

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, September 17, 2019 @ 8:30 a.m.

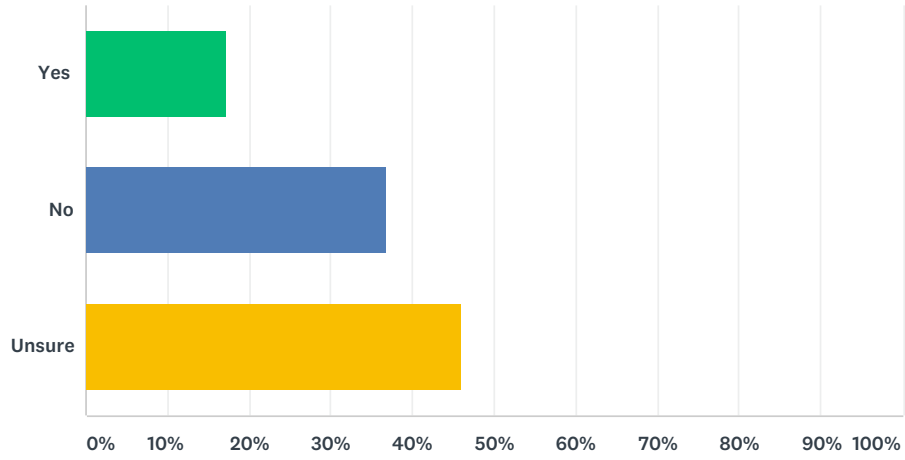
Jefferson County Courthouse, Room 112

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: Karen Mundt, Benefits Administrator; Joe Nehmer, Parks Director; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: Reviewed six retirements, July – September, 2019, to be presented to County Board in October.
7. Approval of July 16, 2019, Human Resources Committee Minutes. **Motion by M. Wineke, second by K. Lund, to approve the Human Resources Committee July 16, 2019 minutes as presented. Motion passed 3:0.**
8. Discussion and possible action on amending Resolution 2004-50 regarding insurance coverage for County employees on active military duty and their families. **Motion by M. Wineke, second by K. Lund, to not amend 2004-50, Health insurance for employees on active military duty and for their families. Motion passed 4:0.** Will consider incorporating resolution in during the current personnel policy review and repealing resolution at a later date.
9. Discussion and possible action on amending Resolution 2004-51 regarding vacation accrual for County employees on active military duty. **Motion by M. Wineke, second by L. Payne, to not amend 2004-51, allowing vacation accrual when employees on active military duty. Motion passed 4:0.** Will consider incorporating resolution in during the current personnel policy review and repealing resolution at a later date.
10. Discussion and possible action on 2020 Dean Health Insurance renewal rates, premium contributions and option plan design for active County employees. T. Palm-Kostroski presented information on renewal premiums at 7.5% for 2020 for health insurance, the cost of the increase, a County contribution of 96% based on the HMO HDHP, a comparison of total health care cost now compared to 2015 for both the County and employee (family plan), and viable options to consider in 2021 based on the 7.5% increase which includes a higher deductible and/or adding co-insurance to the plan. **No action taken.**
11. Discussion and possible action on 2020 Dean Health Insurance renewal rates, premium contributions and option plan design for retired County employees. T. Palm-Kostroski discussed providing an alternative plan for retirees, separate from a plan for active employees. Most likely this will be a higher deductible/out-of-pocket-maximum plan. As only one member of the Dodge Jefferson Consortium, it was recommended by staff to continue discussions with the other four members and move forward together, if possible, in 2021. **No action taken.**

12. Discussion and update on review of Personnel Policies and the Personnel Ordinance. T Palm-Kostroski indicated that the County team has met several time to review and discuss the policies provided by the consultants, as well as prioritizing the policies to have finalized before the end of the year. These can be broken into three major categories, and ideally a three different employee groups, about six members each representing all employees, will meet and provide feedback to the County team for consideration. HR Committee members would be invited, as well. **No action taken.**
13. **Motion by L. Payne, second by K. Lund, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session" for the purpose of a) Discussing labor negotiation strategy with the Labor Association of Wisconsin, Local 102 and b) discussing deferred compensation proposals.** Roll Call: Wineke, Aye; Lund, Aye; Braughler, Aye; Payne, Aye. Moved into closed session at 9:10 a.m. *Note: Also present were Mundt, Palm-Kostroski, Ward and Wehmeier.*
14. **Motion by L. Payne, second by M. Wineke, to reconvene into open session.** Moved into open session, 4:0, at 9:35 a.m. **No action taken regarding closed session items.**
15. Review of August, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures, including explanation of FSA/HSA administrative costs that exceed budget. **No action taken.**
16. Report from Human Resources Director. T. Palm reviewed the July and August, 2019 monthly accomplishments and goals. There were 15 vacant positions authorized to recruit for, 3 emergency help request approved, 0 leave of absence requests, 1 employee who received an extra step(s) and/or negotiated benefits. **No action taken.**
17. Set next meeting date and agenda items: Tuesday, October 15, 2019, to include update on review of Personnel Ordinance.
18. Adjournment **Motion by M. Wineke, second by K. Lund, to adjourn. Motion passed 4:0. Meeting adjourned at 9:40 a.m.**

Q1 Do you feel you will have an adequate amount saved for retirement?

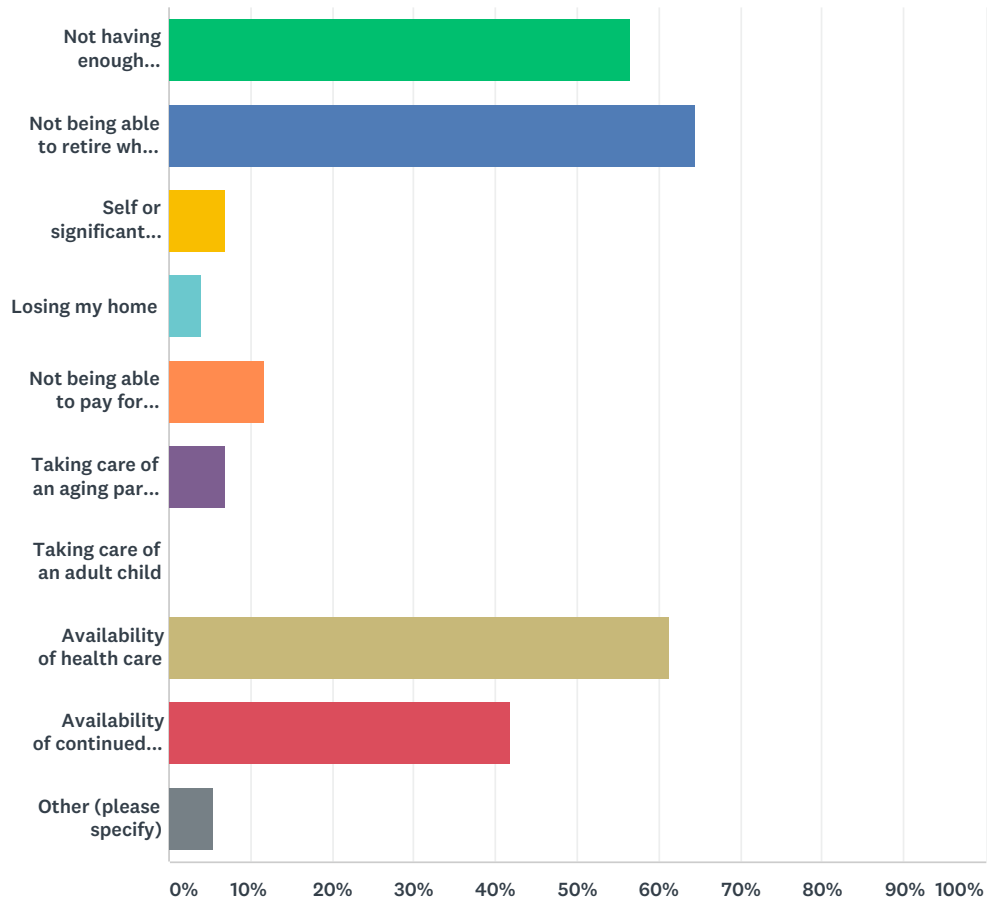
Answered: 128 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	17.19%	22
No	36.72%	47
Unsure	46.09%	59
TOTAL		128

