

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

**Tuesday, January 16, 2018 @ 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 December 6, 2017, Human Resources Committee Minutes
7. Communications
8. Retirements
9. Establish salaries for the 4-year term, from 2019 – 2022, for the positions of Clerk of Courts and Sheriff
10. Discussion and possible action to eliminate one vacant, full-time Construction and Maintenance Lead Worker position, to create one full-time, Building and Grounds Maintenance Worker II position, and to increase the hours of the part-time (9-month) Building and Grounds Maintenance Worker II position to a full-time Building and Grounds Maintenance Worker II position at the Parks Department
11. Update, discussion and possible action regarding the 2018 Classification and Compensation Study
12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), for considering dismissal, demotion, licensing or discipline of a public employee.
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Report from Human Resources Director:
  - a. December, 2017, monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence requests
  - e. Additional Steps and/or Benefits and/or Interim Appointments provided to employees
  - f. Compensatory, Vacation and Holiday carryover and forfeiture amounts
15. Set next meeting date and agenda items
16. Adjournment

**Next scheduled meeting: Tuesday, February 20, 2018 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**  
**December 6, 2017 @ 8:00am**  
**Jefferson County Courthouse, Room 203**

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:01 am.
2. Roll Call: Present: Jim Braughler (Chair), Greg David, Jim Mode (Vice Chair), Michael Wineke and Lloyd Zastrow (Secretary). Others present: Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel), Benjamin Wehmeier (County Administrator) and Classification and members of the Compensation Focus Group, including J.R. Klement (Parks), L. Scherer (DA Office), C. Radtke (Human Resources), S. Coughlin (Highway), A. Fischer (Highway).
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 November 28, 2017 Human Resources Committee Minutes. Motion by G. David, second by J. Mode, to approve the November 28, 2017 minutes as printed. Motion carried 5:0.
7. Communications: None.
8. Discussion and possible action on the selection of a final candidate to conduct a County-wide Classification and Compensation Study for Jefferson County, excluding represented law enforcement. T. Palm summarized the Employee Focus Group's discussion of the pros and cons of each of the three finalist's presentation. The overall consensus was in favor of the Austin Peters Group, citing that both owners came the distance from Kansas and Colorado for a 30-minute meeting and really did a lot of research on Jefferson County, they receive input from employees as well as management and indicated they would meet with each employee individually or in similar groups and that they strive to have the appeal process completed before the plan is adopted. The Committee further discussed the cost of each consultant, the realistic timeframe to have a plan in time for the 2019 budget, and the cost-saving alternatives that each group may have recommended. T. Palm also reviewed the responses from each consultant on follow-up questions that were asked following the November 28, 2017 meeting. Motion by G. David, second by J. Mode, to recommend the Austin Peters Group to conduct a County-wide classification and compensation study for Jefferson County, excluding represented law enforcement, subject to completion of references. Motion carried 5:0.
9. Report from Human Resources Director. T. Palm covered the November 2017, monthly accomplishments and goals; the vacant position and emergency help requests; a Leave of Absence request, and additional steps/benefits provided to current employee(s). Detailed report is available online or by request.
10. Set next meeting date and agenda items: Next regular meeting is scheduled for Tuesday, December 19, 2017 at 8:30 a.m.
11. Adjournment: **Motion by J. Mode, second by L. Zastrow, to adjourn. Motion Carried 5:0.** Meeting adjourned at 8:35 a.m.



