

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

Tuesday, July 16, 2019 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; James Schroeder; 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 May 7, 2019, Human Resources Committee Minutes
8. Discussion and possible action to accept grant funding through the Drug Free Communities Support Program and create one part-time Project Coordinator position and at the Health Department
9. 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 one employee 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.*
10. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on one employee of the Sheriff's Office.
11. Discussion and update on the 2020 budget assumptions and requests
12. Discussion and update on review of Personnel policies and the Personnel Ordinance
13. Review of June, 2019 Monthly Financial Reports for Human Resources and Safety
14. Report from Human Resources Director:
 - a. June, 2019, 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
15. Set next meeting date and agenda items
16. Adjournment

Next scheduled meeting: Tuesday, August 20, 2019 at 8:30 a.m.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, May 7, 2019 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Vice Chair, Michael Wineke, at 8:30 a.m.
2. Roll Call: Present: Michael Wineke, Vice Chair; Laura Payne, Secretary; Kirk Lund and Jim Schroeder. Excused: James Braugher, Chair. **Quorum established.** Others staff present: Marc DeVries, Finance Director; Amy Listle, Interim Fair Park 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: Address item 10, "Discussion and possible action to create one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department" and item 11, "Discussion and possible action to accept new funding from the Crisis Innovation Incentive Awards Application and to create one full-time Intake Worker position at Human Services" last.
5. Public Comment: None.
6. Communications: None.
7. Approval of March 25, 2019, Human Resources Committee Minutes. **Motion by second by J. Schroeder, second by K. Lund, to approve the Human Resources Committee March 25, 2019 minutes as presented. Motion passed 4:0.**
8. Establish 2020 Non-classified hourly rate of pay. **Motion by L. Payne, second by J. Schroeder, to approve the 2020 non-classified hourly rate of pay as presented. Motion passed 4:0.**
9. Discussion and possible action to create one full-time Maintenance Worker II position and eliminate two 1000-hour Maintenance Worker I positions at the Fair Park. T. Palm presented information that the Fair Park has been operating without full staff for over a year due to recruitment and retention issues with part-time, non-benefited positions. A full-time Maintenance II worker would provide the same number of hours and more consistency. A. Listle added that the position's wages and benefits would be covered by the vacancy of the Director position for 4-months in 2019. Going forward, growing events and sponsorships at the Fair can sustain the position. **Motion by L. Payne, second by J. Schroeder, to approve the creation of one full-time Maintenance Worker II position and elimination of two 1000-hour Maintenance Worker I positions at the Fair Park and recommend the resolution as presented to the County Board. Motion passed 4:0.**
10. Discussion and possible action to amend the Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership and to fill the vacant Managing Director/Business Development position in the Economic Development department to be shared with Dodge County. B. Wehmeier reviewed and discussed the current Partnership Agreement and amendments being recommended. In addition, discussed filling the Managing Director/Business Development position in EDC as a contract position to be shared with Dodge County. **Motion by J. Schroeder, second by K. Lund, to approve the amendment to the Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership ("ThriveED") and to fill the vacant Managing Director/Business Development position in the Economic Development**

department as a contract position shared with Dodge County and recommend a resolution to County Board. Motion passed 4:0.

11. Discussion and update on review of Personnel policies and the Personnel Ordinance. T. Palm updated the committee of the progress of review of the personnel policies/ordinances started by James Richter, former HR Director with Waukesha County and Joseph Rains, former HR Director with Dodge County. This will be a regular agenda item until project is complete, with a goal of December, 2019. **Discussion only, no action taken.**
12. Review of April, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
13. Report from Human Resources Director. T. Palm reviewed the April, 2019 monthly accomplishments and goals (March, 2019 was not included in packet but is available upon request). There were 12 vacant positions authorized to recruit for, 4 emergency help request approved, 2 leave of absence requests, 2 employees appointed to interim roles and 0 employees who received an extra step(s) and/or negotiated benefits. **Discussion only, no action taken.**
14. Discussion and possible action to create one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department. B. Wehmeier and B. Ward discussed that the DA Office currently represents the inters in cases involving Children in Need of Protection and Services (CHIPS) and Termination of Parental Rights (TPR). Further, due to staffing constraints in the DA Office, it was determined that transferring some of these certain duties to the Corporation Counsel's Office would reduce the need and cost of contracted legal services. Discussion on funding of the position included reduced outside legal counsel, IE grant funding and reduction of the length of time children are in foster care. In 2019, Human Services Reserve Fund would also be utilized for the position. **Motion by M. Wineke, second by K. Lund, to approve the creation of one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department and recommend the resolution to County Board. Motion passed 4:0.**
15. Discussion and possible action to accept new funding from the Crisis Stabilization Innovation Incentive Awards Application and to creation one full-time Intake Worker position at Human Services. T. Palm discussed the award of the grant to Human Services to assist with the behavioral health needs in the long term care population and reduce admissions to psychiatric institutions. The grant is through December 31, 2020 and would cover the cost of the Intake Worker, overhead expenses, IT expenses and supervisory costs. Thereafter, it is anticipated the position will be sustained through Medicaid and Managed Care Organization billing. **Motion by J. Schroeder, second by L. Payne, to approve the Crisis Stabilization Innovation Incentive Awards grant and create one full-time Intake Worker position at Human Services and recommend the resolution to County Board. Motion passed 4:0.**
16. Set next meeting date and agenda items: Tuesday, May 21, 2019 and Tuesday, June 18, 2019 at 8:30a.m, to include update on review of Personnel Ordinance.
17. Adjournment **Motion by L. Payne, second by K. Lund, to adjourn. Motion Passed 4:0. Meeting adjourned at 9:30 a.m.**

RESOLUTION NO. 2019-_____

Accepting grant funding through the Drug Free Communities Support Program and creating a part-time Project Coordinator position at the Health Department

Executive Summary

Jefferson County Health Department applied for a Drug-Free Communities (DFC) Support Program Grant in the amount of \$125,000 to fund one part-time Project Coordinator position at the Health Department, including overhead costs and required out-of-state travel. This grant requires a matching requirement of 100%, which may be cash or in-kind support including but not limited to wages and benefits of management and fiscal staff to oversee the program, office space and volunteer services. This grant may be eligible for annual continuation for up to an additional four years and is dependent on availability of funds, progress in meeting goals and objectives, and compliance with all conditions and terms of the award. If future awards are not obtained, the part-time Project Coordinator position will be eliminated unless other non-tax-levy funds are available.

