

<b>Name</b>	<b>DEPARTMENT</b>	<b>Job Title</b>	<b>End Date</b>	<b>Start Date</b>		<b>Years</b>	<b>Months</b>
Diane Nelson	Health	Public Health Program Manager	7/5/2019	7/6/2010	<b>9.00</b>	9.00	0.0
Jerry Haferman	JCSO	Captain	8/2/2019	1/20/1992	<b>27.60</b>	27.00	7.0
Jeffrey Galbraith	JCSO	Sergeant	7/6/2019	7/6/1998	<b>21.00</b>	21.00	0.0
Andy Erdman	LIO	Director	7/5/2019	11/17/1975	<b>43.70</b>	43.00	9.0
Paul Wallace	JCSO	Captain	7/5/2019	1/14/1985	<b>34.50</b>	34.00	6.0
Karl Hein	Human	Building Maintenance Worker I	9/5/2019	5/24/1999	<b>20.30</b>	20	3.7

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

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

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Michael Wineke, Vice Chair; Kirk Lund and Jim Schroeder. Laura Payne, Secretary, at 8:35 a.m. **Quorum established.** Others staff present: Paul Milbrath, Sheriff; 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 9 and 10, Closed Session and Closed Session Action, when Sheriff Milbrath arrives.
5. Public Comment: None.
6. Communications: None.
7. Approval of May 7, 2019, Human Resources Committee Minutes. **Motion by second by M. Wineke, second by J. Schroeder, to approve the Human Resources Committee May 7, 2019 minutes as presented. Motion passed 4:0.**
8. Discussion and possible action to accept grant funding through the Drug Free Communities Support Program and create one part-time Project Coordinator position at the Health Department. Discussion that the Health Officer is no longer recommending the creation of the position at this time and work will be completed by current staff. **No action taken.**
9. Discussion and update on the 2020 budget assumptions and requests. B. Wehmeier reviewed the June 20, 2019 memo to Department Heads outlining 2020 budget assumptions and guidelines, including a 1.5% COLA adjustment with step program and increase in health, dental, WRS and other insurance. T. Palm-Kostroski reviewed the reclassifications and new position requests received, as well as the overall tax-levy implication of the aforementioned costs. **No action taken.**
10. **Motion by M. Wineke, second by L. Payne, 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 of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussion a Stipulation and Order imposing discipline on one employee of the Sheriff's Office.** Roll Call: Payne, Aye; Braughler, Aye; Schroeder, Aye; Wineke, Aye; Lund, Aye. Moved into closed session at 8:47 a.m.
11. **Motion by L. Payne, second by K. Lund, to reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on one employee of the Sheriff's Office.** Moved into open session, 5:0. **Motion by M. Wineke, second by L. Payne, to approve the discipline discussed in closed session. Motion passed 5:0.**

12. Discussion and update on review of Personnel policies and the Personnel Ordinance. T. Palm-Kostroski discussed the process that the consultants were taking on reviewing the County policies and looking at best practices. It is a goal to have a final recommendation near the end of 2019, or shortly thereafter. **No action taken.**
13. Review of June, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **No action taken.**
14. Report from Human Resources Director. T. Palm reviewed the June, 2019 monthly accomplishments and goals. There were 8 vacant positions authorized to recruit for, 3 emergency help request approved, 1 leave of absence requests, 0 employees who received an extra step(s) and/or negotiated benefits. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, August 20, 2019, to include update on review of Personnel Ordinance.
16. Adjournment **Motion by L. Payne, second by K. Lund, to adjourn. Motion passed 5:0. Meeting adjourned at 9:07 a.m.**

**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

09/12/2019  
14:16:29

Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2019 01 TO 2019 08

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	-272,658.00	.00	-136,329.00	66.7%
12301 451002 Private Party Photocopy	0	0	0	-4.00	.00	4.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-32.90	.00	-7.10	82.3%
12301 451200 Records & Reports	-120	0	-120	.00	.00	-120.00	.0%
12301 511110 Salary-Permanent Regular	174,648	0	174,648	114,443.74	.00	60,204.26	65.5%
12301 511210 Wages-Regular	53,561	0	53,561	37,694.79	.00	15,866.21	70.4%
12301 511330 Wages-Longevity Pay	309	0	309	.00	.00	309.00	.0%
12301 512141 Social Security	17,482	0	17,482	10,802.51	.00	6,679.49	61.8%
12301 512142 Retirement (Employer)	14,968	0	14,968	9,965.03	.00	5,002.97	66.6%
12301 512144 Health Insurance	44,847	0	44,847	28,696.23	.00	16,150.77	64.0%
12301 512145 Life Insurance	46	0	46	31.20	.00	14.80	67.8%
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	1,986.39	.00	1,253.61	61.3%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	18,240	17,000	35,240	19,822.98	10,017.02	5,400.00	84.7%
12301 521225 Section 125	14,240	0	14,240	13,862.75	10,187.25	-9,810.00	168.9%
12301 521226 Ergonomics	500	0	500	120.00	.00	380.00	24.0%
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	1,347.00	.00	-222.00	119.7%
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	266.45	.00	33.55	88.8%
12301 531312 Office Supplies	970	0	970	114.16	.00	855.84	11.8%
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	-669.23	.00	2,269.23	41.8%
12301 531324 Membership Dues	640	0	640	427.00	.00	213.00	66.7%
12301 531326 Advertising	200	0	200	2,164.95	1,925.00	-3,889.95	%
12301 531357 Employee Recognition	6,655	0	6,655	4,101.30	.00	2,553.70	61.6%
12301 532325 Registration	2,269	0	2,269	1,034.00	.00	1,235.00	45.6%
12301 532332 Mileage	524	0	524	212.86	.00	311.14	40.6%
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	197.03	.00	132.97	59.7%
12301 532350 Training Materials	11,495	0	11,495	9,107.04	.00	2,387.96	79.2%

