

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

**Tuesday, October 16, 2018 @ 8:30 a.m.**

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

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. Approval of September 7, 2018, Joint Executive, Finance and Human Resources Committee Minutes
8. Convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussing a Stipulation and Order imposing discipline on two employees of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
9. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on two employees of the Sheriff's Office.
10. Discussion and possible action to amend sections HR0120, Differences For Sworn, Non-represented Law Enforcement Employees; HR0265, Part-time Employment; HR0461 Military Leave Procedure; and HR0640, Health Insurance of the Personnel Ordinance to eliminate reference to the State Health Insurance Plan
11. Discussion on policy considerations regarding active employee Health Insurance eligibility issues
12. Discussion on policy considerations regarding retiree Health Insurance eligibility issues
13. Discussion on policy considerations regarding Health Savings Account eligibility
14. Discussion and possible action to implement a Health Reimbursement Account (HRA) for active employees
15. Discussion on policy considerations regarding Health Reimbursement Account eligibility issues
16. Discussion of Resolution 2004-50 and possible amendment to insurance coverage for active military employees and their families
17. Discussion of Resolution 2004-51 and possible amendment to vacation accrual for employees on active military duty

18. Review of September, 2018 Monthly Financial Reports for Human Resources and Safety
  
19. Report from Human Resources Director:
  - a. August and Sept, 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
  
20. Set next meeting date and agenda items
  
21. Adjournment

**Next scheduled meeting: Tuesday, November 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.

**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.**

1. Call to Order: Meeting called to order by Board Chair, Jim Schroeder, at 8:32 a.m.
2. Roll Call:
  - Executive Committee

Present: Amy Rinard, Chair; James Braughler, Vice Chair; James Mode; James Schroeder. Absent: Steven Nass, Secretary. **Quorum established.**
  - Finance Committee

Present: Richard Jones, Chair; George Jaeckel, Vice Chair; Russell Kutz, Secretary; Conor Nelan; Amy Rinard.  
**Quorum established.**
  - Human Resources Committee

Present: James Braughler, Chair; Kirk Lund; Michael Wineke, Vice Chair. Absent: Gregory Patrick, Secretary; Laura Payne. **Quorum established.**
  - Others present: Marc DeVries, Finance Director; Barbara Frank, County Clerk; Sarah Hinze, Dodge County Human Resources; Bill Kern, Highway Commissioner; Karen Mundt, Human Resources; Joe Nehmer, Parks Director; Terri Palm-Kostroski, Human Resources Director; J. 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. Communications: None.
7. Employee Classification and Compensation:
  - a. Update and discussion regarding the 2018 Employee Classification and Compensation Study Report. T. Palm discussed the history and process of the Classification and Compensation Study, including employee involvement at the beginning to complete a questionnaire regarding position; market study of benchmark position completed simultaneously with comparable counties, cities and some private sector businesses; questionnaire on job satisfaction; ranking of positions, market-adjustment recommendations and the final step of reconsiderations.
  - b. Discussion regarding the anticipated 2019 market and cost-of-living adjustment for non-represented employees. B. Wehmeier discussed using the report in preparation of the 2019 budget, noting the cost to move positions into new recommended grade placements. Discussed the need to regularly adjust positions in the future based on market adjustments and not necessarily an across-the-board (ATB) cost of living and the policy implications. Goal for 2019 is to implement a 2.5% ATB increase, but this includes looking at the total wage and benefit package. Approximately 1.8% of this increase is possible due to recommended health insurance plan changes. The remaining amount has come from departments

continually looking for additional savings and the budget is very close to implement the 2.5% with a little more work needed. It was reiterated that a new pay plan and/or grade placements does not equate to all employees starting at step 1 upon hire. Market conditions and recruitment challenges will continue to necessitate consideration to start employees above the minimum step. In response to a question, it was noted that as part of the agreement with the consultant, the Austin Peters Group will provide reconsiderations and market data for three years at no additional charge.