The part-time Project Coordinator position will support the goals of the DFC Support Program grant to:

- Establish and strengthen collaboration among communities, public and private non-profit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance abuse among youth.
- Reduce substance abuse among youth and, over time, reduce substance abuse among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

The request from the Health Director/Health Officer was reviewed by the Human Resources Committee on July 16, 2019; the Board of Health on July 17, 2019; and the Finance Committee on August 8, 2019. The Finance and Human Resources Committees, along with the Board of Health, recommended forwarding this resolution to the County Board, to create one part-time Drug Free Communities Project Coordinator position at the Health Department and accept the grant funding of \$125,000, of which **\$20,833** will be distributed in 2019, contingent on receiving the Drug-Free Communities (DFC) Support Program Grant.

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

WHEREAS, the substance use, abuse, and dependence can negatively impacts every aspect of an individual's life, and

WHEREAS, child-serving systems need to intervene early in the lives of youth to prevent or treat abuse, support young people, and provide them with the tools to choose the right path, and

WHEREAS, grant funding is available from the Drug-Free Communities (DFC) Support Program Grant to establish and strengthen collaboration to support the efforts of community coalitions, and

WHEREAS, to meet the need for Jefferson County youth who are at risk for substance use, the Health Director/Health Officer requests, and the Human Resources Committee recommends, creation of one part-time Project Coordinator position for the Drug-Free Communities (DFC) Support Program at the Health Department.

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget be amended to accept the grant funding from the Drug-Free Communities (DFC) Support Program Grant in the amount of \$125,000, with **\$20,833** designated for 2019 and the remaining **\$104,167** for 2020.

BE IT FURTHER RESOLVED that the 2019 County Budget setting forth position allocations and funding at the Health Department be and is hereby amended to include one part-time Project Coordinator position for the Drug-Free Communities (DFC) Support Program, to become effective upon passage.

Fiscal Note: The Project Coordinator position for a total of \$218,041 or salary and fringe benefits (\$59,945 for the remainder of 2019 for salary and fringe benefits) and is fully funded through the Drug-Free Communities (DFC) Support Program Grant; the required matching of \$125,000 is in-kind or current budgeted wages; therefore, no new tax-levy is required for this position. The remaining \$85,176 of the grant is budgeted for supervisory time, overhead and other program related expense. Jefferson County will receive \$20,833 of the \$125,000 in 2019. Please see the attached Budget Adjustment or Amendment Request form for the proposed adjustment to the 2019 budget. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee
Finance Committee

08-12-19

Terri M. Palm: 06-28-19

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

Budget Narrative and Justification

**Drug Free Communities Grant Program effective October 31, 2019 – October 30, 2020
Jefferson County Drug Free Coalition**

A. Personnel:

Table 4: FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Program Director	Emi Reiner	\$71,076	50%	\$35,538
(2) Project Coordinator	TBD	\$40,000	100%	\$40,000
			Total	\$75,538

NARRATIVE JUSTIFICATION: (1) The Program Director provides oversight of DFC grant activities, including documentation of DFC grant funds, data collection, evaluation, training, and implementation of the work plan. (2) The “Contracted” Project Coordinator assists with public outreach, recruitment, providing support for youth engagement efforts, and other duties as assigned by the Program Director.

Table 5: NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Project Administrator	Gail Scott	\$111,403	10%	\$11,140
(2) Financial Manager	Sandee Schunk	\$55,610	5%	\$2,781
			Total	\$13,921

NARRATIVE JUSTIFICATION: (1) The Project Administrator provides oversight of the DFC Support Program, including fiscal and personnel management, and will lead efforts to create an infrastructure and a sustainability plan for future programs and services. (2) The Financial Manager will ensure payment of accounts payable and submit quarterly reports to grantor and coalition.

SOURCE OF MATCH FUNDS: Jefferson County Health Department

FEDERAL REQUEST: \$75,538

NON-FEDERAL MATCH: \$13,921

B. Fringe Benefits

Table 6: FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$35,538	\$2,719
Retirement	6.75%	\$35,538	\$2,399
Insurance	26%	\$35,538	\$9,240
		Total	\$14,358

NARRATIVE JUSTIFICATION: Fringe benefits reflects current rate for agency.

Table 7: NON-FEDERAL MATCH

Component	Rate	Wage	Cost
FICA	7.65%	\$13,921	\$1,065
Retirement	6.75%	\$13,921	\$940
Insurance	26 %	\$13,921	\$3,619
		Total	\$5,624

NARRATIVE JUSTIFICATION: Fringe benefits reflects current rate for agency.

SOURCE OF MATCH FUNDS: Jefferson County

FEDERAL REQUEST: \$14,358

NON-FEDERAL REQUEST: \$5,624

C. Travel

Table 10: FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
(1) Coalition Academy Week 1	Arlington, VA	Airfare	\$325/flight x 2 persons	\$650
(2) Coalition Academy Week 1	Arlington, VA	Car Rental	\$200/week, unlimited mileage	\$200
(3) Coalition Academy Week 2	Arlington, VA	Airfare	\$325/flight x 2 persons	\$650
(4) Coalition Academy Week 2	Arlington, VA	Car Rental	\$200/week, unlimited mileage	\$200
(5) Coalition Academy Week 3	Arlington, VA	Airfare	\$325/flight x 2 persons	\$650
(6) Coalition Academy Week 3	Arlington, VA	Car Rental	\$200/week, unlimited mileage	\$200
(7) WI Prevention Training	TBD	Hotel	\$82/night x 2 persons	\$164
(8) WI Prevention Training	TBD	Per Diem (meals)	\$38/day x 2 days	\$76
(9) Local travel	County wide	Mileage	1,000 miles x 0.58/mile	\$580
			Total	\$3,370

NARRATIVE JUSTIFICATION: (1-6) The grant will provide for two coalition staff to attend the required Coalition Academy for new DFC grantees. (7-8) Two coalition members will attend the WI Substance Abuse Prevention Regional Training. (9) Approximately 1,000 miles of travel is predicted for the Project Coordinator to do outreach and attend events and meetings. Local travel rate is based on the agency’s mileage reimbursement rate.

