0	0
E EXPENDITURES	375,690	379,612	406,277	205,138	406,277	403,966	24,354	-379,612	0
41 HUMAN RESOURCES	-35,589	0	26,665	15,334	406,277	0	0	0	0

Budget Work Sheet 2018 Business Unit 41 Human resources

Detail Information

ARBITRATOR	41.521218		
arbitration		400	
1 grievance with IHO		400	
			800
OTHER PROFESSIONAL SERV	41.521219		
Empathia (staying at \$22.8/year/ee through 8/1/16, then est a 5%)		13,003	
Affordable Care Act consulting		2,000	
HIPAA consulting		1,000	
			16,003
CONSULTANT	41.521220		
wage review - \$5000. reduced to meet budgetary guidelines			
SECTION 125	41.521225		
anticipate 465 participants at 3.4125/pp/mo through 12/31/18 + \$300/mo mailings		22,642	
POSITION CLASSIFICATIONS	41.521227		
20 reclasses and 4 new position reviews at \$250 each		6,000	
LABOR NEGOTIATIONS	41.521228		
Negotiations expected in 2019		25,000	

Budget Work Sheet 2018 Business Unit 41 Human resources

RECRUITMENT RELATED	41.521229		
education checks - 50 at \$20 each			1,000
COMPUTER SUPPORT	41.521296		
Kronos maintenance estimate 5% increase from 4636			4,868
FURNITURE & FURNISHINGS	41.531243		
2 standing desks and pads			1,140
COMPUTER EQUIPMT & SOFTWARE	41.531303		
5 year replacement for Badge Computer			500
OFFICE SUPPLIES	41.531312		
ID Badge supplies \$600 (should have enough through 2018)			600
paper - \$20/case x 6 months			120
folders, envelopes, etc.			150
ink cartridges - 300			100
			970
SUBSCRIPTIONS-TAX & LAW	41.531323		
Prospera - 2500 every even year. 2515.15 in 2016			1,350
Monkey Survey			250
			1,600
MEMBERSHIP DUES	41.531324		

Budget Work Sheet 2018 Business Unit 41 Human resources

WACPD	25		
JCHRMA 1	25		
SHRM x 2	390		
nPELRA	200		
			640
EMPLOYEE RECOGNITION	41.531357		
retirements - \$30 x 30 employees	900		
birthdays - \$1.75 x 600	1,050		
anniversary - 22 x \$5; 10 x \$10; 10 x \$15; 13 x \$20; 9 x \$25; 7 x \$30;	1,055		
quarterly fun days	800		
employee luncheon	2,100		
misc. (decorations, ribbons, etc)	250		
Thank yous	500		
			6,655
REGISTRATION	41.532325		
3 wacpd/wpelra conferences - HR Director; 1 WACPD - Karen, Casey, Tammie; \$85each	575		
JCHRMA x 3	75		
ongoing trainings 1pp @ 200	400		

Budget Work Sheet 2018 Business Unit 41 Human resources

Gallup Training???

SHRM Conference 400

national conference 589

WC College x 3 300

2,339

MILEAGE 41.532332

travel to seminars per travel form 708

COMMERCIAL TRAVEL 41.532334

NPELRA 400

MEALS 41.532335

conference meals 519

LODGING 41.532336

conferences - see travel sheet 2,630

OTHER TRAVEL & TOLLS 41.532339

airport parking/taxi 165

TRAINING MATERIALS 41.532350

On-line training NPELRA, etc. 1,000

Professional Development - misc. 5,400

Budget Work Sheet 2018
Business Unit 41 Human resources

Coaching for Accountability	1,700
Aug JCHRNA Training for 10 supervisors	1,000
FALL WPELRA supervisory training for 10 supervisors	2,000
Darren Fisher successes/failures training x 2 sessions	2,000
All employee training	1,000
	<hr/> 14,100

Budget Work Sheet 2017 Business Unit 41 Human resources

Detail Information

ARBITRATOR	41.521218		
arbitration		400	
1 grievance with IHO		400	
			800
OTHER PROFESSIONAL SERV	41.521219		
Empathia (staying at \$22.8/year/ee through 8/1/16, then est a 5%)		13,003	
Onsite managment speaker 2 1/2 days		2,000	
Affordable Care Act consulting		2,000	
all employee training (i.e. customer service; Harassment)		1,200	
HIPAA consulting		1,000	
			19,203
CONSULTANT	41.521220		
wage review - \$5000. reduced to meet budgetary guidelines			
SECTION 125	41.521225		
anticipate 465 participants at 3.85/pp/mo through 12/31/17 plus \$481.75/mo for mailings		27,264	
POSITION CLASSIFICATIONS	41.521227		
15 reclasses and/or new position reviews at \$250 each		3,750	