09/12/2019  
14:16:29

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 533225 Telephone & Fax	0	0	0	30.94	.00	-30.94	.0%
12301 535242 Maintain Machinery & Equip	0	0	0	221.74	.00	-221.74	.0%
12301 571004 IP Telephony Allocation	283	0	283	188.64	.00	94.36	66.7%
12301 571005 Duplicating Allocation	254	0	254	169.36	.00	84.64	66.7%
12301 571009 MIS PC Group Allocation	5,681	0	5,681	3,787.36	.00	1,893.64	66.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,259	0	2,259	1,506.00	.00	753.00	66.7%
12301 591519 Other Insurance	1,419	0	1,419	1,070.62	.00	348.38	75.4%
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	17,000	17,000	13,466.24	32,957.12	-29,423.36	273.1%
TOTAL General Fund	0	17,000	17,000	13,466.24	32,957.12	-29,423.36	273.1%
TOTAL REVENUES	-409,147	-12,500	-421,647	-272,694.90	.00	-148,952.10	
TOTAL EXPENSES	409,147	29,500	438,647	286,161.14	32,957.12	119,528.74	

09/12/2019  
14:17:39

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 08

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	-53,709	0	-53,709	-35,806.00	.00	-17,903.00	66.7%
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	1,993.41	.00	58,297.59	3.3%
12302 512141 Social Security	4,612	0	4,612	152.49	.00	4,459.51	3.3%
12302 512142 Retirement (Employer)	3,949	0	3,949	130.58	.00	3,818.42	3.3%
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	1,320.47	.00	-1,220.47	%
12302 531322 Subscriptions	3,758	0	3,758	3,751.78	.00	6.22	99.8%
12302 531324 Membership Dues	300	0	300	275.00	.00	25.00	91.7%
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	62.64	.00	31.36	66.6%
12302 571005 Duplicating Allocation	28	0	28	18.64	.00	9.36	66.6%
12302 571009 MIS PC Group Allocation	947	0	947	631.36	.00	315.64	66.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	251.36	.00	125.64	66.7%
12302 591519 Other Insurance	394	0	394	287.76	.00	106.24	73.0%
12302 699999 Budgetary Fund Balance	0	-4,350	-4,350	.00	.00	-4,350.00	.0%
TOTAL Safety	0	0	0	-25,065.51	.00	25,065.51	.0%
TOTAL General Fund	0	0	0	-25,065.51	.00	25,065.51	.0%
TOTAL REVENUES	-99,169	-4,350	-103,519	-35,806.00	.00	-67,713.00	
TOTAL EXPENSES	99,169	4,350	103,519	10,740.49	.00	92,778.51	





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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  
July, 2019**

Issues/Items for July, 2019:

- Personnel issues:
  - 6 new and 2 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counselings
    - 0 extensions of probationary periods
    - 0 verbal warning
    - 1 written warning
    - 2 Performance Improvement Plan
    - 0 suspensions
    - 2 voluntary resignations
    - 2 terminations of employment, 1 in probation
    - 1 other: removal of special assignment, mandatory training, Temporary Light Duty assignment offered, **early acceptance of resignation**
    - 0 investigations on-going
  - 2 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
  - 3 individual employee EAP referrals, 0 work-related and 3 personal
  - 0 termination, non-disciplinary
- Benefits:
  - Meeting with Dodge Jefferson Intergovernmental Insurance Group to discuss renewal rates with Dean Health for 2020
  - Meeting with outside Deferred Compensation group to review current plans and fee structure
- Professional Development/Trainings:
  - Employment Law webinar, Associated Benefit and Risk Consulting, July 9, 2019
  - Safety National On Line Training, hosted by WMMIC, July 23, 2019
- Recruitment and Retention:
  - Posted 0 new positions and received/reviewed 13 applications
  - Processed **13** new hires/rehires and 1 promotion/transfers and 0 interim promotion.

