

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

Tuesday, September 19, 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 of August 23, 2017, Human Resources Committee Minutes
7. Approval of September 15, 2017, Joint Finance and Human Resources Committee Minutes
8. Communications
9. Third quarter, 2017, Retirement Recognitions to be presented to County Board
10. Presentation by Highway Commissioner, Bill Kern, regarding Highway Equipment Operator differential and an equipment certification process update, in accordance with Personnel Ordinance HR0360(B)(8)(e)
11. Discussion of Resolution 2004-50 and possible amendment to insurance coverage for active military employees and their families
12. Discussion of Resolution 2004-51 and possible amendment to vacation accrual for employees on active military duty
13. Update on the selection of a Mass Notification and Alert Solution Services
14. Discussion and possible action on the Section 125b/Flexible Spending Plan (FSA) Administrator proposals
15. 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
16. Discussion and possible recommendation to complete a Request for Proposal for a classification and compensation study for 2018-2019
17. Review of July, 2017, Monthly Financial Report for Human Resources and Safety
18. Report from Human Resources Director:
 - a. August, 2017, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
19. Set next meeting date and agenda items
20. Adjournment

Next scheduled meeting: Tuesday, October 17, 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
August 23, 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: 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 July 18, 2017 minutes, as presented. Motion carried 4:0.**
7. Communications: ETF "Important 2018 Health Plan Changes" article.
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. **Motion by J. Mode second by M. Wineke, to recommend to County Board eliminating a vacant, full-time Community Services Wraparound Coordinator and creating a full time Community Support Program Professional I/II position at Human Services. Motion carried 4:0.**
9. Update and discussion of organizational changes in the MIS Department. B. Wehmeier described the current department staffing structure and the reorganizational goals following the IT Manager Director's retirement. This most likely will include the creation of a MIS Director to manage both the programming and technology side of MIS. This also will take into consideration duties as it relates to the ever-changing technology such as the increased number of equipment and servers, the 'cloud', and security. Within the next month, B. Wehmeier would like to have a final decision made with the probability that it would be changed through the 2018 budget process. **Information only. No action taken.**
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. T. Palm provided the Committee a review of the county's current FSA provider and a desire to receive updated providers. M3 assisted Jefferson and Dodge County with a joint RFP, as well as being posted on the Jefferson County's website. Although there were a number of responses, M3 narrowed down the responses and provided a summary of 6 vendors. Although T. Palm is leaning towards a vendor to make a recommendation, there is still the question of education to employees and completing references. T. Palm anticipates making a recommendation at the next HR Committee meeting. **Information only. No action taken.**
11. Update and discussion on the Wisconsin Public Employers Group Health Insurance Program and other health insurance options. B. Wehmeier provided the committee a quick reminder of how and why this process began, including uncertainty with the State plan and forming a consortium with other counties

and cities, and eventually including Dodge County. M3 was asked for proposals with an apple-to-apple comparison, including a low deductible plan that would have the least amount of disruption for employees. The potential consortium met with M3 last week to discuss a summary of findings that resulted in only Quartz (formerly Unity) submitting a proposal. The County would like to offer the option of a high deductible plan, which rates have not been established for yet. The proposal includes a rate cap for 3 years. Yesterday, ETF released an article of six health plans leaving the state health program and the member impact. The impact of this for Jefferson County won't be known until rates and plan design information is released, tentatively scheduled for September 1, 2017. **Information only. No action taken.**

12. **Motion by L. Zastrow, second by J. Mode, to convene into closed session pursuant to Wisconsin State Statutes, 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.** Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:19am. The Committee convened in closed session to receive information and discuss the retirement of a county employee.

Note: T. Palm-Kostroski, B. Ward and B. Wehmeier also present.