Q2 What are your top financial concerns (choose up to 3)

Answered: 129 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not having enough emergency savings	56.59%	73
Not being able to retire when I want to	64.34%	83
Self or significant other being laid off from work	6.98%	9
Losing my home	3.88%	5
Not being able to pay for college/student loans for self or other	11.63%	15
Taking care of an aging parent or disabled child	6.98%	9
Taking care of an adult child	0.00%	0
Availability of health care	61.24%	79
Availability of continued Social Security	41.86%	54
Other (please specify)	5.43%	7
Total Respondents: 129		

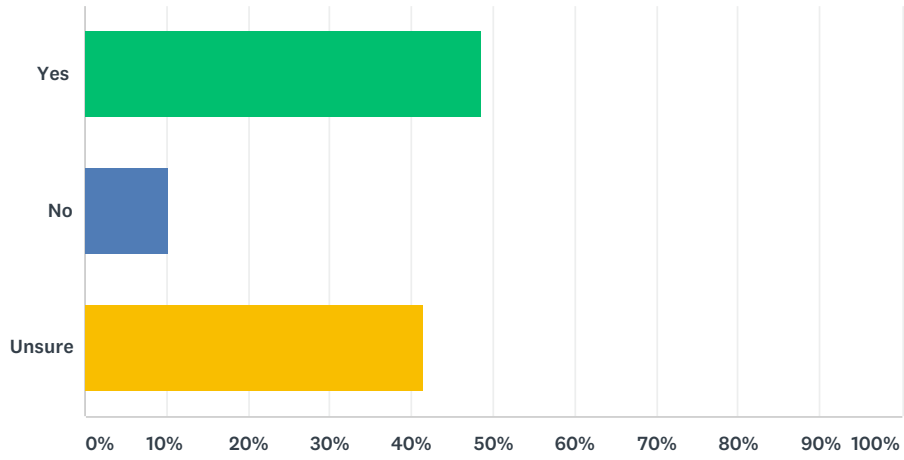
#	OTHER (PLEASE SPECIFY)	DATE
1	being able to save for a house	10/16/2019 9:05 AM

Retirement Planning

2	Cost of Health Insurance if retire prior to Age 65	10/15/2019 4:33 PM
3	Being able to protect the money I have saved, not losing it in the market	10/15/2019 9:45 AM
4	Spouse has no retirement	10/11/2019 4:20 PM
5	Fired due to my age.	10/11/2019 2:57 PM
6	Choose None	10/11/2019 2:44 PM
7	Having enough money to take care of my kids	10/11/2019 2:37 PM

Q3 Are you confident in your Deferred Compensation and other retirement investment options?

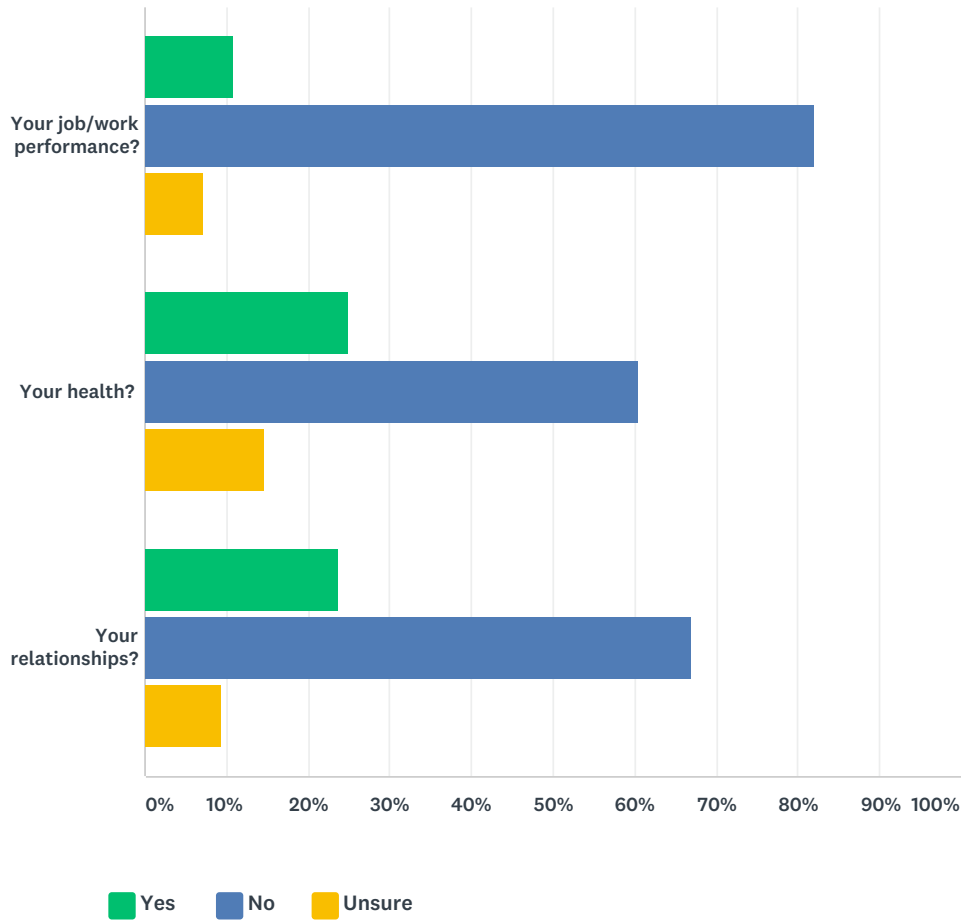
Answered: 128 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	48.44%	62
No	10.16%	13
Unsure	41.41%	53
TOTAL		128

Q4 Do you feel that financial stress is affecting:

Answered: 129 Skipped: 0

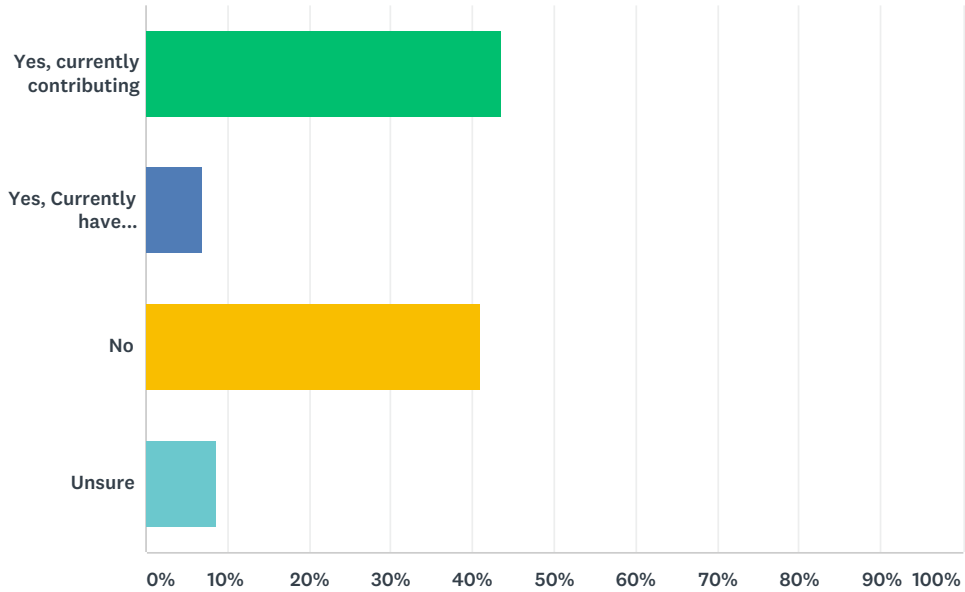


	YES	NO	UNSURE	TOTAL
Your job/work performance?	10.94% 14	82.03% 105	7.03% 9	128
Your health?	24.81% 32	60.47% 78	14.73% 19	129
Your relationships?	23.62% 30	66.93% 85	9.45% 12	127

#	OTHER IMPACT(S) OF FINANCIAL STRESS:	DATE
1	When to retire	10/15/2019 9:45 AM
2	Not having enough for an emergency	10/14/2019 9:10 AM

Q5 Are you currently participating in Nationwide Deferred Compensation?