- c. Possible action to accept the 2018 Employee Classification and Compensation Study Report.  
**Finance Committee: Motion by G. Jaeckel, second by A. Rinard, to accept the 2018 Employee Classification and Compensation Study Report. Motion passed 5:0.**  
**Human Resources Committee: Motion by M. Wineke, second by K. Lund, to accept the 2018 Employee Classification and Compensation Study Report. Motion passed 3:0.**

8. *Employee Health Insurance:*

- a. Discussion regarding employer-sponsored health insurance options. T. Palm and B. Wehmeier discussed the history of the County exploring other health insurance options since early, 2017. Reasons included uncertainty with the State plan with discussions of self-funding, regionalization and consolidating plans; lack of County control or input into plan design for benefit enhancements or cost saving measures; premium rates not known until after budget is nearly complete. Discussions with Dodge County and other municipalities continued with the consensus to obtain bids for 2019 based on consortium efforts. With the help of a consultant, M3, two bids obtained, with the favorable being Dean Health Plan. T. Palm reviewed the options Dean quoted, including a \$500/\$1000 deductible, a high deductible health plan with a H.S.A. of \$1500/\$3000 and a PPO plan, with each succeeding year of a 7.5%, 7.5%, 9.9% maximum cap increase. Scenarios were provided using a conservative approach for the State plan and a worst-case scenario for the proposed Dean Health Plan, showing a potential \$1.75M difference between the two programs over four years. It was noted that the overall cost of the package between the county and employee expenses in 2022 with the Dean Health Plan would only be slightly higher than the cost today with the State Plan; and, that is if the maximum cap increases were realized. Scenarios sheets are available by request.
- b. Discussion regarding the current Wisconsin Public Employer's Group Health Insurance Program benefits and premium rates for 2019. See item 8a. Copy of rates available by request. B. Wehmeier and T. Palm discussed that the rates are based on a 'buy down' from the Department of Employee Trust Funds. In 2018, the buy down applied to the premiums. According to ETF, the buy down was included in 2019 and anticipated in 2020 and 2021 from reserves left from the planning stages of being self-funded (which did not happen), these buy downs are on Rx costs.
- 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 Committee: Motion by G. Jaeckel, second by A. Rinard, to recommend a resolution to withdraw from the Wisconsin Public Employer's Group Health Insurance Program. Motion passed 5:0.**  
**Human Resources Committee: Motion by K. Lund, second by M. Wineke, to recommend a resolution to withdraw from the Wisconsin Public Employer's Group Health Insurance Program. Motion passed 3:0.**
- d. Discussion and possible action to authorize an Intergovernmental Agreement to Authorize a Consortium for Joint Purchasing of Employer Benefits.  
**Executive Committee: Motion by J. Braugher, second by J. Mode, to recommend a resolution to authorize an Intergovernmental Agreement to Authorize a Consortium for Joint Purchasing of Employer Benefits. Motion passed 4:0.**

- e. Discussion and possible action to recommend Dean Health Plan as the Employee Health Insurance provider for the Dodge-Jefferson Consortium.

**Human Resources Committee: Motion by M. Wineke, second by K. Lund, to recommend Dean Health Plan as the Employee Health Insurance provider for the Dodge Jefferson Consortium. Motion passed 3:0.**

**Finance Committee: Motion by G. Jaeckel, second by A. Rinard, to recommend Dean Health Plan as the Employee Health Insurance provider for the Dodge Jefferson Consortium. Motion passed 5:0.**

- 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: Motion by M. Wineke, second by K. Lund, 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 Motion passed 3:0.**

*Break: 9:50a.m. – 9:55a.m.*

9. **Motion by K. Lund, second by M. Wineke, to 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.**

Roll call: K. Lund, Aye; M. Wineke, Aye; J. Braughler, Aye. Moved into closed session 9:55 a.m.

*Also present: members of the Executive Committee, members of the Finance Committee, M. DeVries, T. Palm-Kostroski, B. Ward and B. Wehmeier.*

10. **Motion M. Wineke, second by K. Lund, to reconvene into open session. Motion passed 3:0. Reconvened into open session at 10:08a.m. No action taken regarding closed session discussion.**
11. **Approval of July 24, 2018, Human Resources Committee Minutes. Motion by K. Lund, second by M. Wineke, to approve the Human Resources Committee July 24, 2018 minutes as presented. Motion passed 3:0.**
12. **Review of August, 2018, Monthly Financial Reports for Human Resources and Safety.** T. Palm reviewed the two budgets and current expenditures, with no significant changes. Committee was informed that recruitment for the Safety Coordinator position is on hold as Walworth County is creating a full-time position and ending the intergovernmental arrangement with Jefferson County. **Discussion only, no action taken.**
13. **Report from Human Resources Director.** T. Palm reviewed the August, 2018, monthly accomplishments and goals, focusing on primarily the classification/compensation study, the health insurance meetings and staff consumed with ERP implementation. There were 6 positions that were posted and 2 emergency help (one in Safety and the other in Fair Park). There was one new leave of absence requests and one new hire received an additional week of vacation. A summary of the 4<sup>th</sup> quarter Employee Assistance Program utilization report included. **Discussion only, no action taken.**

