

HUMAN RESOURCES COMMITTEE MEETING MINUTES

January 16, 2018 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Vice Chair, Jim Mode, at 8:30 a.m.
2. Roll Call: Present: Greg David, Jim Mode (Vice Chair), Michael Wineke and Lloyd Zastrow (Secretary). Excused: Jim Braughler (Chair). Others present: Karen Mundt (Benefits Administrator) Blair Ward (Corporation Counsel), Benjamin Wehmeier (County Administrator) Carla Robinson (Clerk of Courts) Joe Nehmer (Parks Director) Kevin Wieseman (Parks Supervisor), Sheriff Paul Milbrath and Barb Frank (County Clerk).
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
Item 12 was removed from the agenda.
5. Public Comment
None
6. Approval of December 6, 2017, Human Resources Committee Minutes
Motion by Wineke , second by Zastrow, to approve the Human Resources December 6, 2017 minutes as presented. (Ayes-All) Motion carried.
7. Communications
None
8. Retirements
A list of upcoming retirements was provided for review. These retirees will be recognized at the February County Board meeting. No action taken.
9. Establish salaries for the 4-year term, from 2019-2022, for the positions of Clerk of Courts an.
A copy of a previous resolution for the committee to review. An internal survey was conducted by HR staff to find comparable salaries for the Clerk of Courts and Sheriff salaries. The average for the Clerk of Court was \$64,257 and \$85,012 for the Sheriff.
Motion by Mode; second by Zastrow, to accept the resolution and forward it to the County Board for their consideration. (Ayes-All) Motion carried.
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
A draft of the resolution was provided for review. Nehmer reviewed the reasons for the position change.
Motion by Mode; second by Wineke to accept the resolution and forward it to the County Board for their consideration (Ayes-All) Motion carried.
11. Update, discussion and possible action regarding the 2018 Classification and Compensation Study
Mundt gave an update on the Classification and Compensation Study and reviewed the future timeline.
A list of cost of living salary comparables was provided for review. Wehmeier explained the information on the

report. There will be both public and private sector data considered. No action taken.

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

The committee did not convene in closed session.

13. 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

Mundt covered the December 2017, monthly accomplishments and goals; the vacant position and emergency help requests; a Leave of Absence denial, and additional steps/benefits provided to current employee(s). Detailed report is available online or by request.

14. Set next meeting date and agenda items

February 20, 2018 at 8:30 a.m. Future agenda items: Update

15. Adjournment **Motion by Zastrow, second by David, to adjourn. (Ayes-All) Motion Carried. Meeting adjourned at 8:55 a.m.**



**JEFFERSON COUNTY
HUMAN RESOURCES**

311 South Center Avenue - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Human Resources Director

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

KIM EGGERS
Safety Coordinator

To: Jefferson County Employees
Human Resources Committee
County Board Supervisors

From: Terri Palm, Human Resources Director

Date: February 20, 2018

RE: Update on Classification and Compensation Study

In October, 2017, Jefferson County prepared a Request for Proposals for a Classification and Compensation Study on all County classified positions, excluding deputies and detectives. This study includes looking at positions for internal equity, looking at compensation and benefits based on external comparables and market conditions, recommending a pay plan structure, recommending FLSA exempt status for positions, reviewing and updating job descriptions, and reviewing and recommending compensation and benefit policies based on market and best-practices throughout government structures. In November, 2017, Administration and Human Resources reviewed the 11 proposals submitted and narrowed it down to 3 finalists. The finalists were reviewed by an Employee Focus Group and the Human Resources Committee. The Focus Group consists of 10 employees that represent: a variety of departments and functions; exempt and non-exempt staff; long-term and short-term employees; and employees of different ages, sex and other backgrounds. On November 28, 2017 the Human Resources Committee and Employee Focus Group listened to a presentation from each of the three finalists, with follow up questions from the focus group. On December 6, the Human Resources Committee Recommended the Austin Peters Group, Inc. (APG) to complete a Classification and Compensation Study for Jefferson County, which was approved by County Board on December 12, 2017.

In early January, 2018, APG met with all department heads and division managers via a Skype meeting. During this meeting, APG reviewed who the Austin Peters Group, Inc. is, what the scope of services for the project are, the expectations of department heads in the process, what the project principles are and what this study is not about.

The Project Principals include:

- Project uses outside consulting team to eliminate bias in both internal and external reviews for job classification.
- Interviews are structured.
- Questionnaires are structured.
- Employee and Manager input are critical.
- Process looks at the position not the person.
- Project will focus on a longer term phasing of recommendations, if appropriate.
- Project is intended to get the pay system in alignment with the market.