Table 9: NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
(1) Coalition implementation	Coalition meetings	Mileage	Average 15 miles/meeting x 468 meetings x 0.58/mile	\$4,072
(2) Local travel	Outreach activities	Mileage	1000 miles x 0.58/mile	\$580
			Total	\$4,652

NARRATIVE JUSTIFICATION: (1) 12 coalition members will attend 12 meetings per year; 6 Leadership Team members will attend 12 meetings per year; 20 youth members will attend 8 JCC meetings per year; 4 coalition members will attend 6 youth meetings per year; 10 coalition members will attend 2 community events; 6 coalition members will attend 4 Action Team meetings; 6 coalition members will attend 2 School Action Team meetings; and 6 coalition members will participate in 2 trainings for retailers and servers. (2) Coalition staff outreach activities will total 1,000 miles per year. Local travel rate is based on the agency’s mileage reimbursement rate.

SOURCE OF MATCH FUNDS: Coalition members, schools, Jefferson County

FEDERAL REQUEST: \$3,370

NON-FEDERAL MATCH: \$4,652

D. Equipment: None

E. Supplies:

Table 12: FEDERAL REQUEST

Item(s)	Rate	Cost
(1) Coalition promotional items	1,000 items @\$2.50 each	\$2,500
(2) Laptop Computer/tablet	\$1,000	\$1,000
(3) Printer	\$300	\$300
	Total	\$3,800

NARRATIVE JUSTIFICATION: (1). Pens, magnets, and other giveaways for coalition promotion activities and outreach. (2). Computer for Project Coordinator. (3) Printer for Program Director.

Table 13: NON-FEDERAL REQUEST

Items(s)	Rate	Cost
(1) General office supplies	\$50/mo. x 12 months	\$600
(2) Postage	\$37/mo. x 12 months	\$444
(3) Copies	10,000 copies x 0.10/copy	\$1,000
(4) Computer software	\$125	\$125
	Total	\$2,169

NARRATIVE JUSTIFICATION: (1) Office supplies used by schools and coalition partners for coalition communication; (2) Postage for school newsletters and back pack flyers sent to parents (3) Copies for meetings, flyers, and newsletters; (4) Updated computer software for coalition staff.

SOURCE OF MATCH: All 8 school districts in Jefferson County, Jefferson County, coalition members, stakeholders and community partners.

FEDERAL REQUEST: \$3,800

NON-FEDERAL REQUEST: \$2,169

F. Contract

Table 14: FEDERAL REQUEST

Name	Service	Rate	Other	Cost
(1) To be selected	Evaluation	\$100/hour x 100 hours to include collection of core measures, creation of evaluation report, coalition evaluation support, and activity evaluation support, pre/post survey development		\$10,000
(2) Law Enforcement	Alcohol Compliance Checks	\$50/check x 30 checks		\$1,500
(3) Youth	Alcohol Compliance Checks	\$20/check x 30 checks		\$600
(4) Advertising	Newspaper	\$197/ad x 12 ads		\$2,364
(5) Advertising	Cinema	\$2,500 for 13 weeks plus \$1,500 for digital ad targeting		\$4,000
(6) Training and technical assistance	To be decided	\$100/hour	88 hours x \$100/hour	\$8,800

			Total	\$27,264
--	--	--	--------------	-----------------

NARRATIVE JUSTIFICATION: (1) The evaluator will help develop the monitoring and evaluation plan, create the survey tools, and write an annual evaluation report. (2) Law enforcement will conduct 30 alcohol compliance checks using youth decoys. (3) Youth will receive incentives for participating in alcohol compliance checks. (4) Advertising and marketing for hiring the Project Coordinator for up to two months, coalition events, and recognition of businesses that do not sell alcohol or tobacco products to minors. (5) 13 weeks of onscreen ads plus digital ad targeting. (6) Training and technical assistance needs as determined by the coalition.

Table 15: NON-FEDERAL MATCH

Name	Service	Rate	Other	Cost
(1) Coalition members	Participation in coalition activities as outlined in the 12 month action plan	\$24.69/hour	15 members x 5 hours/month x 12 months x \$24.69/hour	\$22,221
(2) Community Forum (2 total)	Attend Community Forum	\$24.69/hour	50 attendees x 3 hours x 2 forums \$24.69/hour	\$7,407
(3) Youth Leadership Conference (annually)	Attend Youth Leadership Conference (100 youth)	\$8/hour	100 youth x 6 hours x \$8	\$4,800
(4) Youth Leadership Conference (annually)	Attend Youth Leadership Conference (12 adult members)	\$24.69/hour	12 members x 6 hours x \$24.69/hour	\$1,777
(5) JCC youth meetings (monthly)	Attend JCC and other youth group meetings	\$8/hour	20 youth x 2 hours/meeting x 15 meetings x \$8	\$4,800
(6) JCC youth sponsored drug free activities (quarterly)	Attend JCC sponsored drug free activities	\$8/hour	100 youth x 3 hours x \$8/hour	\$2,400
(7) JCC youth social marketing campaign	Volunteer, develop social marketing campaign	\$8/hour	25 youth x 20 hours x \$8	\$4,000
(8) Tobacco coordinator	Coordination of environmental scan, tobacco education and policy evaluation	\$24.69/hour	14 hours/week x 52 weeks x \$24.69/hour	\$17,974
(9) WI Wins	Tobacco compliance checks (58 checks/year)	\$66/check	58 checks x \$66	\$3,828
(10) Law enforcement	Alcohol Compliance Checks	\$50/hour	\$50/hour x 10 hours	\$500
(11) Law enforcement	Participate in Drug take backs (52 hours/year)	\$24.69/hour	52 hours/year x 9 police depts x \$24.69/hour	\$11,554
(12) Alcohol Server & Tobacco training (annually)	Attend Alcohol Server & Tobacco training (40 attendees)	\$24.69/hour	40 attendees x 2 hours x \$24.69/hour	\$1,975

(13) Training on evidence-based programs	Attend Training on evidence-based programs	\$24.69/hour	35 teachers x \$24.69/hour	\$864
(14) Media sponsorship	Radio and print	\$35/hour	\$35/hour x 20 hours	\$700
(15) Media sponsorship	Cinema ads	\$1,000 for 13 weeks		\$1,000
			Total	\$85,800