14. Set next meeting date and agenda items:

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

**Next Regular Finance Committee Meeting scheduled meeting: Thursday, October 11, 2018, at 8:30a.m.**

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

15. Adjournment

**Executive Committee: Motion by J. Mode, second by J. Braugher, to adjourn. Meeting adjourned at 10:15a.m.**

**Finance Committee: Motion by D. Jones, second by R. Kutz to adjourn. Meeting adjourned at 10:15a.m.**

**Human Resources Committee: Motion by K. Lund, second by M. Wineke to adjourn. Meeting adjourned at 10:15a.m.**

DRAFT

**RESOLUTION NO. 2018-\_\_\_\_\_**

**Offering a Health Reimbursement Arrangement (HRA) for employees who are not eligible to enroll in a Health Savings Account (HSA)**

Executive Summary

On September 11, 2018, the Jefferson County Board of Supervisors approved designating Dean Health Plan as the Employee Health Insurance provider for the Dodge Jefferson Consortium and offering employees the option of an HMO Low Deductible Health Plan; an HMO High Deductible Health Plan (HDHP), with a Health Savings Account (HSA); a PPO Low Deductible Health Plan; and a PPO High Deductible Health Plan (HDHP), with a Health Savings Account (HSA), effective January 1, 2019. Furthermore, at the October 9, 2018, County Board meeting, the 2019 budget was presented to Board Supervisors which includes a county contribution to an HSA of \$1000 single/\$2000 family for each employee enrolled in a HDHP.

There are certain, very limited circumstances, however, in which employees are not eligible to participate in the HSA under current Federal regulations. County staff has researched another benefit plan that may assist these employees who are not eligible to participate in an HSA. This program is called a Health Reimbursement Arrangement (HRA). An HRA still allows the County to make contributions to an employee's account and provide reimbursement for eligible expenses. The employee will also have an option to make additional tax-free contributions into a Flexible Spending Account to assist with any other medical expenses.

The Human Resources Committees met on October 16, 2018, and recommended forwarding this resolution to the County Board to offer the benefit of a Health Reimbursement Arrangement option to employees not eligible to enroll in a Health Savings Account.

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

WHEREAS, the Jefferson County Board of Supervisors approved offering an employee-sponsored High Deductible Health Plan with a Health Savings Account (HSA), effective January 1, 2019, and

WHEREAS, the 2019 County Budget incorporates an employer-contribution to eligible employee's HSAs, and

WHEREAS, IRS regulations prohibit, in very limited circumstances, certain employees enrolling in a HSA, and

WHEREAS, Jefferson County currently has 8 employees that may be ineligible to enroll in a HSA, and

WHEREAS, the County desires to afford these employees a comparable benefit of an employee contribution toward medical expenses, and

WHEREAS, offering a Health Reimbursement Arrangement benefit specifically for employees not eligible to enroll in an HSA will provide a comparable benefit.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends offering a Health Reimbursement Arrangement benefit for employees who are eligible to enroll in a high deductible health plan but are not eligible to enroll in a Health Savings Account.

*Fiscal Note: Based on the current number of employees ineligible to enroll in an HSA, the anticipated cost to the County is \$9,000. This expense is currently proposed in the 2019 budget and therefore no amendment to the proposed 2019 budget is needed.*

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

Requested by Human Resources Committee

11-1318

Terri M. Palm-Kostroski: 10-11-18

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

DRAFT



**ORDINANCE NO. 2018-\_\_\_\_\_**

**Amending Personnel Ordinance HR0120, Differences For Sworn, Non-represented Law Enforcement Employees; HR0265, Part-time Employment; HR0461 Military Leave Procedure; and HR0640, Health Insurance of the Personnel Ordinance to eliminate reference to the Wisconsin Public Employer's Group Health Insurance Plan (the State Plan) and amending Personnel Ordinance HR0695, Voluntary Benefits, to offer a Health Savings Account (HSA) and a Health Reimbursement Arrangement (HRA)**

Executive Summary

On September 11, 2018, the Jefferson County Board of Supervisors approved withdrawing from the Wisconsin Public Employer's Group Health Insurance Plan (the State Plan) and designating Dean Health Plan as the Employee Health Insurance provider for the Dodge Jefferson Consortium and offering employees the option of an HMO Low Deductible Health Plan; an HMO High Deductible Health Plan (HDHP), with a Health Savings Account (HSA); a PPO Low Deductible Health Plan; and a PPO High Deductible Health Plan (HDHP), with a Health Savings Account (HSA), effective January 1, 2019. A resolution before the Board this evening recommends the creation of a Health Reimbursement Arrangement (HRA) for employees eligible to enroll in a high deductible plan but not eligible to enroll in the HSA.