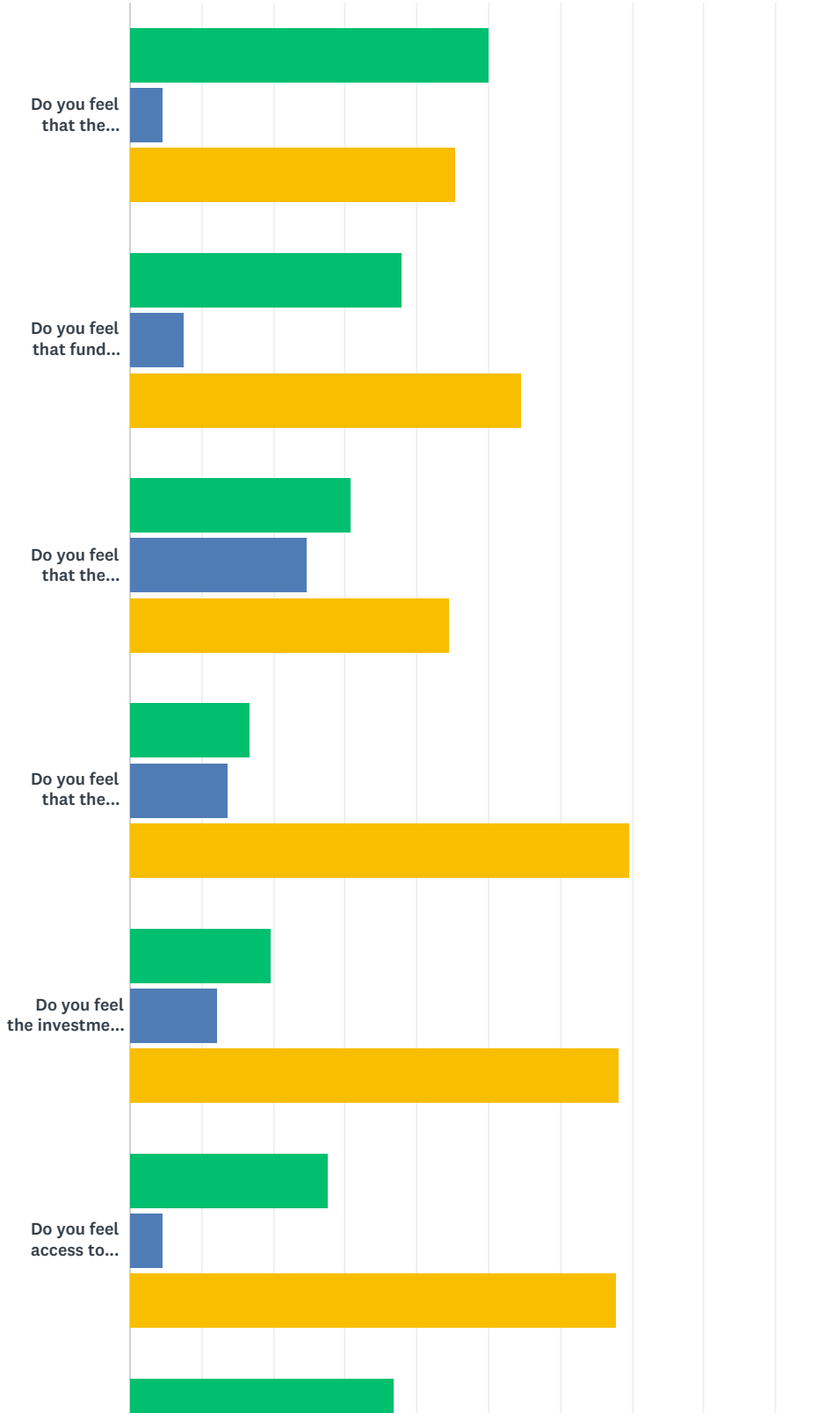
Answered: 129 Skipped: 0



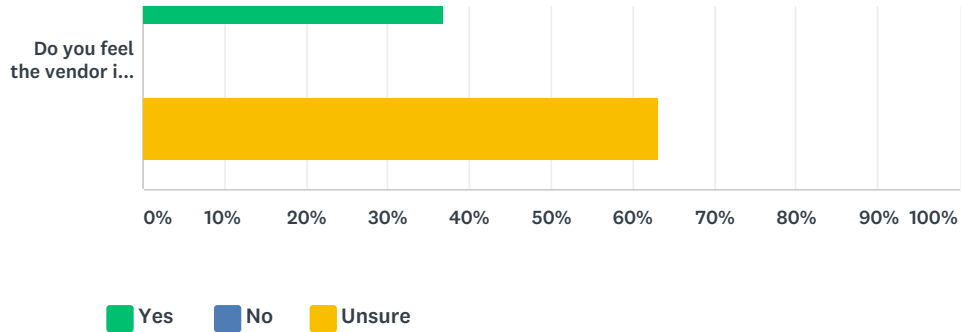
ANSWER CHOICES	RESPONSES	
Yes, currently contributing	43.41%	56
Yes, Currently have investments with Nationwide, but not making additional contributions	6.98%	9
No	41.09%	53
Unsure	8.53%	11
TOTAL		129

Q6 If you replied Yes to investing in Nationwide, please answer the following questions about your satisfaction with the plan; otherwise, please proceed to Question 7:

Answered: 66 Skipped: 63



Retirement Planning

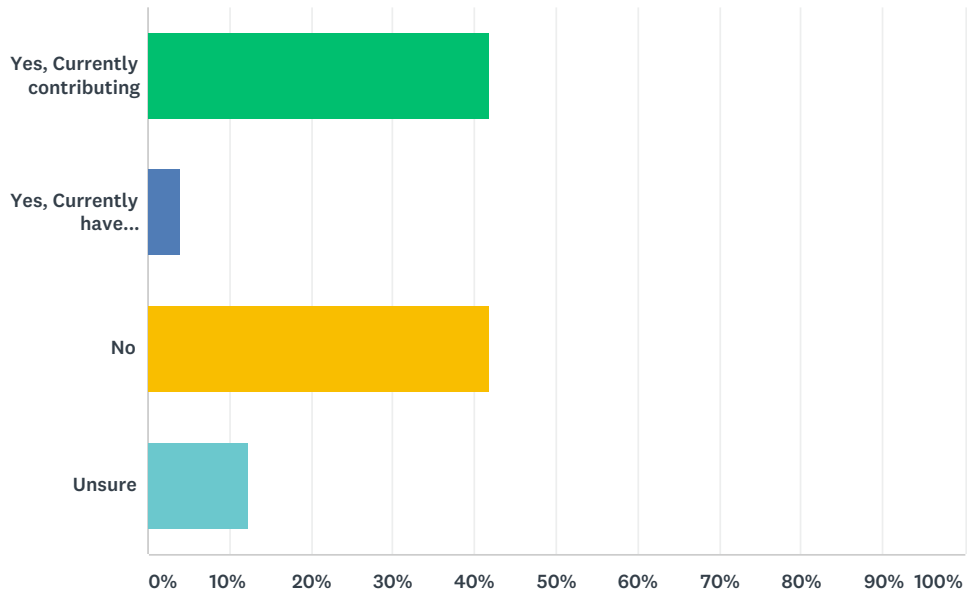


	YES	NO	UNSURE	TOTAL
Do you feel that the investment options provided are sufficient for your plans?	50.00% 33	4.55% 3	45.45% 30	66
Do you feel that fund transfers are permitted sufficiently often?	37.88% 25	7.58% 5	54.55% 36	66
Do you feel that the savings and investment education provided by our vendor are sufficient for your needs?	30.77% 20	24.62% 16	44.62% 29	65
Do you feel that the administrative fees for funds are competitive?	16.67% 11	13.64% 9	69.70% 46	66
Do you feel the investment fee structure for funds are competitive?	19.70% 13	12.12% 8	68.18% 45	66
Do you feel access to multiple Target Date Funds are sufficient?	27.69% 18	4.62% 3	67.69% 44	65
Do you feel the vendor is taking appropriate measures to avoid data security/cybersecurity breach?	36.92% 24	0.00% 0	63.08% 41	65

#	DO YOU HAVE ANY FEEDBACK ON NATIONWIDE YOU WISH TO SHARE?	DATE
1	I do not use the Nationwide rep. My husband is quite skilled in this area and designs my deferred comp investment plan.	10/16/2019 4:40 PM
2	I think that it was very accommodating when they were discontinuing the Fixed Account in that they allowed the employees who had fixed to keep it in fixed. If employees are close to retirement and have it in fixed this is a big deal to them because they do not want to lose their money.	10/15/2019 9:45 AM
3	I'm concerned with what my returns look like. They are professionals being paid to manage my funds and it appears that if I simply went with standard S&P funds I would be getting better returns.	10/14/2019 9:36 AM
4	I don't feel like I know enough about specifically what is contributed and how to engage more.	10/14/2019 8:33 AM
5	total fee structure is way too high.	10/13/2019 5:16 PM
6	Didnt know about their Roth option until it was too late to start putting money there !	10/11/2019 5:10 PM
7	I do not know what is competitive as have no clue what else could be available.	10/11/2019 2:57 PM
8	I think we have a good mix with the Nationwide Fixed Plan and ETF for other investments. It's a win/win combo.	10/11/2019 2:44 PM
9	I have not had a problem with Nationwide.	10/11/2019 2:39 PM

Q7 Are you currently participating in Wisconsin Deferred Compensation?