NARRATIVE JUSTIFICATION: (1) Coalition member contribution is based on the total amount of time members will spend on activities as outlined in the 12-month action plan. The hourly rate is calculated by the value of volunteer time for 2018. (2) The Community Forum is outlined in the action plan. (3-7) Youth member participation is based on the activities outlined in 12-month action plan. (8) The tobacco coordinator will provide oversight of the environmental scan, policy evaluation and the tobacco compliance checks, as outlined in the action plan. (9) WI Wins is the program that conducts tobacco compliance checks throughout the county. (10) Law enforcement will conduct additional alcohol compliance checks. (11) All 9 police department agencies have a medication drop box and participate in biannual drug take back events. (12) The coalition will provide training to businesses and community members about the responsible sale of alcohol and tobacco products. (13) The coalition will provide training to teachers about evidence-based prevention programs in the schools. (14) Media coverage includes time for radio interviews, researching and writing articles. (15) NCM will provide 25% match on 13 weeks of cinema ads worth \$1,000.

SOURCE OF MATCH FUNDS: Coalition members, youth, law enforcement, schools, tobacco coordinator, businesses

FEDERAL REQUEST: \$27,264

NON-FEDERAL MATCH: \$85,800

G. Construction: NOT ALLOWED

H. Other

Table 16: FEDERAL REQUEST

Item	Rate	Cost
(1) Annual CADCA membership	Annual	\$300
(2) WI Prevention Conference registration	\$185/person x 2 persons	\$370
	Total	\$670

JUSTIFICATION: (1) Annual CADCA membership fee. (2) Registration for 2 people to attend the Wisconsin Substance Abuse Prevention Training.

Table 17. NON-FEDERAL REQUEST

Item	Rate	Cost
(1) Space Rental for events	\$200/event x 6 events	\$1,200
(2) Telephone/Internet Service	\$150/mo. x 12 mo.	\$1,800
(3) Computer/Tech Support	\$100/mo. x 12 mos.	\$1,200
(4) Spanish translation and interpreter services	\$40/hour x 20	\$800
(5) Coalition meeting space (40	\$100/meeting x 40	\$4000

meetings/year)		
(6) Office space rental for staff	92.7 square feet x \$19.62/sq. feet	\$1,818
(7) Youth meetings (8/year)	\$100/meeting x 8	\$800
(8) Coalition storage rental	62 square feet x \$19.62/sq. feet	\$1,216
	Total	\$12,834

JUSTIFICATION: (1) Space rental for the 3 youth activities, 1 youth conference and 2 community forums. (2) Telephone and internet support for Program Director. (3) Computer and tech support for the Program Director. Telephone, Internet and tech support is provided by Jefferson County. (4) Spanish translation and interpreter services for doing outreach to Spanish speaking youth and parents will be donated by coalition members, schools and Jefferson County. (5) Coalition meeting space for monthly meetings is donated by community partners. (6) Office rental costs for coalition staff is donated by Jefferson County. (7) Meeting space is for various youth and coalition activities outlined in the action plan. (8) Coalition storage is supplied by Jefferson County.

SOURCE OF MATCH FUNDS: Media, community partners, Jefferson County

FEDERAL REQUEST: \$670

NON-FEDERAL MATCH: \$12,834

=====

Indirect cost rate: N/A

TOTAL DIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF-424A): \$125,000

NON-FEDERAL MATCH – (enter in Section B column 2 line 6i of form SF-424A): \$125,000

INDIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF-424A): \$0

NON-FEDERAL MATCH – (enter in section B column 2 line 6j of form SF-424A): \$0

TOTAL: (sum of 6i and 6j):

FEDERAL REQUEST – (enter in Section B column 1 line 6k of form SF-424A) \$125,000

NON-FEDERAL MATCH - (enter in Section B column 2 line 6k of form SF-424A) \$125,000

Provide the total proposed project period and federal funding as follows:

Proposed Project Period

a. Start Date: 10/31/2019

b. End Date: 10/30/2024

Table 18: BUDGET SUMMARY

Category	Federal Request	Non-Federal Request	Total
Personnel	\$75,538	\$13,921	\$89,459

Fringe	\$14,358	\$5,624	\$19,982
Travel	\$3,370	\$4,652	\$8,022
Equipment	\$0	\$0	\$0
Supplies	\$3,800	\$2,169	\$5,969
Contractual	\$27,264	\$85,800	\$113,064
Other	\$670	\$12,834	\$13,504
Total Direct Costs	\$125,000	\$125,000	\$250,000
Indirect Costs	\$0	\$0	\$0
Total Project Costs	\$125,000	\$125,000	\$250,000

Table 19: FUTURE YEARS BUDGET SUMMARY

Projected Future Years	Federal Request	Non-Federal Match
Year 2	\$125,000	\$125,000
Year 3	\$125,000	\$125,000
Year 4	\$125,000	\$125,000
Year 5	\$125,000	\$125,000
TOTAL (2-5)	\$500,000	\$500,000

Table 20: FUTURE YEARS AND PROJECTED TOTAL*

Category	2 nd Project Year Federal	2 nd Project Year Match	3 rd Project Year Federal	3 rd Project Year Match	4 th Project Year Federal	4 th Project Year Match	5 th Project Year Federal	5 th Project Year Match
Personnel								
Program Director	\$35,538	\$0	\$36,782	\$0	\$38,609	\$0	\$39,941	\$0
Project Coordinator	\$40,000	\$0	\$40,400	\$0	\$40,804	\$0	\$41,212	\$0
Project Administrator	\$0	\$11,140	\$0	\$11,530	\$0	\$11,934	\$0	\$12,352
Financial Manager	\$0	\$2,781	\$0	\$2,878	\$0	\$2,979	\$0	\$3,083
Fringe Benefits	\$14,358	\$5,624	\$14,859	\$5,821	\$15,598	\$6,025	\$16,136	\$6,236
Travel	\$3,370	\$4,652	\$2,525	\$4,652	\$1,500	\$4,652	\$1,500	\$4,652
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,500	\$2,169	\$2,500	\$2,169	\$2,500	\$2,169	\$2,500	\$2,169
Contract								
Evaluation	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0
Targeted Media	\$6,364	\$1,700	\$6,364	\$1,700	\$6,364	\$1,700	\$6,364	\$1,700
Training	\$10,100	\$2,839	\$8,800	\$2,839	\$6,855	\$2,839	\$4,577	\$2,839
Compliance Checks	\$2,100	\$4,328	\$2,100	\$4,328	\$2,100	\$4,328	\$2,100	\$4,328