**JEFFERSON COUNTY**

**January 7, 2018 PAY STRUCTURE - HOURLY FORMAT**

Grade	Minimum					Control Point					Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
22	\$ 50.46	\$ 51.90	\$ 53.34	\$ 54.77	\$ 56.22	\$ 57.67	\$ 59.12	\$ 60.55	\$ 61.99	\$ 63.43	\$ 64.87
21	\$ 48.66	\$ 50.04	\$ 51.43	\$ 52.82	\$ 54.21	\$ 55.60	\$ 56.98	\$ 58.38	\$ 59.77	\$ 61.16	\$ 62.55
20	\$ 46.82	\$ 48.16	\$ 49.49	\$ 50.83	\$ 52.17	\$ 53.51	\$ 54.84	\$ 56.19	\$ 57.53	\$ 58.86	\$ 60.21
19	\$ 45.01	\$ 46.30	\$ 47.59	\$ 48.87	\$ 50.16	\$ 51.45	\$ 52.73	\$ 54.02	\$ 55.30	\$ 56.59	\$ 57.87
18	\$ 43.21	\$ 44.44	\$ 45.67	\$ 46.90	\$ 48.13	\$ 49.37	\$ 50.60	\$ 51.84	\$ 53.08	\$ 54.31	\$ 55.55
17	\$ 41.39	\$ 42.56	\$ 43.74	\$ 44.92	\$ 46.12	\$ 47.30	\$ 48.47	\$ 49.65	\$ 50.83	\$ 52.02	\$ 53.20
16	\$ 39.57	\$ 40.70	\$ 41.83	\$ 42.96	\$ 44.09	\$ 45.22	\$ 46.35	\$ 47.48	\$ 48.61	\$ 49.74	\$ 50.88
15	\$ 37.75	\$ 38.83	\$ 39.92	\$ 41.00	\$ 42.08	\$ 43.16	\$ 44.23	\$ 45.30	\$ 46.38	\$ 47.47	\$ 48.55
14	\$ 35.94	\$ 36.97	\$ 38.00	\$ 39.04	\$ 40.06	\$ 41.08	\$ 42.11	\$ 43.14	\$ 44.17	\$ 45.19	\$ 46.22
13	\$ 34.13	\$ 35.11	\$ 36.07	\$ 37.05	\$ 38.03	\$ 39.01	\$ 39.97	\$ 40.95	\$ 41.93	\$ 42.89	\$ 43.86
12	\$ 32.32	\$ 33.23	\$ 34.16	\$ 35.09	\$ 36.01	\$ 36.93	\$ 37.85	\$ 38.77	\$ 39.69	\$ 40.62	\$ 41.54
11	\$ 30.48	\$ 31.37	\$ 32.25	\$ 33.11	\$ 34.00	\$ 34.87	\$ 35.72	\$ 36.60	\$ 37.47	\$ 38.34	\$ 39.23
10	\$ 28.68	\$ 29.52	\$ 30.32	\$ 31.15	\$ 31.98	\$ 32.78	\$ 33.60	\$ 34.42	\$ 35.25	\$ 36.07	\$ 36.89
9	\$ 26.88	\$ 27.62	\$ 28.40	\$ 29.16	\$ 29.95	\$ 30.70	\$ 31.46	\$ 32.25	\$ 33.01	\$ 33.78	\$ 34.53
8	\$ 25.05	\$ 25.78	\$ 26.49	\$ 27.20	\$ 27.93	\$ 28.63	\$ 29.34	\$ 30.07	\$ 30.78	\$ 31.49	\$ 32.22
7	\$ 23.24	\$ 23.91	\$ 24.58	\$ 25.23	\$ 25.91	\$ 26.56	\$ 27.23	\$ 27.90	\$ 28.56	\$ 29.22	\$ 29.90
6	\$ 21.43	\$ 22.04	\$ 22.66	\$ 23.26	\$ 23.88	\$ 24.49	\$ 25.11	\$ 25.72	\$ 26.32	\$ 26.95	\$ 27.55
5	\$ 19.60	\$ 20.17	\$ 20.73	\$ 21.30	\$ 21.85	\$ 22.41	\$ 22.98	\$ 23.53	\$ 24.10	\$ 24.65	\$ 25.21
4	\$ 17.80	\$ 18.32	\$ 18.82	\$ 19.32	\$ 19.84	\$ 20.34	\$ 20.85	\$ 21.36	\$ 21.87	\$ 22.37	\$ 22.89
3	\$ 15.76	\$ 16.20	\$ 16.64	\$ 17.11	\$ 17.55	\$ 17.99	\$ 18.46	\$ 18.90	\$ 19.35	\$ 19.80	\$ 20.25
2	\$ 13.93	\$ 14.34	\$ 14.74	\$ 15.13	\$ 15.52	\$ 15.93	\$ 16.33	\$ 16.72	\$ 17.13	\$ 17.52	\$ 17.91
1	\$ 12.34	\$ 12.68	\$ 13.05	\$ 13.40	\$ 13.74	\$ 14.09	\$ 14.46	\$ 14.80	\$ 15.15	\$ 15.50	\$ 15.87
	1	2	3	4	5	6	7	8	9	10	11

