

Agenda
Executive Committee, Finance Committee and Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 202
Jefferson, WI 53549

Friday, September 7, 2018 @ 8:30 a.m.

Executive Committee Members: Amy Rinard, Chair; James Braughler, Vice Chair; Steven Nass, Secretary; James Mode; James Schroeder

Finance Committee Members: Richard Jones, Chair; George Jaeckel, Vice Chair; Russell Kutz, Secretary; Conor Nelan; Amy Rinard

Human Resources Committee Members: James Braughler, Chair; Michael Wineke, Vice Chair; Gregory Patrick, Secretary; Kirk Lund; Laura Payne

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. Communications
7. Employee Classification and Compensation:
 - a. Update and discussion regarding the 2018 Employee Classification and Compensation Study Report
 - b. Discussion regarding the anticipated 2019 market and cost-of-living adjustment for non-represented employees
 - c. Possible action to accept the 2018 Employee Classification and Compensation Study Report (*Finance and Human Resources Committee*)
8. Employee Health Insurance:
 - a. Discussion regarding employer-sponsored health insurance options
 - b. Discussion regarding the current Wisconsin Public Employer's Group Health Insurance Program benefits and premium rates for 2019
 - c. Discussion and possible action to recommend a resolution to County Board to Withdraw from the Wisconsin Public Employer's Group Health Insurance Program (*Finance and Human Resources Committees*)
 - d. Discussion and possible action to authorize an Intergovernmental Agreement to Authorize a Consortium for Joint Purchasing of Employer Benefits (*Executive Committee*)
 - e. Discussion and possible action to recommend Dean Health Plan as the Employee Health Insurance provider for the Dodge-Jefferson Consortium (*Finance and Human Resources Committees*)
 - f. Discussion and possible action to recommend offering employees the option of a \$500/\$1000 Low Deductible Health Plan, a \$1500/\$3000 High Deductible Health Plan (HDHP) with a Health Savings Account (H.S.A.) and a Preferred Provider Organization (P.P.O) Health Plan (*Human Resources Committee*)
9. Convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e), for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on entering into negotiations to amend the existing contract with the Jefferson County Law Enforcement Officers Association regarding employer-sponsored health insurance options
10. Reconvene into open session for consideration and possible action regarding amendment to the existing contract with the Jefferson County Law Enforcement Officers Association regarding employer-sponsored health insurance

options (*Human Resources Committee*)

11. Approval of July 24, 2018, Human Resources Committee Minutes (*Human Resources Committee*)
12. Review of July, 2018 Monthly Financial Reports for Human Resources and Safety
13. Report from Human Resources Director:
 - a. July and August, 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
14. Set next meeting date and agenda items
15. Adjournment

Next Executive Committee Meeting scheduled meeting: Wednesday, September 26, 2018 at 8:30 a.m.

Next Finance Committee Meeting scheduled meeting: Friday, September 7, 2018, following joint meeting

Next Human Resources Committee Meeting scheduled meeting: Tuesday, September 18, 2018 at 8:30 a.m.

A quorum of any other 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.



Jefferson County Wisconsin
Compensation and Benefit Study
~~AW&~~ 2018

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Acknowledgements

This report and study are made possible through a cooperative effort of employees, department heads, and elected officials. The recommendations are tailored with the existing employees in mind, who have contributed and will continue to contribute to the organization's success. The Austin Peters Group, Inc. would especially like to thank Terri Palm, Human Resources Director, Ben Wehmeier, County Administrator, and department heads whose leadership is extremely important. This document represents the final report.

Executive Summary

The governing body approved engagement of The Austin Peters Group, Inc. in 2017 to conduct an employee compensation and benefit study for positions in the County government. The proposal scope included: 1) providing draft job descriptions and guidance for 224 positions; 2) evaluating and classifying positions into pay grades; and 3) determining what market adjustments should be made based upon information obtained from peers for wages and benefits.

After several months of ongoing meetings with employees, department heads, and the County Administrator, the consulting team submits the attached report.

The findings of the consulting team are briefly outlined below.

The specific findings and recommendations of the study for base wages are:

1. Move employees to the minimum of the proposed ranges for a financial impact of \$171,952 (base wages), to compete at the 60th percentile of the market. This means four employers will pay more than the County and six employers will pay less than the County. **The County is currently just below the 60th percentile of the market for pay ranges.**
2. Implement a one-time market pay compression adjustment for a financial impact of \$148,290 (base wages), impacting up to 271 employees, to compete at the 60th percentile of the market.
3. Annually move the pay ranges according to an index that follows pay ranges for public employers in Wisconsin, and annually adjust employee pay based on performance.
4. Provide specific adjustments by position for Fair Labor Standards Act exempt and non-exempt status changes.
5. Distribute Table 3 to employees. The consulting team will be onsite to make a presentation to the Human Resources Committee and governing body as directed by staff.

I. Background and Introduction

The County engaged the services of The Austin Peters Group, Inc., based in Overland Park, Kansas. The service engagement was for the purposes of: 1) rewriting job descriptions and providing guidance for job titles; 2) evaluating and classifying positions into pay grades; and 3) determining what market adjustments should be made based upon information obtained from peers for wages and benefits.

II. Methodology and Process

Step 1: Interviewing all employees and managers

The Austin Peters Group, Inc. began the process with a review of all job descriptions and a discussion with employees during one-on-one interviews. Employee interviews were held over a two-week period of interviews to provide job description comments and reevaluate employees' positions. Management interviews were also conducted to assess employees' responsibilities, decision-making, supervisory responsibility, knowledge, budget responsibility, contact with the public, and physical and working environmental factors. The purpose of the interview was to gather information to make changes to job descriptions, to obtain necessary details so an adequate evaluation and classification of the position could be made, and ensure the market comparison is appropriate. Additional meetings with department heads along with department and worksite visits were conducted to validate and clarify information.

Step 2: Ranking Positions Based on Factors

The next step in the process was to evaluate each position based on the following factors and weighted percentages:

- 1) Decision-making – 25%
- 2) Supervisory – 25%
- 3) Knowledge – 20%
- 4) Budget Impact – 10%
- 5) Contacts – 10%
- 6) Physical Skills – 5%
- 7) Working Conditions – 5%

Once each position was evaluated and scored, a total ranking was performed, and each position was then placed into recommended ranges based upon the ranking and the market analysis.

Step 3: Clarification with Department Heads

This step of the process involved exchanging information with the department heads to ensure that the consulting team had adequately placed internal positions in the most appropriate range and scored the position appropriately with regard to the above-mentioned factors.

Step 4: Collection of Salary and Benefit Data

The salary and benefit study was completed with data collected from the following benchmark communities: Counties of Calumet, Columbia, Dane, Dodge, Eau Claire, Fond Du Lac, La Crosse, Manitowoc, Ozaukee, Portage, Rock, Saint Croix, Sauk, Sheboygan, Walworth, Washington, Waukesha, and Waupaca. Cities of Ft. Atkinson, Janesville, Jefferson, Lake Mills, Oconomowoc, Sun Prairie, Watertown, and Waterloo Whitewater. Local school districts and 20 private employers were surveyed. Data was provided as of January 1, 2018 for benchmark positions. There were 28 survey respondents, an extremely strong response.

Benchmark positions represent commonly understood positions in the market and represent multiple levels in the organization from entry level to the highest level. Benchmark positions are developed by the following methodology – 1) evaluating a listing of all positions, 2) determining which positions have the most employees, 3) determining if those job titles with the most employees are commonly understood in the market, 4) determining which positions have been a challenge in either recruiting or retention, and 5) targeting a minimum sample of positions from the lowest level to the highest level (in this case 2 positions). Public Health Nurse is a good example that fills all steps in the selection as it is well understood in the market for responsibilities, has numerous employees, and can be difficult to recruit and retain employees in this role. Attention is also paid to areas of employee turnover and difficulty in recruitment. The consulting team chose the benchmark positions based on experience of working in county and city government and Jefferson County approved the final list. The survey data from the direct instrument represented 40 percent of the total positions and with the additional data sources used as reference 50 percent of the total positions had data sources.