The Study is Not:

- A process for identifying job cuts, efficiencies, or process improvements.
- A workload study about one department's performance vs. another.
- A listing of pay cuts.
- A workload study.
- About personalities or people, but it is about the positions.
- About rewarding top performers or disciplining poor performers.
- An avenue to raise all employees' pay, but a process to treat employees uniformly and fairly.

Department heads were also provided a market questionnaire to complete and return to APG. This questionnaire was used to assist APG in gathering data from local and regional competitors. This included information such as where employees are recruited from by position; what positions there is high turnover in; the reasons managers think employees resign from positions with the County; which positions, if any, managers feel are underpaid and why; and, what changes in a profession may have occurred that may make it difficult to recruit, attract and retain staff. From this survey and other resources, APG developed a list of private and public-sector employers to be considered to gather comparable market data. This list is attached (Appendix A). The salary and benefit survey was distributed to each of the comparables mid-January, with the expectation to have them returned to APG to begin analysis by mid-February.

All employees were asked to complete a position evaluation questionnaire that asked the same questions of everyone. These questions included:

- Provide the top 10 essential functions
- What is a regular day is like?
- When you come to work, how do you know what needs to be accomplished?
- Describe the kinds of decisions that you were required to make in past week, or the most difficult situation(s) you faced?
- When you need help solving a problem, who or where do you go? Please provide an example.
- List the Education and Experience required and preferred
- List any certificates, licenses and registrations required and preferred
- List any areas of study required and preferred
- List any other skills and abilities required and preferred
- List any other qualifications required and preferred

Each employee was also asked to rank the level of several specific skills necessary for the position, including language, mathematical and reasoning skills. Information was also gathered regarding each position in regards to budgetary impact, supervisory responsibilities and types of contacts made with internal and external citizens or customers. Finally, employees listed any physical, mental or other environmental requirements for their position. Each questionnaire was submitted to the department head and then to Human Resources to review all questionnaires for completeness prior to being submitted to APG.

During the weeks of January 29 and February 5, 2018, two consultants from APG spent six days, on-site, interviewing ALL employees in classified, non-represented, positions. Each interview was scheduled for 20 minutes, and if there wasn't enough time, or if an employee was not able to meet in person with a consultant, employees were provided the consultants' contact information to follow up. The purpose of the interview was to review the position questionnaire and allow employees an opportunity to discuss their job face-to-face with APG. The consultant also completed on-site tours of each department to help them better understand the work environment and conditions. They took the additional time to see several area parks and, thanks to receiving some snow during their visit, even do a ride-along with a

Highway Worker plowing snow. On the last day on-site, APG met with all department heads to review their time on-site and to review and provide guidance on the department head's role and responsibility in reviewing the recommendations in the weeks to come.

The next steps of the Classification and Compensation Study

- In 6 weeks following the interviews and on-site tours (approximately the weeks of March 12-19), APG will provide Department Heads with a *draft on internal equity* for the positions within their individual departments. Department heads will review for internal equity within their department and any questions or difference that they may find compared to APG's recommendation.
- In another 6 weeks, around April 30, Department Heads will be provided a *draft of findings with preliminary range recommendations and financial impact*. At this step the market data is combined with the internal equity/ratings.
- Following 2 more weeks, around May 14, APG will provide draft job descriptions for review. This may or may not incorporate all job descriptions.
- Approximately the week of June 4, APG will hold any employee appeal meetings. More information about this process will be available as this date approaches. In addition, APG will formulate a final recommendation and meet with the governing body.
- On or around June 19, APG will convey final documents and guidance on implementation to Human Resources staff
- Additional Committee meetings may be necessary to discuss implementation, pending the actual financial impact. It was the desire of Administration to have a recommendation before July, 2018, so that any implementation plan approved could be incorporated with the 2019 budget.

These are tentative dates and may change, dependent on receiving completed market surveys, response time from department heads regarding internal equity issues, the number of appeals, the availability and need to have additional Human Resources Committee meetings, and any number of unforeseen or uncontrollable circumstances.

If there are any questions about the Classification and Compensation Study so far, or expectations going forward, please let me know. I will start a Q & A document for any general questions, because if one person has the question, there is a high probability that someone else has the same question. Please don't hesitate to call me at X7103 or email me at terrip@jeffersoncountywi.gov.

DODGE JEFFERSON COUNTY MUNICIPALITIES

QUESTIONS & ANSWERS Health Insurance Marketing Project

Plan Design

Can each municipality elect to offer a plan design similar to their current state plan?