Coalition Members	\$0	\$76,933	\$0	\$76,933	\$0	\$76,933	\$0	\$76,933
Other	\$670	12,834	\$670	\$12,150	\$670	\$11,441	\$670	\$10,708
Total Direct Costs	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Total Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF-424A): \$125,000

***FOR REQUESTED FUTURE YEARS:**

- (1) The budgeted amount for travel is the same in Year 1 as in Year 2 because the coalition plans to attend the CADCA Midyear training in Year 2. Starting in Year 3, the travel budget decreases because it is anticipated that the coalition will be attending fewer out of state trainings. The budgeted amount for supplies will decrease in Years 2 through 5 because the computer, printer and hardware will not need replacement after Year 1. The budgeted amount for training in Year 2 is higher than in Year 1 because the coalition anticipates expenses for developing a web site in Year 2. However, the budgeted training costs will decrease between Budget Years 3 through 5 because it is anticipated that the coalition will require less training in the last 3 years of this grant period.
- (2) For Year 2, the anticipated costs for salaries will remain the same as in Year 1. For Years 3 to 5, salaries are based on a 1% Cost of Living increase per year plus 2.5% employee step increases per pay grade. Fringe benefits will increase according to salary increases. The Project Coordinator salary is based on a 1% Cost of Living increase per year.



**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
June, 2019**

Issues/Items for June, 2019:

- Personnel issues:
 - 5 new and 2 ongoing performance-related concerns/investigatory issues, resulting in:
 - 2 counselings
 - 0 extensions of probationary periods
 - 1 verbal warning
 - 1 written warning
 - 0 Performance Improvement Plan
 - 0 suspensions
 - 1 voluntary resignations
 - 0 terminations of employment
 - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
 - 2 investigations on-going
 - 1 computer/phone/camera record searches
 - 0 employee privacy complaint investigation
 - 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
 - 1 individual employee EAP referrals, 1 work-related and 1 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Scheduled the second monthly meeting for Dean Health on site to meet 1:1 with employees
- Professional Development/Trainings:
 - Employment Law Update, attended by Human Resources, June 12, 2019
 - “Body Language and Investigations” webinar, hosted by NPELRA
- Recruitment and Retention:
 - Posted **1** new positions and received/reviewed **94** applications
 - Processed **16** new hires/rehires and **2** promotion/transfers and 0 interim promotion.
 - Processed 4 employee separations/seasonal layoffs
 - Processed 0 status changes

- Completed and/or reviewed 24 reference checks, 6 education checks, 5 caregiver background checks, 0 credit check, 4 criminal record checks and 1 licensure check on 9 candidates, of which 9 applicants were extended an offer and 0 are pending an offer. 6 applicants accepted, 1 is pending and 2 candidate declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored 74 active FMLA requests, both new and on-going.
 - Received 1 First Report of Injuries, of which 1 were reportable
 - Accommodated 0 new disability requests
 - Denial of 0 sabbatical leave of absence
 - 1 bullying/hostile work environment investigation completed, 0 new complaints
 - 0 harassment investigation
 - 1 discrimination investigation, complete and unfounded
 - 0 age discrimination concern investigated
 - 0 HIPAA violation investigation, ongoing
 - 0 FMLA violation investigation
 - 0 FLSA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal, 0 Unemployment waivers
 - Continue to monitor 1 on-going Worker's compensation claims with 0 claim settled. 1 scheduled for hearing
 - 0 Nepotism investigation
- Safety:
 - Monthly Safety Topic: None
 - Contracted 0 ergonomic assessment
- Employee Recognition and Appreciation:
 - Distributed 47 Birthday cupcakes for birthdays for the month of June
 - Distributed 9 Years of Service Thank you cards and gifts/gift options for the month of June
 - Distributed Klondike Bars to employees for June Dairy month
- Miscellaneous:
 - Drafted 1 resolutions and 0 ordinance for Committee/Board
 - Responded to 2 new open records request
 - Completed 2 salary survey requests
 - Assisted with interviews for marketing specialist position
 - Uploaded initial personnel wages and benefit projections for 2020

Action Items for July 2019:

- Plan an employee recognition event for July
- Meet with consultants regarding progress of Personnel Ordinance review
- Complete RFP for employee voluntary benefits
- 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
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,

A handwritten signature in cursive script that reads "Terri M Palm".

Terri M Palm
Human Resources Director



JEFFERSON COUNTY
OFFICE OF THE COUNTY
ADMINISTRATOR

Benjamin Wehmeier
County Administrator

TAMMIE J. JAEGER
Administrative Assistant
Confidential

311 S. Center Ave. - Room 111
Jefferson, WI 53549
Telephone (920) 674-7101
www.jeffersoncountywi.gov

"Jefferson County: Responsible government advancing quality of life."

DATE: June 20, 2019
TO: County Board Committee/Board Chairs and Department Heads
FROM: Ben Wehmeier, County Administrator
SUBJECT: Preliminary 2020 Budget Preparation Assumptions and Guidelines

These preliminary guidelines provided below are based on current information and numbers we have received. Various assumptions are being made as it relates to the state budget. The assumptions for most programs will be status quo from a revenue perspective with the understanding that there will be some increases in certain program/functional areas. Guidelines will be updated as needed. This may include tweaks to the levy target worksheets as needed. If there are significant changes to these assumptions we are using as a baseline, appropriate communication will be made.

The Joint Finance Committee (JFC) has passed a state budget recommendation that is being forwarded to the Senate and the Assembly for consideration. It is anticipated that changes will be sought potentially by members of the legislature. Posturing related to potential vetoes by the Governor have already begun. The timing of when the budget will be approved as a result is unknown. We will have a better picture next week as the Senate and the Assembly take up the JFC's version of the budget. Many county programs have been maintained or have the potential to see increased funding in this budget; however, we will not see an increase state shared revenue. There is a hope that the utility tax may have tweaks made to the formula that may assist the county in a limited increase in revenue. This revenue source has been declining in small increments the last few years.