Table 1: Positions with Largest Number of Employees		
Position	Employee Count	Market Survey
Highway Worker	37	Yes
Economic Support Specialist II	15	Yes
Administrative Assistant II	14	Yes
Comprehensive Comm Srv Facilitator	13	Yes
Sergeant	12	Yes
Intake/On Call Worker	10	Yes
Psychotherapist	10	Yes
Community Support Professional II	9	Yes
Communications Operator II (Surveyed Operator I)	9	Yes
Group Home Worker	8	Yes
Juvenile Justice Worker	8	Yes
Public Health Nurse	7	Yes
Child Protective Service Ongoing Prof I	7	No
Parks Maintenance Worker	6	Yes

Step 5: Development of Pay Ranges

The development of pay ranges involved first placing employees into ranges on the basis of Step 2 above. This was the result of the internal equity process component. After the position placements were completed, a review of all the market data was conducted. Specific market adjustments were made for a handful of positions primarily in entry maintenance positions, IT and Nursing. After all the adjustments, the outcome was that the County was sitting right on top of the 60th percentile of the market for pay ranges and that no further adjustments were recommended. In summary, range placement is first based on internal equity, second market analysis, and third internal hierarchy and organizational needs. The range recommendations provide for both internal equity, market and hierarchy across the organization.

Employees were placed into the ranges based on whether they were required to be brought up to the minimum of the range. Where an employee's position was behind in the market, additional pay compression adjustments were recommended based on time in position with the County. No employees received a proposed decrease in pay.

Step 6: Opportunity to Meet with Jefferson County Human Resource Committee

The consultants will present the findings to the Jefferson County Human Resource Committee.

III. Findings Background

A. Internal Equity

Using the factors of decision making, supervisory, knowledge, budget, contacts, physical skills, and working conditions, all positions were ranked by the point totals and placed into ranges with employees of similar skills, experience and nature of work.

The job evaluation process assumes that “(1) it is logical to pay the most for jobs contributing the most toward attainment of organizational goals and objectives; (2) people feel more fairly treated if wages are based on the relative worth of jobs; and (3) the goals of the enterprise are furthered by maintaining a job structure based on relative worth.”¹

Organizations like the County depend on the contribution of their employees in making the organization successful and in effectively delivering services that citizens have come to expect. Employee compensation is the single greatest expense in doing business, and it requires a strategy and planning that is well thought out and well organized.

The reason compensation systems exist is to reward employees, retain employees, and provide avenues for their growth and development through motivation. The job evaluation process provides a tool for measuring, evaluating and comparing jobs. The question answered is: “What is this job worth in comparison to other jobs?”

Once pay practices and ranges have been established, there are a number of administrative issues that may arise. First, it is important to avoid situations where employees are paid inappropriately relative to the pay range. The purpose of establishing a pay range is to signify and clarify what the position is worth to the organization. Given this, it is important that red-circling, or paying those at a rate above the range maximum, not be allowed. The County has policies in place to address red-circling. Likewise, green-circling should also be avoided unless the purpose is to retain employees who do not meet the minimum qualifications as set out in the job description. Green-circling is a practice where qualified employees are paid below the bottom of the range. The most common method for avoiding this is to bring employees up to the bottom of the range when there is a discrepancy, and the recommendations here provide for adjustments where

¹ French, Wendell, The Personnel Management Process, Human Resources Administration and Development.

employees would otherwise be green-circled. The pay ranges should be reviewed on an annual basis and adjusted accordingly.²

B. Market Adjustments

Once the rankings and ranges were set, a review of the market was necessary to ensure external competitiveness.

Once pay adjustments are implemented, ranges require annual adjustment based on an index that accounts for budgeted movement in ranges for counties and peer cities, and performance adjustments.

Determination of Market

The determination of the appropriate market is based on three factors: 1) occupation (similar jobs or positions that require similar knowledge, skills and abilities); 2) geography (the distance that people are willing to commute to work); and 3) industry (competing with employers that have a similar product line). With regard to occupation, the comparisons selected here are direct one-to-one matches for positions. In the survey conducted, most positions had an occupation match, which means that across organizations the titles and positions carry similar degrees of knowledge, skills, and ability.

The second factor in determining the market is geography and the distance that people are willing to commute to work.

The third element is competition with employers who have a similar product line. The survey had a very strong response.

Each Market Peer was asked to provide the following:

- A brief survey response regarding salary and benefits;
- Mail or email job descriptions;
- A current salary spreadsheet of employees by Department, Position, Minimum Pay, Maximum Pay, Average or Actual Pay, Number of People in Position, Number of People Supervised by this Position, and Exempt or Non-exempt status under Fair Labor Standards Act. Hourly wage rates were reported as of January 1, 2018. A sample and guide were provided to assist respondents.

Each Market Peer was contacted a minimum of four times using email and telephone. Many Market Peers were contacted more than four times to clarify positions, reporting, and responsibilities. Some peers were able to provide all of the data requested, while others were able to provide partial information. APG worked with the Council for Community and Economic Research (C2ER) to

² Society for Human Resource Management, Compensation and Benefits Practices, pp. 60-70.

purchase Cost of Living Index data (COLI). The Cost of Living Index is the most reliable source of County-to-County comparisons of key consumer costs available anywhere. COLI data is recognized by the U.S. Census Bureau, U.S. Bureau of Labor Statistics, CNN Money, and the President's Council of Economic Advisors. This information was used to adjust peer data to make it comparable to Jefferson County.

Table 3: Participants	County	COLI
Calumet County	Calumet County	102.00
Columbia County	Columbia County	101.80
Dane County	Dane County	105.00
Dodge County	Dodge County	98.90
Eau Claire County	Eau Claire County	100.80
Fond Du Lac County	Fond Du Lac County	100.40
La Crosse County	La Crosse County	101.00
Manitowoc County	Manitowoc County	100.90
Ozaukee County	Ozaukee County	109.70
Portage County	Portage County	99.60
Rock County	Rock County	98.20
Saint Croix County	Saint Croix County	100.80
Sauk County	Sauk County	99.80
Sheboygan County	Sheboygan County	101.90
Walworth County	Walworth County	99.10
Washington County	Washington County	103.10
Waukesha County	Waukesha County	109.10
Waupaca County	Waupaca County	100.40
Fort Atkinson	Jefferson County	99.68
City of Janesville	Rock County	98.20
City of Jefferson	Jefferson County	99.68
City of Lake Mills	Jefferson County	99.68
City of Oconomowoc	Waukesha County	109.10
City of Sun Prairie	Dane County	105.00
City of Watertown	Jefferson County	99.68
City of Waterloo	Jefferson County	99.68
City of Whitewater	Jefferson County	99.68
Jefferson County	Jefferson County	99.68

C. Health Insurance and other Questions

The benefits survey was designed to determine whether the County has a competitive salary and benefits structure when compared to peers. There are no immediate changes recommended in the benefit structure. Details of the full benefit survey results are on file with the County Administrator. Of the benefits that employers provide, the percentage of employer health insurance premiums are outlined in Table 4, and the amount of days for vacation and sick leave are shown in number of days. This analysis does not look at the quality of health insurance plans.

Table 4: Fringe Benefits		
Fringe Related Item	Jefferson County	Benchmark Group Employer Share
Health Insurance (employee)	94.00%	90.66%
Health Insurance (family)	94.00%	90.34%
Vision (employee)	0.00%	13.89%
Vision (family)	0.00%	22.50%
Dental (employee)	100.00%	49.56%
Dental (family)	100.00%	45.19%
Annual Holidays	9 days	10 days
Floating Holidays	1 day	1 day
Vacation after 1 year	10 days	9 days
Vacation after 6 years	15 days	14 days
Vacation after 13 years	20 days	19 days
Vacation after 19 years	25 days	23 days
Annual Sick Leave Allowed	12 days	11 days

IV. Summary of Findings

Internal Equity and Market Competition – This involves moving employees up in pay to the bottom of the range and implementing the pay ranges recommended in Table 5. The pay range recommendations reflect the market at the 60th percentile of the market.

Details for the market survey instrument may be found in Appendix 2, and details for each position's market results as of January 1, 2018 may be found in Appendix 1. Appendix 1 does not represent recommendations, but provides the results of the market data collected. Recommendations are based on internal equity, external equity and department hierarchy. The range minimums, maximums, and averages reported are the 60th percentile of all the respondents. Recommendations were based on aggregating this information after placement of positions have been accomplished from internal equity points.

The cost to bring employees into alignment with the market at the 60th percentile ranking is as follows:

- 1. Finding:** It is recommended that employees below the recommended range minimum be brought up to the range minimum. Move employees to the minimum of the proposed ranges at the 60th percentile of the market for an estimated financial impact of \$171,952.14 (base wages), impacting 69 employees.
- 2. Finding:** Currently and with the recommendations there is very modest pay compression among employees where new employees with less experience are sitting at or near the same rate of pay as older and more experienced employees. This recommendation would provide a push into the range if they are behind where we would reasonably expect them to be in the new range. Move employees for market pay compression to the 60th percentile of the market. This impacts up to 274 employees and costs \$148,290.87 to base wages for employees. Where an employee's performance is in question, there should be no market compression adjustment provided.
- 3. Finding:** The health insurance findings suggest that the County is very near the middle of the market, so there are no recommended adjustments.
- 4. Finding:** To keep pace, the pay ranges need to be annually adjusted to follow the market. There are several indexes an employer can choose from to follow.