Yes. Interested carriers are willing to provide proposals for plan designs with similar benefit levels as the state plan offering. No carrier will offer an **exact** plan design match. During the review in 2017, carriers that provided proposals noted a few minor differences with an example being prescription drug copayments. M3 would work closely with the carriers to identify any differences in plan design.

Do municipalities all have to offer the same plan design(s)?

No. Each municipality can offer whatever plan design they want; however, for the large group as a whole (all municipalities), the number of different plan designs offered should be limited. As an example, it is typical in a consortium or cooperative environment to make available 4-6 different plan designs. Offering more than this makes it administratively difficult for the carrier to manage.

What is a recommended high deductible health plan to make it cost effective?

Budget objectives, employee culture and willingness to change differ amongst employers, even those within the same industry such as municipalities. What is considered cost effective for one employer may not be considered cost effective to another. There is no single answer to this question; however, M3 can make recommendations regarding more common high deductible plans and what employers do to transition.

Can municipalities offer a high deductible health plan with either a HRA (Health Reimbursement Arrangement) or HSA (Health Savings Account)?

Yes. M3 will make recommendations regarding plan designs.

Can municipalities offer more than one plan? (Dual Choice)

Yes. Each municipality can decide whether they wish to offer one plan or multiple plans. We recommend a municipality offer no more than two plans, especially if they have never offered a Dual Choice before.

Will there be a plan design available with out-of-network coverage?

Yes. If selecting a HMO carrier such as Quartz, it will be important that the carrier offer a traditional PPO plan for those employees that live out of the carriers' geographic service area. HMO carriers will require employees that live *within* their geographic service area to select the HMO plan.

If selecting a traditional PPO carrier to provide coverage for all municipalities (WEA Trust, WCA Trust), out-of-network coverage will be available as part of any plan design regardless of where the employee lives.

Do prescriptions count toward deductibles?

This is dependent upon the plan design. In a traditional low deductible plan that has copayments for prescription drugs, no, prescriptions do not count towards the deductible. But for a high deductible health plan that is a HSA qualified plan, upfront copayments are not allowed (by IRS law). In this case, yes, prescriptions count towards the deductible.

Can a routine eye exam be covered under the health insurance plan?

Possibly. This is something we can ask the carriers in the Request for Proposal.

Can plan designs that include other copayments such as hospital stay copayments be considered to lower premiums?

Yes. This will depend upon the plan designs carriers offer and we can ask in the Request for Proposal.

Provider Network

Will the majority of network providers be the same as with the state plan?

Yes. This is dependent on the carrier selected. As an example, a large population of the municipalities' enrollment is with Quartz. If selecting Quartz there would be little disruption. The WEA Trust's network includes every provider in the state of Wisconsin. There would be no disruption.

Rating Structure

Can 3-tier rates be provided? (Employee, Employee + 1 and Family)

Yes. We can ask any bidding carriers to provide 3-tier rates as well as 2-tier rates (single and family).

If a municipality does not wish to offer 2-tier rates, would the rates be different for that municipality?

Either 2-tier rates or 3-tier rates would have to be selected for all municipalities as a whole. This is not something that each municipality can select on an employer-by-employer basis.

Cooperative & Consortium

Can M3 provide municipalities with sample template documents for a cooperative and consortium?*

Yes. This task is included in the project timeline and we expect delivery by February 2nd.

*M3 cannot provide legal counsel. We recommend all legal documents be reviewed by own legal counsel.

Would a cooperative be an option to include smaller municipalities?

No. As of today, any employer with less than 50 full-time equivalent employees according to the Affordable Care Act calculation cannot participate in any type of large group purchasing arrangement for the purposes of purchasing health insurance.

Retirees

Can municipalities continue offering retiree coverage?

Yes. Each municipality can establish their own policies regarding the offering of retiree coverage.

Is M3 able to provide guidance regarding a model of possible transition for retirees?

Yes. M3 can work with individual municipalities on transitioning away from providing retiree coverage.

Can each municipality choose whether to cover retirees and for how long; or is it “all or nothing”?

The offering of retiree coverage is on an individual municipality basis. Not all municipalities have to offer it. For those that do, as of right now they would be able to offer it as long as their policies allow it.

If one municipality chooses not to cover retirees, will they have different rates than the other municipalities?

Active employee/retiree under age 65 rates would be the same for all municipalities. Retirees under the age of 65 have no greater risk of claims than active employees under the age of 65. Therefore, the rate would be same.

If you provide coverage to retirees over the age of 65, their rate would be different than the active employee/retiree under age 65 rate based on the fact that Medicare would be their primary coverage.

Would/could retirees be put into their own class for rating purposes?

