

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

Tuesday, March 13, 2018 @ 6:30 p.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 February 20, 2018, Human Resources Committee Minutes
7. Communications
8. Discussion and possible action to temporarily increase hours from part-time to full-time, with benefits, for the Deputy County Clerk/Election Clerk position in the County Clerk's Office through December 31, 2018
9. Update, discussion and possible action regarding employer-sponsored health insurance options
10. Update, discussion and possible action regarding the 2018 Classification and Compensation Study
11. Review of January, 2018 Monthly Financial Reports for Human Resources and Safety
12. Report from Human Resources Director:
 - a. February, 2018, 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
13. Set next meeting date and agenda items
14. Adjournment

Next scheduled meeting: Tuesday, March 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

February 20, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:30 a.m.
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; 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 January 16, 2018, Human Resources Committee Minutes. **Motion by M. Wineke, second by J. Mode, to approve the Human Resources Committee January 16, 2018 minutes as presented. Motion carried 5:0.**
7. Communications: None
8. Update, discussion and possible action regarding the 2018 Classification and Compensation Study. T. Palm reviewed memorandum distributed in packet, including a summary of the selection of the Austin Peters Group as the consultant to conduct the study, the department head survey to collect recruitment and turnover data, the on-site interviews and department tours and the follow up meeting with department heads. Also discussed were the remaining milestones and timeframes, including finishing collecting and analyzing market data, preparing a draft internal position listing for department review, adding the market data, conducting appeals and presenting final recommendation. Also discussed was the possible need for Committee involvement for an implementation plan. **No action taken.**
9. Update, discussion and possible action regarding employer-sponsored health insurance options. T. Palm reviewed the question/answer handout that was distributed. An update was also given regarding the next steps involved in exploring health insurance options and being prepared if the State Health plan for local government has significant changes. An employee focus group will be formed to discuss plan design options and receive feedback on employee's understanding of current and potential plans. A meeting with Dodge and other municipalities is scheduled early March to discuss plan designs so insurance companies can bid on specifics. It is the desire to have proposed plans and rates available by June, 2018, prior to budget preparation. Reminder that State rates are not available until September, well-after budgets are prepared. **No action taken.**
10. Discussion and possible action to recommend amending County Board Rules of Order concerning the Human Resources Committee. B. Wehmeier explained that the Administration and Rules Committee has been reviewing all standing committee rules to ensure they reflect what committees are actually doing. For the Human Resources Committee, this would stress the responsibility of policy development and not administration of Human Resources and Safety. Also noted was the fact that the Human Resources Committee also serves as the Civil Service Grievance Committee and should be noted. There was consensus from the Committee. **No action taken.**

11. Review of December, 2017 and January, 2018 Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed December, 2017 reports for both Human Resources and Safety, noting that both were still within budget at about 98%. It was also noted, however, that 2017 has not been closed out and there may be an outstanding invoice that has not been applied yet. The January, 2018 monthly financial reports were not available at the time of the meeting. **No action taken.**

12. Report from Human Resources Director
 - a. January, 2018, 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 employeesT Palm reviewed the report. Detailed report is available online or by request.

13. Set next meeting date and agenda items: March 20, 2018 at 8:30 a.m. Future agenda items include regular update on the 2018 Classification and Compensation Study and health insurance meetings.

14. Adjournment **Motion by L. Zastrow, second by J. Mode, to adjourn. Motion Carried 5:0. Meeting adjourned at 9:10 a.m.**

RESOLUTION NO. 2017-_____

Temporarily increasing hours from a budgeted, part-time Deputy County Clerk/Elections Clerk position to a full-time, Deputy County Clerk/Elections Clerk position in the County Clerk's Office

Executive Summary

The Deputy County Clerk/Elections Clerk position is designated as a full-time position that, for the last several years, had wages budgeted at 20 hours per week with benefits, including Wisconsin Retirement, Health Insurance, Dental Insurance and Life Insurance, budgeted at 50% of the employer-contribution. The Deputy County Clerk/Elections Clerk position has been shared with a similarly situated Program Assistant position in Economic Development, allowing the incumbent to work both of these jobs at a full-time status. In the 2017 and 2018 budgets, the Program Assistant in Economic Development was fully funded as a full-time position and effective March 1, 2018, Economic Development was authorized to increase the incumbent's hours to a full-time Program Assistant. Consequently, the Deputy County Clerk/Elections Clerk position became vacant in the County Clerk's Office.