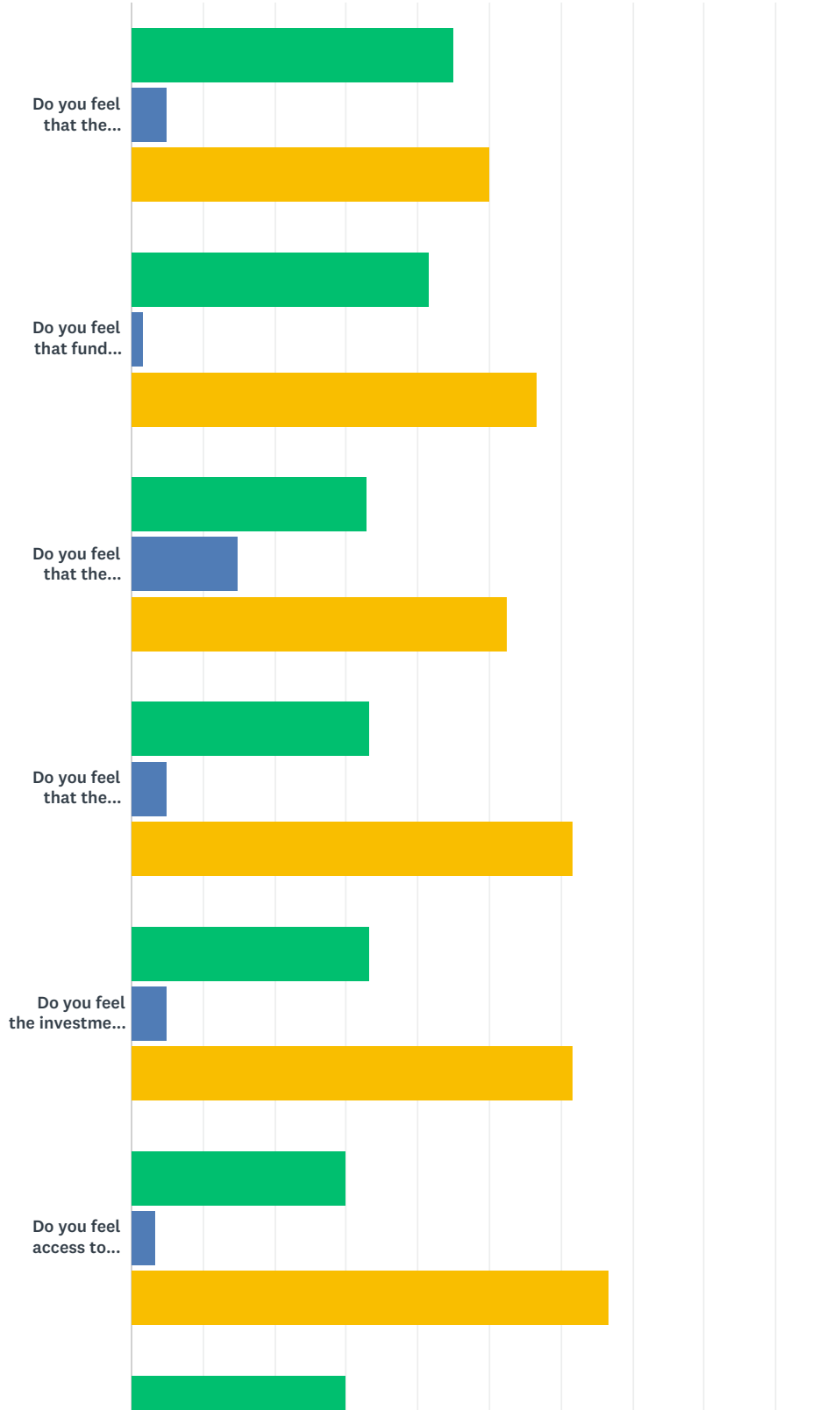
Answered: 129 Skipped: 0



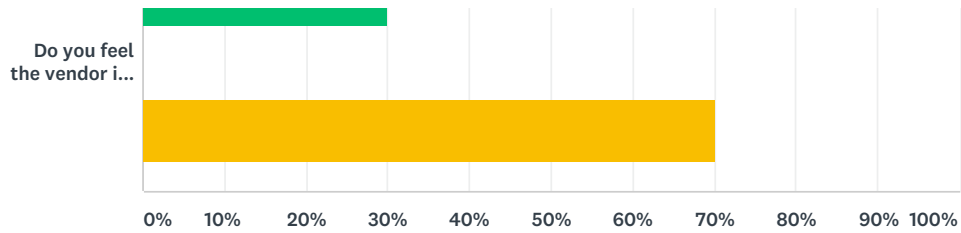
ANSWER CHOICES	RESPONSES	
Yes, Currently contributing	41.86%	54
Yes, Currently have investments with WDC, but not making additional contributions	3.88%	5
No	41.86%	54
Unsure	12.40%	16
TOTAL		129

Q8 If you replied Yes to investing in WDC, please answer the following questions about your satisfaction with the plan; otherwise, proceed to Question 9.

Answered: 61 Skipped: 68



Retirement Planning



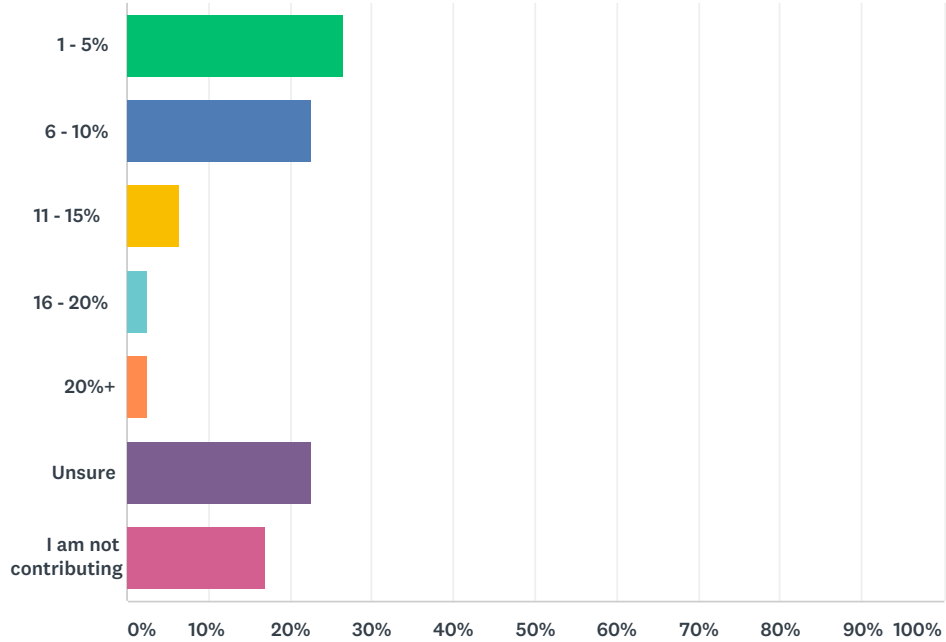
■ Yes
 ■ No
 ■ Unsure

	YES	NO	UNSURE	TOTAL
Do you feel that the investment options provided are sufficient for your plans?	45.00% 27	5.00% 3	50.00% 30	60
Do you feel that fund transfers are permitted sufficiently often?	41.67% 25	1.67% 1	56.67% 34	60
Do you feel that the savings and investment education provided by our vendor are sufficient for your needs?	32.79% 20	14.75% 9	52.46% 32	61
Do you feel that the administrative fees for funds are competitive?	33.33% 20	5.00% 3	61.67% 37	60
Do you feel the investment fee structure for funds are competitive?	33.33% 20	5.00% 3	61.67% 37	60
Do you feel access to multiple Target Date Funds are sufficient?	30.00% 18	3.33% 2	66.67% 40	60
Do you feel the vendor is taking appropriate measures to avoid data security/cybersecurity breach?	30.00% 18	0.00% 0	70.00% 42	60