On October 16, 2018, the Human Resources Committee considered the proposed language and is recommending amending Personnel Ordinance HR0120, Differences For Sworn, Non-represented Law Enforcement Employees; HR0265, Part-time Employment; HR0461 Military Leave Procedure; and HR0640, Health Insurance of the Personnel Ordinance to eliminate reference to the Wisconsin Public Employer's Group Health Insurance Plan (the State Plan) and amending Personnel Ordinance HR0695, Voluntary Benefits, to offer a Health Savings Account (HSA) and a Health Reimbursement Arrangement (HRA).

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

WHEREAS, the Jefferson County Board of Supervisors approved offering an employee-sponsored High Deductible Health Plan with a Health Savings Account (HSA) and a Health Reimbursement Arrangement (HRA) for employees ineligible for an HSA, effective January 1, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Personnel Ordinance HR0120, Differences For Sworn, Non-represented Law Enforcement Employees; HR0265, Part-time Employment; HR0461 Military Leave Procedure; and HR0640, Health Insurance of the Personnel Ordinance to eliminate reference to the Wisconsin Public Employer's Group Health Insurance Plan (the State Plan) and amending Personnel Ordinance HR0695, Voluntary Benefits, to offer a Health Savings Account (HSA) and a Health Reimbursement Arrangement (HRA) for eligible county employees.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0120(A), Differences for Sworn, Non-Represented Law Enforcement Employees, is amended as follows:

**HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES.**

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions ~~in the State Health Plan~~, and accruals for vacation, sick, holiday, shift differentials and hazardous pay, to which the current LAW contract language shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1<sup>st</sup> of each year and the sick leave payout being paid on the first pay period following the employees retirement date. Sergeants shall be granted compensatory time and receive uniform allowance as set forth in the current LAW union contract. [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31]

Section 2. Section HR0265(B), Part-time Employment, is amended as follows:

**HR0265 PART-TIME EMPLOYMENT**

- B. At the time an employee is hired the candidate's employment record shall disclose the anticipated FTE (full-time equivalent) status of the position. Benefits for each status are as follows: [am. 3/13/12, ord. 2011-31]
- Full-time (1900 hours annually) – all benefits and accruals illustrated within the Personnel Ordinance
  - More than half-time (1040 – 1899 hours annually) - health, dental, life and other insurances on the same basis as full-time employees. Accrued fringe benefits (vacation, sick, random and holiday) on a pro rata basis. ~~However, if the employee has never worked for a Wisconsin Public employer that participates in WRS, the employee must initially be expected to work one year and 1200 hours to receive the benefits in this category. If the employee does not meet these two criteria, benefits shall be available as described in one of the two categories below.~~ [am. 3/13/12, ord. 2011-31]
  - Less than half-time (600 – 1039 hours annually) – Random hours in accordance with HR0360(A)(2) and all insurance benefits on the same basis as full-time employees, except NOT eligible for health or dental insurance or any other accrued fringe benefits. ~~Employees working less than 1040 hours annually may be eligible for the State Health insurance, but the level of employer premium contribution is 25% of the lowest qualified plan, and the employee is responsible for the balance of the monthly premium.~~ [am. 12/09/08, ord. 2008-30; 10/27/09, ord. 2009-17]
  - Less than 600 hours annually - not entitled to any insurance or other fringe benefits, except that an employee may become eligible for Wisconsin Retirement, ~~State Health insurance~~ and State life insurance if the employee later meets the requirements for the Wisconsin Retirement system, ~~State Health Insurance~~, and State Life insurance. [am. ord. 84-16, 12/11/84; am. 12/09/08, ord. 2008-30]

Section 3. Section HR0461(B)(2), Military Leave Procedure, is amended as follows:

**HR0461 MILITARY LEAVE PROCEDURE**

- B. **Seniority and Benefits**
2. Continuation of Health insurance will be offered under the group plan for 36 months, in compliance with ~~in accordance with the Wisconsin Public~~

~~Employer's Group Health Insurance Plan, which also covers requirements under USERRA. The employee will be required to pay the "active" employee contribution for the first 18 months. For the next 18 months the employee will be required to pay 100% of the premium, which is due by the 20th of the month prior to the month of coverage. If the employee does not return to work within 36 months, the employee will be offered an additional 18 months of continuation of coverage as required under Federal COBRA regulations. The employee will be required to pay 100% of the full premium for COBRA coverage. [am. 08/05, ord. 2004-35; am. 01/13/09, ord. 2008-33; am. 3/13/12, ord. 2011-31]~~

Section 4. Section HR0640(A)(C), Health Insurance, is amended and sections B – K renumbered A – J accordingly and as follows:

- HR0640 HEALTH INSURANCE**[am. 12/09/08, ord. 2008-30; am. 12/13/11, ord. 2011-21; am. 11-12-13, ord 2013-18]
- ~~A. Employees who actively participate in the Wisconsin Retirement System are eligible for the County's group health insurance plan. [am. ord. 2008-09, 5/13/08; am. ord. 2008-30, 12/09/2008; 12/13/11, ord. 2011-21]~~
- B.A.** For eligible employees, the County will begin making contributions for family and single health insurance for coverage effective the first of the month following completion of a 30-day waiting period.
- ~~C.B.~~ **C.B.** For employees who are half-time or more status, ~~and participate in Wisconsin Retirement,~~ the County Board will at least annually establish the employer and employee-share of the health insurance premiums, ~~within the parameters established by law. For employees who are a less than half time status and participate in Wisconsin Retirement, the County agrees to pay twenty five percent (25%) of the selected Wisconsin Public Employers Group Health Insurance Plan (the State Plan) that is the lowest cost qualified plan available in Jefferson County for either single or family coverage. If a regular part time employee refuses to work when called in to work, except for a reason covered by law, and has not worked 1040 hours per year (1200 hours for employees hired after July 1, 2011), the Employer will pay only 25% of the lowest cost qualified plan for a period of time not to exceed three (3) months. Employee contributions will be deducted from paychecks in the month prior to the month of coverage. [am. ord. 2008-09, 5/13/08; am. ord. 2008-30, 12/09/2008; 12/13/11, ord. 2011-21]~~

Section 5. Section HR0695, Voluntary Benefits, is amended as follows:

- HR0695 VOLUNTARY BENEFITS.** Employees regularly scheduled to work 600 or more hours annually may elect to participate in the County's voluntary benefit plans, unless as otherwise required by the benefit plan. The Human Resources Committee may approve vendor or plan changes when desirable, providing there is not a financial or negative impact to the County or employees, or the vendor/law requires full County Board approval. The County Administrator may execute amendments to such plan and the Human Resources Director shall act in the capacity of the plan administrator.
- A. DEFERRED COMPENSATION.** The County will offer employees an IRS qualified deferred compensation plan into which participants can defer some of their annual income (up to an annual limit), and which contributions and earnings are tax-deferred until withdrawal. [resolution 1982-115]
- B. DISABILITY INSURANCE.** [am 11-12-2013, ord 2013-18] An employee who is regularly assigned 600 or more hours annually is eligible for disability insurance. The County will offer eligible employees the opportunity to

participate in a voluntary long term disability insurance plan. The full cost of participating in the long-term disability plan will be paid for by the employee. The Human Resources Committee may approve vendor or plan changes when desirable.

- C. **FLEXIBLE SPENDING ACCOUNT (FSA).** The County will offer a standard FSA, Section 125 Plan, to employees eligible for health insurance, which employees may utilize for insurance premiums, unreimbursed health, dental and vision expenses or dependent care expenses. The County will also offer a limited FSA, Section 125 Plan, to employees eligible for health insurance but ineligible to enroll in an HSA, for unreimbursed dental and vision expenses or dependent care expenses.
- D. **HEALTH REIMBURSEMENT ARRANGEMENT (HRA).** The County will offer an HRA for employees eligible to enroll in a high deductible health plan but ineligible to enroll in an HSA.
- E. **HEALTH SAVINGS ACCOUNT (HSA).** The County will offer an HSA for employees who are enrolled in an employer-sponsored high deductible health plan
- ~~F. **LIFE INSURANCE.** In addition to Group term life insurance, the County will offer a Universal Life policy.~~
- ~~D. **SECTION 125B PLAN.** The County will offer a Section 125 Plan, to employees eligible for health insurance, which employees may utilize for insurance premiums, unreimbursed medical expenses or dependent care expenses.~~

Section 6. This ordinance shall be effective January 1, 2019, after passage and publication as provided by law.