13. **Motion by J. Mode, second by M. Wineke, to reconvene into open session.** Motion carried 4:0. Reconvened into open session at 9:40am. **Motion by M. Wineke, second by J. Mode, to ratify the retirement agreement discussed in closed session.** Motion carried 4:0.
14. **June, 2017, Monthly Financial Reports for Human Resources and Safety.** Note that wages account will be over, however T. Palm believes the HR Department will still be within overall budget due to negotiations/professional services not as high or extensive than anticipated due to settlements.
15. **Review of Human Resources and Safety requested 2018 budget.** Requested budgets for 2018 for both Human Resources and Safety were reviewed. **Information only. No action taken.**
16. **Report from Human Resources Director.** T. Palm covered the July, 2017, monthly accomplishments and goals; the vacant position and emergency help requests; leave of absence approvals; employees provided additional steps or benefits and position filled at a lesser number of hours than budgeted. Detailed report is available online or by request.
17. **Set next meeting date and agenda items:** Next meeting is *tentatively scheduled* for Friday, September 15, 2017, jointly with Finance Committee. Agenda item to include update on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options. Next regularly scheduled meeting is on Tuesday, September 19, 2017, at 8:30am, to include recommendation for FSA Administrator and report from Highway Commissioner.
18. **Adjournment: Motion by L. Zastrow, second by J. Mode, to adjourn. Motion Carried 4:0.** Meeting adjourned at 10:18am.

July - September 2017 Retirements

	DEPARTMENT	Job Title	End Date	Start Date		Years	Months
Kottowitz, James	Highway	Highway Worker	8/2/2017	1/18/1988	29.6	29	7
Karen Pelzel	JCSO	Cook	9/4/2017	10/9/1992	24.9	24	11
Garity, James	Highway	Highway Worker	9/14/2017	7/12/1982	35.2	35	2
Danielson, Laura	Child Support	Enforcement Specialist I	9/8/2017	10/12/1998	18.9	18	11

Jefferson County Highway Department Equipment Training/Certification

Revised: 8/20/2017

Equipment Certification Plan

The Jefferson County Highway Department is adopting the Wisconsin County Highway Association (WCHA) Equipment Operator Certification Training Program as the primary tool for certifying equipment operators in the department. The Highway Department may also use additional training tools and safety programs to supplement the training of all department employees.

The Jefferson County Highway Department has separated all existing Highway Department equipment into two primary classes, primary equipment and secondary equipment. The primary equipment is divided into two sub-groups, Class A equipment and Class B equipment. All other Highway Department equipment is classified into the secondary equipment group. Highway Workers will need to complete safety training on secondary equipment and the majority of Highway Workers will need to be certified on select pieces of secondary equipment that has a certification plan from the WCHA. Class A Equipment Certification will not be required for all Highway Workers, but certifications will be completed for Highway Workers based on the operational needs of the Highway Department. [Employee Certification Plan and employee certifications will be fully implemented by 12/31/2018]

Certification tests for all equipment will be conducted by Supervisors of the Jefferson County Highway Department with assistance, when needed, from outside vendors and other counties. Tests will typically be conducted at least once per year, and employees will be notified after a review of test scores if they passed the certification test. All equipment certifications will be valid for three years – employees will need to pass a re-certification test to remain certified after the three year period.

PRIMARY EQUIPMENT

Class A Equipment – Testing/Certification

Description – Class A Equipment requires significant training and skill to operate, and highly- skilled operators play a significant factor in the efficiency and success of department projects. Employees interested in becoming a certified equipment operator of Class A Equipment for the Highway Department will need to sign-up for equipment testing. Based on operational needs, management may select additional employees to attend the certification testing.

Certification testing will take place at least once per year, and employees will be pooled together for an equipment testing session. The certification testing will be graded by a panel of supervisors/managers of the Jefferson County Highway Department with the additional assistance, as needed, by outside supervisors or vendors. The primary certification program will use the training/certification modules developed by the Wisconsin County Highway Association (WCHA). Employees who become certified may need additional training to become highly proficient at operating equipment. Supervisors and foreman will work together to identify the operators that provide the highest level of safety and efficiency for projects.

Pay Plan: *Employees operating any Class A equipment will be paid an additional 10% over the employee's regular rate when operating equipment. Supervisors will only assign certified employees to operate Class A Equipment unless another employee has experience operating that class equipment and is eligible to be certified during the next annual certification period.*

▫ **Class A Equipment:** *Motor Grader, Backhoe, Bulldozer, Chip Spreader, Shoulder Machine, Asphalt Paver (Operator/Screed)*

Class B Equipment – Testing/Certification

Description – Class B equipment is considered an essential part of the job duties of most field employees, so all Highway Workers will be required to become certified in Class B Equipment. The certification testing will be graded by internal supervisors with assistance from outside supervisors and vendors when needed. The primary certification program will use the training/certification modules developed by the Wisconsin County Highway Association (WCHA).