The County Clerk has requested to increase the hours of the Deputy County Clerk/Elections Clerk to full-time, providing extra staffing to continue a high-level of customer service, which includes issuing passports, marriage licenses, Department of Motor Vehicle licenses and DNR licenses, as well as assisting with all election-related duties. Finance staff regularly assists with the aforementioned duties, with the exception of election-related functions. However, throughout 2018, the Finance staff will be immersed in the configuration, implementation and training of the Payroll module through Munis, the County's new Enterprise Resource Planning (ERP) system. This module is scheduled to go live on October 1, 2018. The County Administrator has reviewed the request for an increase of hours and is recommending to increase the hours of the Deputy County Clerk/Elections Clerk position to full time on a temporary basis, through December 31, 2018, to accommodate the increase of workload demanded from the ERP implementation.

On February 27, 2018, the Administration and Rules Committee supported a temporary increase of hours for the Deputy County Clerk/Elections Clerk position in the County Clerk's office through the end of the year. On March 8, 2018, the Finance Committee approved the increase of Passport Execution Fees by \$10 per passport, effective April 2, 2018, as required by the US Department of State. In 2017 the County Clerk's Office issued 1025 passports, which, pro-rated, will provide an additional \$7,687.50 in revenue. In addition, there was an increase of 95 passports and 110 passport pictures from 2016 to 2017. This additional revenue will help fund the temporary increase in hours for the Deputy County Clerk/Elections Clerk position.

On March 13, 2018, the Human Resources Committee reviewed the request from the County Clerk and recommendation of the County Administrator for a temporary increase of hours from 20 hours per week to 40 hours per week for the Deputy County Clerk/Elections Clerk position in the County Clerk's Office. After reviewing the increased workload due to the implementation of Munis and an increase in passport fees, the Human Resources Committee recommends approval to increase the hours of the Deputy County Clerk/Elections Clerk position in the County Clerk's Office through December 31, 2018.

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

WHEREAS, due to the County's implementation of the Enterprise Resource Planning (ERP) system through 2018, there is a known significant increase in workload in the Finance Department, thereby reducing the amount of assistance available to the County Clerk's Office, and

WHEREAS, the number of passport licenses and photos have increased over the last year, and

WHEREAS, the County Fee Schedule needs to be amended to reflect the upcoming change in Federal Law which dictates that the executive fees for issuing passports will increase from \$25 to \$35 per passport effective, April 2, 2018, generating an expected increase of annual revenue for the County of \$10,250, and

WHEREAS, the Deputy County Clerk/Elections Position is currently budgeted at as a 20-hour per week position, along with one-half of benefits.

NOW, THEREFORE, BE IT RESOLVED that the 2018 County Budget setting forth position allocations and funding in the County Clerk's Office is hereby amended to increase the Passport executive fees from \$25 to \$35 per passport, effective April 2, 2018, and increasing the hours and benefits from part-time to full-time for the Deputy County Clerk/Elections Clerk position, to become effective upon passage of this resolution. The County Finance Director is authorized to make the budget adjustments necessary to implement this resolution.

Fiscal Note: The total annual cost for 2018 due to the increase of hours and contributing 100% towards county-paid benefits for the Deputy County Clerk/Elections Clerk (Grade 4) in the County Clerk's Office is \$20,743. The increase of revenues due to the \$10 increase of passport executive fees is estimated to be \$7,687. The remaining \$13,056 is anticipated to be off-set by excess revenues and, therefore, no additional tax-levy is expected. As a budget amendment to the County Clerk's budget, County's Fee Schedule and 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

03-13-18

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

Terri M. Palm: 03-06-18, 03-07-18; J. Blair Ward: 03-06-18; Marc DeVries: 03-07-18

Good morning!

I recently received a progress report/update from the Austin Peters Group, letting us know what they have been up to since they were on site. As you can see, it looks like they are spending a lot of time analyzing all of the data!