**ORDINANCE NO. 2015-30**

**Establish procedure to set elected official salaries**

Executive Summary

Jefferson County had a Compensation Study conducted by Carlson Dettman Consulting for all County employees in 2012 (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the elected positions: County Clerk, Grade 12; Clerk of Court, Grade 12; Register of Deeds, Grade 10; Treasurer, Grade 10; and Sheriff, Grade 16. This Compensation Study did not recommend the step within the pay structure that these positions should be placed. After consideration by the Human Resources Committee and County Board in 2014, these positions were all placed in Step 6 of their respective grade in the Jefferson County pay structure which consists of 11 steps. The Human Resources Committee recently conducted a review of these elected officials' salaries for the purpose of establishing future compensation. After reviewing comparables from various Wisconsin counties, the Human Resources Committee determined that these elected positions are more appropriately placed in Step 7 of the Jefferson County pay structure. This ordinance amends Ordinance No. 2013-26 and establishes compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court. Compensation may be adjusted by the County Board for cost of living before the earliest time for filing nomination papers for said office in each election cycle.

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WHEREAS, the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 2018, and the County Clerk, Register of Deeds and Treasurer next elected in 2016, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the County Clerk, Treasurer and Register of Deeds before April 15, 2016, which is the earliest time for filing nomination papers in this cycle, and

WHEREAS, the Human Resources Committee through many election cycles has sought an objective method of establishing salaries for these offices, and

WHEREAS, the County had a Compensation Study done in 2012 for all County employees (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Clerk of Court	Grade 12
Register of Deeds	Grade 10
Treasurer	Grade 10
Sheriff	Grade 16

AND WHEREAS, for these offices the Human Resources Committee recommends establishing salaries by use of the same evaluation process used for other employees and further recommends assigning all elected officials to Step 7 of their respective paygrade for the duration of the four-year term in the amount that Step 7 is as of the day before the earliest time for filing nomination papers for said office in each election cycle, which shall remain unchanged during the balance of the four-year term,

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN THAT ORDINANCE NO. 2013-26 SHALL BE AMENDED AS FOLLOWS:

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, salaries for each upcoming term of the elected offices of County Clerk, Clerk of Court, Register of Deeds, Treasurer and Sheriff shall be determined by reference to Step 7 of the salary grades as set forth above for each office as of the day before the earliest time for filing nomination papers for said office in each successive election cycle, which shall remain unchanged for said four-year term.

BE IT FURTHER ORDAINED that County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

AND BE IT FURTHER ORDAINED that the aforementioned County officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time to time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a cost of living adjustment or salary grade review prior to the year of election for their office in the same manner as is applicable to other County employees requesting salary grade reviews.

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

*Fiscal Note: The compensation increase for the three elected officials (County Clerk, Register of Deeds and Treasurer) that are up for election in 2016, subject to this change in the ordinance, would be \$42,159.86. The remaining two elected officials (Clerk of Courts and Sheriff) would be an undetermined amount since they are not up for election until 2018. This compensation increase includes a 1% cost of living adjustment recommended by the Human Resources Committee for the County Clerk, Treasurer and Register of Deeds for 2017, 2018, 2019 and 2020. Cost of living adjustments for the Sheriff and Clerk of Courts will be considered in the year before their next term of office.*

Adopted by the Jefferson County Board of Supervisors this 9th day of February 2016.

s/Jim Schroeder

Jim Schroeder  
Chair

ATTEST:

s/Barbara A. Frank

Barbara A. Frank, County Clerk

Published this 15th day of February 2016.

