

HUMAN RESOURCES COMMITTEE MEETING MINUTES

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

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Michael Wineke, Vice Chair. Excused: Laura Payne. **Quorum established.** Others staff present: Barbara Frank, County Clerk; Karen Mundt, Benefits Specialist; Jeffrey Parker, Chief Deputy; Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Public present: Terry Gard.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Address #10, discussion and possible action to amend Personnel Ordinance, after #14, Discussion and possible action to implement a Health Reimbursement Account.
5. Public Comment: Terry Gard spoke on Retiree Health Insurance eligibility issues.
6. Communications: None.
7. Approval of September 7, 2018, Joint Executive, Finance and Human Resources Committee Minutes. **Motion by M. Wineke, second by K. Lund, to approve the Joint Executive, Finance and Human Resources Committee September 7, 2018 minutes as presented. Motion passed 4:0.**
8. Discussion on policy considerations regarding retiree Health Insurance eligibility issues. T. Palm and K. Mundt discussed continuing coverage for retirees who are on the State plan as of 12/31/18.
9. **Motion by M. Wineke, second by K. Lund, to 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 or 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.** Roll call: M. Wineke, Aye; J. Braughler, Aye; K. Lund, Aye; G. Patrick, Aye. Moved into closed session 8:50 a.m.

Note: For the purpose of the closed session, the Committee will be acting under the Civil Service Grievance Committee. Also present: Chief Deputy Jeff Parker, T. Palm-Kostroski, B. Ward and B. Wehmeier.

10. **Motion K. Lund, second by G. Patrick, to reconvene into open session. Motion passed 4:0. Reconvened into open session at 9:04a.m.**

Motion by M. Wineke, second by K. Lund, to approve the two disciplines as recommended by the Sheriff, contingent on the deputies signing the disposition as presented within 10 calendar days. Motion passed 4:0.

11. Discussion on policy considerations regarding active employee Health Insurance eligibility issues. T. Palm and K. Mundt discussed remaining with the 2018 State Health Plan rules and current ordinance language, including but not limited to non-coverage for domestic partners, coverage for spouses both working at the County, coverage and premium contribution for part-time employees, and 'buy out' for employees not taking county health insurance.

12. Discussion on policy considerations regarding Health Saving Account eligibility. Discussion regarding contribution by County will be made in full on 1/2/19 and quarterly thereafter for new hires and in future years, allowing employees to change their contribution on a quarterly basis, and if H.S.A contribution is considered income for the purpose of establishing wages for elected officials.
13. Discussion and possible action to implement a Health Reimbursement Account (HRA) for active employees. **Motion by K. Lund, second by G. Patrick, to send a resolution to County Board recommending to offer a Health Reimbursement Account for employees who are not eligible for the H.S.A. due to enrollment in Medicare, Medicaid or TriCare. Motion carried 4:0.**
14. Discussion on policy considerations regarding Health Reimbursement Arrangement eligibility issues. Discussion that this would be a new program, already budgeted, and only available to employees enrolled in a High Deductible Health Plan but ineligible for the H.S.A. due to enrollment in Medicare, Medicaid or TriCare.
15. 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. **Motion by M. Wineke, second by G. Patrick, to recommend 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 and include the new benefits of a H.S.A. and HRA in voluntary benefits. Motion passed 4:0.**
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. **Motion by M. Wineke, second by K. Lund, to not amend Resolution 2004-50 or 2004-51 and review in one year. Motion carried 4:0.**
18. Review of September, 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. Classifications are over budget due to more new positions evaluated than anticipated. Finance is aware and will make necessary adjustments to apply expenses to the purchase order. **Discussion only, no action taken.**
19. Report from Human Resources Director. T. Palm reviewed the August and September, 2018, monthly accomplishments and goals, focusing on primarily the classification/compensation study, the health insurance meetings and staff consumed with ERP implementation. There were 0 positions that were posted and 2 emergency help (one in Fair Park and the other in Central Services). There was 1 leave of absence request and one employee received two additional steps for obtaining licensure required for billing of services at Human Services. **Discussion only, no action taken.**
20. Set next meeting date and agenda items: Tuesday, November 20, 2018 at 8:30 a.m. to address possible Memorandum of Understanding to the LAW contract agreement.
21. Adjournment **Motion by G. Patrick, second by K. Lund, to adjourn. Motion Passed 4:0. Meeting adjourned at 9:51a.m.**