Table 5: Job Title (Title Change or Reclass in Parenthesis)	Department	Current Salary Grade	Current Grade Min.	Current Grade Max.	Recommended Salary Grade	Recommended Grade Min. 60th Percentile	Recommended Grade Max. 60th Percentile
Administrative Secretary	Administration	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Criminal Justice Collaborating Council and Treatment Courts Coordinator	Administration	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Management Analyst	Administration	10	\$28.68	\$36.89	10	\$28.68	\$36.89
County Administrator	Administrator	22	\$50.46	\$64.87	26	\$61.30	\$78.80
Central Service Worker	Central Services	1	\$12.34	\$15.87	1	\$12.34	\$15.87
Custodian	Central Services	1	\$12.34	\$15.87	1	\$12.34	\$15.87
Building Maintenance Worker I (vacant)	Central Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Building Maintenance Worker II	Central Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Construction/Maint Lead (Building and Maintenance Foreman)	Central Services	5	\$19.60	\$25.21	8	\$25.05	\$32.22
Director of Maintenance	Central Services	12	\$32.32	\$41.40	13	\$34.13	\$43.86
Administrative Assistant II	Child Support	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Enforcement Specialist I	Child Support	5	\$19.60	\$25.21	5	\$19.60	\$25.21

Financial Support Specialist	Child Support	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Enforcement Specialist II	Child Support	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Lead Child Support Specialist	Child Support	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Child Support Director	Child Support	14	\$35.94	\$46.22	14	\$35.94	\$46.22
Administrative Assistant I (vacant)	Clerk of Courts	2	\$13.93	\$17.91	2	\$13.93	\$17.91
Deputy Court Clerk I	Clerk of Courts	2	\$13.93	\$17.91	2b	\$14.84	\$19.08
Deputy Reg Prog/Juvenile Clerk I	Clerk of Courts	2	\$13.93	\$17.91	2b	\$14.84	\$19.08
Deputy Court Clerk I (one person reclassified to Deputy Court Clerk II)	Clerk of Courts	2	\$13.93	\$17.91	3b	\$16.78	\$21.57
Deputy Court Clerk II	Clerk of Courts	3	\$15.76	\$20.25	3b	\$16.78	\$21.57
Deputy Reg Prog/Juvenile Clerk II	Clerk of Courts	3	\$15.76	\$20.25	3b	\$16.78	\$21.57
Legal Secretary (vacant)	Clerk of Courts	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Deputy Court Clerk III	Clerk of Courts	4	\$17.80	\$22.89	5	\$19.60	\$25.21
Commissioner Assistant	Clerk of Courts	4	\$17.80	\$22.89	5	\$19.60	\$25.21
Judicial Assistant	Clerk of Courts	4	\$17.80	\$22.89	5	\$19.60	\$25.21

Child Custody Evaluator	Clerk of Courts	8	\$25.01	\$32.22	8	\$25.05	\$32.22
Family Court Mediator	Clerk of Courts	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Lead Deputy Clerk	Clerk of Courts	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Chief Deputy Court Clerk	Clerk of Courts	7	\$23.24	\$29.90	10	\$28.68	\$36.89
Register in Probate/Circuit Court Commissioner	Clerk of Courts	13	\$34.13	\$43.86	15	\$37.75	\$48.55
Circuit Court Commissioner	Clerk of Courts	14	\$35.94	\$46.22	16	\$39.57	\$50.88
Court Commissioner/Family Court Services Manager	Clerk of Courts	15	\$37.75	\$48.55	17	\$41.48	\$53.33
Paralegal II	Corporation Counsel	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Asst Corporation Counsel	Corporation Counsel	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Corporation Counsel	Corporation Counsel	20	\$46.82	\$60.21	20	\$46.82	\$60.21
Program Ass't/Deputy Elections Clerk (vacant)	County Clerk	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Chief Deputy County Clerk	County Clerk	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Assistant Deputy Treasurer	County Treasurer	4	\$17.80	\$22.89	5	\$19.60	\$25.21
Receptionist/Legal Secretary (Administrative)	District Attorney's Office				3	\$15.76	\$20.25

Assistant I)							
Legal Secretary	District Attorney's Office	4	\$17.80	\$22.89	4	\$17.80	\$22.89
First Offender Program Dir	District Attorney's Office	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Justice Computer Specialist (Legal Secretary/Justice Computer Specialist)	District Attorney's Office	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Paralegal II (Paralegal III)	District Attorney's Office	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Victim Witness Coordinator	District Attorney's Office	5	\$19.60	\$25.21	7	\$23.24	\$29.90
Office Manager	District Attorney's Office	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Managing Director/Business Development (vacant)	Economic Development	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Program Assistant	Economic Development	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Marketing Manager	Economic Development	11	\$30.48	\$39.23	8	\$25.05	\$32.22
GHDP CEO/JCEDC Executive Director	Economic Development	19	\$45.01	\$57.87	19	\$45.01	\$57.87
Grounds Worker (Building and Grounds Worker I)	Fair Park	2	\$13.93	\$17.91	2b	\$14.84	\$19.08
Marketing/Adm Asst II	Fair Park	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Maintenance Worker II	Fair Park	4	\$17.80	\$22.89	4	\$17.80	\$22.89

Marketing/Adm Asst II (one person reclass to Marketing Specialist)	Fair Park	3	\$15.76	\$20.25	8	\$25.05	\$32.22
Fair Park Supervisor	Fair Park	9	\$26.88	\$34.53	10	\$28.68	\$36.89
Fair Park Director (vacant)	Fair Park	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Accounting Specialist I	Finance	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Accounting Specialist II	Finance	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Financial Systems Specialist	Finance	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Assistant Finance Director	Finance	12	\$32.32	\$41.54	11	\$30.48	\$39.23
Finance Director	Finance	15	\$37.75	\$48.55	17	\$41.48	\$53.33
Administrative Assistant II	Health	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Clinic LPN	Health	5	\$19.60	\$25.21	5	\$19.60	\$25.21
WIC Dietetic Technician	Health	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Public Health Tech (office and jail)	Health	5	\$19.60	\$25.21	6	\$21.43	\$27.55
Accountant II	Health	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Registered Nurse - Associate	Health	7	\$23.24	\$29.90	7	\$23.24	\$29.90

Public Health Nurse	Health	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Public Health Nurse/Registered Dietician	Health	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Public Health Nurse (one person reclass to Jail Nurse Supervisor)	Health	8	\$25.05	\$32.22	10	\$28.68	\$36.89
WIC Project Director Supervisor	Health	9	\$26.88	\$34.53	10	\$28.68	\$36.89
Public Health Program Manager	Health	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Director/Health Officer	Health	16	\$39.57	\$50.88	16	\$39.57	\$50.88
Accounting Specialist I	Highway	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Equipment Parts Person	Highway	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Accounting Specialist I (one person reclass to Accounting Specialist II)	Highway	4	\$17.80	\$22.89	5	\$19.60	\$25.21
Highway Worker (Maintenance Worker III)	Highway	4	\$17.80	\$22.89	6	\$21.43	\$27.55
Bridge Crew Foreman	Highway	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Equipment Mechanic II (Equipment Mechanic)	Highway	6	\$21.43	\$27.55	8	\$25.05	\$32.22
GIS/Engineering Technician	Highway	8	\$25.05	\$32.22	8	\$25.05	\$32.22

Grade Crew Foreman	Highway	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Highway Foreman	Highway	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Sign Foreman	Highway	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Welder Fabricator	Highway	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Accounting Manager	Highway	11	\$30.48	\$39.23	11	\$30.48	\$39.23
Construction Superintendent (Highway Operations Superintendent)	Highway	11	\$30.48	\$39.23	11b	\$31.40	\$40.38
Highway Fleet Manager	Highway	12	\$32.32	\$41.54	11	\$30.48	\$39.23
Highway Operations Manager	Highway	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Highway Commissioner	Highway	16	\$39.57	\$50.88	20	\$46.82	\$60.21
Human Resources Coordinator (vacant)	Human Resources	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Human Resources Specialist	Human Resources	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Safety Coordinator	Human Resources	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Benefits Administrator	Human Resources	9	\$26.88	\$34.53	9	\$26.88	\$34.53
Human Resources Director	Human Resources	15	\$37.75	\$48.55	16	\$39.57	\$50.88