Ayes\_\_27\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_2\_\_\_ Vacant\_\_1\_\_\_

Ayes 27: Jones, Kelly, David, Tietz, Braughler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Jaeckel, Foelker, Patrick, Schultz, Babcock, Christensen)

Absent 2: Poulson, Borland.

Vacant 1: District 24

Requested by  
Human Resources Committee

02-09-16

J. Blair Ward: 02-05-16; 02-09-16

REVIEWED: Administrator: bw; Corp. Counsel: jbw; Finance Director: bl



**RESOLUTION NO. 2017-\_\_\_\_\_**

**Establishing total annual compensation for county elected officials  
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, February 9, 2016, the Jefferson County Board of Supervisors adopted Ordinance 2015-30, establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at Step 7 of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2018, the earliest time for filing nomination papers for the county elective office.

On Tuesday, January 16, 2018, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the Clerk of Courts and the Sheriff. After analyzing this information, the Human Resources Committee is recommending a 1% increase in each year of the four-year term, based on the starting salary of step 7 of the appropriate recommended grade placement (Grade 12 for the Clerk of Courts and Grade 16 for the Sheriff).

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WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to April 15, 2018, the earliest time for filing nomination papers for the county elective office, and

WHEREAS, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions,

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officers under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this resolution:

<b>Elective Official</b>	<b>2019 Rate</b>	<b>2020 Rate</b>	<b>2021 Rate</b>	<b>2022 Rate</b>
<b>Clerk of Courts</b>	\$79,518.40	\$80,308.80	\$81,120.00	\$81,931.20
<b>Sheriff</b>	\$97,364.80	\$98,342.40	\$99,320.00	\$100,318.40

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County’s health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2.

*Fiscal Note:*

*The fiscal impact from 2018 to 2019 is: Clerk of Courts, \$5,345.60; Sheriff, \$6,531.20.*

*The fiscal impact from 2019 to 2020 is: Clerk of Courts, \$790.40; Sheriff, \$977.60.*

*The fiscal impact from 2020 to 2021 is: Clerk of Courts, \$811.20; Sheriff, \$977.60.*

*The fiscal impact from 2021 to 2022 is: Clerk of Courts, \$811.20; Sheriff, \$998.40.*

*The total cumulative fiscal impact for the four-year term, from 2019 to 2022, is: Clerk of Courts, \$7,758.40 Sheriff, \$9,484.80.*

*Federal Income Continuation Tax (FICA), Wisconsin Retirement employer contribution, health and other eligible fringes will be as stated in this resolution and will be part of the budget process for each budget year.*

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

Requested by  
Human Resources Committee

01-16-18

Prepared by: Terri Palm-Kostroski, 12-06-17; 01-12-18

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

## RESOLUTION NO. 2017-\_\_\_\_\_

### **Creating one full-time Building and Grounds Maintenance Worker II position, eliminating one full-time, vacant Construction and Maintenance Lead Worker position and increasing the allocated hours to full-time for one Building and Grounds Maintenance Worker II position at the Parks Department**

#### Executive Summary

It is the mission of the Jefferson County Parks Department ~~is~~ to preserve natural resources for public use and conservation; to operate and maintain a parks system with resource oriented recreation, trails, and special use parks; and to expand the parks system for environmental and land use benefits and the health and enjoyment of Jefferson County residents. The Parks Department staff does an excellent job at fulfilling this mission. However, in the winter months, there are only two full-time staff and the Parks Supervisor available to maintain our County's Parks system. This includes grooming 16 miles of cross-country ski trails, monitoring conditions and closings for 19182.7 miles of County snowmobile trails ~~and 290 miles of club trails~~, maintaining nearly 323 miles of the Glacial River Trail, ~~and 16~~ water trails, and managing 122 Flood Mitigation Properties. In addition, the Jefferson County Parks staff continues to manage 19 County Parks, a dog park, the Indian Mound and Trail Park, and a nature preserve. These tasks are completed while managing snow removal for several other county-owned properties when needed.