Terri

From: Elizabeth Tatarko [mailto:etatarko@austinpeters.com]
Subject: Progress Report Jefferson County 3-2-18

Good morning –

I wanted to provide a quick update as to our progress the past few weeks.

Market Analysis

-

The market analysis is underway and we have had a very strong response. More than 23 respondents and we have a few more working on their surveys. This is very good news. We have a lot of data.

-

Employee Survey

Human Resources distributed a link for everyone to complete. As of Friday, March 2, there were 182 surveys completed. I know some people do not have access to computers and Human Resources has made alternate arrangements.

Job Descriptions

-

We are working updating these, it is a slow process.

Information for Department Heads

Information was sent out earlier this week for department heads who have direct reports to review.

Beth

FROM ACCOUNTS FOR:	2018 ORIGINAL APPROP	2018 TRANFRS ADJSTMTS	1 TO REVISED BUDGET	ACTUALS	2018 ENCUMBRANCES	1 AVAILABLE BUDGET	PCT USED
12301 Human Resources							
12301 411100 General Property Taxes	\$ (402,357.00)	\$ -	\$ (402,357.00)	\$ -	\$ -	\$ (402,357.00)	0.00%
12301 451002 Private Party Photocopy	\$ (20.00)	\$ -	\$ (20.00)	\$ -	\$ -	\$ (20.00)	0.00%
12301 451034 Badge Replacement Fee	\$ (20.00)	\$ -	\$ (20.00)	\$ -	\$ -	\$ (20.00)	0.00%
	\$ (402,397.00)	\$ -	\$ (402,397.00)	\$ -	\$ -	\$ (402,397.00)	
12301 511110 Salary-Permanent Regular	\$ 168,153.00	\$ -	\$ 168,153.00	\$ 8,500.69	\$ -	\$ 159,652.31	5.10%
12301 511210 Wages-Regular	\$ 49,869.00	\$ -	\$ 49,869.00	\$ 2,676.17	\$ -	\$ 47,192.83	5.40%
12301 511310 Wages-Sick Leave	\$ -	\$ -	\$ -	\$ 47.90	\$ -	\$ (47.90)	0.00%
12301 511320 Wages-Vacation Pay	\$ -	\$ -	\$ -	\$ 381.68	\$ -	\$ (381.68)	0.00%
12301 511330 Wages-Longevity Pay	\$ 279.00	\$ -	\$ 279.00	\$ -	\$ -	\$ 279.00	0.00%
12301 511340 Wages-Holiday Pay	\$ -	\$ -	\$ -	\$ 816.80	\$ -	\$ (816.80)	0.00%
12301 512141 Social Security	\$ 16,430.00	\$ -	\$ 16,430.00	\$ 896.80	\$ -	\$ 15,533.20	5.50%
12301 512142 Retirement (Employer)	\$ 14,626.00	\$ -	\$ 14,626.00	\$ 832.38	\$ -	\$ 13,793.62	5.70%
12301 512144 Health Insurance	\$ 55,245.00	\$ -	\$ 55,245.00	\$ 3,445.71	\$ -	\$ 51,799.29	6.20%
12301 512145 Life Insurance	\$ 43.00	\$ -	\$ 43.00	\$ 3.59	\$ -	\$ 39.41	8.30%
12301 512150 FSA Contribution	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00%
12301 512173 Dental Insurance	\$ 3,240.00	\$ -	\$ 3,240.00	\$ 134.18	\$ -	\$ 3,105.82	4.10%
12301 521218 Arbitrator	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 800.00	0.00%