Pay Plan: *Employees operating any Class B equipment will be paid an additional 5% over the employee's regular rate when operating equipment. Supervisors will only assign certified employees to operate Class B Equipment unless another employee has experience operating that class equipment and is eligible to be certified during the next annual certification period.*

▫ **Class B Equipment:** *Roller/Compactors, End Loader, Skid Steer, Loader-Backhoe, Aerial Truck*

SECONDARY EQUIPMENT

See attached equipment list. Employees will be expected to be trained in safety and operational awareness on secondary equipment and for certain select equipment employees will also need to be certified. The attached list attempts to capture all the equipment, but not all equipment and attachments may be listed and the department may utilize equipment through rentals and shared projects that are not on the list. The department will track equipment certification and training for the secondary equipment and complete updated training for employees as needed by job functions.

Pay Plan: All pay for secondary equipment is included in the base pay of a Highway Worker.

Equipment Safety/Operational Awareness Training

Description - Employees will receive safety awareness training for Highway Department equipment. The training sessions will include basic equipment operation training and safety awareness. The training may include both classroom training and field training and the frequency of training will be determined by equipment class. Most training sessions will be planned for 30 to 60 minutes. A refresher session may take place every three to five years.

List of Equipment: All Highway Department field employees on primary and secondary equipment.

Equipment Skill Training (Optional)

Description - Employees may need additional training in various equipment to become skilled enough to operate the equipment at a high efficiency level. The county needs a variety of skilled operators to manage highway maintenance and construction projects effectively. The cost of individual and group skill training can be very costly especially for specialized equipment. The responsibility for skill training is a joint exercise between the employee and employer. The employer can benefit from specially trained employees, but the employer also has limited funds for training employees. The employer will attempt to provide enhanced equipment training to employees, but employees can also attend training courses on their own time and at their own expense to become proficient at operating equipment.

Jefferson County Highway Department Equipment List (8/20/2017)

PRIMARY EQUIPMENT (Class A and Class B)

Class A

Motor Grader
Backhoe
Bulldozer
Chip Spreader
Shoulder Machine
Asphalt Paver (Operator/Screed)

Class B

Rollers/Compactors
End Loader
Skid Steer
Loader-Backhoe
Aerial Truck

SECONDARY EQUIPMENT

Tractor/Mowing Equipment
Plow Truck/Winter Equipment
Specialized Trucks
Auger Truck
Small Trucks/Cars
Sweeper
Forklift
Crack Seal Equipment
Brush Chipper
Stump Grinder
Asphalt Patcher Units
Lowboy/Trailer/Load Securement
Trailers/Attachments/Attenuators
Herbicide/Weed Sprayer
Generators
Concrete Saw
Chain/Pole Saws
Pressure Steamer
Message Boards/Arrow Boards
Disc Retriever
Shop Equipment – Lifts, Cranes, Compressors, etc.
Conveyors/Screeners
Riding Floor Cleaner/Scrubber

RESOLUTION NO. 2004-50

WHEREAS, Resolution No. 2003-94 adopted December 9, 2003, provided for continued health, dental and life insurance coverage for twelve months for county employees on active duty, subject to the employee paying the applicable contribution to premiums, and

WHEREAS, Resolution No. 2003-94 was to be reviewed within a year, and

WHEREAS, the Human Resources Committee has reviewed said resolution and proposes to extend the County's provision of health, dental and life insurance benefits from twelve months to eighteen months for employees on active duty,

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2003-94 is hereby amended to provide that the County will pay the premium for the family health, dental and life insurance coverage for any county employee called up for active duty for eighteen months following notice of commencement of active service, subject to the employee paying the applicable contribution for each coverage.