#	DO YOU HAVE ANY FEEDBACK ON WDC YOU WISH TO SHARE?	DATE
1	I don't feel like I know enough and/or have enough info on any of the above.	10/14/2019 8:33 AM
2	This is foreign to me	10/11/2019 6:59 PM
3	I do not have much knowledge or information regarding other funds available.	10/11/2019 2:57 PM
4	I feel that I did not get much direction when I went to sign up and speak with Deferred comp due to my young age.	10/11/2019 2:39 PM

Q9 What is your current total deferral percentage into either or both currently available deferred compensation programs? (Please do NOT include WRS contributions)

Answered: 124 Skipped: 5



ANSWER CHOICES	RESPONSES	
1 - 5%	26.61%	33
6 - 10%	22.58%	28
11 - 15%	6.45%	8
16 - 20%	2.42%	3
20%+	2.42%	3
Unsure	22.58%	28
I am not contributing	16.94%	21
TOTAL		124

Retirement Planning

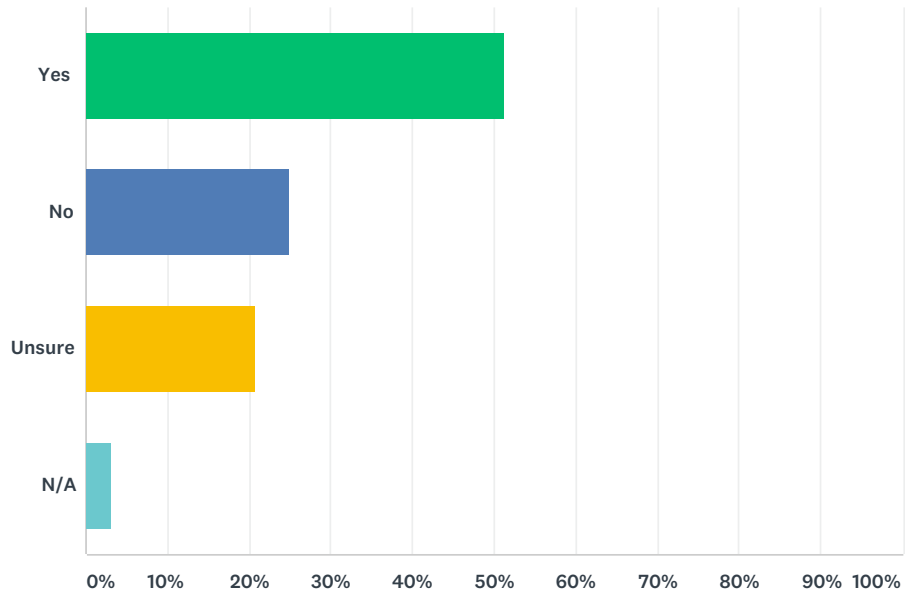
Q10 If you are currently not contributing to a deferred compensation program with Jefferson County, please state reason:

Answered: 24 Skipped: 105

#	RESPONSES	DATE
1	I thought my husband's 401K would cover us but it will not cover health insurance if we have to retire early	10/15/2019 4:33 PM
2	i never signed up. plan on doing so now.	10/15/2019 7:26 AM
3	straight up-- can't afford to our wage dont keep up with inflation yet alone competitive jobs	10/15/2019 7:25 AM
4	I don't have much left over after paying bills	10/15/2019 7:25 AM
5	other	10/15/2019 7:17 AM
6	Other investment accounts elsewhere	10/14/2019 9:20 PM
7	With the increased costs of insurance we have to pay, I have to make sure we have enough money to pay all our monthly bills and insurance.	10/14/2019 1:17 PM
8	using previous contributions for another investment	10/14/2019 10:09 AM
9	Don't have enough left over after student loans to contribute	10/14/2019 9:35 AM
10	N/A	10/14/2019 8:33 AM
11	Not enough funds to do so	10/14/2019 8:07 AM
12	not enough money to do so	10/14/2019 7:14 AM
13	Haven't set up and investing in private sector	10/13/2019 11:04 AM
14	paycheck is already spread out enough	10/13/2019 8:53 AM
15	Putting money into other retirement options (IRAs).	10/12/2019 5:51 AM
16	I don't understand it and it wasn't explained to me at the time of hire.	10/11/2019 5:10 PM
17	Investing elsewhere	10/11/2019 3:53 PM
18	Lost most of my investment in 2008	10/11/2019 3:32 PM
19	I don't know what it is or how it works	10/11/2019 2:51 PM
20	i do not know much about a deferred compensation program	10/11/2019 2:40 PM
21	don't understand it	10/11/2019 2:37 PM
22	Have outside accounts	10/11/2019 2:36 PM
23	other investments	10/11/2019 2:35 PM
24	I don't know enough about it. It was really explained when hired	10/11/2019 2:30 PM

Q11 Do you understand your Deferred Compensation and its benefits?

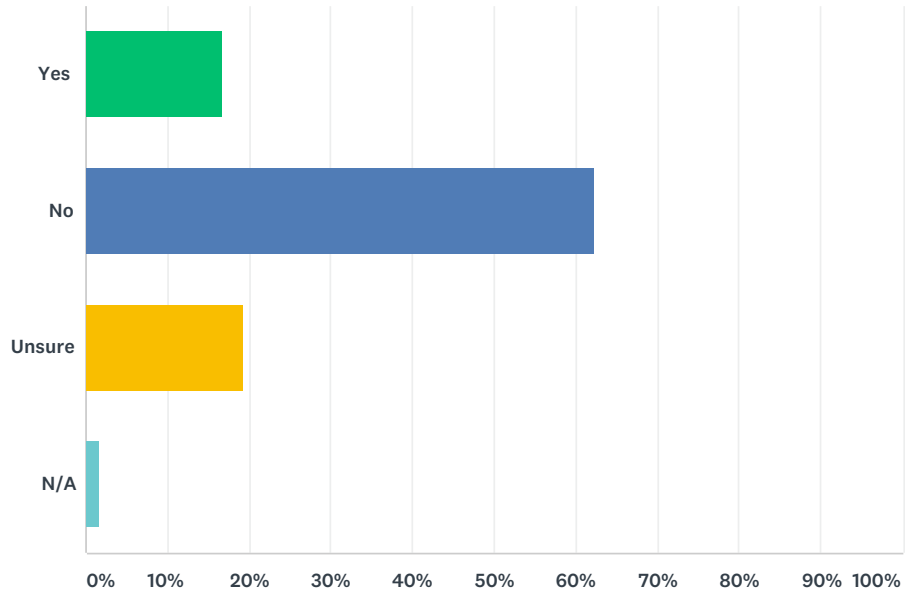
Answered: 125 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	51.20%	64
No	24.80%	31
Unsure	20.80%	26
N/A	3.20%	4
TOTAL		125

Q12 Do you understand your Wisconsin Retirement investments and the 16+ options to choose from upon retirement?