*Fiscal Note: There is no fiscal impact.*

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

Requested by Human Resources Committee

11-13-18

Terri M. Palm: 10-11-18

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

**RESOLUTION NO. 2004-50**

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

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

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

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

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

AYES   27  

NOES   1   (Hoeft)

ABSENT   2

**RESOLUTION NO. 2004-51**

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

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

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

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

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

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

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

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

AYES   25  

NOES   3   (Buchanan, Hoeft, Weiss)

ABSENT   2

10/12/2018  
10:27:35

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 1  
glflxprt

FROM 2018 01 TO 2018 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12301 Human Resources							
12301 411100 General Property Taxes	-402,357	-5,000	-407,357	-305,517.78	.00	-101,839.22	75.0%
12301 451002 Private Party Photocopy	-20	0	-20	-74.88	.00	54.88	374.4%
12301 451034 Badge Replacement Fee	-20	0	-20	-29.32	.00	9.32	146.6%
12301 511110 Salary-Permanent Regular	168,153	0	168,153	105,152.89	.00	63,000.11	62.5%
12301 511210 Wages-Regular	49,869	0	49,869	31,983.46	.00	17,885.54	64.1%
12301 511310 Wages-Sick Leave	0	0	0	1,836.81	.00	-1,836.81	.0%
12301 511320 Wages-Vacation Pay	0	0	0	7,506.89	.00	-7,506.89	.0%
12301 511330 Wages-Longevity Pay	279	0	279	.00	.00	279.00	.0%
12301 511340 Wages-Holiday Pay	0	0	0	4,697.09	.00	-4,697.09	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	3,546.63	.00	-3,546.63	.0%
12301 512141 Social Security	16,430	0	16,430	11,197.67	.00	5,232.33	68.2%
12301 512142 Retirement (Employer)	14,626	0	14,626	10,366.56	.00	4,259.44	70.9%
12301 512144 Health Insurance	55,245	0	55,245	37,973.76	.00	17,271.24	68.7%
12301 512145 Life Insurance	43	0	43	29.68	.00	13.32	69.0%
12301 512150 FSA Contribution	750	0	750	750.00	.00	.00	100.0%
12301 512173 Dental Insurance	3,240	0	3,240	2,294.18	.00	945.82	70.8%
12301 521218 Arbitrator	800	0	800	.00	.00	800.00	.0%
12301 521219 Other Professional Serv	16,003	60,000	76,003	91,720.00	3,135.00	-18,852.00	124.8%
12301 521225 Section 125	22,642	0	22,642	14,938.25	5,863.25	1,840.50	91.9%
12301 521227 Position Classifications	6,000	0	6,000	6,000.00	.00	.00	100.0%
12301 521229 Recruitment Related	1,000	0	1,000	1,336.15	.00	-336.15	133.6%
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	826.00	.00	4,674.00	15.0%
12301 531311 Postage & Box Rent	275	0	275	174.00	.00	101.00	63.3%
12301 531312 Office Supplies	970	0	970	73.66	.00	896.34	7.6%
12301 531313 Printing & Duplicating	950	0	950	224.64	.00	725.36	23.6%
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	4,066.69	.00	2,588.31	61.1%
12301 532325 Registration	2,339	0	2,339	1,840.00	.00	499.00	78.7%
12301 532332 Mileage	708	0	708	148.50	.00	559.50	21.0%
12301 532334 Commercial Travel	400	0	400	450.08	.00	-50.08	112.5%
12301 532335 Meals	519	0	519	156.77	.00	362.23	30.2%
12301 532336 Lodging	2,630	0	2,630	1,716.07	.00	913.93	65.2%
12301 532339 Other Travel & Tolls	165	0	165	70.00	.00	95.00	42.4%