12301 521219 Other Professional Serv	\$ 16,003.00	\$ -	\$ 16,003.00	\$ 22,187.50	\$ -	\$ (6,184.50)	138.60%
12301 521225 Section 125	\$ 22,642.00	\$ -	\$ 22,642.00	\$ -	\$ 13,175.50	\$ 9,466.50	58.20%
12301 521227 Position Classifications	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.00%
12301 521229 Recruitment Related	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 14.95	\$ -	\$ 985.05	1.50%
12301 521296 Computer Support	\$ 4,678.00	\$ -	\$ 4,678.00	\$ -	\$ -	\$ 4,678.00	0.00%
12301 531243 Furniture & Furnishings	\$ 1,140.00	\$ -	\$ 1,140.00	\$ -	\$ -	\$ 1,140.00	0.00%
12301 531303 Computer Equipmt & Softwa	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 2,637.50	\$ (2,137.50)	527.50%
12301 531311 Postage & Box Rent	\$ 275.00	\$ -	\$ 275.00	\$ 26.50	\$ -	\$ 248.50	9.60%
12301 531312 Office Supplies	\$ 970.00	\$ -	\$ 970.00	\$ -	\$ -	\$ 970.00	0.00%
12301 531313 Printing & Duplicating	\$ 950.00	\$ -	\$ 950.00	\$ -	\$ -	\$ 950.00	0.00%
12301 531323 Subscriptions-Tax & Law	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ -	\$ 1,600.00	0.00%
12301 531324 Membership Dues	\$ 640.00	\$ -	\$ 640.00	\$ -	\$ -	\$ 640.00	0.00%
12301 531326 Advertising	\$ -	\$ -	\$ -	\$ 1,900.00	\$ 7,600.00	\$ (9,500.00)	0.00%
12301 531357 Employee Recognition	\$ 6,655.00	\$ -	\$ 6,655.00	\$ 491.00	\$ -	\$ 6,164.00	7.40%
12301 532325 Registration	\$ 2,339.00	\$ -	\$ 2,339.00	\$ 1,013.00	\$ -	\$ 1,326.00	43.30%
12301 532332 Mileage	\$ 708.00	\$ -	\$ 708.00	\$ -	\$ -	\$ 708.00	0.00%
12301 532334 Comercial Travel	\$ 400.00	\$ -	\$ 400.00	\$ 397.00	\$ -	\$ 3.00	99.30%
12301 532335 Meals	\$ 519.00	\$ -	\$ 519.00	\$ 43.10	\$ -	\$ 475.90	8.30%
12301 532336 Lodging	\$ 2,630.00	\$ -	\$ 2,630.00	\$ 82.00	\$ -	\$ 2,548.00	3.10%
12301 532339 Other Travel & Tolls	\$ 165.00	\$ -	\$ 165.00	\$ -	\$ -	\$ 165.00	0.00%
12301 532350 Training Materials	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ -	\$ 14,100.00	0.00%
12301 533225 Telephone & Fax	\$ 50.00	\$ -	\$ 50.00	\$ 3.92	\$ -	\$ 46.08	7.80%
12301 571004 IP Telephony Allocation	\$ 326.00	\$ -	\$ 326.00	\$ -	\$ -	\$ 326.00	0.00%
12301 571005 Duplicating Allocation	\$ 273.00	\$ -	\$ 273.00	\$ -	\$ -	\$ 273.00	0.00%
12301 571009 MIS PC Group Allocation	\$ 4,989.00	\$ -	\$ 4,989.00	\$ -	\$ -	\$ 4,989.00	0.00%
12301 571010 MIS Systems Grp Alloc(ISIS	\$ 2,485.00	\$ -	\$ 2,485.00	\$ -	\$ -	\$ 2,485.00	0.00%
12301 591519 Other Insurance	\$ 925.00	\$ -	\$ 925.00	\$ -	\$ -	\$ 925.00	0.00%
TOTAL Human Resources	\$ -	\$ -	\$ -	\$ 43,894.87	\$ 23,413.00	\$ (67,307.87)	0.00%