Fiscal Note: This extension in 2004 is expected to cost approximately \$4,300. For 2005, the cost is approximately \$19,200. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES 27

NOES 1 (Hoeft)

ABSENT 2

RESOLUTION NO. 2004-51

WHEREAS, employees of Jefferson County earn vacation in one year to be used in the next year, and

WHEREAS, employees called up to active duty are not present to earn vacation for the year they return from active duty, and

WHEREAS, employees returning from active duty have no vacation available for as much as a year after their return, and

WHEREAS, the Human Resources Committee has considered this situation as it affects employees who are or recently were on active duty, and recommends that vacation be granted to those employees on military leave as of January 1, 2003, or thereafter, as if the active duty military leave was treated as hours worked for vacation accrual purposes,

NOW, THEREFORE, BE IT RESOLVED that retroactive to January 1, 2003, employees who were or are on military leave shall be given credit in the subsequent year for vacation they would have earned had they been working their regular work schedule.

BE IT FURTHER RESOLVED that vacation accrued pursuant to this resolution will not be paid out in cash if unused.

BE IT FURTHER RESOLVED that this policy shall remain in place until rescinded.

Fiscal Note: Approximately \$5,800 worth of vacation will be granted for 2004 and about \$5,100 worth of vacation for 2005 as the amounts that would have been earned in 2003 and 2004 respectively. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES 25

NOES 3 (Buchanan, Hoeft, Weiss)

ABSENT 2



AlertSense Internal

AlertSense allows organizations to communicate quickly and easily with their internal members. Whether an emergency or routine business, AlertSense's easy-to-use platform allows the rapid exchange of critical information.

AlertSense Essentials

Software as a Service (SaaS)

Access AlertSense on a standard web browser and Internet connection.

Secure Cloud Infrastructure

No single point of failure. Redundancy across the entire server infrastructure.

No Limit Administration

Add unlimited administrative users at no extra charge.

Role-Based Access

Users can be assigned permissions to perform certain operations.

Configuration & Training

Setup, configuration and training at no additional cost.

AlertSense Key Features

QuickAlert

Offers breakthrough ease-of-use for sending alerts through a single interface.

Multi-Modal Delivery

Send alerts spanning all communication modes, including: phones, SMS text, mobile app, email, and social media.

Mobile App

Allows internal members and first responders to receive alerts and notifications and to respond to polls to signal status / availability

Social Media

Post to your organization's Facebook and Twitter accounts.

Unlimited Groups

Unlimited levels of sub-groups can be created to mirror the organizational structure of your entity with customized naming conventions for easy alerting.

Two-Way Polling

Send an interactive poll to targeted recipients via the mobile app, SMS text, email or a voice call to quickly determine staffing availability / commitments / ETA or to assess the safety status of team members.

Scheduled Alerts

Enables administrators to "schedule" an alert to be sent at a future time, or at recurring intervals.

Message Templates

Ability to create unlimited templates for even faster message delivery.

Conference Call Bridging

Prompt targeted recipients to join a conference bridge through 1) a text notification with conference dial-in number and access code or 2) a voice notification with the ability to be directly connected to the conference call.

Call Back Option

Allows a recipient to dial a call-back number to re-listen to any message.

Recorded Voice or Text-to-Speech

Communicate quickly using recorded voice or multi-language text-to-speech functionality.



Human Resources
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Date Ran 8/21/2017
Period 7
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)	(221,417.00)	(221,417.00)	-	(379,572.00)	(158,155.00)	58.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(11.67)	(1.33)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	(5.00)	(11.67)	6.67	(20.00)	(15.00)	25.00%
Totals		(31,631.00)	(31,634.33)	(221,435.00)	(221,440.33)	5.33	(379,612.00)	(158,177.00)	58.33%