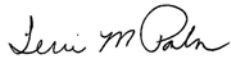
- Processed 38 employee separations/seasonal layoffs (includes Fair Week)
- Processed 1 status/job changes
- Completed and/or reviewed 10 reference checks, 4 education checks, 2 caregiver background checks, 0 credit check, 3 criminal record checks and 1 drivers check on 7 candidates, of which 7 applicants were extended an offer and 0 are pending an offer. 6 applicants accepted, 0 is pending and 1 candidate declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored 60 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
  - 0 bullying/hostile work environment investigation completed, 0 new complaints
  - 0 harassment investigation
  - 0 discrimination investigation, complete and unfounded
  - 0 age discrimination concern investigated
  - 1 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: Ladder Safety
  - Contracted 0 ergonomic assessment
  
- Employee Recognition and Appreciation:
  - Distributed 59 Birthday cupcakes for birthdays for the month of July
  - Distributed 9 Years of Service Thank you cards and gifts/gift options for the month of June
  
- Miscellaneous:
  - Drafted 1 resolutions and 0 ordinance for Committee/Board
  - Responded to 1 new open records request
  - Completed 1 salary survey requests
  - Monitoring Policy Review project, meeting with consultants regarding Personnel Ordinance review

Action Items for August 2019:

- Plan an employee recognition event for August
- 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 Risk Manager/Safety Officer
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,



Terri M Palm  
Human Resources Director



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HUMAN RESOURCES**  
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**Vacant**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
August, 2019**

Issues/Items for August, 2019:

- Personnel issues:
  - 2 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counselings
    - 0 extensions of probationary periods
    - 0 verbal warning
    - 1 written warning
    - 1 Performance Improvement Plan
    - 0 suspensions
    - 0 voluntary resignations
    - 0 terminations of employment, 0 in probation
    - 0 other: removal of special assignment, mandatory training, Temporary Light Duty assignment offered, early acceptance of resignation
    - 0 investigations on-going
  - 1 computer/phone/camera record searches
  - 0 employee privacy complaint investigation
  - 1 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 0 personal
  - 0 termination, non-disciplinary
- Benefits:
  - Meeting with M3 Consulting and Dean Health to discuss wellness initiatives on August 13, 2019
  - 6 meetings with three different Deferred Compensation providers to review current and proposed plans and fee structure
  - Attended WRS administration training as refresher on August 23, 2019
- Professional Development/Trainings:
  - Session on Professional Public Speaking, presented by Jim Braughler, prior to Department head meeting on August 13, 2019
  - Mental Health in the Workplace webinar, Associated Benefit and Risk Consulting, August 20, 2019
  - JCHRMA Summer Program on Recruitment and HR Leadership, August 29, 2019

- Recruitment and Retention:
  - Posted 5 new positions and received/reviewed **84** applications
  - Processed **7** new hires/rehires and 4 promotion/transfers and 0 interim promotion.
  - Processed 8 employee separations/seasonal layoffs
  - Processed 1 status/job changes
  - Completed and/or reviewed 26 reference checks, 2 education checks, 3 caregiver background checks, 0 credit check, 7 criminal record checks and 0 drivers check on 9 candidates, of which 7 applicants were extended an offer and 1 is pending an offer. 6 applicants accepted, 0 is pending and 1 candidate declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Coordinated 5 sessions to meet with Policy Review Team, covering 20 topics
  - Monitored 63 active FMLA requests, both new and on-going.
  - Received 2 First Report of Injuries, of which 1 was reportable
  - Accommodated 0 new disability requests
  - Denial of **0** sabbatical leave of absence
  - 0 bullying/hostile work environment investigation completed, 0 new complaints
  - 0 harassment investigation
  - 0 discrimination investigation, complete and unfounded
  - **0** age discrimination concern investigated
  - **1** 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:
  - Employee Luncheon held at Fair Park on August 8, 2019
  - Distributed 44 Birthday cupcakes for birthdays for the month of August
  - Distributed 5 Years of Service Thank you cards and gifts/gift options for the month of August
  
- Miscellaneous:
  - Drafted 0 resolutions and 0 ordinance for Committee/Board
  - Responded to 1 new open records request
  - Completed 3 salary survey requests
  - Monitoring Policy Review project, meeting with consultants regarding Personnel Ordinance review

Action Items for September 2019:

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- 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 Risk Manager/Safety Officer
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
September 12, 2019**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- July and August 2019 reports included

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since July 16, 2019:

- **Corporation Counsel**
- **Fair Park**
- **Highway**
  - Maintenance Worker III
- **Health**
  - Jail Nurse, PT
- **Human Services**
  - Building Maintenance I
  - Crisis Stabilization Worker, PT and FT
  - Economic Support Specialist
- **Register of Deeds**
- **Sheriff's Office**
  - Custodian, PT
  - Deputy, 7 FT and PT

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since July 16, 2019:

- Veterans Service Office, Technical Assistance
- Parks Department, Administrative Assistant II
- Corporation Counsel, Paralegal II (pending)

**LEAVE OF ABSENCE REQUESTS:** There was 0 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 BONUSES FOR CURRENT EMPLOYEES:**

- Assistant Corporation Counsel, steps and vacation

Respectfully Submitted,



Terri M Palm  
Human Resources Director