Custodian	Human Services	1	\$12.34	\$15.87	1	\$12.34	\$15.87
Nutrition Site Manager	Human Services	1	\$12.34	\$15.87	1	\$12.34	\$15.87
Van Driver	Human Services	1	\$12.34	\$15.87	1	\$12.34	\$15.87
Administrative Assistant I	Human Services	2	\$13.93	\$17.91	2	\$13.93	\$17.91
Administrative Assistant II	Human Services	3	\$15.76	\$20.25	3	\$15.76	\$20.25
ADRC Paraprofessional (Administrative Assistant II)	Human Services	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Home Delivered Meal Assessor	Human Services	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Lead Custodian	Human Services	2	\$13.93	\$17.91	3	\$15.76	\$20.25
Transportation Coord/Van Drvr	Human Services	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Building Maintenance Worker I	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Community Outreach Worker	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Community Outreach Worker (one person title change Psychosocial Rehabilitation Worker)	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Early Intervention Serv Coord	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89

Economic Support Specialist I	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Group Home Worker	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Mental Health Technician/Program Assistant	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Protective Payee	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Youth Coordinator	Human Services	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Accounting Specialist II	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Building Maintenance Worker II	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Early Intervention Serv Coord-Interpreter	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Economic Support Specialist II	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Family Development Worker	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Financial Assistance Worker-CSP	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Medical Office Ass't	Human Services	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Accountant I	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Aging & Disability Resource Specialist I	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55

Benefits Specialist	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Community Rsrc Coor-Wraparound	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Early Intervention Teacher	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Financial Intake Worker	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Human Services Professional I/AODA Assessor/Counselor (Human Services Professional I/IDP Assessor/Counselor)	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Human Service Professional I-Child Long Term Support (Children's Long Term Support Case Manager I)	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Human Services Professional I/TCM Case Manager	Human Services	6	\$21.43	\$27.55	6	\$21.43	\$27.55
Accountant II	Human Services	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Adult Protective Svcs Case Mg	Human Services	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Alternate Care Coordinator	Human Services	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Community Support Prof I	Human Services	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Dementia Care Specialist	Human Services	6	\$21.43	\$27.55	7	\$23.24	\$29.90

Foster Care Coordinator	Human Services	8	\$25.05	\$32.22	7	\$23.24	\$29.90
IT Specialist	Human Services	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Juvenile Justice Worker (Youth Justice Worker)	Human Services	7	\$23.24	\$29.90	7	\$23.24	\$29.90
Human Service Professional II-Child Long Term Support Case Manager (Children's Long Term Support Case Manager II)	Human Services	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Aging & Disability Resource Specialist II	Human Services	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Chld Prot Serv Ongoing Prof I	Human Services	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Economic Support Lead	Human Services	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Group Home Supervisor	Human Services	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Intake/On Call Worker	Human Services	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Nutrition Program Supervisor	Human Services	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Office Manager/Protective Payee Supervisor (Office Supervisor)	Human Services	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Community Support Prof II	Human Services	8	\$25.05	\$32.22	9	\$26.88	\$34.53

Comprhnsve Comm Srv Facilitatr	Human Services	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Community Support Prof II (one person reclass to Community Support Professional III)	Human Services	8	\$25.05	\$32.22	9b	\$27.78	\$35.71
Intake After Hours Worker	Human Services	9	\$26.88	\$34.53	9	\$26.88	\$34.53
Jail Case Mngr/Psychotherapist	Human Services	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Psychotherapist	Human Services	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Advanced Accountant	Human Services	10	\$28.68	\$36.89	10	\$28.68	\$36.89
Economic Support Supervisor	Human Services	10	\$28.68	\$36.89	10	\$28.68	\$36.89
Wraparound/Yth Srvcs Supervsr (Children's Long Term Support (CLTS) Supervisor)	Human Services	10	\$28.68	\$36.89	10	\$28.68	\$36.89
ADRC Supervisor	Human Services	9	\$26.88	\$34.53	11	\$30.48	\$39.23
Birth-to-three/Preschool Supervisor	Human Services	9	\$26.88	\$34.53	11	\$30.48	\$39.23
Child Protective Services Supr	Human Services	11	\$30.48	\$39.23	11	\$30.48	\$39.23
Compliance Officer	Human Services	11	\$30.48	\$39.23	11	\$30.48	\$39.23
Juvenile Justice Supervisor (Youth and	Human Services	11	\$30.48	\$39.23	11	\$30.48	\$39.23

Family Service Supervisor)							
Maintenance Supervisor	Human Services	11	\$30.48	\$39.23	11	\$30.48	\$39.23
Project YES/CCS Supervisor (CCS/YES! Supervisor)	Human Services	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Aging and Disability Resources Div Mngr	Human Services	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Community Sup Prog Supervisor (Community Support Program Manager)	Human Services	11	\$30.48	\$39.23	13	\$34.13	\$43.86
Comprehensive Commun Serv Manager	Human Services	12	\$32.32	\$41.54	13	\$34.13	\$43.86
Crisis Services Manager	Human Services	12	\$32.32	\$41.54	13	\$34.13	\$43.86
Economic Support Division Mngr	Human Services	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Intake Manager	Human Services	12	\$32.32	\$41.54	13	\$34.13	\$43.86
Mental Health/AODA Manager	Human Services	12	\$32.32	\$41.40	13	\$34.13	\$43.86
Administrative Services Division Manager	Human Services	14	\$35.94	\$46.22	15	\$37.75	\$48.55
Child and Family Div Manager/Deputy Director	Human Services	15	\$37.75	\$48.55	16	\$39.57	\$50.88
Director of Human Services	Human Services	19	\$45.01	\$57.87	21	\$49.08	\$63.11

Administrative Specialist I	Land & Water Conservation	4	\$17.80	\$22.89	4	\$17.80	\$22.89
GIS & Land Use Technician	Land & Water Conservation	6	\$21.43	\$27.55	8	\$25.05	\$32.22
Resource Conservationist	Land & Water Conservation	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Water Resource Management Spec	Land & Water Conservation	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Land & Water Conservation Dir.	Land & Water Conservation	14	\$35.94	\$46.22	14	\$35.94	\$46.22
Administrative Specialist I/Dep Treasurer	Land Information	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Real Property Lister	Land Information	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Cartographer	Land Information	6	\$21.43	\$27.55	5	\$19.60	\$25.21
Surveyor	Land Information	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Land Information Director	Land Information	14	\$35.94	\$46.22	14	\$35.94	\$46.22
Medical Examiner	Medical Examiner/Coroner	11	\$30.48	\$39.23	11	\$30.48	\$39.23
Central Duplicating Clerk	MIS	3	\$15.76	\$20.25	2	\$13.93	\$17.91
Hardware Technician	MIS	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Micro Computer Specialist	MIS	6	\$21.43	\$27.55	7	\$23.24	\$29.90

Programmer Analyst	MIS	7	\$23.24	\$29.90	8	\$25.05	\$32.22
Systems Analyst (vacant)	MIS	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Network Specialist (vacant)	MIS	9	\$26.88	\$34.53	10	\$28.68	\$36.89
Sr. Systems Analyst (vacant)	MIS	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Sr Systems Analyst Supervisor	MIS	11	\$30.48	\$39.23	12	\$32.32	\$41.54
Sr. Network Specialist Supervisor (vacant)	MIS	11	\$30.48	\$39.23	12	\$32.32	\$41.54
Information Technology Director	MIS	15	\$37.75	\$48.55	17	\$41.48	\$53.33
Dog Park Attendant	Parks	2	\$13.93	\$17.91	1	\$12.34	\$15.87
Administrative Assistant I	Parks	2	\$13.93	\$17.91	2	\$13.93	\$17.91
Parks Maintenance Worker (Building and Grounds Worker I)	Parks	2	\$13.93	\$17.91	2b	\$14.84	\$19.08
Parks Building and Grounds Worker II	Parks	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Program Assistant	Parks	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Volunteer Coordinator (vacant)	Parks				4	\$17.80	\$22.89
Parks Construction/Maint Lead	Parks	5	\$19.60	\$25.21	5	\$19.60	\$25.21

Parks Supervisor	Parks	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Parks Director	Parks	15	\$37.75	\$48.55	16	\$39.57	\$50.88
Administrative Specialist I	Planning & Zoning	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Program Assistant	Planning & Zoning	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Solid Waste/Clean Sweep Specialist	Planning & Zoning	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Onsite Waste Systems Tech	Planning & Zoning	8	\$25.05	\$32.22	8	\$25.05	\$32.22
Zoning/On-Site Waste Mng Tech	Planning & Zoning	9	\$26.88	\$34.53	9	\$26.88	\$34.53
Planning and Zoning Director	Planning & Zoning	15	\$37.75	\$48.55	15	\$37.75	\$48.55
Administrative Assistant I (vacant)	Register of Deeds	2	\$13.93	\$17.91	2	\$13.93	\$17.91
Deputy Register of Deeds I	Register of Deeds	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Deputy Register of Deeds II	Register of Deeds	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Chief Deputy Register of Deeds	Register of Deeds	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Custodian	Sheriff	1	\$12.34	\$15.87	1	\$12.34	\$15.87
Accounting Assistant I	Sheriff	2	\$13.93	\$17.91	2	\$13.93	\$17.91
Cook	Sheriff	2	\$13.93	\$17.91	2	\$13.93	\$17.91