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	11,128.72	13,220.25	83,343.60	92,541.75	(9,198.15)	158,643.00	75,299.40	52.54%
511210	WAGES-REGULAR	2,761.22	3,106.42	24,460.32	21,744.92	2,715.40	37,277.00	12,816.68	65.62%
511240	WAGES-TEMPORARY	-	-	110.50	-	110.50	-	(110.50)	#DIV/0!
511310	WAGES-SICK LEAVE	-	-	1,784.23	-	1,784.23	-	(1,784.23)	#DIV/0!
511320	WAGES-VACATION PAY	1,819.18	-	5,348.42	-	5,348.42	-	(5,348.42)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	154.00	(154.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	1,020.27	-	3,817.07	-	3,817.07	-	(3,817.07)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	175.93	-	2,130.24	-	2,130.24	-	(2,130.24)	#DIV/0!
511380	WAGES-BEREAVEMENT	-	-	171.30	-	171.30	-	(171.30)	#DIV/0!
512141	SOCIAL SECURITY	1,230.27	1,235.08	8,821.99	8,645.58	176.41	14,821.00	5,999.01	59.52%
512142	RETIREMENT (EMPLOYER)	1,149.61	1,111.67	8,231.71	7,781.67	450.04	13,340.00	5,108.29	61.71%
512144	HEALTH INSURANCE	4,683.61	4,485.08	31,633.34	31,395.58	237.76	53,821.00	22,187.66	58.78%
512145	LIFE INSURANCE	3.59	3.92	24.61	27.42	(2.81)	47.00	22.39	52.36%
512150	FSA CONTRIBUTION	-	62.50	750.00	437.50	312.50	750.00	-	100.00%
512173	DENTAL INSURANCE	293.92	270.00	1,918.67	1,890.00	28.67	3,240.00	1,321.33	59.22%
521218	ARBITRATOR	-	66.67	800.00	466.67	333.33	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	2,545.00	3,180.92	17,280.35	22,266.42	(4,986.07)	38,171.00	20,890.65	45.27%
521225	SECTION 125	1,962.14	2,272.00	16,374.59	15,904.00	470.59	27,264.00	10,889.41	60.06%
521226	ERGONOMICS	-	20.83	-	145.83	(145.83)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	5,250.00	2,187.50	3,062.50	3,750.00	(1,500.00)	140.00%
521228	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	82.25	83.33	300.35	583.33	(282.98)	1,000.00	699.65	30.04%
521296	COMPUTER SUPPORT	-	367.00	4,636.39	2,569.00	2,067.39	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	392.75	291.67	101.08	500.00	107.25	78.55%
531311	POSTAGE & BOX RENT	24.34	33.33	151.82	233.33	(81.51)	400.00	248.18	37.96%
531312	OFFICE SUPPLIES	24.92	60.83	295.38	425.83	(130.45)	730.00	434.62	40.46%
531313	PRINTING & DUPLICATING	130.67	83.33	591.92	583.33	8.59	1,000.00	408.08	59.19%

531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	1,486.75	933.33	553.42	1,600.00	113.25	92.92%
531324	MEMBERSHIP DUES	-	50.83	394.17	355.83	38.34	610.00	215.83	64.62%
531326	ADVERTISING	-	-	88.50	-	88.50	-	(88.50)	#DIV/0!
531357	EMPLOYEE RECOGNITION	694.47	500.00	2,877.12	3,500.00	(622.88)	6,000.00	3,122.88	47.95%
532325	REGISTRATION	-	110.83	545.00	775.83	(230.83)	1,330.00	785.00	40.98%
532332	MILEAGE	(49.25)	32.83	267.51	229.83	37.68	394.00	126.49	67.90%
532334	COMMERCIAL TRAVEL	-	37.50	442.60	262.50	180.10	450.00	7.40	98.36%
532335	MEALS	-	27.92	162.02	195.42	(33.40)	335.00	172.98	48.36%
532336	LODGING	-	200.50	1,969.76	1,403.50	566.26	2,406.00	436.24	81.87%
532339	OTHER TRAVEL & TOLLS	-	5.42	65.00	37.92	27.08	65.00	-	100.00%
532350	TRAINING MATERIALS	-	1,833.33	2,638.37	12,833.33	(10,194.96)	22,000.00	19,361.63	11.99%
533225	TELEPHONE & FAX	5.26	4.17	28.77	29.17	(0.40)	50.00	21.23	57.54%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	239.75	239.75	-	411.00	171.25	58.33%
571005	DUPLICATING ALLOCATION	19.42	19.42	135.94	135.92	0.02	233.00	97.06	58.34%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	3,448.69	3,448.67	0.02	5,912.00	2,463.31	58.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	1,713.81	1,713.83	(0.02)	2,938.00	1,224.19	58.33%
591519	OTHER INSURANCE	69.24	89.25	484.68	624.75	(140.07)	1,071.00	586.32	45.25%
592006	WRS INTEREST	-	-	(45.85)	-	(45.85)	-	45.85	#DIV/0!