One of the primary purposes of several employers grouping together for the purposes of purchasing health insurance is to spread the risk of claims out across a large group of participants. The larger the group the more participants there is to spread the risk, thus resulting in the ability to stabilize long-term premium increases.

From a pool rating perspective, putting under age 65 retirees in their own class for rating purposes would not make financial sense. If this were done, the retiree pool by comparison purposes would be small. The smaller the group the higher the rates. Rates for the retiree group alone could be cost prohibitive.

Communication

Is M3 willing to assist with employee communication, whether it is written or electronic material or presenting to groups in person?

Yes. Development of written and electronic employee educational materials can be provided in conjunction with each municipalities' guidance and over-sight. Attendance in-person during open enrollment meetings will be provided in conjunction with representatives from the selected carrier.

Can M3 provide education to municipalities on the differences of a high deductible plan health design appropriate for a HRA and/or HSA to help make decisions regarding plan design?

Yes. A large group meeting with all municipalities in attendance to take advantage of everyone in the room at the same time would be the starting point. Attendance could be based on individual municipality plan design goals and objectives. M3 will follow-up and interact with each municipality individually regarding their specific goals, objectives and decisions.

Is M3 able to provide information/continued information on ACA?

Yes. A large group meeting with all municipalities in attendance to take advantage of everyone in the room at the same time would be the starting point. M3 can then begin sending municipalities our regular communication blog posts, emails and other resources regarding ACA that we share with clients. As individual questions come in, we can share responses with all municipalities.

Timeline

Would rates for various plan designs be available by 8/1/18?

This is the expectation we will communicate with the carriers interested in providing proposals. This will be dependent upon their ability to do so. Meeting with carriers early in the year (both M3 and the municipalities) and communicating expectations will be important.

Updated:
January 9, 2018

A subcommittee consisting of any three Highway Committee members (of which two shall constitute a quorum) may meet each month in lieu of a full committee meeting to audit and approve for payment of proper vouchers and expenditures. [cr. 04/15/08, Ord. 2008-04]

(e) HUMAN RESOURCES COMMITTEE - Five members. The Human Resources Committee shall assist in the administration of the Safety Program and Personnel and Salary Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Civil Service Ordinance or the Personnel Ordinance. The Committee may review job descriptions and evaluate the allocation of positions to the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04-19-2016]

(f) INFRASTRUCTURE COMMITTEE - Five members. The Infrastructure Committee shall supervise and control all construction, remodeling and repair of all county buildings and shall have authority to approve the use of county buildings by organizations not connected with county government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval. [am. 03/11/08, Ord. 2007-38]

Invoices covering construction and remodeling shall be approved by the department head or designee of the department involved. The Committee shall review all payments made at its next meeting and determine a proper course of action when an invoice is disputed. [am. 08-12-08, Ord. 2008-17]

When the County Board has authorized construction of, additions to or remodeling of a county building, the Committee shall solicit proposals from various architects, and recommend to the County Board which architect shall be hired for the project. The Committee may, in its discretion, recommend that the County proceed without an architect. The Committee is not required to recommend an architect based solely on monetary considerations, but shall also consider an architect's previous work for the County and others.

The Committee shall review issues related to Management Information Systems and shall have responsibility for resource, conservation and sustainability practices in county facilities and operations. [Am. 03/14/06, Ord. 2005-48b; 08-12-08, Ord. 2008-17; Ord. 2016-01, 04-19-2016]

(g) LAND & WATER CONSERVATION COMMITTEE - Seven members. Not less than three members of the County Board, including at least two members of the University Extension Education Committee, appointed by the Board Chairperson and confirmed by the Board, and the Chairperson of the FSA (Farm Service Agency) (or his/her designee) shall serve as the Land & Water Conservation Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04-19-2016]

This Committee shall also manage, supervise and be responsible for county farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04-19-2016]

(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE - Five members. This Committee shall consist of five members and shall have jurisdiction over issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(3), Wis. Stats., the County Board Chairperson shall designate a member of the Committee to act as chairperson when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20]

HUMAN RESOURCES COMMITTEE AUTHORITY. In addition to other powers granted herein to the Human Resources Committee, the Committee may:

- A. Approve Memorandum of Understandings or interpretations of labor contract or personnel ordinance provisions necessary to resolve grievances, as recommended by the County Administrator, unless the grievance is for discipline, termination or workplace safety, which procedure will follow the Grievance Resolution Process in HR0520. [am. 3/13/12, ord. 2011-31]
- B. Consider and decide appeals limited to the issue of whether a Third Party Administrator of employee benefits has followed the contractual appeals process. If the procedure has been completed according to the contract, the Third Party Administrator's decision shall be affirmed. No appeal shall be considered unless the employee has first provided the Human Resources Director with the details of the claim and an opportunity to review the issue with the Third Party Administrator and County Administrator. [am. 09/11/07, ord. 2007-19; re-lettered 3/13/12, ord. 2011-31]
- C. Authorize the County Administrator or designee to temporarily suspend attendance provisions of this ordinance as necessary to operate during times of national, state or local emergencies or pandemics, subject to the requirements of union contracts, state and federal laws and regulations. This may include allowing borrowing from sick or vacation banks, allowing flexible work schedules or working from home, or allowing other temporary accommodations that may be necessary to provide flexibility to the employees in order to fulfill the needs of the public. [am. 10/27/09, ord. 2009-16; relettered 3/13/12, ord. 2011-31]
- D. Upon inapplicability of any part or all of a collective bargaining agreement between the County and a labor organization, authorize the County Administrator or designee to temporarily administer those provisions of the collective bargaining agreements that are deemed necessary for the orderly administration of Jefferson County services. [am. 04/19/11, ord. 2011-04; re-lettered 3/13/12, ord. 2011-31]

FROM ACCOUNTS FOR:	2017 ORIGINAL APPROP	12 TO TRANFRS ADJSTMT	REVISED BUDGET	2017 ACTUALS	12 ENCUMBR	AVAILABLE BUDGET	PCT USED
12302 Safety							
12302 411100 General Property Taxes	\$ (46,581.00)	\$ -	\$ (46,581.00)	\$ (46,581.00)	\$ -	\$ -	100.00%
12302 474106 Intergovt Shared Services	\$ (43,026.00)	\$ -	\$ (43,026.00)	\$ (43,903.80)	\$ -	\$ 877.80	102.00%
TOTAL REVENUE	\$ (89,607.00)	\$ -	\$ (89,607.00)	\$ (90,484.80)	\$ -	\$ 877.80	100.98%
12302 511110 Salary-Permanent Regular	\$ 57,367.00	\$ -	\$ 57,367.00	\$ 47,385.62	\$ -	\$ 9,981.38	82.60%
12302 511310 Wages-Sick Leave	\$ -	\$ -	\$ -	\$ 4,948.55	\$ -	\$ (4,948.55)	0.00%
12302 511320 Wages-Vacation Pay	\$ -	\$ -	\$ -	\$ 2,414.26	\$ -	\$ (2,414.26)	0.00%
12302 511340 Wages-Holiday Pay	\$ -	\$ -	\$ -	\$ 2,246.84	\$ -	\$ (2,246.84)	0.00%
12302 511350 Wages-Miscellaneous(Comp)	\$ -	\$ -	\$ -	\$ 445.62	\$ -	\$ (445.62)	0.00%
12302 511380 Wages-Bereavement	\$ -	\$ -	\$ -	\$ 673.31	\$ -	\$ (673.31)	0.00%
12302 512141 Social Security	\$ 4,389.00	\$ -	\$ 4,389.00	\$ 4,291.21	\$ -	\$ 97.79	97.80%
12302 512142 Retirement (Employer)	\$ 3,901.00	\$ -	\$ 3,901.00	\$ 3,948.32	\$ -	\$ (47.32)	101.20%
12302 512144 Health Insurance	\$ 16,783.00	\$ -	\$ 16,783.00	\$ 16,887.66	\$ -	\$ (104.66)	100.60%
12302 512145 Life Insurance	\$ 28.00	\$ -	\$ 28.00	\$ 51.80	\$ -	\$ (23.80)	185.00%
12302 512150 FSA Contribution	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ -	100.00%
12302 512173 Dental Insurance	\$ 1,080.00	\$ -	\$ 1,080.00	\$ 1,080.01	\$ -	\$ (0.01)	100.00%
12302 531303 Computer Equipmt & Software	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12302 531312 Office Supplies	\$ 50.00	\$ -	\$ 50.00	\$ 19.66	\$ -	\$ 30.34	39.30%
12302 531313 Printing & Duplicating	\$ 25.00	\$ -	\$ 25.00	\$ 58.95	\$ -	\$ (33.95)	235.80%
12302 531320 Safety Supplies	\$ 150.00	\$ -	\$ 150.00	\$ 118.79	\$ -	\$ 31.21	79.20%
12302 531322 Subscriptions	\$ -	\$ -	\$ -	\$ 558.34	\$ -	\$ (558.34)	0.00%
12302 531324 Membership Dues	\$ 350.00	\$ -	\$ 350.00	\$ 285.00	\$ -	\$ 65.00	81.40%
12302 532325 Registration	\$ 1,010.00	\$ -	\$ 1,010.00	\$ 230.00	\$ -	\$ 780.00	22.80%
12302 532332 Mileage	\$ 75.00	\$ -	\$ 75.00	\$ 50.00	\$ -	\$ 25.00	66.70%
12302 532335 Meals	\$ 75.00	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00	0.00%
12302 532336 Lodging	\$ 164.00	\$ -	\$ 164.00	\$ -	\$ -	\$ 164.00	0.00%
12302 532350 Training Materials	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12302 571004 IP Telephony Allocation	\$ 137.00	\$ -	\$ 137.00	\$ 93.98	\$ -	\$ 43.02	68.60%
12302 571005 Duplicating Allocation	\$ -	\$ -	\$ -	\$ 22.67	\$ -	\$ (22.67)	0.00%
12302 571009 MIS PC Group Allocation	\$ 985.00	\$ -	\$ 985.00	\$ 1,071.90	\$ -	\$ (86.90)	108.80%
12302 571010 MIS Systems Grp Alloc(ISIS)	\$ 490.00	\$ -	\$ 490.00	\$ 474.27	\$ -	\$ 15.73	96.80%
12302 591519 Other Insurance	\$ 298.00	\$ -	\$ 298.00	\$ 241.68	\$ -	\$ 56.32	81.10%
TOTAL Safety	\$ 89,607.00	\$ -	\$ 89,607.00	\$ 87,848.44	\$ -	\$ 1,758.56	98.04%