Budget Work Sheet 2017 Business Unit 41 Human resources

LABOR NEGOTIATIONS	41.521228		
Negotiations expected in 2016.		25,000	
RECRUITMENT RELATED	41.521229		
education checks - 50 at \$20 each		1,000	
Hiring folders - \$500. Have enough for 2017			
			1,000
COMPUTER SUPPORT	41.521296		
Kronos maintenance estimate 5% increase from 4194		4,404	
COMPUTER EQUIPMT & SOFTWARE	41.531303		
Tablet		500	
OFFICE SUPPLIES	41.531312		
ID Badge supplies \$600 (should have enough through 2016)			
paper		480	
folders, envelopes, etc.		150	
ink cartridges - 300		100	
			730
SUBSCRIPTIONS-TAX & LAW	41.531323		
Prospera - 2500 every even year. 2515.15 in 2016		1,350	
Monkey Survey		250	

Budget Work Sheet 2017 Business Unit 41 Human resources

	MEMBERSHIP DUES	41.531324	25	1,600
WACPD			25	
JCHRMA 1			25	
SHRM x 2			360	
nPELRA			200	
				610
	REGISTRATION	41.532325		
3 wacpd/wpelra conferences - HR Director; 1 WACPD - Karen, Casey, Tammie; \$85each			355	
JCHRMA x 3			75	
ongoing trainings 1pp @ 200			600	
Gallup Training???				
SHRM Conference			300	
				1,330
	MILEAGE	41.532332		
travel to seminars per travel form			394	
	MEALS	41.532335		
per travel sheet			335	
	LODGING	41.532336		

Budget Work Sheet 2017 Business Unit 41 Human resources

per travel form	1,224
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TRAINING MATERIALS

41.532350

On-line training NPELRA, etc.	2,000
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Professional Development	12,500
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Videos, etc	1,500
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16,000

Budget Work Sheet 2018 Business Unit 42 Safety

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
00100									
004 HUMAN RESOURCES									
42 SAFETY									
R REVENUE									
411100 GENERAL PROPERTY TAXES	-44,293	-46,581	-46,581	-23,291	-46,471	0	46,581	46,581	0
474106 INTERGOVT SHARED SERVICE	-41,838	-43,026	-43,026	-13,536	-43,026	0	43,026	43,026	0
R REVENUE	-86,131	-89,607	-89,607	-36,827	-89,497	0	89,607	89,607	0
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	49,596	57,367	57,367	23,302	57,990	60,302	2,935	-57,367	0
511210 WAGES-REGULAR	0	0	0	0	0	0	0	0	0
511220 WAGES-OVERTIME	0	0	0	0	0	0	0	0	0
511230 WAGES-REGULAR OVERTIME	0	0	0	0	0	0	0	0	0
511240 WAGES-TEMPORARY	0	0	0	0	0	0	0	0	0
511310 WAGES-SICK LEAVE	1,309	0	0	4,240	0	0	0	0	0
511320 WAGES-VACATION PAY	2,187	0	0	423	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	0	0	0	0	0	0	0	0	0
511340 WAGES-HOLIDAY PAY	2,166	0	0	638	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	968	0	0	27	0	0	0	0	0
511380 WAGES-BEREAVEMENT	0	0	0	0	0	0	0	0	0
511390 WAGES-DEATH BENEFIT	0	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	4,207	4,389	4,389	2,111	4,277	4,613	224	-4,389	0
512142 RETIREMENT (EMPLOYER)	3,718	3,901	3,901	1,947	3,943	4,040	139	-3,901	0
512143 RETIREMENT (EMPLOYEE)	0	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	17,335	16,783	16,783	8,391	16,783	17,958	1,175	-16,783	0
512145 LIFE INSURANCE	43	28	28	26	28	52	24	-28	0
512146 WORKERS COMPENSATION	0	0	0	0	0	0	0	0	0
512150 FSA CONTRIBUTION	250	250	250	250	250	250	0	-250	0
512173 DENTAL INSURANCE	938	1,080	1,080	540	1,080	1,080	0	-1,080	0
521219 OTHER PROFESSIONAL SERV	0	0	0	0	0	0	0	0	0
521220 CONSULTANT	0	0	0	0	0	0	0	0	0
531243 FURNITURE & FURNISHINGS	0	0	0	0	0	0	0	0	0