Totals	30,546.53	33,856.42	235,683.67	236,994.92	(1,311.25)	406,277.00	170,593.33	58.01%
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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		(1,084.47)	2,222.08	14,248.67	15,554.58	(1,305.91)	26,665.00	12,416.33	

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)	(27,172.25)	(27,172.25)	-	(46,581.00)	(19,408.75)	58.33%
474106	INTERGOVT SHARED SERVICES	(3,958.72)	(3,585.50)	(17,494.32)	(25,098.50)	7,604.18	(43,026.00)	(25,531.68)	40.66%
Totals		(7,840.47)	(7,467.25)	(44,666.57)	(52,270.75)	7,604.18	(89,607.00)	(44,940.43)	49.85%

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	4,295.04	4,780.58	27,597.18	33,464.08	(5,866.90)	57,367.00	29,769.82	48.11%
511310	WAGES-SICK LEAVE	-	-	4,239.80	-	4,239.80	-	(4,239.80)	#DIV/0!
511320	WAGES-VACATION PAY	226.80	-	649.46	-	649.46	-	(649.46)	#DIV/0!
511340	WAGES-HOLIDAY PAY	248.06	-	886.04	-	886.04	-	(886.04)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	-	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	352.03	365.75	2,462.67	2,560.25	(97.58)	4,389.00	1,926.33	56.11%
512142	RETIREMENT (EMPLOYER)	324.36	325.08	2,271.13	2,275.58	(4.45)	3,901.00	1,629.87	58.22%
512144	HEALTH INSURANCE	1,470.66	1,398.58	9,862.01	9,790.08	71.93	16,783.00	6,920.99	58.76%
512145	LIFE INSURANCE	4.37	2.33	29.95	16.33	13.62	28.00	(1.95)	106.96%
512150	FSA CONTRIBUTION	-	20.83	250.00	145.83	104.17	250.00	-	100.00%
512173	DENTAL INSURANCE	99.27	90.00	639.27	630.00	9.27	1,080.00	440.73	59.19%
531303	COMPUTER EQUIPMT & SOFTW.	-	83.33	-	583.33	(583.33)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	4.17	15.14	29.17	(14.03)	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	19.56	2.08	21.21	14.58	6.63	25.00	3.79	84.84%
531320	SAFETY SUPPLIES	-	12.50	11.17	87.50	(76.33)	150.00	138.83	7.45%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	-	29.17	210.00	204.17	5.83	350.00	140.00	60.00%
532325	REGISTRATION	-	84.17	120.00	589.17	(469.17)	1,010.00	890.00	11.88%
532332	MILEAGE	50.00	6.25	50.00	43.75	6.25	75.00	25.00	66.67%
532335	MEALS	-	6.25	-	43.75	(43.75)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	95.67	(95.67)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	583.33	(583.33)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	79.94	79.92	0.02	137.00	57.06	58.35%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	574.56	574.58	(0.02)	985.00	410.44	58.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	285.81	285.83	(0.02)	490.00	204.19	58.33%
591519	OTHER INSURANCE	20.25	24.83	141.75	173.83	(32.08)	298.00	156.25	47.57%
Totals		7,244.73	7,467.25	50,982.87	52,270.75	(1,287.88)	89,607.00	38,624.13	56.90%

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		(595.74)	(0.00)	6,316.30	0.00	6,316.30	-	(6,316.30)	



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
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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
August, 2017**

Issues/Items for August, 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
 - 1 written warning
 - 0 Performance Improvement Plan
 - 0 suspensions
 - 2 voluntary resignations
 - 0 terminations of employment
 - 1 other
 - 0 investigations on-going
 - 0 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 0 new employee health-related concerns
 - 1 employee accommodation, not Leave of Absence
 - 1 extensions of leave of absences, 1 as accommodations
 - 2 individual employee EAP referrals, 1 work-related and 1 personal
- Benefits:
 - Reviewed six RFP proposals for a FSA provider
 - Completed cost comparison of *anticipated* health insurance scenarios for 2018 budget
- Professional Development/Trainings:
 - Coordinated training availability on “Hiring for Success” on August 16, 2017. Attended by 8 supervisors and other staff. Training conducted by Attorney Bob Gregg, Boardman & Clark, LLP and sponsored by JCHRMA.
 - Attended 1 day of hands-on training on the new ERP system, Munis.