FROM ACCOUNTS FOR:	2017 ORIGINAL APPROP	12 TO TRANFRS ADJSTMTS	REVISED BUDGET	2017 ACTUALS	12 ENCUMBR	AVAILABLE BUDGET	PCT USED
12301 Human Resources							
12301 411100 General Property Taxes	\$ (379,572.00)	\$ -	\$ (379,572.00)	\$ (379,572.00)	\$ -	\$ -	100.00%
12301 451002 Private Party Photocopy	\$ (20.00)	\$ -	\$ (20.00)	\$ (13.00)	\$ -	\$ (7.00)	65.00%
12301 451034 Badge Replacement Fee	\$ (20.00)	\$ -	\$ (20.00)	\$ (8.00)	\$ -	\$ (12.00)	40.00%
TOTLAS	\$ (379,612.00)	\$ -	\$ (379,612.00)	\$ (379,593.00)	\$ -	\$ (19.00)	99.99%
12301 511110 Salary-Permanent Regular	\$ 158,643.00	\$ -	\$ 158,643.00	\$ 140,013.86	\$ -	\$ 18,629.14	88.30%
12301 511210 Wages-Regular	\$ 37,277.00	\$ -	\$ 37,277.00	\$ 42,814.57	\$ -	\$ (5,537.57)	114.90%
12301 511240 Wages-Temporary	\$ -	\$ -	\$ -	\$ 110.50	\$ -	\$ (110.50)	0.00%
12301 511310 Wages-Sick Leave	\$ -	\$ -	\$ -	\$ 3,892.60	\$ -	\$ (3,892.60)	0.00%
12301 511320 Wages-Vacation Pay	\$ -	\$ -	\$ -	\$ 10,935.13	\$ -	\$ (10,935.13)	0.00%
12301 511330 Wages-Longevity Pay	\$ 264.00	\$ -	\$ 264.00	\$ 263.75	\$ -	\$ 0.25	99.90%
12301 511340 Wages-Holiday Pay	\$ -	\$ -	\$ -	\$ 8,128.63	\$ -	\$ (8,128.63)	0.00%
12301 511350 Wages-Miscellaneous(Comp)	\$ -	\$ -	\$ -	\$ 3,281.41	\$ -	\$ (3,281.41)	0.00%
12301 511380 Wages-Bereavement	\$ -	\$ -	\$ -	\$ 171.30	\$ -	\$ (171.30)	0.00%
12301 512141 Social Security	\$ 14,821.00	\$ -	\$ 14,821.00	\$ 15,401.47	\$ -	\$ (580.47)	103.90%
12301 512142 Retirement (Employer)	\$ 13,340.00	\$ -	\$ 13,340.00	\$ 14,233.67	\$ -	\$ (893.67)	106.70%
12301 512144 Health Insurance	\$ 53,821.00	\$ -	\$ 53,821.00	\$ 54,074.86	\$ -	\$ (253.86)	100.50%
12301 512145 Life Insurance	\$ 47.00	\$ -	\$ 47.00	\$ 42.56	\$ -	\$ 4.44	90.60%
12301 512150 FSA Contribution	\$ 750.00	\$ -	\$ 750.00	\$ 750.00	\$ -	\$ -	100.00%
12301 512173 Dental Insurance	\$ 3,240.00	\$ -	\$ 3,240.00	\$ 3,245.57	\$ -	\$ (5.57)	100.20%
12301 521218 Arbitrator	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ -	100.00%
12301 521219 Other Professional Serv	\$ 19,203.00	\$ 18,968.00	\$ 38,171.00	\$ 28,618.75	\$ -	\$ 9,552.25	75.00%
12301 521225 Section 125	\$ 27,264.00	\$ -	\$ 27,264.00	\$ 25,642.69	\$ -	\$ 1,621.31	94.10%
12301 521226 Ergonomics	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
12301 521227 Position Classifications	\$ 3,750.00	\$ -	\$ 3,750.00	\$ 6,750.00	\$ -	\$ (3,000.00)	180.00%
12301 521228 Labor Negotiations	\$ -	\$ -	\$ -	\$ 117.50	\$ -	\$ (117.50)	0.00%
12301 521229 Recruitment Related	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 476.35	\$ -	\$ 523.65	47.60%
12301 521296 Computer Support	\$ 4,404.00	\$ -	\$ 4,404.00	\$ 4,636.39	\$ -	\$ (232.39)	105.30%
12301 531298 United Parcel Service	\$ -	\$ -	\$ -	\$ 41.18	\$ -	\$ (41.18)	0.00%
12301 531303 Computer Equipmt & Software	\$ 500.00	\$ -	\$ 500.00	\$ 392.75	\$ -	\$ 107.25	78.60%
12301 531311 Postage & Box Rent	\$ 400.00	\$ -	\$ 400.00	\$ 245.05	\$ -	\$ 154.95	61.30%
12301 531312 Office Supplies	\$ 730.00	\$ -	\$ 730.00	\$ 449.80	\$ -	\$ 280.20	61.60%
12301 531313 Printing & Duplicating	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,085.90	\$ -	\$ (85.90)	108.60%
12301 531323 Subscriptions-Tax & Law	\$ 1,600.00	\$ -	\$ 1,600.00	\$ 1,486.75	\$ -	\$ 113.25	92.90%