Answered: 125 Skipped: 4

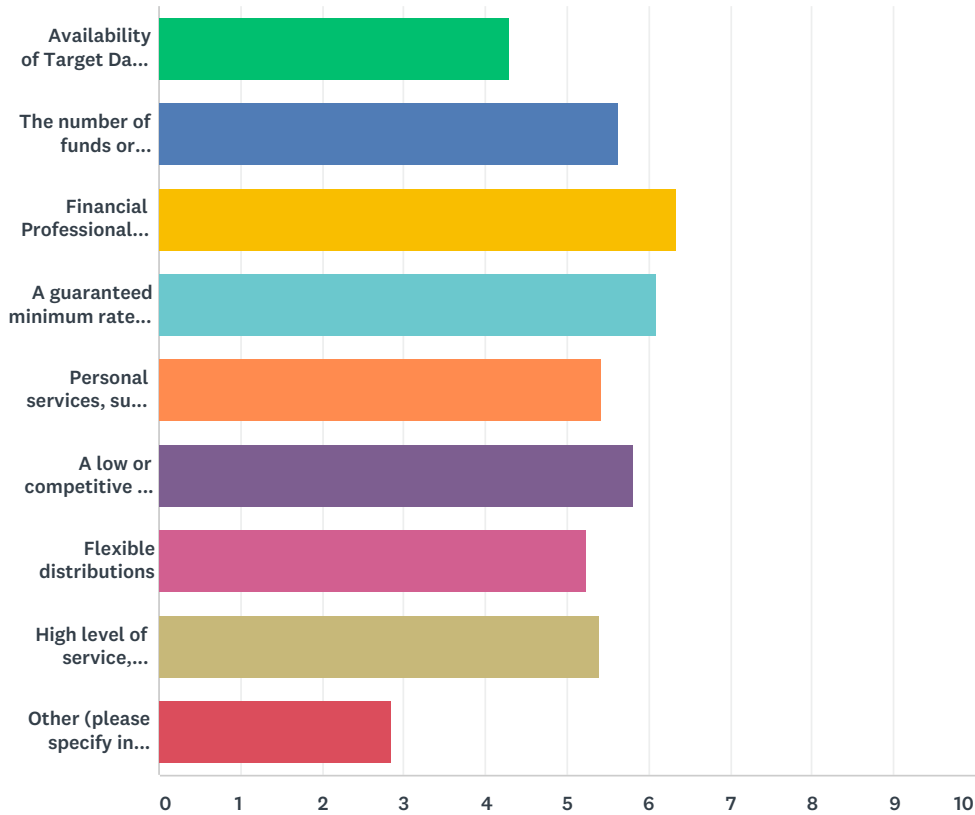


ANSWER CHOICES	RESPONSES	
Yes	16.80%	21
No	62.40%	78
Unsure	19.20%	24
N/A	1.60%	2
TOTAL		125

Retirement Planning

Q13 When it comes to selecting an investment firm, please rank the importance of the following:

Answered: 116 Skipped: 13



	1	2	3	4	5	6	7	8	9	UNSURE	TOTAL	SCORE
Availability of Target Date Funds	4.63% 5	3.70% 4	1.85% 2	4.63% 5	8.33% 9	5.56% 6	7.41% 8	13.89% 15	3.70% 4	46.30% 50	108	4.0
The number of funds or investment choices available	12.26% 13	9.43% 10	6.60% 7	6.60% 7	3.77% 4	7.55% 8	12.26% 13	6.60% 7	0.94% 1	33.96% 36	106	5.0
Financial Professional assistance from an unbiased, certified financial advisor	18.69% 20	8.41% 9	9.35% 10	6.54% 7	8.41% 9	7.48% 8	3.74% 4	3.74% 4	1.87% 2	31.78% 34	107	6.0
A guaranteed minimum rate for fixed/stable value options	14.15% 15	11.32% 12	12.26% 13	6.60% 7	6.60% 7	1.89% 2	9.43% 10	5.66% 6	1.89% 2	30.19% 32	106	6.0

Retirement Planning

Personal services, such as education, guidance materials, financial wellness tools	3.70% 4	12.04% 13	7.41% 8	12.04% 13	7.41% 8	12.96% 14	9.26% 10	5.56% 6	0.00% 0	29.63% 32	108	5.
A low or competitive fee structure	8.26% 9	10.09% 11	17.43% 19	9.17% 10	3.67% 4	9.17% 10	5.50% 6	4.59% 5	3.67% 4	28.44% 31	109	5.
Flexible distributions	4.59% 5	4.59% 5	8.26% 9	12.84% 14	14.68% 16	14.68% 16	6.42% 7	5.50% 6	0.00% 0	28.44% 31	109	5.
High level of service, ability to call service professionals, easy-to-use technology, etc.	5.26% 6	10.53% 12	7.02% 8	9.65% 11	18.42% 21	6.14% 7	8.77% 10	7.89% 9	0.00% 0	26.32% 30	114	5.
Other (please specify in question 14)	5.41% 4	0.00% 0	1.35% 1	0.00% 0	1.35% 1	4.05% 3	2.70% 2	8.11% 6	21.62% 16	55.41% 41	74	2.

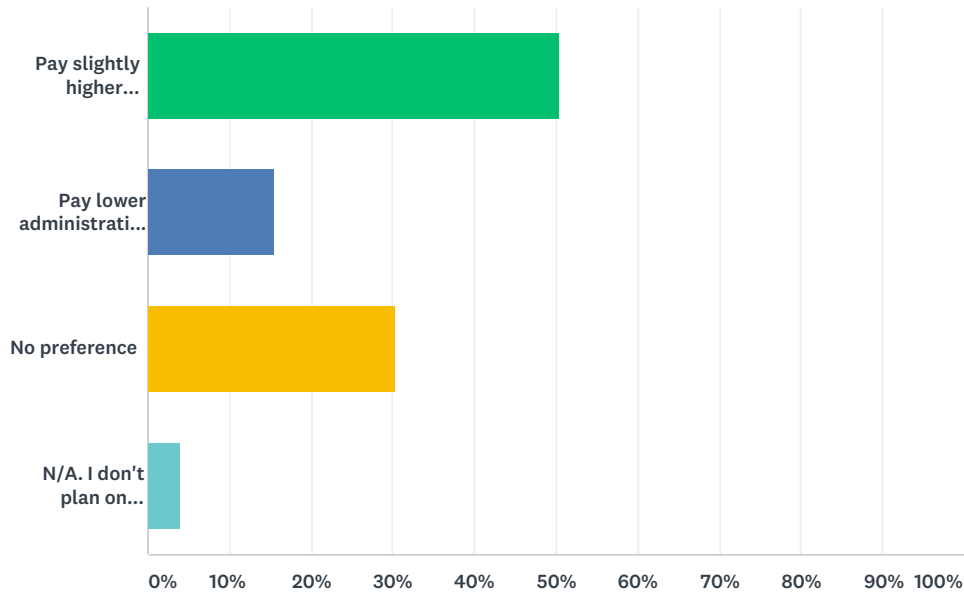
Q14 If you answered "other" in question 13, please specify.

Answered: 3 Skipped: 126

#	RESPONSES	DATE
1	Unsure	10/15/2019 7:33 AM
2	I feel like a general financial overview lunch and learn would be helpful to cover all of the above	10/14/2019 8:33 AM
3	Options that fit into different times of your life - more education and access to sound, unbiased advice.	10/11/2019 2:36 PM

Q15 Given the choice, would you rather:

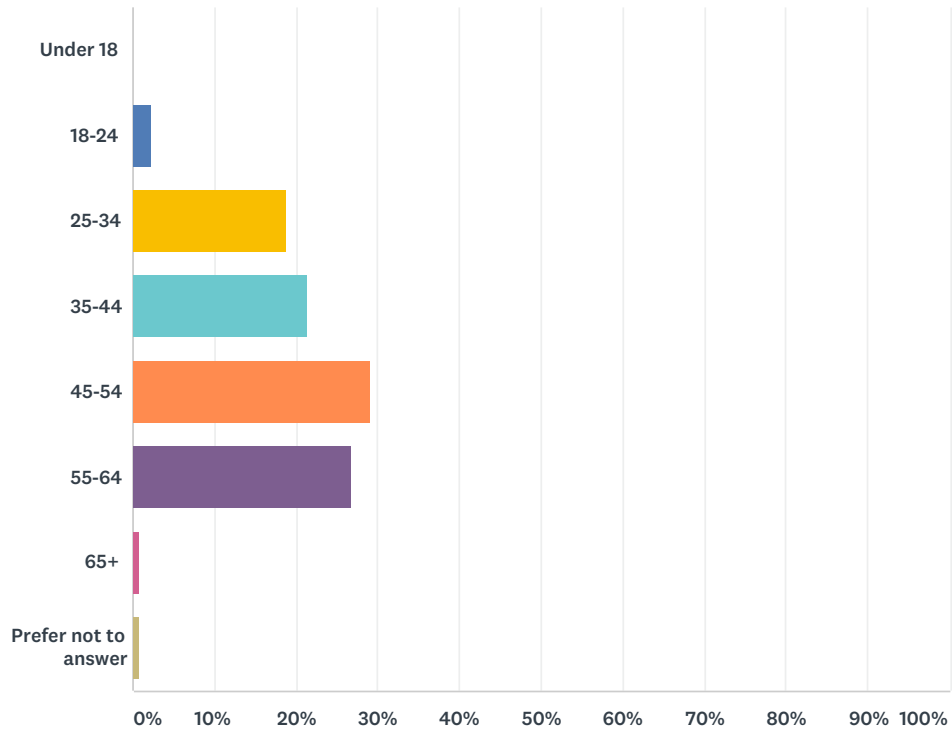
Answered: 129 Skipped: 0



ANSWER CHOICES	RESPONSES	
Pay slightly higher administrative fees to receive greater personal service with a certified financial advisor, as well as a stable fund option	50.39%	65
Pay lower administrative fees and make investment decisions independently and no stable fund option	15.50%	20
No preference	30.23%	39
N/A. I don't plan on investing in the County's deferred compensation plan(s)	3.88%	5
Total Respondents: 129		

Q16 What is your age?