Administrative Assistant I	Sheriff	2	\$13.93	\$17.91	2	\$13.93	\$17.91
Accounting Assistant II	Sheriff	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Administrative Assistant II	Sheriff	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Administrative Assistant II (two people reclass to Administrative Specialist I)	Sheriff	3	\$15.76	\$20.25	4	\$17.80	\$22.89
Administrative Specialist I	Sheriff	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Communications Operator I	Sheriff	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Program Assistant	Sheriff	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Accounting Specialist I (one person reclass to Accounting Specialist II)	Sheriff	4	\$17.80	\$22.89	5	\$19.60	\$25.21
Communications Operator II	Sheriff	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Mechanic	Sheriff	5	\$19.60	\$25.21	5	\$19.60	\$25.21
Jail Food Service Supervisor	Sheriff	8	\$25.05	\$32.22	9	\$26.88	\$34.53
Communication Supervisor	Sheriff	8	\$25.05	\$32.22	10	\$28.68	\$36.89
Sergeant - Support Services	Sheriff	10	\$28.68	\$36.89	11	\$30.48	\$39.23

Sergeant-Detective	Sheriff	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Sergeant-Jail	Sheriff	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Sergeant-Patrol	Sheriff	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Captain-Administrative	Sheriff	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Captain-Jail	Sheriff	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Captain-Patrol	Sheriff	13	\$34.13	\$43.86	13	\$34.13	\$43.86
Emergency Management Director	Sheriff	11	\$30.48	\$39.23	13	\$34.13	\$43.86
Chief Deputy	Sheriff	15	\$37.75	\$48.55	15	\$37.75	\$48.55
Administrative Assistant II	UW Extension	3	\$15.76	\$20.25	3	\$15.76	\$20.25
Administrative Specialist I	UW Extension	4	\$17.80	\$22.89	4	\$17.80	\$22.89
Deputy Veteran Service Officer	Veteran Service Office	4	\$17.80	\$22.89	5	\$19.60	\$25.21
Veterans Service Officer	Veteran Service Office	10	\$28.68	\$36.89	11	\$30.48	\$39.23
Veterans Benefits Specialist (vacant)	Veterans Services				5	\$19.60	\$25.21

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- Appendix 1—Market Results
- Appendix 2 – Market Instrument
- Appendix 3 – Findings of Additional Market Items
- Appendix 4 – Employee Survey Results
- Appendix 5 – FLSA (Fair Labor Standards Act) Report
- No attached Job Description Appendix – Draft Job Descriptions (on file with HR)



Resolution to Withdraw from the Wisconsin Public Employer's Group Health Insurance Program

Wisconsin Department of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

Pursuant to the provisions of Wis. Stat. § 40.51 (7), the County Board of Supervisors
(Governing Body)
of the County of Jefferson
(Employer)

resolves to withdraw from participation in the Wisconsin Public Employers' Group Health Insurance Program effective next January 1, 2019.
(Year)

I understand that coverage will terminate for all insured participants, *including annuitants and any participants who are on continuation of coverage*. I further understand that employers who withdraw may not reapply for participation in the Wisconsin Public Employers' Group Health Insurance Program for three years and must undergo underwriting to rejoin, which may result in a surcharge being assessed.

CERTIFICATION

I hereby certify that this is a true, correct and complete copy of the resolution passed by the

County Board of Supervisors of the County of Jefferson, WI
Governing body *Employer*

on the 11th day of September, 2018.
Month *Year*

Benjamin P Wehmeier
County Administrator

Employer Representative Title

311 S Center Ave, Room 111
Address

Jefferson, WI 53549

39-6005705/0935000
FEIN/ETF Employer Identification Number

benjaminw@jeffersoncountywi.gov
Email Address

920-674-7101
Phone

Withdraw from the Wisconsin Public Employer's Group Health Insurance Program (WPEGHIP)

Executive Summary

Jefferson County employees currently have the option to enroll in county sponsored health insurance through the Wisconsin Department of Employee Trust Funds (ETF). The current plan, the Wisconsin Public Employer's Group Health Insurance Program (WPEGHIP), is managed completely by the ETF Group Insurance Board and does not allow local governments to have any control over cost-saving measures or benefit-level offering/choices to employees. In addition, WPEGHIP premium rates are not released until after September 1 which impedes the County's budget preparation.

Due to pending changes to the State health insurance plan, Jefferson County proactively considered other health insurance options in an effort to create a level of stability and reduce health insurance premiums while maintaining the level of benefits for employees. The option recommended as being the most fiscally responsible was to enter into a consortium with Dodge County and other municipalities located in Dodge and Jefferson Counties (the Dodge Jefferson Consortium). Entering into a consortium creates a group of employees and family members in excess of 2,500. A group of this size gives health insurance companies the ability to offer reduced health insurance premiums to employees. After soliciting proposals for health insurance plans, County staff determined that Dean Health Plan is the best option for employees with the individual choice of a \$500 single/\$1000 family Low Deductible Health Plan, a \$1500 single/\$3000 family High Deductible Health Plan, with a health savings account (HSA) or a Preferred Provider Organization (PPO) plan.

The Finance Committee and Human Resources Committees met on September 7, 2018, and recommended forwarding this resolution to the County Board to withdraw from the current county sponsored health insurance plan through the Wisconsin Public Employer's Group Health Insurance Program, effective January 1, 2019. The committees are also recommending to designate Dean Health Plan as the Employee Health Insurance provider through the Dodge Jefferson Consortium, and to offer employees the option of a \$500 single/\$1000 family Low Deductible Health Plan or a \$1500 single/\$3000 family High Deductible Health Plan, with a Health Savings Account (HSA) or a Preferred Provider Organization (PPO) Plan. In addition, the Executive Committee was present at the September 7, 2018 meeting and is recommending approval of an intergovernmental agreement to establish the Jefferson Dodge Consortium for purposes of purchasing insurance benefits and other employee benefits.

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

WHEREAS, Jefferson County has offered County sponsored health insurance through the Wisconsin Public Employer's Group Health Insurance Program (WPEGHIP) since January 1, 2009, and

WHEREAS, Wisconsin statute permits an employer to withdraw from the Wisconsin Public Employer's Group Health Insurance Program (WPEGHIP) at the end of any calendar year, providing a Resolution to withdraw is received by the Department of Employee Trust Funds by the preceding October 15, and

WHEREAS, Jefferson County solicited health insurance plan proposals that would provide health insurance coverage for Jefferson County employees participating in the Dodge Jefferson Consortium, and

WHEREAS, Dean Health Plan was determined by county staff as being an option that maintained a high-level of benefits for employees, provided stability in health insurance premium costs for a minimum of three additional years and allowed the County to gain control over health plan design and choices for employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Jefferson County that pursuant to the provisions of § 40.51(7) of the Wisconsin Statutes, Jefferson County hereby resolves to withdraw from the Wisconsin Public Employer's Group Health Insurance Program, through the Wisconsin Department of Employee Trust Funds Group Insurance Board, effective on January 1, 2019.

BE IT FURTHER RESOLVED that the County Administrator shall execute the Certification for the Resolution to Withdraw from the Wisconsin Public Employer's Group Health Insurance Program and submit it prior to October 15, 2018, to the Wisconsin Department of Employee Trust Funds on behalf of Jefferson County reflecting this action taken by the Jefferson County Board of Supervisors.

BE IT FURTHER RESOLVED, this resolution is contingent on Dodge County also formally recognizing the Dodge Jefferson Consortium for Employee Benefits, as well as the election of the Dean Health Plan as the provider for the Dodge Jefferson Consortium.

Fiscal Note: Based on the current number of employees with single and family county-sponsored health insurance, the anticipated savings to the County is \$589,914 for 2019.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee and Human Resources Committee

09-11-18

J. Blair Ward: 09/05/18, 09/06/18; Terri M. Palm: 09/06/18

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

RESOLUTION NO. 2018 - _____

Approving Intergovernmental Cooperation Agreement to Establish the Jefferson Dodge Consortium for purposes of purchasing insurance benefits and other employee benefits

Executive Summary

Jefferson County employees currently have the option to enroll in county sponsored health insurance through the Wisconsin Department of Employee Trust Funds (ETF). The current plan, the Wisconsin Public Employer's Group Health Insurance Program (WPEGHIP), is managed completely by the ETF Group Insurance Board and does not allow local governments to have any control over cost-saving measures or benefit-level offering/choices to employees. In addition, WPEGHIP premium rates are not released until after September 1 which impedes the County's budget preparation.