12301 531324 Membership Dues	\$ 610.00	\$ -	\$ 610.00	\$ 409.09	\$ -	\$ 200.91	67.10%
12301 531326 Advertising	\$ -	\$ -	\$ -	\$ 88.50	\$ -	\$ (88.50)	0.00%
12301 531357 Employee Recognition	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 5,533.29	\$ -	\$ 466.71	92.20%
12301 532325 Registration	\$ 1,330.00	\$ -	\$ 1,330.00	\$ 545.00	\$ -	\$ 785.00	41.00%
12301 532332 Mileage	\$ 394.00	\$ -	\$ 394.00	\$ 338.36	\$ -	\$ 55.64	85.90%
12301 532334 Comercial Travel	\$ -	\$ 450.00	\$ 450.00	\$ 442.60	\$ -	\$ 7.40	98.40%
12301 532335 Meals	\$ 335.00	\$ -	\$ 335.00	\$ 268.94	\$ -	\$ 66.06	80.30%
12301 532336 Lodging	\$ 1,224.00	\$ 1,182.00	\$ 2,406.00	\$ 1,969.76	\$ -	\$ 436.24	81.90%
12301 532339 Other Travel & Tolls	\$ -	\$ 65.00	\$ 65.00	\$ 65.00	\$ -	\$ -	100.00%
12301 532350 Training Materials	\$ 16,000.00	\$ 6,000.00	\$ 22,000.00	\$ 5,828.57	\$ -	\$ 16,171.43	26.50%
12301 533225 Telephone & Fax	\$ 50.00	\$ -	\$ 50.00	\$ 48.36	\$ -	\$ 1.64	96.70%
12301 571004 IP Telephony Allocation	\$ 411.00	\$ -	\$ 411.00	\$ 281.94	\$ -	\$ 129.06	68.60%
12301 571005 Duplicating Allocation	\$ 233.00	\$ -	\$ 233.00	\$ 204.73	\$ -	\$ 28.27	87.90%
12301 571009 MIS PC Group Allocation	\$ 5,912.00	\$ -	\$ 5,912.00	\$ 6,431.43	\$ -	\$ (519.43)	108.80%
12301 571010 MIS Systems Grp Alloc(ISIS)	\$ 2,938.00	\$ -	\$ 2,938.00	\$ 2,845.60	\$ -	\$ 92.40	96.90%
12301 591519 Other Insurance	\$ 1,071.00	\$ -	\$ 1,071.00	\$ 829.92	\$ -	\$ 241.08	77.50%
12301 592006 WRS Interest	\$ -	\$ -	\$ -	\$ (45.85)	\$ -	\$ 45.85	0.00%
TOTAL Human Resources	\$ 379,612.00	\$ 26,665.00	\$ 406,277.00	\$ 394,188.23	\$ -	\$ 12,088.77	97.02%