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12:18:58

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2018 01 TO 2018 10

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 Human Resources							
12301 411100 General Property Taxes	-402,357	-5,000	-407,357	-339,464.20	.00	-67,892.80	83.3%
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	118,119.32	.00	50,033.68	70.2%
12301 511210 Wages-Regular	49,869	0	49,869	35,809.08	.00	14,059.92	71.8%
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	12,410.78	.00	4,019.22	75.5%
12301 512142 Retirement (Employer)	14,626	0	14,626	11,491.64	.00	3,134.36	78.6%
12301 512144 Health Insurance	55,245	0	55,245	42,577.50	.00	12,667.50	77.1%
12301 512145 Life Insurance	43	0	43	33.51	.00	9.49	77.9%
12301 512150 FSA Contribution	750	0	750	750.00	.00	.00	100.0%
12301 512173 Dental Insurance	3,240	0	3,240	2,564.18	.00	675.82	79.1%
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	16,374.75	4,426.75	1,840.50	91.9%
12301 521227 Position Classifications	6,000	0	6,000	6,960.00	.00	-960.00	116.0%
12301 521229 Recruitment Related	1,000	0	1,000	1,559.11	.00	-559.11	155.9%
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	876.86	.00	4,623.14	15.9%
12301 531311 Postage & Box Rent	275	0	275	238.18	.00	36.82	86.6%
12301 531312 Office Supplies	970	0	970	137.33	.00	832.67	14.2%
12301 531313 Printing & Duplicating	950	0	950	1,138.13	.00	-188.13	119.8%
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	3,800.00	1,900.00	-5,700.00	.0%
12301 531357 Employee Recognition	6,655	0	6,655	4,181.47	.00	2,473.53	62.8%
12301 532325 Registration	2,339	0	2,339	1,850.00	.00	489.00	79.1%
12301 532332 Mileage	708	0	708	234.07	.00	473.93	33.1%
12301 532334 Commercial Travel	400	0	400	450.08	.00	-50.08	112.5%
12301 532335 Meals	519	0	519	175.69	.00	343.31	33.9%
12301 532336 Lodging	2,630	0	2,630	2,172.07	.00	457.93	82.6%
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 10

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	7,068.43	.00	7,031.57	50.1%
12301 533225 Telephone & Fax	50	0	50	38.88	.00	11.12	77.8%
12301 535242 Maintain Machinery & Equip	0	0	0	242.97	.00	-242.97	.0%
12301 571004 IP Telephony Allocation	326	0	326	271.70	.00	54.30	83.3%
12301 571005 Duplicating Allocation	273	0	273	227.50	.00	45.50	83.3%
12301 571009 MIS PC Group Allocation	4,989	0	4,989	4,157.50	.00	831.50	83.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,485	0	2,485	2,070.80	.00	414.20	83.3%
12301 591519 Other Insurance	925	0	925	1,044.30	.00	-119.30	112.9%
TOTAL Human Resources	0	60,000	60,000	55,344.17	9,461.75	-4,805.92	108.0%
TOTAL General Fund	0	60,000	60,000	55,344.17	9,461.75	-4,805.92	108.0%
TOTAL REVENUES	-402,397	-5,000	-407,397	-339,568.40	.00	-67,828.60	
TOTAL EXPENSES	402,397	65,000	467,397	394,912.57	9,461.75	63,022.68	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	60,000	60,000	55,344.17	9,461.75	-4,805.92	108.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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12302 Safety							
12302 411100 General Property Taxes	-54,903	0	-54,903	-45,752.50	.00	-9,150.50	83.3%
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	25,615.35	.00	34,686.65	42.5%
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	2,439.94	.00	2,173.06	52.9%
12302 512142 Retirement (Employer)	4,040	0	4,040	1,960.10	.00	2,079.90	48.5%
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	75.54	.00	-45.54	251.8%
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	2,760.81	.00	1,556.19	64.0%
12302 571004 IP Telephony Allocation	109	0	109	90.80	.00	18.20	83.3%
12302 571005 Duplicating Allocation	11	0	11	9.20	.00	1.80	83.6%
12302 571009 MIS PC Group Allocation	832	0	832	693.30	.00	138.70	83.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	414	0	414	345.00	.00	69.00	83.3%
12302 591519 Other Insurance	257	0	257	288.50	.00	-31.50	112.3%
TOTAL Safety	0	0	0	-11,772.72	.00	11,772.72	.0%
TOTAL General Fund	0	0	0	-11,772.72	.00	11,772.72	.0%
TOTAL REVENUES	-99,776	0	-99,776	-68,244.19	.00	-31,531.81	
TOTAL EXPENSES	99,776	0	99,776	56,471.47	.00	43,304.53	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-11,772.72	.00	11,772.72	.0%