Budget Work Sheet 2018 Business Unit 42 Safety

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
531303 COMPUTER EQUIPMT & SOFTW	0	1,000	1,000	0	1,000	300	-700	-1,000	0
531311 POSTAGE & BOX RENT	0	0	0	0	0	0	0	0	0
531312 OFFICE SUPPLIES	71	50	50	15	30	0	-50	-50	0
531313 PRINTING & DUPLICATING	17	25	25	2	10	20	-5	-25	0
531314 SMALL ITEMS OF EQUIPMENT	5	0	0	0	0	1,000	1,000	0	0
531320 SAFETY SUPPLIES	230	150	150	11	30	30	-120	-150	0
531322 SUBSCRIPTIONS	465	0	0	558	558	1,625	1,625	0	0
531323 SUBSCRIPTIONS-TAX & LAW	0	0	0	0	0	0	0	0	0
531324 MEMBERSHIP DUES	285	350	350	210	285	300	-50	-350	0
532325 REGISTRATION	600	1,010	1,010	120	220	1,270	260	-1,010	0
532332 MILEAGE	78	75	75	0	50	95	20	-75	0
532335 MEALS	42	75	75	0	25	60	-15	-75	0
532336 LODGING	118	164	164	0	82	164	0	-164	0
532339 OTHER TRAVEL & TOLLS	0	0	0	0	0	0	0	0	0
532350 TRAINING MATERIALS	1,326	1,000	1,000	0	1,000	5,450	4,450	-1,000	0
533225 TELEPHONE & FAX	0	0	0	0	0	0	0	0	0
535242 MAINTAIN MACHINERY & EQU	100	0	0	0	0	0	0	0	0
571002 MIS ALLOCATION	0	0	0	0	0	0	0	0	0
571004 IP TELEPHONY ALLOCATION	168	137	137	69	137	109	-28	-137	0
571005 DUPLICATING ALLOCATION	6	0	0	0	0	11	11	0	0
571009 MIS PC GROUP ALLOCATION	996	985	985	492	985	832	-153	-985	0
571010 MIS SYSTEMS GRP ALLOC(IS	350	490	490	245	490	414	-76	-490	0
591519 OTHER INSURANCE	292	298	298	122	244	257	-41	-298	0
594820 CAP OTHER	5,767	0	0	0	0	0	0	0	0
E EXPENDITURES	93,633	89,607	89,607	43,739	89,497	100,232	10,625	-89,607	0
42 SAFETY	7,502	0	0	6,912	0	100,232	100,232	0	0

Budget Work Sheet 2018 Business Unit 42 Safety

Detail Information

COMPUTER EQUIPMT & SOFTWARE	42.531303		
large screen and set up of office		300	
SMALL ITEMS OF EQUIPMENT	42.531314		
TWA Dosimeter		1,000	
SUBSCRIPTIONS	42.531322		
JJKeller - \$1675 for 3 years		559	
MSDS Online, \$3199 for 3 years		1,066	
			1,625
MEMBERSHIP DUES	42.531324		
American Society Safety Engineers		225	
Jeff Safety Council-increased to 75		75	
			300
REGISTRATION	42.532325		
wi safety conference		465	
4 meetings with JCSafety network		60	
WC Law Symposium/Best Practices		425	
OSHA Online 30 hour course		170	
MSHA 8 hour refresher course		150	
			1,270

Budget Work Sheet 2018 Business Unit 42 Safety

MILEAGE	42.532332		
See training sheet			
MEALS	42.532335		
see training shee			
LODGING	42.532336		
see training sheet			
TRAINING MATERIALS	42.532350		
Forklift train the trainer workbooks		250	
First Aid/CPR/AED/BBP for 100 employees at \$50/pp		5,000	
			<hr/>
			5,250

Budget Work Sheet 2017 Business Unit 42 Safety

Detail Information		
COMPUTER EQUIPMT & SOFTWARE	42.531303	
Notebook Replacement		1,000
SMALL ITEMS OF EQUIPMENT	42.531314	
gas monitor, possible replacement		
MEMBERSHIP DUES	42.531324	
American Society Safety Engineers		300
Jeff Safety Council-increased to 75		50
		350
REGISTRATION	42.532325	
wi safety conference		650
4 meetings with JCSafety network		60
OSHA Webinars/seminars x 3		300
		1,010
TRAINING MATERIALS	42.532350	
jj keller-3 year subscription at \$2250.		750
ANSI and NFPA manuals		250
		1,000



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

KIM EGGERS
Safety Coordinator

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

Issues/Items for July, 2017:

- Personnel issues:
 - 5 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
 - 1 counseling
 - 0 extensions of probationary periods
 - 1 verbal warning
 - 0 written warning
 - 0 Performance Improvement Plan
 - 0 suspensions
 - 1 voluntary resignation
 - 0 terminations of employment
 - 1 other
 - 0 investigations on-going
 - 0 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 a RFP for a FSA provider with Dodge County through M3 Consulting
- Professional Development/Trainings:
 - Coordinated “Coaching for Accountability” training on July 10 and July 24 for 25 Supervisors and other staff. Training conducted by WCTC.
 - Attended an ETF Advisory meeting on July 25 in Madison. Training was a preview for the new system ETF will be using for WRS, Life and Health administration.
 - Attended 6 days of hands-on training on the new ERP system, Munis.