**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
January, 2018**

Issues/Items for January, 2018:

- Personnel issues:
 - 2 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
 - 0 voluntary resignations
 - 0 terminations of employment
 - 0 other
 - 0 investigations on-going
 - 1 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 0 new employee health-related concerns
 - 1 ergonomic review of work station, conducted by Safety Coordinator
 - 0 employee accommodation, not Leave of Absence
 - 0 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
 - 0 termination, non-disciplinary
- Benefits:
 - Coordinated Health Insurance meeting with municipalities and Dodge County to continue exploring other health insurance options, including a consortium
- Professional Development/Trainings:
 - Attended WPELRA conference, Sheboygan, WI. January 25 – 26
 - Attended “Engaging Government Employees” webinar hosted by IPMA, January 18
 - Attended “Putting the Y in Safety” at UW Extension, sponsored by JCHRMA

- Recruitment and Retention:
 - Recruited for 3 positions and received/reviewed **168** applications
 - Processed 10 new hires and 5 promotion/transfers and 1 interim promotion.
 - Processed 8 employee separations/seasonal layoffs
 - Processed 3 status changes
 - Completed and/or reviewed 24 reference checks, 1 education checks, 3 caregiver background checks, **0** credit check and 5 criminal record checks on 3 candidates, of which 7 applicants were extended an offer and 0 are pending. 7 applicants accepted and 0 applicant declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **61** active FMLA requests, both new and on-going.
 - Received 9 First Report of Injuries, of which 2 were reportable
 - Accommodated 0 new disability requests
 - Denial of **0** sabbatical leave of absence
 - **0** bullying/hostile work environment investigation
 - **0** age discrimination concern investigated
 - **0** 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 and **1** new Worker's Compensation claim

- Safety:
 - Monthly Safety Topic: Walking and Working Surfaces Safety Awareness
 - Continue LOTO Procedures Project
 - Continue Job Hazard Assessments Project
 - Initiated a county-wide chemical list update
 - Implemented MSDS On-line. Initiated uploading SDS sheets for chemicals used throughout the County
 - Conducted 0 ergonomic assessments
 - Developed Contagious Disease form for the Jail Kitchen to be used on all new and current employees
 - Quarterly Safety meeting, Thursday, January 4

- Employee Recognition and Appreciation:
 - Distributed 44 Birthday cupcakes for birthdays for the month of January
 - Distributed **9** Years of Service Thank you cards and gifts/gift options for the month of January

Miscellaneous:

- Computed vacation carryover requests of 1914.88 hours, compared to 2224.75 hours in 2017, with 368.25 hours forfeited.
- Computed 37.75 hours of Holiday requests carried over into 2018.
- **Paid out 5,258.86 hours of compensatory time, equaling \$142,593.52, exclusive of WRS and FICA.**
- Coordinated interview schedules for all employees, except represented law enforcement, to meet with the Austin Peters Group over a 6-day period.
- Completed/updated 1 job descriptions, working toward the goal of completing job descriptions for over 200 positions
- Drafted 2 resolutions for Committee/Board
- Responded to 2 open records request, both regarding employee records
- Implemented pay increases for all classified employees

Action Items for February, 2018:

- Assist as needed with on-site interviews for the Classification and Compensation Study
- Develop an employee focus group for Health Insurance Options
- 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

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
February 20, 2018**

MONTHLY ACCOMPLISHMENTS/GOALS:

- January, 2018, report included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since the January 16, 2018 Human Resources Committee meeting:

COUNTY CLERK

- Deputy County Clerk/Deputy Elections Clerk – Part-time

ECONOMIC DEVELOPMENT

- Increase of Program Assistant hours from part-time to full-time, money available in 2018 budget

HUMAN SERVICES

- CCS Facilitator
- Juvenile Justice Worker

EMERGENCY HELP REQUESTS: The following emergency help requests were received since the January 16, 2018 Human Resources Committee meeting.

- Approval for clerical assistance at the Fair Department for 8 hours/week to assist with website updates, software setup for fair entry and mailings.
- Approval for Family Development Worker assistance at Human Service to assist in coverage during a leave of absence.

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 for extra step denied

Respectfully Submitted,



Terri M Palm
Human Resources Director