12302 Safety

12302 411100 General Property Taxes	\$	(54,903.00)	\$	-	\$	(54,903.00)	\$	-	\$	-	\$	(54,903.00)	0.00%
12302 474106 Intergovt Shared Services	\$	(44,873.00)	\$	-	\$	(44,873.00)	\$	-	\$	-	\$	(44,873.00)	0.00%
12302 511110 Salary-Permanent Regular	\$	60,302.00	\$	-	\$	60,302.00	\$	2,877.71	\$	-	\$	57,424.29	4.80%
12302 511310 Wages-Sick Leave	\$	-	\$	-	\$	-	\$	219.71	\$	-	\$	(219.71)	0.00%
12302 511320 Wages-Vacation Pay	\$	-	\$	-	\$	-	\$	35.79	\$	-	\$	(35.79)	0.00%
12302 511340 Wages-Holiday Pay	\$	-	\$	-	\$	-	\$	226.80	\$	-	\$	(226.80)	0.00%
12302 511350 Wages-Miscellaneous(Com)	\$	-	\$	-	\$	-	\$	64.42	\$	-	\$	(64.42)	0.00%
12302 512141 Social Security	\$	4,613.00	\$	-	\$	4,613.00	\$	257.38	\$	-	\$	4,355.62	5.60%
12302 512142 Retirement (Employer)	\$	4,040.00	\$	-	\$	4,040.00	\$	229.42	\$	-	\$	3,810.58	5.70%
12302 512144 Health Insurance	\$	17,502.00	\$	-	\$	17,502.00	\$	1,093.87	\$	-	\$	16,408.13	6.20%
12302 512145 Life Insurance	\$	52.00	\$	-	\$	52.00	\$	4.37	\$	-	\$	47.63	8.40%
12302 512150 FSA Contribution	\$	250.00	\$	-	\$	250.00	\$	-	\$	-	\$	250.00	0.00%
12302 512173 Dental Insurance	\$	1,080.00	\$	-	\$	1,080.00	\$	44.99	\$	-	\$	1,035.01	4.20%
12302 531303 Computer Equipmt & Softwa	\$	300.00	\$	-	\$	300.00	\$	2,637.50	\$	-	\$	(2,337.50)	879.20%
12302 531313 Printing & Duplicating	\$	20.00	\$	-	\$	20.00	\$	-	\$	-	\$	20.00	0.00%
12302 531320 Safety Supplies	\$	30.00	\$	-	\$	30.00	\$	-	\$	-	\$	30.00	0.00%
12302 531322 Subscriptions	\$	3,758.00	\$	-	\$	3,758.00	\$	-	\$	3,199.00	\$	559.00	85.10%
12302 531324 Membership Dues	\$	300.00	\$	-	\$	300.00	\$	-	\$	-	\$	300.00	0.00%
12302 532325 Registration	\$	1,270.00	\$	-	\$	1,270.00	\$	671.50	\$	-	\$	598.50	52.90%
12302 532332 Mileage	\$	95.00	\$	-	\$	95.00	\$	-	\$	-	\$	95.00	0.00%
12302 532335 Meals	\$	60.00	\$	-	\$	60.00	\$	-	\$	-	\$	60.00	0.00%
12302 532336 Lodging	\$	164.00	\$	-	\$	164.00	\$	-	\$	-	\$	164.00	0.00%
12302 532350 Training Materials	\$	4,317.00	\$	-	\$	4,317.00	\$	-	\$	-	\$	4,317.00	0.00%
12302 571004 IP Telephony Allocation	\$	109.00	\$	-	\$	109.00	\$	-	\$	-	\$	109.00	0.00%
12302 571005 Duplicating Allocation	\$	11.00	\$	-	\$	11.00	\$	-	\$	-	\$	11.00	0.00%
12302 571009 MIS PC Group Allocation	\$	832.00	\$	-	\$	832.00	\$	-	\$	-	\$	832.00	0.00%
12302 571010 MIS Systems Grp Alloc(ISIS	\$	414.00	\$	-	\$	414.00	\$	-	\$	-	\$	414.00	0.00%
12302 591519 Other Insurance	\$	257.00	\$	-	\$	257.00	\$	-	\$	-	\$	257.00	0.00%
TOTAL Safety	\$	-	\$	-	\$	-	\$	8,363.46	\$	3,199.00	\$	(11,562.46)	0.00%

**Report to Human Resources Committee
March 13, 2018**

MONTHLY ACCOMPLISHMENTS/GOALS:

- February, 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 February 20, 2018 Human Resources Committee meeting:

PARKS

- Building and Grounds Maintenance Worker II – 1000 hours
- Building and Grounds Maintenance Worker II – Full-time

EMERGENCY HELP REQUESTS: The following emergency help requests were received since the February 20, 2018 Human Resources Committee meeting.