10/12/2018  
10:27:35

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532350 Training Materials	14,100	0	14,100	5,563.44	.00	8,536.56	39.5%
12301 533225 Telephone & Fax	50	0	50	35.05	.00	14.95	70.1%
12301 535242 Maintain Machinery & Equip	0	0	0	149.55	.00	-149.55	.0%
12301 571004 IP Telephony Allocation	326	0	326	244.53	.00	81.47	75.0%
12301 571005 Duplicating Allocation	273	0	273	204.75	.00	68.25	75.0%
12301 571009 MIS PC Group Allocation	4,989	0	4,989	3,741.75	.00	1,247.25	75.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,485	0	2,485	1,863.72	.00	621.28	75.0%
12301 591519 Other Insurance	925	0	925	693.72	.00	231.28	75.0%
TOTAL Human Resources	0	60,000	60,000	56,360.28	12,798.25	-9,158.53	115.3%
TOTAL General Fund	0	60,000	60,000	56,360.28	12,798.25	-9,158.53	115.3%
TOTAL REVENUES	-402,397	-5,000	-407,397	-305,621.98	.00	-101,775.02	
TOTAL EXPENSES	402,397	65,000	467,397	361,982.26	12,798.25	92,616.49	



10/12/2018  
10:30:40

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 09

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	-41,177.25	.00	-13,725.75	75.0%
12302 474106 Intergovt Shared Services	-44,873	0	-44,873	-22,491.69	.00	-22,381.31	50.1%
12302 511110 Salary-Permanent Regular	60,302	0	60,302	25,248.60	.00	35,053.40	41.9%
12302 511210 Wages-Regular	0	0	0	176.04	.00	-176.04	.0%
12302 511310 Wages-Sick Leave	0	0	0	1,312.98	.00	-1,312.98	.0%
12302 511320 Wages-Vacation Pay	0	0	0	3,452.48	.00	-3,452.48	.0%
12302 511340 Wages-Holiday Pay	0	0	0	914.46	.00	-914.46	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	336.41	.00	-336.41	.0%
12302 511380 Wages-Bereavement	0	0	0	586.92	.00	-586.92	.0%
12302 512141 Social Security	4,613	0	4,613	2,411.88	.00	2,201.12	52.3%
12302 512142 Retirement (Employer)	4,040	0	4,040	1,935.53	.00	2,104.47	47.9%
12302 512144 Health Insurance	17,502	0	17,502	6,198.69	.00	11,303.31	35.4%
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	494.99	.00	585.01	45.8%
12302 531303 Computer Equipmt & Software	300	0	300	2,637.50	.00	-2,337.50	879.2%
12302 531312 Office Supplies	0	0	0	9.30	.00	-9.30	.0%
12302 531313 Printing & Duplicating	20	0	20	40.63	.00	-20.63	203.2%
12302 531320 Safety Supplies	30	0	30	51.64	.00	-21.64	172.1%
12302 531322 Subscriptions	3,758	0	3,758	3,757.34	.00	.66	100.0%
12302 531324 Membership Dues	300	0	300	315.00	.00	-15.00	105.0%
12302 531326 Advertising	0	0	0	702.55	.00	-702.55	.0%
12302 532325 Registration	1,270	0	1,270	886.50	.00	383.50	69.8%
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	2,735.00	.00	1,582.00	63.4%
12302 571004 IP Telephony Allocation	109	0	109	81.72	.00	27.28	75.0%
12302 571005 Duplicating Allocation	11	0	11	8.28	.00	2.72	75.3%
12302 571009 MIS PC Group Allocation	832	0	832	623.97	.00	208.03	75.0%
12302 571010 MIS Systems Grp Alloc(ISIS)	414	0	414	310.50	.00	103.50	75.0%
12302 591519 Other Insurance	257	0	257	192.69	.00	64.31	75.0%
TOTAL Safety	0	0	0	-7,876.20	.00	7,876.20	.0%
TOTAL General Fund	0	0	0	-7,876.20	.00	7,876.20	.0%
TOTAL REVENUES	-99,776	0	-99,776	-63,668.94	.00	-36,107.06	
TOTAL EXPENSES	99,776	0	99,776	55,792.74	.00	43,983.26	

10/12/2018  
10:30:41

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-7,876.20	.00	7,876.20	.0%

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2018/ 1
Sequence 2	9	Y	N	To Yr/Per: 2018/ 9
Sequence 3	0	N	N	Budget Year: 2018
Sequence 4	0	N	N	Print totals only: N

Report title: FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2018/ 1

To Yr/Per: 2018/ 9

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D

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

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- September 2018, report included

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since September 7, 2018:

**NONE**

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since September 7, 2018:


- Part-time Assistance, Fair Park, extended.
- Maintenance Worker I for Central Services – LTE through June 30, 2019.