- Recruitment and Retention:
 - Recruited for 4 positions and received/reviewed **113** applications
 - Processed 7 new hires/transfers and 0 promotion and 0 interim promotions.
 - Processed 2 employee separations/seasonal layoffs
 - Processed 1 status changes
 - Completed and/or reviewed 14 reference checks, 4 education checks, **3** caregiver background checks, **0** credit check and 3 criminal record checks on 9 candidates, of which 8 applicants were extended an offer and 1 are pending. 7 applicants accepted and **1** applicant declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **66** active FMLA requests, both new and on-going
 - Received **10** First Report of Injuries, of which **3** were reportable (2 were incident only, involving hearing)
 - Accommodated **1** new disability requests
 - Denial of **0** sabbatical leave of absence
 - 0 bullying/hostile work environment investigation
 - **1** age discrimination concern investigated
 - **1** HIPAA violation investigation, ongoing
 - 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 0 ongoing grievance arbitrations. Pending grievance was withdrawn

- Safety:
 - Monthly Safety Topic Bloodborne Pathogens Awareness
 - Updated Contractor Safety Agreement
 - Continue LOTO Procedures Project
 - Updated Emergency Evacuation Maps for Courthouse are done. Need frames and distribute to offices and conference rooms in September
 - Continue Job Hazard Assessments Project
 - Continue to update and convert MSDS sheets to SDS sheets as they become available
 - Created Signed Contractor Safety Agreement Folder and put on shared drive under Safety folder

- Employee Recognition and Appreciation:
 - Distributed **52** birthday cupcakes for birthdays for the month of August
 - Distributed 7 Years of Service Thank you cards and gifts/gift options for the month of August, 2017
 - With Administration, coordinated a Fiesta Luncheon for employees on August 10, 2017. Attended by approximately 250 staff

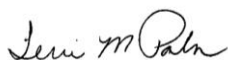
- Miscellaneous:
 - Coordinated demos of the 3 finalists for a Mass Alert Notification system
 - Met with employee regarding reduction in hours due to budget constraints
 - Completed 1 performance evaluations, with the assistance of the Interim MIS Director, for MIS staff in order to process step-increases

- Assisted in interviews for a LTE position at MIS and Cook position in the Sheriff's Office
- Drafted 1 Resolution for Human Resources Committee to consider
- Participated in the Carlson Dettmann Midwest Salary Survey
- Completed/updated 3 job descriptions, working toward the goal of completing job descriptions for over 200 positions
- Utilization of the County's LifeMatters Program (Employee Assistance Program) was at 3.3%, which is a .5% increase since the last quarter but a 1.1% decrease from last year

Action Items for September, 2017:

- Complete 10 job descriptions
- Participate in ERP training discussions
- Recommendation for a FSA provider for 2018
- Recommendation for a Mass Alert Notification System
- Recommendation of Health Insurance for 2018
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Distribute Building Evacuation maps for the Courthouse
- Complete Evacuation maps for remainder of county facilities
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Complete Job Hazard Assessments and create a Personal Protection Chart countywide
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks
- Complete a safety/building walkthrough and chemical inventory at Parks
- Complete Independent Contractor audit
- Complete overdue evaluations for Fair Park
- Compile wage survey data

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
September 19, 2017**

MONTHLY ACCOMPLISHMENTS/GOALS:

- August, 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 August 23, 2017 Human Resources Committee meeting:

Child Support Agency

- Child Support Enforcement Specialist

Positions not authorized to fill: N/A

EMERGENCY HELP REQUESTS: The following emergency help requests were received since the August 23, 2017 Human Resources Committee meeting.

- Request and approval for continued contracting for custodial assistance at the Courthouse to help cover for a leave of absence.
- One approval/denial of a leave of absence request is pending further medical documentation.

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 for a 6-week extension, through November 3, 2017.

Respectively submitted,



Terri M Palm
Human Resources Director