We will be using MUNIS to help us in preparing the budget. There are several new folks in new positions. Please work with Finance for training as needed. In addition, during the Finance Committee hearings, we intend on presenting information from Priority Based Budgeting as one of our decision-making tools. Please work with Finance as they finalize some data cleansing. We are here to help develop the best possible budget so please reach out. These efforts are for the long gain of the County.

On behalf of the County, I want to thank you all for the hard work in the execution of the 2019 Budget and on-going efforts for the 2020 Budget. You all continue to ensure that you

maintain expenditures within budget parameters while experiencing several revenues above projections have helped put us in a good position.

BUDGET ASSUMPTIONS

1. **2020 Wage Step Increase, Adjustments, Overtime and Cost of Living Adjustment (COLA) for Wages:**

We are working through what will be included in each department's budget. The intent is to maintain steps and work towards a COLA/Market Adjustment. Our current assumption is for everyone to receive a 1.5% COLA adjustment and maintain the step program. These numbers do not include request for additional positions that have been made.

2. **2020 Employee Health, Dental and Pension Benefits and other insurance:**

Based on projections and trends so far, we are anticipating a 7% increase for health insurance. Our assumption is that we will maintain our current system for employees which includes a \$0 premium contribution and funding 2/3 of deductible in their HSA.

Dental insurance premiums will have a slight increase in the County of about \$11,000 Countywide. The WRS contribution in the budget will be increasing. The general employees' contribution will increase from 6.55% to 6.75% and sworn is moving from 10.55% to 11.65% which leads to a countywide increase of \$125,000. We are anticipating the duty disability may increase for the Sheriff's Department but this has not been released.

We can continue to be mindful of our other insurance coverage to include liability, auto, property and cyber. We anticipate at least a \$75,000 increase at this point. Additional efforts are being made to work with our risk management team to work through these trends. The County will be making a much more concise effort related to this.

BUDGET GUIDELINES

3. **Reclassifications/New Positions :**

Several new positions and increased hours have been requested to HR. Final fiscal impacts are being determined. If you believe there will be offsetting new revenue to assist in the justification of these positions, please provide this information. These positions will need further evaluations as part of department's budget preparation and the ultimate executive budget being prepared. There are also positions that have not formally been requested but understand this may need to be discussed. I request these conversations occur soon.

4. **Overtime and Pool Hours:**

Requested overtime should be based on anticipated need in 2020, as opposed to being solely based on past or current experience. HR has already sent out initial estimated projections for validation by DH. Justification of requested overtime is needed and may be requested during the budget development process. As has been an emerging trend, this continues to be a growing cost. Further, if a requested position would potentially reduce overtime cost, be prepared to provide an initial analysis.

If there are any changes you feel are needed to the overtime, they should be done by HR so all the costs line items can be adjusted also.

Pool hours and rates have been adjusted based on action in 2019.

5. **Fees:**

Department fees should begin to be reviewed and will be incorporated into the development of your requested budget. Departments will be asked to provide documentation during the budget process of their fee schedules and changes for 2020. If you need to make additional changes, please let me know as soon as possible. As a reminder, fees need to reasonably relate to the cost of the service provided. Review of statutory language needs to be reviewed as well to ensure appropriate authority for fees for specific services. This is also crucial to ensure fee adjustments will not impact levy levels.

6. **Other Revenue:**

Departments are encouraged to include their best estimate of revenues, based on the most recent information available. Potential changes to revenue amounts included in the Requested Budget should be promptly communicated to the Finance Director and County Administrator. This is crucial as we look to finalizing the budget. Be sure to incorporate 2020 revenue relating to multi-year grants that may have already been approved or grants you anticipate to receive in 2020.

Tax Levy Goals

7. **Tax Levy Limit:**

In order to help ensure that the County's total budget stays within revenue limitations departments should limit their 2020 requested operating budget tax levy to a goal that will be provided to you shortly. This goal is **inclusive** of wage and benefit accounts and MIS will be included in your budget worksheets once finalized. I expect that our net new construction will be close to last year at approximately \$300,000 based on initial permit data.

Future changes to wage and benefit accounts during the budget development process may need to be addressed on a county-wide basis as updated information is received.

Requested capital outlays should NOT be included as part of your operating tax levy goal calculations for your budgets. The availability of funds for capital outlays, over your operating tax levy goal, will be reviewed on a county-wide basis. We are in a more negative position than we typically are. Currently, it is anticipated there will be about \$1 million dollars available for capital purchases, outside the Highway funds versus being closer to \$1.5-1.8 million.

As we finalize requested capital, we will update as to requested funds. We will also be having an LTE staff member work with you to improve our capital budget. The capital needs and demands are a growing concern and in line with projections that have been presented before. As part of the process, please ensure you are prepared in prioritizing your capital requests for 2020 along with reviewing your 5-year capital plan to assist in future planning efforts to ensure we are capturing all the needs.

JDQ NEEDED	Pay Position	Job Class Desc	Location Desc	Total Cost	Tax Levy	Pay Hrs/Period
YES	CREATE	RISK MANAGER/SAFETY OFFICER	SAFETY	\$95,959.77		80.31 1
	ELIMINATE	SAFETY COORDINATOR	SAFETY	\$ 44,765.26		80.308 1
				\$51,194.51	\$51,194.51	
	REDUCE HOURS	CLINIC LPN	PUBLIC HEALTH LPNS	\$ 42,278.40		58.40 0.7300
		CLINIC LPN	PUBLIC HEALTH LPNS	\$ 34,847.44		48.00 0.6000
				\$ (7,430.96)	\$ (7,430.96)	
	ELIMINATE	BUILDING & GROUNDS WORKER I	GROUNDKEEPING	\$ 34,293.39		60 0.75
	CREATE	BUILDING & GROUNDS WORKER I	GROUNDKEEPING	\$ 52,859.19		80.31 1.0000
				\$ 18,565.80	\$ 18,565.80	
RECLASS	RECLASS	ADMINISTRATIVE ASSISTANT II - HS	HILLSIDE	\$49,863.31		80.31 1
		ADMINISTRATIVE SPECIALIST I - HS	HILLSIDE	\$52,787.19		80.31 1
				\$2,923.88		
RECLASS	RECLASS	COMMUNITY RSRC COOR-WRAPAROUND	HILLSIDE	\$88,387.31		80.31 1
RECLASS	RECLASS	COMMUNITY RSRC COOR-WRAPAROUND	HILLSIDE	\$81,283.58		80.31 1
		COMMUNITY RSRC COOR-WRAPAROUND	HILLSIDE	\$89,098.25		80.31 1
		COMMUNITY RSRC COOR-WRAPAROUND	HILLSIDE	\$81,512.08		80.31 1
				\$939.44		
RECLASS EFF 7/1/20	RECLASS EFF 7/1/20	REG IN PROBATE/COURT COMM	REGISTER IN PROBATE	\$117,435.94		80.31 1
		REG IN PROBATE/COURT COMM	REGISTER IN PROBATE	\$58,268.11		40.15 1
		REG IN PROBATE/COURT COMM	REGISTER IN PROBATE	\$60,141.84		40.15 1
				\$974.01		