Due to pending changes to the State health insurance plan, Jefferson County proactively considered other health insurance options in an effort to create a level of stability and reduce health insurance premiums while maintaining the level of benefits for employees. The option recommended as being the most fiscally responsible was to enter into a consortium with Dodge County and other municipalities located in Dodge and Jefferson Counties (the Dodge Jefferson Consortium). Entering into a consortium creates a group of employees and family members in excess of 2,500. A group of this size gives health insurance companies the ability to offer reduced health insurance premiums to employees. After soliciting proposals for health insurance plans, County staff determined that Dean Health Plan is the best option for employees with the individual choice of a \$500 single/\$1000 family Low Deductible Health Plan, a \$1500 single/\$3000 family High Deductible Health Plan, with a health savings account (HSA) or a Preferred Provider Organization (PPO) plan.

The Executive Committee met with the Finance Committee and Human Resources Committee on September 7, 2018, and recommended forwarding this resolution to the County Board to approve an intergovernmental cooperation agreement to establish the Jefferson Dodge Consortium for purposes of purchasing insurance benefits and other employee benefits. The Human Resources Committee and Finance Committees also recommended a resolution to designate Dean Health Plan as the Employee Health Insurance provider through the Dodge Jefferson Consortium, and to offer employees the option of a \$500 single/\$1000 family Low Deductible Health Plan or a \$1500 single/\$3000 family High Deductible Health Plan, with a Health Savings Account (HSA) or a Preferred Provider Organization (PPO) Plan. In addition, the Human Resources and Finance Committees recommended to withdraw from the current county sponsored health insurance plan through the Wisconsin Public Employer's Group Health Insurance Program, effective January 1, 2019.

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

WHEREAS, Jefferson County seeks to work with other local government entities; and

WHEREAS, Jefferson County continually evaluates the benefits offered to its employees in order to provide cost effective and reasonable options and coverage; and,

WHEREAS, in 2017, with the assistance of M3 Insurance Consulting, Dodge County, Jefferson County and several local municipalities began exploring the possibility of partnering to develop a pool of employees large enough to be eligible for more favorable rates in the health insurance market; and,

WHEREAS, Section 66.0301, Wis. Stats., authorizes two or more municipalities of the State of Wisconsin to enter into an agreement for the joint exercise of any power or duty authorized by law; and,

WHEREAS, Dodge County, Jefferson County, and their respective cities and villages (“municipalities”), in the spirit of intergovernmental cooperation and in the interest of pursuing efficiencies in government, have cooperated to explore a joint purchase of health insurance and other employee benefits, and

WHEREAS, Dodge and Jefferson Counties (“counties”) provide a minimum of 1,200 potential insureds as part of the Dodge Jefferson Consortium ,and

WHEREAS, in 2018, the municipalities developed and released a Request for Proposals for Health Insurance and received responses from potential health insurance providers; and,

WHEREAS, it is in the interest of the counties to develop an intergovernmental cooperation agreement so that membership, scope of joint purchases, and cooperative efforts are defined, and

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that it endorses intergovernmental cooperation among the units of government referred to herein, and finds it to be of benefit to Jefferson County to enter into an intergovernmental cooperation agreement; and,

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Board Chairman to enter into an intergovernmental cooperation agreement with such terms and conditions to be determined by the County Administrator to carry out the intent of this resolution.

BE IT FURTHER RESOLVED, this resolution is contingent on Dodge County also formally recognizing the Dodge Jefferson Consortium for Employee Benefits, as well as the election of the Dean Health Plan as the provider for the Dodge Jefferson Consortium.

Fiscal Note: Based on the current number of employees with single and family county-sponsored health insurance, the anticipated savings to the County is \$589,914 for 2019.

Requested by
Executive Committee

09-11-18

B. Wehmeier: 09/06/18

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

Resolution No. 2018-_____

Designating Dean Health Plan as the Employee Health Insurance provider for the Dodge Jefferson Consortium and offering employees the option of a \$500 single/\$1000 family Low Deductible Health Plan or a \$1500 single/\$3000 family High Deductible Health Plan, with a Health Savings Account (HSA) and a Preferred Provider Organization (PPO) Plan

Executive Summary

Jefferson County employees currently have the option to enroll in county sponsored health insurance through the Wisconsin Department of Employee Trust Funds (ETF). The current plan, the Wisconsin Public Employer's Group Health Insurance Program (WPEGHIP), is managed completely by the ETF Group Insurance Board and does not allow local governments to have any control over cost-saving measures or benefit-level offering/choices to employees. In addition, WPEGHIP premium rates are not released until after September 1 which impedes the County's budget preparation.

Due to pending changes to the State health insurance plan, Jefferson County proactively considered other health insurance options in an effort to create a level of stability and reduce health insurance premiums while maintaining the level of benefits for employees. The option recommended as being the most fiscally responsible was to enter into a consortium with Dodge County and other municipalities located in Dodge and Jefferson Counties (the Dodge Jefferson Consortium). Entering into a consortium creates a group of employees and family members in excess of 2,500. A group of this size gives health insurance companies the ability to offer reduced health insurance premiums to employees. After soliciting proposals for health insurance plans, County staff determined that Dean Health Plan is the best option for employees with the individual choice of a \$500 single/\$1000 family Low Deductible Health Plan, a \$1500 single/\$3000 family High Deductible Health Plan, with a health savings account (HSA) or a Preferred Provider Organization (PPO) plan.

The Finance Committee and Human Resources Committee met on September 7, 2018, and recommended forwarding this resolution to the County Board to designate Dean Health Plan as the Employee Health Insurance provider through the Dodge Jefferson Consortium, and to offer employees the option of a \$500 single/\$1000 family Low Deductible Health Plan or a \$1500 single/\$3000 family High Deductible Health Plan, with a Health Savings Account (HSA) or a Preferred Provider Organization (PPO) Plan. The Committees are also recommending to withdraw from the current county sponsored health insurance plan through the Wisconsin Public Employer's Group Health Insurance Program, effective January 1, 2019. In addition, the Executive Committee was present at the September 7, 2018 meeting and is recommending approval of an intergovernmental agreement to establish the Jefferson Dodge Consortium for purposes of purchasing insurance benefits and other employee benefits.

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

WHEREAS, Jefferson County solicited proposals to reduce health insurance premium costs for County employees, and

WHEREAS, proposals were solicited with the expectation that a Dodge Jefferson Consortium would be created to create a large group of employees which would give health insurance companies the ability to offer reduced health insurance premiums, and

WHEREAS, Dean Health Plan was determined by county staff as being the most fiscally responsible with the option of a \$500 single/\$1000 family Low Deductible Health Plan or a \$1500 single/\$3000 family High Deductible Health Plan, with a Health Savings Account (HSA) and a Preferred Provider Organization (PPO) Plan.

NOW THEREFORE BE IT RESOLVED, that Dean Health Plan is hereby designated as the Employee Health Insurance provider through the Dodge Jefferson Consortium, with employees having the option of a \$500 single/\$1000 family Low Deductible Health Plan or a \$1500 single/\$3000 family High Deductible Health Plan, with a Health Savings Account (HSA), or a Preferred Provider Organization (PPO) Plan.

BE IT FURTHER RESOLVED, this resolution is contingent on Dodge County also formally recognizing the Dodge Jefferson Consortium for Employee Benefits, as well as the election of the Dean Health Plan as the provider for the Dodge Jefferson Consortium.