The Parks Supervisor and Parks Director have determined that additional staff during the winter months has become necessary to successfully maintain the County's Parks System. With the recent vacancy of the full-time Construction and Maintenance Lead Worker, the Parks management is recommending several changes to increase the hours while maintain or actually reducing cost. These changes include the elimination of the vacant, full-time Construction and Maintenance Lead Worker position, the creation of a full-time Building and Grounds Maintenance Worker II position, and the increase of allocated hours of the part-time, 9-month Building and Grounds Maintenance II position to a full-time Building and Grounds Maintenance II position. This requested change would provide an additional staff to assist the Parks Department for the 3-month winter period. In addition, there still would be sufficient savings to increase Pool or Seasonal hours during higher work volume if it is deemed necessary.

On January 16, 2018, the Human Resources Committee reviewed the request from the Parks Supervisor and Parks Director, and is supporting the request and recommending the elimination of one vacant, full-time Construction and Maintenance Lead Worker position, the creation of one full-time Building and Grounds Maintenance Worker II position, and the increase of allocated hours of the part-time, 9-month Building and Grounds Maintenance II position to a full-time Building and Grounds Maintenance II position, to be effective immediately upon passage of this resolution.

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

WHEREAS, the Parks Department only currently has two full-time Maintenance positions and one full-time Parks Supervisor to manage the entire Parks system during three months of the year, and

WHEREAS, additional staff time is needed during the winter months to maintain accessibility and a safe environment for the citizens of Jefferson County and others who visit our County Parks system, and

WHEREAS, the Parks Supervisor and the Parks Director request, and the Human Resources Committee recommends, the elimination of one vacant, full-time Construction and Maintenance Lead Worker position, the creation of one full-time Building and Grounds Maintenance Worker II position, and the increase of allocated hours of the part-time, 9-month Building and Grounds Maintenance II position to a full-time Building and Grounds Maintenance II position in the Parks Department.

NOW, THEREFORE, BE IT RESOLVED that the 2018 County Budget setting forth position allocations and funding at the Parks Department be and is hereby amended to eliminate one vacant, full-time Construction and Maintenance Lead Worker position, create one full-time Building and Grounds Maintenance Worker II position, and increase the allocated hours of the part-time, 9-month Building and Grounds Maintenance II position to a full-time Building and Grounds Maintenance II position in the Parks Department, to become effective upon passage.

*Fiscal Note: The total annual savings for 2018 due to the elimination of a full-time Construction and Maintenance Lead Worker position (Grade 5), the creation of a full-time Building and Grounds Maintenance Worker II position (Grade 4) and the increase of allocated hours to full-time for a part-time Building and Grounds Maintenance Worker II position (Grade 4, and consequently eliminates Unemployment expenses for three-months) is \$12,793.30 in benefits and wages. If determined necessary, the County Administrator could authorize the use of the savings for additional pool or seasonal hours for the remainder of 2018. As a budget amendment to the County's Classification of Authorized Positions, County Board approval requires a two-thirds majority 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

01-16-18

Terri M. Palm: 01-12-18

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



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

**TERRI PALM KOSTROSKI**  
Director - Human Resources

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Specialist

**KIM EGGERS**  
Safety Coordinator

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

Issues/Items for December, 2017:

- Personnel issues:
  - 3 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counseling
    - 0 extensions of probationary periods
    - 1 verbal warning
    - 0 written warning
    - 1 Performance Improvement Plan
    - 0 suspensions
    - 1 voluntary resignations
    - 0 terminations of employment
    - 0 other
    - 1 investigations on-going
  - 0 computer/phone record searches
  - 1 employee privacy complaint investigation
  - 0 new employee health-related concerns
  - 2 ergonomic review of work station, conducted by Safety Coordinator
  - 1 employee accommodation, not Leave of Absence
  - 1 extensions of leave of absences, 0 as accommodations
  - 0 denial of leave of absence
  - 1 individual employee EAP referrals, 0 work-related and 1 personal
  - 1 termination, non-disciplinary
- Benefits:
  - Provided transition data to Employee Benefits Corporation and coordinated Blackout Period for Flexible Spending elections
- Professional Development/Trainings:
  - Coordinated training availability on “Managing Change: It’s Always Been Done This Way” on December 13, 2017. Attended by 12 supervisors. Webinar sponsored by NPELRA.