**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 step. One CSP II worker granted extra steps with completion of licensure.

Respectfully Submitted,



Terri M Palm  
Human Resources Director



**JEFFERSON COUNTY  
HUMAN RESOURCES**  
Courthouse  
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  
September, 2018**

Issues/Items for September 2018:

- Personnel issues:
  - 3 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counseling
    - 0 extensions of probationary periods
    - 0 verbal warning
    - 1 written warning
    - 1 Performance Improvement Plan
    - 1 suspensions
    - 0 voluntary resignations
    - 0 terminations of employment
    - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
    - 0 investigations on-going
  - 1 computer/phone/camera record searches
  - 0 employee privacy complaint investigation
  - 1 new employee health-related concerns
  - 0 ergonomic review of work station
  - 0 employee accommodation, not Leave of Absence
  - 1 extensions of leave of absences, 0 as accommodations
  - 0 denial of leave of absence
  - 1 individual employee EAP referrals, 1 work-related and 0 personal
  - 0 termination, non-disciplinary
- Benefits:
  - Coordinated second biometric screening appointments
  - Presented recommendation to withdraw from the State Health Plan and designate Dean Health as the County's employer-sponsored health plan. Continued to meet with employees in groups and individually to discuss the changes and answer questions. Scheduled meetings to be held early October to review Dean Health as a provider, a more in-depth session on H.S.A.s, a session to discuss health care in retirement and 1:1 sessions for employees to meet with Dean representatives to discuss physician and pharmacy transition. Attended Dodge County Human Resources Committee meeting on September 10.
  - Reviewed and began completion of Dean Health agreement, H.S.A. agreement, 2018 FSA amendment, 2019 FSA agreement.

- Professional Development/Trainings:
  - Attended session on “FearMotional Failure: Overcoming Failure by Overcoming Fear-based Behaviors” on September 11 in Watertown. Training was conducted by motivational speaker Darren Fisher, organized by JCHRMA
  - Attended WCA conference in LaCrosse, WI, on September 23 – 25, 2018.
  - Participating in Priority Based Budgeting sessions with a kickoff meeting in September 20.
  
- Recruitment and Retention:
  - Posted **0** new positions and received/reviewed **67** applications
  - Processed **4** new hires and **0** promotion/transfers and 0 interim promotion. 0 rehires.
  - Processed **2** employee separations/seasonal layoffs
  - Processed 0 status changes
  - Completed and/or reviewed **28** reference checks, **4** education checks, **3** caregiver background checks, **0** credit check and **3** criminal record checks on **9** candidates, of which **7** applicants were extended an offer and 0 are pending an offer. **6** applicants accepted. **1** candidates declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored **119** 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
  - 1 harassment investigation
  - **0** age discrimination concern investigated
  - **0** HIPAA violation investigation, 0 ongoing
  - 1 FMLA violation investigation, ongoing
  - 0 retaliation violation investigation
  - 0 Unemployment Appeal
  - Continue to monitor 2 on-going Worker’s compensation claims with 0 claim settled
  - 1 Nepotism investigation, ongoing
  - 0 union meeting to discuss Health Insurance and wages
  
- Safety:
  - Monthly Safety Topic: None
  - Conducted 0 ergonomic assessment
  - Attended “Struck By Incidents in the Workplace” by Leslie Ptak, Compliance Assistance Specialist, DOL, September 13.
  - Attended Safety Compliance webinar by JJ Keller on September 26, 2018.
  
- Employee Recognition and Appreciation:
  - Distributed **52** Birthday cupcakes for birthdays for the month of September
  - Distributed **1** Years of Service Thank you cards and gifts/gift options for the month of September
  - Coordinated Employee Brewer game on September 7 with over 55 employees attending
  - Coordinated group Fireside tickets for employees and family for “Little Mermaid” in August and “Grease” in September


- Miscellaneous:

- HR staff participated in **6** all-day training on MUNIS Human Resources/Payroll set up
- Drafted **2** resolutions for Committee/Board
- Responded to 2 new open records request, regarding employee record

Action Items for October, 2018:

- Plan an employee recognition event for October
- 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
- Coordinate Benefits Fair

Respectfully Submitted,



Terri M Palm  
Human Resources Director