Fiscal Note: Based on the current number of employees with single and family county-sponsored health insurance, the anticipated savings to the County is \$589,914 for 2019.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by

Finance Committee and Human Resources Committee

09-11-18

J. Blair Ward: 09/05/18; Terri M. Palm: 09/06/18

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

HUMAN RESOURCES COMMITTEE MEETING MINUTES

July 24, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:32 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Laura Payne; Michael Wineke, Vice Chair. **Quorum established.** Others present: Scott Henderson, Intern; Staci Hoffman, Register of Deeds; Cindy Hamre-Incha, Chief Deputy Clerk of Courts; Alex Mortensen, Administrative Intern; Terri Palm-Kostroski, Human Resources Director; 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 July 2, 2018, Human Resources Committee Minutes. **Motion by L. Payne, second by G. Patrick, to approve the Human Resources Committee July 2, 2018 minutes as presented. Motion carried 5:0.**
7. Update and discussion regarding the 2018 Employee Classification and Compensation Study. T. Palm reported that the Reconsideration Request (Appeals) process have started. Employees were provided the recommended grade and classification listing and given two-weeks to submit a Reconsideration Request to Human Resources. The requests, along with the original questionnaire, was independently rated by T. Palm based on seven factors. If there was a notable differences (2 or more points), these requests will be forwarded on. Those that had less or no difference were invited to meet and review their request and provide additional information/examples. These will be finished up today with a re-review of the factors, taking into consideration the information discussed in meetings. If reconsiderations are not recommended to forward, department heads will be notified, along with the employee, of the reason(s) why. If the employee AND the department head disagree with the reasons behind the determination not to forward, a request can be made to the County Administrator to overturn the HR Director recommendation. The Final report, complete with the reconsiderations, was expected by August 3, 2018, but may be delayed a few days as they have not yet received the requests. **Discussion only, no action taken.**
8. Update, discussion and possible action regarding employer-sponsored health insurance options. T. Palm reported what has transpired since the Committee met on July 2. Human Resources' staff provided 8 sessions for employees and spouses to attend that reviewed the same information that was presented to Human Resources Committee on July 2. This includes a review of the bids/quotes received and what/why Administration believes the State Health Rates will increase significantly next year. Also covered was that we are exploring options, but if everything holds accurate, and Committees and Board support a change, and a consortium is formed, making a change to the health plan will allow for a 2 – 2.5% COLA increase. Also presented was H.S.A. 101 for employees. We understand one of the biggest concerns will be employees who have been seeing a specialist in the UW System and may need to change. We are prepared to start assisting these individuals as soon as a final decision is made, at least 3-months prior to an effective date of change. The next step will be to initiate employee meetings in 3-4 weeks to discuss H.S.A.s more in depth. Committee comments - M. Wineke: not an expert, but the fact have so much interest from municipalities, do support looking at alternatives and that those looking really have best interest of employees and county in mind. G. Patrick: Agree. School district moved to an H.S.A with a lot of concern at first. But two years later, no complaints. The education Jefferson County has done and has planned is helpful. L. Payne: Agree that looking at consortium is an excellent idea. Expect that county staff will be there to help employees navigate through the changes and making

choices if a change is adopted.

- a. **Motion by G. Patrick, second by L. Payne, to recommend to the Executive Committee an Intergovernmental Agreement to Authorize a Consortium for Joint Purchasing of Employer Benefits. Motion carried 5:0.**

9. **Motion by L. Payne, second by K. Lund, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(b) for dismissal, demotion licensing or discipline of any public employee to consider approval of the Sheriff's recommendation of employee discipline.** Roll call: M. Wineke, Aye; L. Payne, Aye; J. Braughler, Aye; K. Lund, Aye; G. Patrick, Aye. Moved into closed session 9:05 a.m.

Note: For the purpose of the closed session, the Committee will be acting under the Civil Service Grievance Committee. Also present: Sheriff Paul Milbrath, Chief Deputy Jeff Parker, A. Mortensen, S. Henderson, T. Palm-Kostroski and B. Wehmeier.

10. **Motion G. Patrick, second by K. Lund, to reconvene into open session. Motion carried 5:0. Reconvened into open session at 9:21a.m.**
11. Review of June, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. Any significant variance was due actual expenses not being counted against the existing encumbrance or purchase order. Finance is aware and will make necessary adjustments to apply expenses to the purchase order. **Discussion only, no action taken.**
12. Report from Human Resources Director. T. Palm reviewed the June, 2018, monthly accomplishments and goals, focusing on primarily the classification/compensation study, the health insurance meetings and staff consumed with ERP implementation. There were 8 positions that were posted and 2 emergency help (one in Safety and the other in Central Services). There were no leave of absence requests and one employee received two additional steps for obtaining licensure required for billing of services at Human Services. **Discussion only, no action taken.**
13. Set next meeting date and agenda items: Tuesday, August 21, 2018 at 8:30 a.m. and tentatively a joint Finance/HR meeting on Friday, September 7, 2018 to address possible health insurance and classification/compensation approvals.
14. Adjournment **Motion by M. Wineke, second by G. Patrick, to adjourn. Motion Carried 5:0. Meeting adjourned at 9:40 a.m.**

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17:31:18

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-402,357	-5,000	-407,357	-135,785.68	.00	-271,571.32	33.3%
12301 451002 Private Party Photocopy	-20	0	-20	.00	.00	-20.00	.0%
12301 451034 Badge Replacement Fee	-20	0	-20	-17.00	.00	-3.00	85.0%
12301 511110 Salary-Permanent Regular	168,153	0	168,153	50,441.63	.00	117,711.37	30.0%
12301 511210 Wages-Regular	49,869	0	49,869	14,661.12	.00	35,207.88	29.4%
12301 511310 Wages-Sick Leave	0	0	0	1,170.12	.00	-1,170.12	.0%
12301 511320 Wages-Vacation Pay	0	0	0	2,886.08	.00	-2,886.08	.0%
12301 511330 Wages-Longevity Pay	279	0	279	.00	.00	279.00	.0%
12301 511340 Wages-Holiday Pay	0	0	0	1,998.21	.00	-1,998.21	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	346.29	.00	-346.29	.0%
12301 512141 Social Security	16,430	0	16,430	5,173.81	.00	11,256.19	31.5%
12301 512142 Retirement (Employer)	14,626	0	14,626	4,790.79	.00	9,835.21	32.8%
12301 512144 Health Insurance	55,245	0	55,245	17,497.62	.00	37,747.38	31.7%
12301 512145 Life Insurance	43	0	43	14.36	.00	28.64	33.4%
12301 512150 FSA Contribution	750	0	750	750.00	.00	.00	100.0%
12301 512173 Dental Insurance	3,240	0	3,240	972.41	.00	2,267.59	30.0%
12301 521218 Arbitrator	800	0	800	.00	.00	800.00	.0%
12301 521219 Other Professional Serv	16,003	60,000	76,003	67,607.50	68,262.50	-59,867.00	178.8%
12301 521225 Section 125	22,642	0	22,642	7,681.00	5,375.50	9,585.50	57.7%
12301 521227 Position Classifications	6,000	0	6,000	.00	6,000.00	.00	100.0%
12301 521229 Recruitment Related	1,000	0	1,000	720.00	.00	280.00	72.0%
12301 521296 Computer Support	4,678	0	4,678	4,678.68	.00	-.68	100.0%
12301 531243 Furniture & Furnishings	1,140	0	1,140	.00	.00	1,140.00	.0%
12301 531298 United Parcel Service	0	0	0	5.62	.00	-5.62	.0%
12301 531303 Computer Equipmt & Software	500	5,000	5,500	.00	2,637.50	2,862.50	48.0%
12301 531311 Postage & Box Rent	275	0	275	91.31	.00	183.69	33.2%
12301 531312 Office Supplies	970	0	970	28.78	.00	941.22	3.0%
12301 531313 Printing & Duplicating	950	0	950	123.38	.00	826.62	13.0%
12301 531323 Subscriptions-Tax & Law	1,600	0	1,600	1,440.94	.00	159.06	90.1%
12301 531324 Membership Dues	640	0	640	384.08	.00	255.92	60.0%
12301 531326 Advertising	0	0	0	1,900.00	3,800.00	-5,700.00	.0%
12301 531357 Employee Recognition	6,655	0	6,655	2,993.39	.00	3,661.61	45.0%
12301 532325 Registration	2,339	0	2,339	1,405.00	.00	934.00	60.1%
12301 532332 Mileage	708	0	708	111.29	.00	596.71	15.7%
12301 532334 Commercial Travel	400	0	400	450.08	.00	-50.08	112.5%
12301 532335 Meals	519	0	519	124.77	.00	394.23	24.0%
12301 532336 Lodging	2,630	0	2,630	1,358.00	.00	1,272.00	51.6%
12301 532339 Other Travel & Tolls	165	0	165	70.00	.00	95.00	42.4%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 04

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 532350 Training Materials	14,100	0	14,100	2,389.36	.00	11,710.64	16.9%
12301 533225 Telephone & Fax	50	0	50	19.70	.00	30.30	39.4%
12301 571004 IP Telephony Allocation	326	0	326	108.68	.00	217.32	33.3%
12301 571005 Duplicating Allocation	273	0	273	91.00	.00	182.00	33.3%
12301 571009 MIS PC Group Allocation	4,989	0	4,989	1,663.00	.00	3,326.00	33.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,485	0	2,485	828.32	.00	1,656.68	33.3%
12301 591519 Other Insurance	925	0	925	308.32	.00	616.68	33.3%
TOTAL Human Resources	0	60,000	60,000	61,481.96	86,075.50	-87,557.46	245.9%
TOTAL General Fund	0	60,000	60,000	61,481.96	86,075.50	-87,557.46	245.9%
TOTAL REVENUES	-402,397	-5,000	-407,397	-135,802.68	.00	-271,594.32	
TOTAL EXPENSES	402,397	65,000	467,397	197,284.64	86,075.50	184,036.86	