07/08/2019
11:58:06

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
glflxprt

FROM 2019 01 TO 2019 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-408,987	0	-408,987	-204,493.50	.00	-204,493.50	50.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-28.16	.00	-11.84	70.4%
12301 451200 Records & Reports	-120	0	-120	.00	.00	-120.00	.0%
12301 511110 Salary-Permanent Regular	174,648	0	174,648	81,441.79	.00	93,206.21	46.6%
12301 511210 Wages-Regular	53,561	0	53,561	26,865.99	.00	26,695.01	50.2%
12301 511330 Wages-Longevity Pay	309	0	309	.00	.00	309.00	.0%
12301 512141 Social Security	17,482	0	17,482	7,690.31	.00	9,791.69	44.0%
12301 512142 Retirement (Employer)	14,968	0	14,968	7,094.13	.00	7,873.87	47.4%
12301 512144 Health Insurance	44,847	0	44,847	21,221.79	.00	23,625.21	47.3%
12301 512145 Life Insurance	46	0	46	23.26	.00	22.74	50.6%
12301 512150 FSA Contribution	6,000	0	6,000	.00	.00	6,000.00	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00	.00	-6,000.00	.0%
12301 512173 Dental Insurance	3,240	0	3,240	1,446.39	.00	1,793.61	44.6%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	18,240	0	18,240	10,986.72	18,553.28	-11,300.00	162.0%
12301 521225 Section 125	14,240	0	14,240	10,484.75	13,565.25	-9,810.00	168.9%
12301 521226 Ergonomics	500	0	500	.00	.00	500.00	.0%
12301 521227 Position Classifications	1,250	0	1,250	1,050.00	.00	200.00	84.0%
12301 521228 Labor Negotiations	15,000	0	15,000	.00	.00	15,000.00	.0%
12301 521229 Recruitment Related	1,125	0	1,125	1,565.75	.00	-440.75	139.2%
12301 521296 Computer Support	0	0	0	1,217.73	.00	-1,217.73	.0%
12301 531303 Computer Equipmt & Software	4,450	0	4,450	4,587.00	.00	-137.00	103.1%
12301 531311 Postage & Box Rent	300	0	300	165.96	.00	134.04	55.3%
12301 531312 Office Supplies	970	0	970	111.01	.00	858.99	11.4%
12301 531313 Printing & Duplicating	600	0	600	149.44	.00	450.56	24.9%
12301 531322 Subscriptions	0	0	0	2,203.41	.00	-2,203.41	.0%
12301 531323 Subscriptions-Tax & Law	1,600	0	1,600	.00	.00	1,600.00	.0%
12301 531324 Membership Dues	640	0	640	427.00	.00	213.00	66.7%
12301 531326 Advertising	200	0	200	2,644.95	3,850.00	-6,294.95	%
12301 531357 Employee Recognition	6,655	0	6,655	822.00	.00	5,833.00	12.4%
12301 532325 Registration	2,269	0	2,269	834.00	.00	1,435.00	36.8%
12301 532332 Mileage	524	0	524	174.58	.00	349.42	33.3%
12301 532334 Commercial Travel	400	0	400	401.60	.00	-1.60	100.4%
12301 532335 Meals	414	0	414	93.37	.00	320.63	22.6%
12301 532336 Lodging	2,548	0	2,548	1,159.90	.00	1,388.10	45.5%
12301 532339 Other Travel & Tolls	330	0	330	192.43	.00	137.57	58.3%
12301 532350 Training Materials	11,495	0	11,495	6,965.66	.00	4,529.34	60.6%
12301 533225 Telephone & Fax	0	0	0	23.22	.00	-23.22	.0%

07/08/2019
11:58:06

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 535242 Maintain Machinery & Equip	0	0	0	149.17	.00	-149.17	.0%
12301 571004 IP Telephony Allocation	283	0	283	141.48	.00	141.52	50.0%
12301 571005 Duplicating Allocation	254	0	254	127.02	.00	126.98	50.0%
12301 571009 MIS PC Group Allocation	5,681	0	5,681	2,840.52	.00	2,840.48	50.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,259	0	2,259	1,129.50	.00	1,129.50	50.0%
12301 591519 Other Insurance	1,419	0	1,419	709.62	.00	709.38	50.0%
12301 592006 WRS Interest	0	0	0	23.70	.00	-23.70	.0%
12301 594818 Capital Computer	0	12,500	12,500	6,572.15	10,827.85	-4,900.00	139.2%
12301 699999 Budgetary Fund Balance	0	-12,500	-12,500	.00	.00	-12,500.00	.0%
TOTAL Human Resources	0	0	0	5,215.64	46,796.38	-52,012.02	.0%