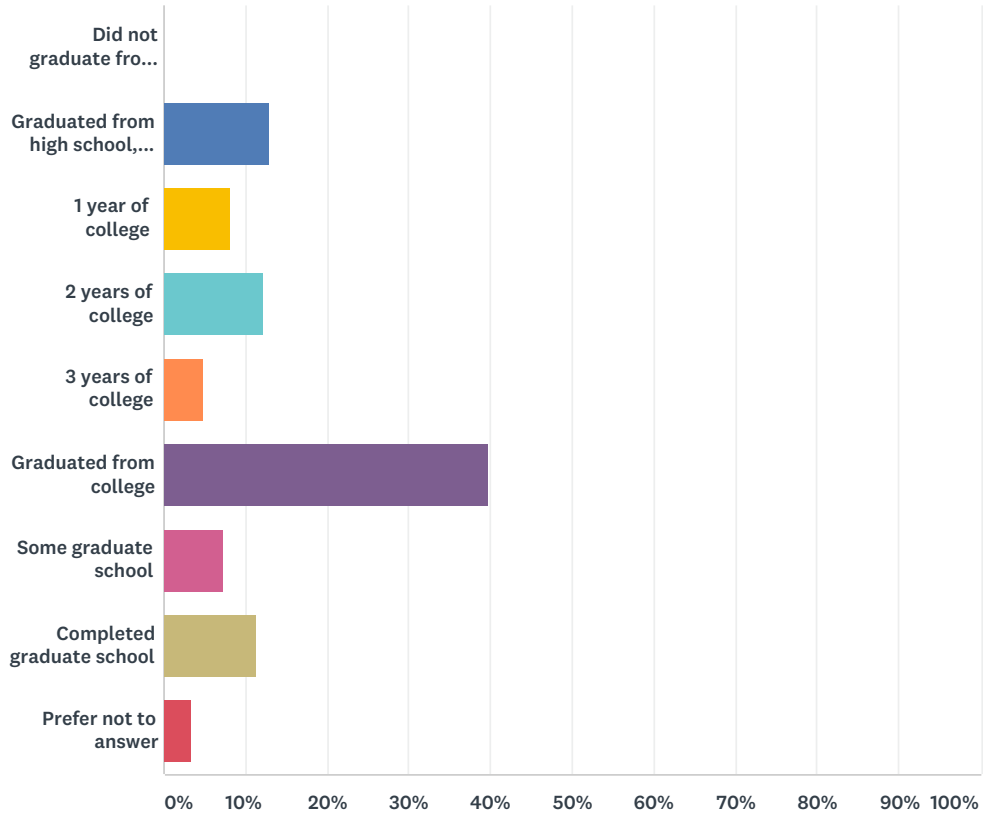
Answered: 127 Skipped: 2



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	2.36%	3
25-34	18.90%	24
35-44	21.26%	27
45-54	29.13%	37
55-64	26.77%	34
65+	0.79%	1
Prefer not to answer	0.79%	1
TOTAL		127

Q17 What is the highest level of education you have completed?

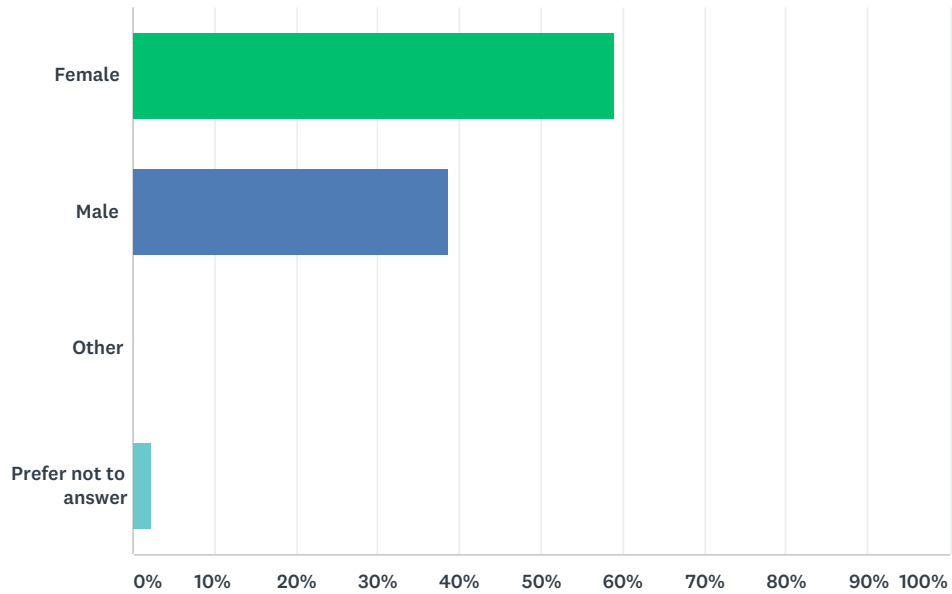
Answered: 123 Skipped: 6



ANSWER CHOICES	RESPONSES	
Did not graduate from high school	0.00%	0
Graduated from high school, or equivalent	13.01%	16
1 year of college	8.13%	10
2 years of college	12.20%	15
3 years of college	4.88%	6
Graduated from college	39.84%	49
Some graduate school	7.32%	9
Completed graduate school	11.38%	14
Prefer not to answer	3.25%	4
TOTAL		123

Q18 What is your gender?

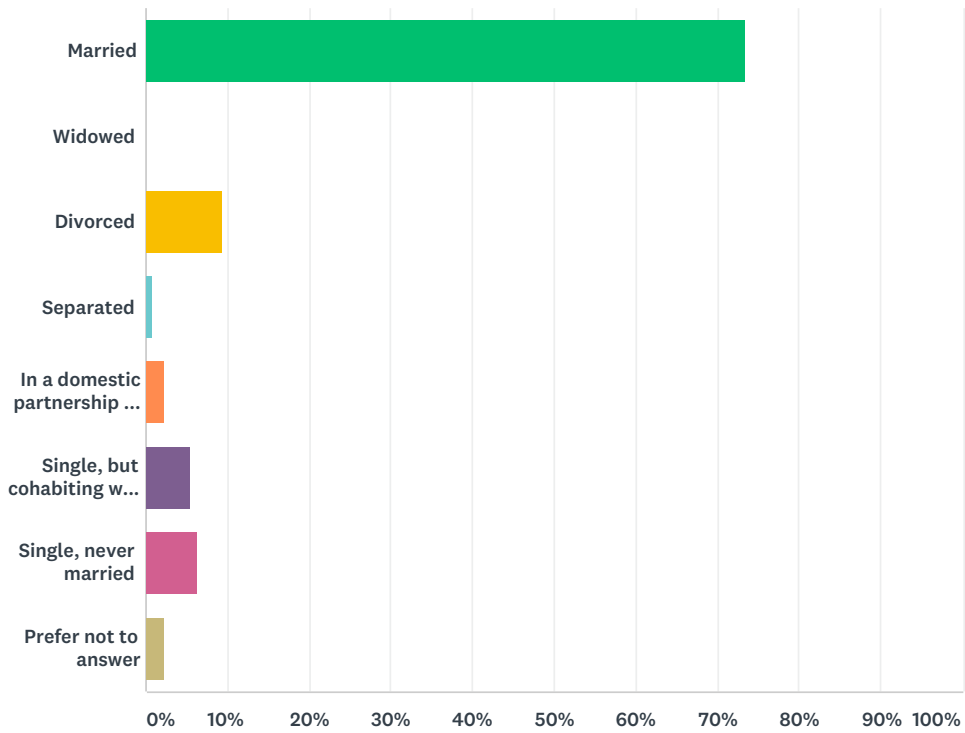
Answered: 129 Skipped: 0



ANSWER CHOICES	RESPONSES	
Female	58.91%	76
Male	38.76%	50
Other	0.00%	0
Prefer not to answer	2.33%	3
TOTAL		129

Q19 Which of the following best describes your current relationship status?