- Recruitment and Retention:
  - Recruited for 9 positions and received/reviewed **134** applications
  - Processed 1 new hires and 3 promotion/transfers and 0 interim promotions.
  - Processed 1 employee separations/seasonal layoffs
  - Processed 0 status changes
  - Completed and/or reviewed 11 reference checks, 3 education checks, 3 caregiver background checks, **0** credit check and 0 criminal record checks on 3 candidates, of which 3 applicants were extended an offer and 0 are pending. 3 applicants accepted and 0 applicant declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored **69** active FMLA requests, both new and on-going. Re-certified
  - Received 2 First Report of Injuries, of which 0 were reportable
  - Accommodated 1 new disability requests
  - Denial of **0** sabbatical leave of absence
  - **0** bullying/hostile work environment investigation
  - **0** age discrimination concern investigated
  - **1** HIPAA violation investigation, 0 ongoing
  - 0 FMLA violation investigation
  - 0 retaliation violation investigation
  - 0 Unemployment Appeal
  - Continue to monitor **3** on-going Worker's compensation claims
  
- Safety:
  - Monthly Safety Topic: Walking Safely on Snow and Ice and Cold Stress Safety
  - Continue LOTO Procedures Project
  - Continue Job Hazard Assessments Project
  - Continue to update and convert MSDS sheets to SDS sheets as they become available
  - Conducted 2 ergonomic assessments
  - Recommended snow removal at Courthouse parking lot to reduce or eliminate falls on ice
  
- Employee Recognition and Appreciation:
  - Distributed **56** birthday cupcakes for birthdays for the month of December
  - Distributed **2** Years of Service Thank you cards and gifts/gift options for the month of December, 2017
  - Coordinated "Ugly Sweater Day" for all employees throughout the County
  - Coordinated Courthouse Potluck
  
- Miscellaneous:
  - Recommended and received approval to hire the Austin Peters Group to conduct the Classification and Compensation Study
  - Completed/updated 4 job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Drafted 0 resolution for Committee/Board

- Responded to 3 open records request, 1 regarding the selection of AlertSense and 2 regarding the selection of the Austin Peters Group

Action Items for January, 2018:

- Complete 10 job descriptions
- Participate in ERP training discussions
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Evacuation maps for remainder of county facilities
- 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
- Set up Internal Mass Alert Notification System
- Coordinate a intercounty/city meeting regarding Health Insurance
- Coordinate meetings with the Austin Peters Group and assisting in the Classification and Compensation Study

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
January 16, 2018**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- December, 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 December 6, 2017 Human Resources Committee meeting:

**CLERK OF COURTS**

- Deputy Court Clerk I/II x 2

**HIGHWAY**

- Patrol Superintendent

**HUMAN SERVICES**

- Administrative Assistant II
- ADRC Paraprofessional
- CCS Facilitator
- Psychotherapist

**MIS**

- Hardware Technician

**UW EXTENSION**

- Summer Intern

**ZONING**

- Zoning/Onsite Waste Management Technician

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since the December 6, 2017 Human Resources Committee meeting.

- Approval for clerical and election assistance for the month of January until transition of positions are complete.
- Approval for Parks Maintenance staff due to one of the two full-time staff vacancy.

**LEAVE OF ABSENCE REQUESTS:** There was no new Leave of Absence requests since the last meeting, to extend the leave through the end of the calendar year.

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

- 1 request pending
- Comprehensive Community Services Facilitator provided 3 steps following completion of his LPC licensure
- **22** Licensed Social Workers, who met their core competencies, received bonuses totaling **\$44,833.34**.
- Appointment of Matthew Zangl to Interim Zoning and Planning Director, responsible for with authority under Wisconsin Statutes Chapter 59.69, with an increase in salary to Grade 12.

Respectively submitted,



Terri M Palm  
Human Resources Director