07/08/2019
11:58:06

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-53,709	0	-53,709	-26,854.50	.00	-26,854.50	50.0%
12302 474106 Intergovt Shared Services	-45,460	0	-45,460	.00	.00	-45,460.00	.0%
12302 511110 Salary-Permanent Regular	60,291	0	60,291	1,602.46	.00	58,688.54	2.7%
12302 512141 Social Security	4,612	0	4,612	122.59	.00	4,489.41	2.7%
12302 512142 Retirement (Employer)	3,949	0	3,949	104.97	.00	3,844.03	2.7%
12302 512144 Health Insurance	14,949	0	14,949	.00	.00	14,949.00	.0%
12302 512145 Life Insurance	52	0	52	.00	.00	52.00	.0%
12302 512150 FSA Contribution	2,000	0	2,000	.00	.00	2,000.00	.0%
12302 512173 Dental Insurance	1,080	0	1,080	.00	.00	1,080.00	.0%
12302 531303 Computer Equipmt & Software	0	1,850	1,850	1,850.00	.00	.00	100.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	20	0	20	.00	.00	20.00	.0%
12302 531320 Safety Supplies	100	0	100	1,099.65	.00	-999.65	%
12302 531322 Subscriptions	3,758	0	3,758	3,751.78	.00	6.22	99.8%
12302 531324 Membership Dues	300	0	300	250.00	.00	50.00	83.3%
12302 532325 Registration	625	0	625	15.00	.00	610.00	2.4%
12302 532332 Mileage	115	0	115	.00	.00	115.00	.0%
12302 532335 Meals	100	0	100	.00	.00	100.00	.0%
12302 532336 Lodging	328	0	328	.00	.00	328.00	.0%
12302 532350 Training Materials	5,000	2,500	7,500	.00	.00	7,500.00	.0%
12302 571004 IP Telephony Allocation	94	0	94	46.98	.00	47.02	50.0%
12302 571005 Duplicating Allocation	28	0	28	13.98	.00	14.02	49.9%
12302 571009 MIS PC Group Allocation	947	0	947	473.52	.00	473.48	50.0%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	188.52	.00	188.48	50.0%
12302 591519 Other Insurance	394	0	394	197.04	.00	196.96	50.0%
12302 699999 Budgetary Fund Balance	0	-4,350	-4,350	.00	.00	-4,350.00	.0%
TOTAL Safety	0	0	0	-17,138.01	.00	17,138.01	.0%
TOTAL General Fund	0	0	0	-11,922.37	46,796.38	-34,874.01	.0%
TOTAL REVENUES	-508,316	-16,850	-525,166	-231,376.16	.00	-293,789.84	
TOTAL EXPENSES	508,316	16,850	525,166	219,453.79	46,796.38	258,915.83	



**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
June, 2019**

Issues/Items for June, 2019:

- Personnel issues:
 - 5 new and 2 ongoing performance-related concerns/investigatory issues, resulting in:
 - 2 counselings
 - 0 extensions of probationary periods
 - 1 verbal warning
 - 1 written warning
 - 0 Performance Improvement Plan
 - 0 suspensions
 - 1 voluntary resignations
 - 0 terminations of employment
 - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
 - 2 investigations on-going
 - 1 computer/phone/camera record searches
 - 0 employee privacy complaint investigation
 - 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
 - 1 individual employee EAP referrals, 1 work-related and 1 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Scheduled the second monthly meeting for Dean Health on site to meet 1:1 with employees
- Professional Development/Trainings:
 - Employment Law Update, attended by Human Resources, June 12, 2019
 - “Body Language and Investigations” webinar, hosted by NPELRA
- Recruitment and Retention:
 - Posted **1** new positions and received/reviewed **94** applications
 - Processed **16** new hires/rehires and **2** promotion/transfers and 0 interim promotion.
 - Processed 4 employee separations/seasonal layoffs
 - Processed 0 status changes

- Completed and/or reviewed 24 reference checks, 6 education checks, 5 caregiver background checks, 0 credit check, 4 criminal record checks and 1 licensure check on 9 candidates, of which 9 applicants were extended an offer and 0 are pending an offer. 6 applicants accepted, 1 is pending and 2 candidate declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored 74 active FMLA requests, both new and on-going.
 - Received 1 First Report of Injuries, of which 1 were reportable
 - Accommodated 0 new disability requests
 - Denial of 0 sabbatical leave of absence
 - 1 bullying/hostile work environment investigation completed, 0 new complaints
 - 0 harassment investigation
 - 1 discrimination investigation, complete and unfounded
 - 0 age discrimination concern investigated
 - 0 HIPAA violation investigation, ongoing
 - 0 FMLA violation investigation
 - 0 FLSA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal, 0 Unemployment waivers
 - Continue to monitor 1 on-going Worker's compensation claims with 0 claim settled. 1 scheduled for hearing
 - 0 Nepotism investigation
- Safety:
 - Monthly Safety Topic: None
 - Contracted 0 ergonomic assessment
- Employee Recognition and Appreciation:
 - Distributed 47 Birthday cupcakes for birthdays for the month of June
 - Distributed 9 Years of Service Thank you cards and gifts/gift options for the month of June
 - Distributed Klondike Bars to employees for June Dairy month
- Miscellaneous:
 - Drafted 1 resolutions and 0 ordinance for Committee/Board
 - Responded to 2 new open records request
 - Completed 2 salary survey requests
 - Assisted with interviews for marketing specialist position
 - Uploaded initial personnel wages and benefit projections for 2020

Action Items for July 2019:

- Plan an employee recognition event for July
- Meet with consultants regarding progress of Personnel Ordinance review
- Complete RFP for employee voluntary benefits
- 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
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,

A handwritten signature in cursive script that reads "Terri M Palm".

Terri M Palm
Human Resources Director

**Report to Human Resources Committee
July 8, 2019**

MONTHLY ACCOMPLISHMENTS/GOALS:

- June 2019 report included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since May 7, 2019:

- **Corporation Counsel**
 - Assistant Corporation Counsel
- **Fair Park**
 - Administrative Assistant II
 - County Fair help
 - Maintenance Worker II
- **Human Services**
 - Community Outreach Worker
 - Intake Worker - Emergency Mental Health Crisis Innovation
 - Medical Office Assistant
- **Register of Deeds**
 - Deputy Register of Deeds I – Temporarily filled with Emergency Help, pending organization/departmental analysis
- **Sheriff's Office**
 - Deputy Sheriff – Part-time

EMERGENCY HELP REQUESTS: The following emergency help requests were received since May 7, 2019:

- Parks Department, Maintenance Worker
- Parks Department, Administrative Assistant II
- Register of Deeds, clerical assistance (see Vacant Position comment)

LEAVE OF ABSENCE REQUESTS: There was 1 Leave of Absence requests outside of protected FMLA leave to be reviewed and were approved.

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

- None

Respectfully Submitted,



Terri M Palm
Human Resources Director