**JEFFERSON COUNTY
HUMAN RESOURCES**
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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

Vacant
Safety Coordinator

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

Issues/Items for October 2018:

- Personnel issues:
 - 8 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 4 counseling
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 1 written warning
 - 1 Performance Improvement Plan
 - 2 suspensions
 - 1 voluntary resignations
 - 0 terminations of employment
 - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
 - 1 investigations on-going
 - 1 computer/phone/camera record searches
 - 1 employee privacy complaint investigation
 - 0 new employee health-related concerns
 - 0 ergonomic review of work station
 - 0 employee accommodation, not Leave of Absence
 - 0 extensions of leave of absences, 0 as accommodations
 - 0 denial of leave of absence
 - 2 individual employee EAP referrals, 2 work-related and 0 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Coordinated and attended five 2-hour Dean and H.S.A. employee educational sessions on October 2 and 3, 2018
 - Coordinated 1:1 sessions for employees to meet with Dean representative on October 8, with 45 employees signed up.
 - Coordinated and attended one evening employee educational session on October 10 regarding Health Insurance in retirement.
 - Coordinated Annual Benefits Fair on October 18, attended by over 150 employees.
 - Coordinated Flu Shots for employees with the Health Department, with 116 flu shots given during the benefit fair
 - Open enrollment for Health insurance, October 2 – November 2, 2018.

- Benefit Enrollments for H.S.A, H.R.A, F.S.A and limited F.S.A in conjunction with health insurance changes. Daily calls and walk-ins fielding questions on 1:1 basis.
- Participated on weekly calls with Employee Benefits Corporation regarding H.S.A and H.R.A. questions and implementation strategies
- Professional Development/Trainings:
 - Attended Fall WACPD Conference in LaCrosse, WI on October 3 – 5, 2018
 - Coordinated and funded attendance for 10 supervisors and other leaders to attend *#TimesUP, Effectively Managing Employees, including their Off-Duty Conduct in the #MeToo Era*. Presented by von Briesen & Roper, sponsored by WPELRA, on October 30 in Waukesha.
 - Participating in Priority Based Budgeting weekly sessions.
- Recruitment and Retention:
 - Posted 2 new positions and received/reviewed **40** applications
 - Processed **6** 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 **11** reference checks, **2** education checks, **3** caregiver background checks, **0** credit check and **1** criminal record checks on **4** candidates, of which **3** applicants were extended an offer and 1 are pending an offer. **3** applicants accepted. **0** candidates declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **123** active FMLA requests, both new and on-going.
 - Received 3 First Report of Injuries, of which 2 were reportable
 - Accommodated **0** new disability requests
 - Denial of **0** sabbatical leave of absence
 - 1 bullying/hostile work environment investigation, ongoing
 - 2 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
 - 0 Nepotism investigation, ongoing
- Safety:
 - Monthly Safety Topic: Fire Safety
 - Conducted 0 ergonomic assessment
- Employee Recognition and Appreciation:
 - Distributed **46** Birthday cupcakes for birthdays for the month of October
 - Distributed **2** Years of Service Thank you cards and gifts/gift options for the month of October
 - Coordinated Halloween Costume 'contest' on October 31, 2018

- Miscellaneous:
 - HR staff participated in **9** 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
 - Organized a United Way Campaign

Action Items for November, 2018:

- Plan an employee recognition event for November
- 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

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

MONTHLY ACCOMPLISHMENTS/GOALS:

- October 2018, report included

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

- **Health Department**
 - Jail Nurse, every other weekend
 - Public Health Nurse (jail), full-time
 - Public Health Technician/LPN (Jail), full-time
- **Highway Department**
 - Accounting Manager, full-time
- **Human Services**
 - CCS Facilitator, full-time
 - Community Support Professional, full-time
 - Custodian, full-time (new 1/1/19)
 - Economic Support Specialist, full-time
 - Fiscal Account Specialist, part-time (new 1/1/19)
 - Mental Health Professional (CCS), full-time (new 1/1/19)
 - Van Driver, part-time
 - Youth Justice Worker, full-time

The following requests have been submitted and are still under review:

- **Sheriff's Office**
 - Mechanic, full-time.

EMERGENCY HELP REQUESTS: The following emergency help requests were received since October 16, 2018:

- Increase of hours to full-time for vacant Jail Public Health Nurse to fill partial weekend vacancies.

LEAVE OF ABSENCE REQUESTS: There were no new Leave of Absence requests outside of protected FMLA leave to be reviewed during this time.

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

- None

Respectfully Submitted,



Terri M Palm
Human Resources Director