- Part-time Custodial Assistance, Human Services, through 12/31/18. Funded by 2017 carryover funds.
- Fiscal Support, Human Services, through 12/31/18. Funded by 2017 carryover funds.

LEAVE OF ABSENCE REQUESTS: No new Leave of Absence requests since the last meeting, beyond FMLA.

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

- 1 Comprehensive Community Services Facilitator. Received two additional steps after completing LCSW licensure.

Respectfully Submitted,



Terri M Palm
Human Resources 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
February, 2018**

Issues/Items for February, 2018:

- Personnel issues:
 - 5 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 0 counseling
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 1 written warning
 - 0 Performance Improvement Plan
 - 2 suspensions
 - 0 voluntary resignations
 - 0 terminations of employment
 - 3 other, 1 removal of special assignment, 1 mandatory training, 1 Temporary Light Duty assignment offered
 - 1 investigations on-going
 - 0 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
 - 1 employee accommodation, not Leave of Absence
 - 0 extensions of leave of absences, 0 as accommodations
 - 0 denial of leave of absence
 - 0 individual employee EAP referrals, 0 work-related and 0 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Coordinated an Employee Task Force to address Health Insurance alternatives. Involves 10 employees throughout the County, representing all protected classes, departmental groups and current health insurance coverage
 - Coordinated and attended meeting to meet two carriers interested in bidding on a consortium or group purchasing health insurance plan(s)
 - 6 employees utilized the LifeMatters program, addressing Mental Health and Work/Life Issues in the previous quarter. All were self-referrals.

- Professional Development/Trainings:
 - Attended “Walking-Working Surface Inspections” by JJKeller. February 22
 - Attended MSHA Training. February 23
 - Attended “Introduction to Health Savings Accounts (H.S.A), presented by EBCFlex, February 13

- Recruitment and Retention:
 - Recruited for 3 positions and received/reviewed **108** applications
 - Processed 8 new hires and 1 promotion/transfers and 0 interim promotion.
 - Processed 7 employee separations/seasonal layoffs
 - Processed 1 status changes
 - Completed and/or reviewed 25 reference checks, 4 education checks, 5 caregiver background checks, **0** credit check and 2 criminal record checks on 9 candidates, of which 7 applicants were extended an offer and 2 are pending. 7 applicants accepted and 0 applicants declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **69** active FMLA requests, both new and on-going.
 - Received 8 First Report of Injuries, of which 0 were reportable
 - Accommodated 0 new disability requests
 - Denial of **0** sabbatical leave of absence
 - **1** bullying/hostile work environment investigation
 - 1 harassment 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 4 on-going Worker’s compensation claims

- Safety:
 - Monthly Safety Topic: Basic Electrical Safety
 - Continue LOTO Procedures Project
 - Continue Job Hazard Assessments Project
 - Continue compiling county-wide chemical list update
 - Conducted 2 ergonomic assessments
 - Attended Safety meeting at Highway department

- Employee Recognition and Appreciation:
 - Distributed 36 Birthday cupcakes for birthdays for the month of February
 - Distributed 10 Years of Service Thank you cards and gifts/gift options for the month of February

Miscellaneous:

- Completed and filed Work-Related Injuries and Illnesses report with the Department of Safety and Professional Services, as required by law by March 1
- Assisted and participated in 5 interviews for the Zoning Technician position
- Coordinated interview schedules for all employees, except represented law enforcement, to meet with the Austin Peters Group over a 6-day period.
- Completed/updated 0 job descriptions, working toward the goal of completing job descriptions for over 200 positions
- Drafted 0 resolutions for Committee/Board
- Responded to 1 open records request, regarding employee records
- Met with the Classification and Compensation Focus group and finalized Employee Survey conducted by the Austin Peters Group. Purpose of Survey is to determine what benefits are most important to employees
- Uploaded basic employee data into the AlertSense database

Action Items for March, 2018:

- Assist as needed with the Classification and Compensation Study
- Plan an employee recognition event for March
- Begin using AlertSense for notifications to employees
- 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 at county facilities
- Complete Independent Contractor audit

Respectfully Submitted,



Terri M Palm
Human Resources Director