- Recruitment and Retention:
 - Recruited for **6** positions and received/reviewed **106** applications
 - Processed 8 new hires/transfers and 1 promotion and 4 interim promotions.
 - Processed **3** employee separations/seasonal layoffs
 - Processed **3** status changes
 - Completed and/or reviewed **20** reference checks, **3** education checks, **3** caregiver background checks, **0** credit check and **1** criminal record checks on **8** candidates, of which **7** applicants were extended an offer and **0** are pending. **6** applicants accepted and **1** applicant declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **87** active FMLA requests, both new and on-going
 - Received **4** First Report of Injuries, of which **4** was reportable
 - Accommodated **1** new disability requests
 - Denial of **1** sabbatical leave of absence
 - 0 bullying/hostile work environment investigation
 - 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 "Lock Out/Tag Out" toolbox training
 - Provided "LOTO" hands-on training for all Maintenance, highway and Fair park staff
 - Performed Safety/Property Walk-through of all facilities, except Parks
 - Performed a chemical inventory audit and update during walk-throughs
 - Updated Blood borne Pathogen Policy
 - Working on building evacuation maps for each facility/office
 - Continuing with updates and conversions from MSDS to SDS sheets as they become available
 - Coordinated installation of 4 safety cabinets at Human Services
 - Completed **1** ergonomic evaluation resulting in recommendation for adjustments to work area and/or schedule

- Employee Recognition and Appreciation:
 - Distributed **55** birthday cupcakes for birthdays for the month of July
 - Distributed **8** Years of Service Thank you cards and gifts/gift options for the month of July, 2017

- Miscellaneous:
 - Completed **2** performance evaluations, with the assistance of the Lead Maintenance Worker, for Central Services Staff in order to process step-increases
 - Conducted interview for Central Services for part-time Custodian position
 - Amendment to Personnel Ordinance
 - Updated rates for all classified positions, effective June 25, 2017 and verified rates
 - Completed/updated **4** job descriptions, working toward the goal of completing job descriptions for over 200 positions

Action Items for August, 2017:

- Complete 10 job descriptions
- Participate in ERP training discussions
- Recommendation for a FSA provider for 2018
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Building Evacuation maps countywide
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Complete Job Hazard Assessments and create a Personal Protection Chart countywide
- Make a recommendation regarding a Mass Alert notification system
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks
- Complete a safety/building walkthrough and chemical inventory at Parks
- Complete an Employee Appreciation event in August
- Complete Independent Contractor audit
- Complete overdue evaluations for MIS and Fair Park
- Compile wage survey data

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
August 23, 2017**

MONTHLY ACCOMPLISHMENTS/GOALS:

- July, 2017, report included

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

Highway

Highway Worker, Pool worker

Human Services

- Group Home Worker, Pool workers

Sheriff's Office

- Cook, Part-time
- Drug Task Force Deputies, Part-time

Positions not authorized to fill: N/A

EMERGENCY HELP REQUESTS: The following emergency help requests were received since the June 20, 2017 Human Resources Committee meeting.

- Request and approval for a Professional Social Worker to cover for two leave of absences in the Child and Family Intake unit.
- Request and approval for contracting for custodial assistance at the Courthouse to help cover for a leave of absence
- Request and approval for clerical assistance in the Clerk of Courts to complete the State Debt Collection project

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 through December 31, 2017.


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

- Systems and Applications Manager promoted on an interim basis to IT Director
- Maintenance Worker I position promoted on an interim basis to Maintenance Worker II position
- Maintenance Worker II position promoted on an interim basis to Lead Maintenance Worker position
- Deputy Treasurer promoted on an interim basis
- Five employees received special recognition and a gift card for taking on extra responsibilities during the absence of the department director
- 3 additional steps offered to a Deputy Court Clerk I new hire

POSITION FILLED AT A LESSER NUMBER OF HOURS THAN BUDGETED

- An Administrative Assistant II position will be reduced to 32 hours/week, effective October 1, 2017, due to lack of funding

Respectively submitted,



Terri M Palm
Human Resources Director