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17:40:30

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-54,903	0	-54,903	-18,301.00	.00	-36,602.00	33.3%
12302 474106 Intergovt Shared Services	-44,873	0	-44,873	-11,212.63	.00	-33,660.37	25.0%
12302 511110 Salary-Permanent Regular	60,302	0	60,302	18,180.55	.00	42,121.45	30.1%
12302 511310 Wages-Sick Leave	0	0	0	871.05	.00	-871.05	.0%
12302 511320 Wages-Vacation Pay	0	0	0	35.79	.00	-35.79	.0%
12302 511340 Wages-Holiday Pay	0	0	0	455.84	.00	-455.84	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	136.00	.00	-136.00	.0%
12302 512141 Social Security	4,613	0	4,613	1,479.16	.00	3,133.84	32.1%
12302 512142 Retirement (Employer)	4,040	0	4,040	1,318.51	.00	2,721.49	32.6%
12302 512144 Health Insurance	17,502	0	17,502	5,540.08	.00	11,961.92	31.7%
12302 512145 Life Insurance	52	0	52	17.48	.00	34.52	33.6%
12302 512150 FSA Contribution	250	0	250	250.00	.00	.00	100.0%
12302 512173 Dental Insurance	1,080	0	1,080	323.71	.00	756.29	30.0%
12302 531303 Computer Equipmt & Software	300	0	300	2,637.50	.00	-2,337.50	879.2%
12302 531313 Printing & Duplicating	20	0	20	4.97	.00	15.03	24.9%
12302 531320 Safety Supplies	30	0	30	20.32	.00	9.68	67.7%
12302 531322 Subscriptions	3,758	0	3,758	3,757.34	.00	.66	100.0%
12302 531324 Membership Dues	300	0	300	240.00	.00	60.00	80.0%
12302 532325 Registration	1,270	0	1,270	871.50	.00	398.50	68.6%
12302 532332 Mileage	95	0	95	.00	.00	95.00	.0%
12302 532335 Meals	60	0	60	43.66	.00	16.34	72.8%
12302 532336 Lodging	164	0	164	60.00	.00	104.00	36.6%
12302 532350 Training Materials	4,317	0	4,317	.00	.00	4,317.00	.0%
12302 571004 IP Telephony Allocation	109	0	109	36.32	.00	72.68	33.3%
12302 571005 Duplicating Allocation	11	0	11	3.68	.00	7.32	33.5%
12302 571009 MIS PC Group Allocation	832	0	832	277.32	.00	554.68	33.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	414	0	414	138.00	.00	276.00	33.3%
12302 591519 Other Insurance	257	0	257	85.64	.00	171.36	33.3%
TOTAL Safety	0	0	0	7,270.79	.00	-7,270.79	.0%
TOTAL General Fund	0	0	0	7,270.79	.00	-7,270.79	.0%
TOTAL REVENUES	-99,776	0	-99,776	-29,513.63	.00	-70,262.37	
TOTAL EXPENSES	99,776	0	99,776	36,784.42	.00	62,991.58	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	7,270.79	.00	-7,270.79	.0%

**Report to Human Resources Committee
August 2018**

MONTHLY ACCOMPLISHMENTS/GOALS:

- August 2018, report included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since August 1, 2018:

CLERK OF COURTS

- Deputy Clerk of Courts I/II – Full-time

COUNTY CLERK

- Program Assist/Deputy Elections Clerk – Full-time through 12/31/18

HUMAN SERVICES

- Community Support Program Professional – Full-time
- Dementia Care Specialist – Full-time
- Intake Worker – Full-time

SHERIFF'S OFFICE

- Custodian x 2 – Part-time

EMERGENCY HELP REQUESTS: The following emergency help requests were received since August 1, 2018:

- Part-time Assistance, Fair Park, for 30-days.
- Occasional assistance in the Human Resources Department to assist with maintaining the safety data sheets due to vacancy.

LEAVE OF ABSENCE REQUESTS: One Leave of Absence request approved for 30 days, to be reviewed at that time.

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

- One new hire provided an additional week of vacation.

EMPLOYEE ASSISTANCE PROGRAM 4th QUARTER UTILIZATION. In the previous quarter (May - July) there were 4 new clients seeking assistance from the employer-sponsored work/life program, Empathia. Four of these were employees and none were a supervisor. Calls were for family/relationship issues, mental health-related issues and work/life issues.

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

Vacant
Safety Coordinator

**Human Resources Department
Monthly Report
August, 2018**

Issues/Items for August 2018:

- Personnel issues:
 - 2 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
 - 0 counseling
 - 1 extensions of probationary periods
 - 0 verbal warning
 - 2 written warning
 - 1 Performance Improvement Plan
 - 0 suspensions
 - 0 voluntary resignations
 - 1 terminations of employment
 - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
 - 1 investigations on-going
 - 0 computer/phone/camera record searches
 - 0 employee privacy complaint investigation
 - 1 new employee health-related concerns
 - 1 ergonomic review of work station, conducted offsite 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, 1 work-related and 1 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Received and analyzed health insurance rates from the Wisconsin Public Employer Health Plan (State Plan) for 2019. Costed out 3-year long-term planning of remaining with the State Plan versus the Consortium low deductible and high deductible health plan options

- Professional Development/Trainings:
 - Coordinated a full-day training for 14 supervisors addressing “Humor or Harassment” and “Accountable Openness, Building Trust” on Monday, August 13, 2018 in Summit, WI. Training was conducted by Attorney Bob Greg (Boardman Law Firm) and Stephen Utech (The Utech Group), organized by JCHRMA
 - Coordinated and attended “Top Errors for New Supervisors to Avoid” webinar on August 29, 2018, by Attorney Brad Bennett, Zashin & Rich, sponsored by WPELRA. Attended by 7 other supervisors or employees developing leadership skills

- Recruitment and Retention:
 - Posted **7** new positions and received/reviewed **162** applications
 - Processed 9 new hires and 1 promotion/transfers and 0 interim promotion. 1 rehire.
 - Processed **4** employee separations/seasonal layoffs
 - Processed 0 status changes
 - Completed and/or reviewed reference checks, **1** education checks, **4** caregiver background checks, **0** credit check and 0 criminal record checks on **7** candidates, of which **4** applicants were extended an offer and 2 are pending an offer. **4** applicants accepted. **0** candidates declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **117** active FMLA requests, both new and on-going.
 - Received 4 First Report of Injuries, of which 3 were reportable
 - Accommodated **0** new disability requests
 - Denial of **0** sabbatical leave of absence
 - 1 bullying/hostile work environment investigation, ongoing
 - 0 harassment investigation
 - **0** age discrimination concern investigated
 - **0** HIPAA violation investigation, 0 ongoing
 - 1 FMLA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal
 - Continue to monitor 3 on-going Worker’s compensation claims with 0 claim settled
 - 1 Nepotism investigation, ongoing
 - 1 union meeting to discuss Health Insurance and wages

- Safety:
 - Monthly Safety Topic: None
 - Conducted 1 ergonomic assessment by phone
 - Second interview for 1 candidates for Safety Coordinator position
 - Monitor SDS and AED/Safety supplies while discerning direction of Safety Coordinator position

- Employee Recognition and Appreciation:
 - Distributed **48** Birthday cupcakes for birthdays for the month of August
 - Distributed **7** Years of Service Thank you cards and gifts/gift options for the month of August
 - Coordinated Employee Luncheon on August 9, with over 240 employees attending

- Miscellaneous:
 - HR staff participated in **10** all-day training on MUNIS Human Resources/Payroll set up
 - Drafted **0** resolutions for Committee/Board
 - Responded to 0 new open records request, regarding employee records with 1 request pending
 - Attended United Way kick-off meeting
 - Reviewed Reconsideration (appeal) recommendations from the Austin Peters Group
 - Completed 1 performance evaluation for summer intern
 - The LifeMatters utilization for the quarter was .5%, down from 1.3% in quarter 3. Total annual utilization was 2.9%, down from 3.3% in 2017

Action Items for September, 2018:

- Analyze health insurance cost comparison, pending receiving rates from the State plan and make recommendation for 2019
- Assist as needed with the Classification and Compensation Study
- Plan an employee recognition event for September
- Complete RFP for employee voluntary benefits
- Finalize AlertSense, grouping employees, for more efficient notifications to employees
- 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
- Successfully recruit for Safety Coordinator

Respectfully Submitted,



Terri M Palm
Human Resources Director