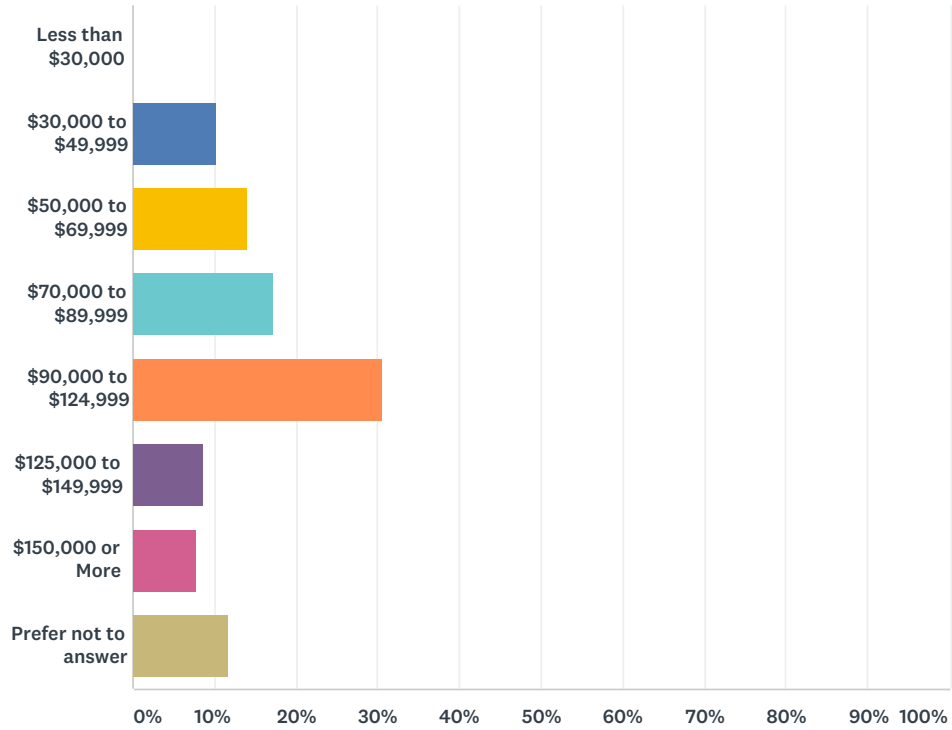
Answered: 128 Skipped: 1



ANSWER CHOICES	RESPONSES	
Married	73.44%	94
Widowed	0.00%	0
Divorced	9.38%	12
Separated	0.78%	1
In a domestic partnership or civil union	2.34%	3
Single, but cohabiting with a significant other	5.47%	7
Single, never married	6.25%	8
Prefer not to answer	2.34%	3
TOTAL		128

Q20 What is your total household income?

Answered: 128 Skipped: 1



ANSWER CHOICES	RESPONSES	
Less than \$30,000	0.00%	0
\$30,000 to \$49,999	10.16%	13
\$50,000 to \$69,999	14.06%	18
\$70,000 to \$89,999	17.19%	22
\$90,000 to \$124,999	30.47%	39
\$125,000 to \$149,999	8.59%	11
\$150,000 or More	7.81%	10
Prefer not to answer	11.72%	15
TOTAL		128

Resolution No. 2019-_____

Changing the Employee 457(b) Deferred Compensation Plan Provider and contracting with a 457(b) Deferred Compensation Plan Independent Consultant

Executive Summary

Jefferson County provides employees the opportunity to save for retirement by having contributions deducted directly from their paychecks. There are two 457(b) Deferred Compensation Plans offered by Jefferson County which employees may choose from. One plan is through Nationwide Retirement Solutions and the other plan is through Wisconsin Deferred Compensation. To ensure Jefferson County is offering plans that provide employees with the best investment options and customer service, a management team consisting of the County Administrator, Finance Director, Human Resources Director and Benefits Administrator conducted an analysis of 457(b) plans, including the current plans offered to employees. The analysis included attributes such as diversity in investments, stable value funds, administrative and plan expenses, and level of education and investment advice offered to employees.

The Human Resources Department also conducted a survey to determine employee knowledge on retirement planning and to determine employee preferences for a deferred compensation plan. The results showed that the majority of employees are not financially prepared for retirement; do not understand the plans that they are investing in; and place value on investments that are stable and offer a high guaranteed minimum rate of return. The majority of employees were also willing to pay slightly higher administrative fees to receive greater personal service with a certified financial advisor.

The management team sought the advice of an independent consultant from Wells Fargo to identify plans that offer lower fees, greater personal service and education, stable value funds, and registered mutual funds. After reviewing multiple plan options, it is the recommendation of the management team and the Wells Fargo independent consultant to change the 457(b) deferred compensation plan provider for Jefferson County employees from Nationwide Retirement Solutions and Wisconsin Deferred Compensation to One America. The management team further recommended contracting with Wells Fargo as an independent 457(b) plan consultant to provide certified financial planning advice and education to County employees related to their 457(b) plan investments. The fees charged to participants will average 0.53% of employee investments and will include all investment advice and plan administration.

The Human Resources Committee met on November 5, 2019, and recommended forwarding this resolution to the County Board to change the 457(b) deferred compensation plan provider for Jefferson County employees from Nationwide Retirement Solutions and Wisconsin Deferred Compensation to One America. The Human Resources Committee further recommended to contract with Wells Fargo as an independent 457(b) plan consultant to provide certified financial planning advice and education to County employees related to their 457(b) plan investments.

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

WHEREAS, Jefferson County provides employees the opportunity to save for retirement through a 457(b) Deferred Compensation Plan that allows for 100% voluntary contributions from employees, and

WHEREAS, management has conducted a comprehensive review of the fees charged to employees, stable funds available to employees, and certified financial planning and education offered to employees, and

WHEREAS, it was determined that administrative fees charged with Nationwide Retirement Solutions were excessive, availability of stable funds with Wisconsin Deferred Compensation was lacking and certified financial planning and educational services with were inadequate when compared to other available plans; therefore, management sought proposals from a qualified independent consultant in an effort to explore options that are in the best interests of Jefferson County employees, and

WHEREAS, numerous 457(b) plan providers were researched with finalists interviewed by Wells Fargo, an independent, qualified retirement plan consultant with extensive experience and expertise in representing local government clients and employees, and

WHEREAS, proposals were heard by and discussed with the management team, and

WHEREAS, the administrative fees charged to employees with this change in plan provider are anticipated to average approximately 0.53%, which will include investment advice, education, and administration of the 457(b) plan, thereby providing Jefferson County employees and retirees with improved education and support, flexible retirement investment options including a 3-year 3.5% guarantee stable fund option, and significant cost savings compared to at least one or both of the current plan options.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Jefferson County Administrator is authorized to execute an agreement to change the 457(b) deferred compensation plan provider for Jefferson County employees and retirees from Nationwide Retirement Solutions and Wisconsin Deferred Compensation to One America, and contract with Wells Fargo as an independent 457(b) plan consultant to provide certified financial planning advice to County employees related to their 457(b) plan investments with an effective date of on or before March 31, 2020.

BE IT FURTHER RESOLVED that the County Administrator is authorized to cease future 457(b) Deferred Compensation contributions to Wisconsin Deferred Compensation, but allow employees' current contributions to remain with the Plan, and to cease future 457(b) Deferred Compensation contributions to Nationwide Retirement Solutions and transfer all funds therein to One America.

Fiscal Note: Costs associated with the employee 457(b) deferred compensation plan, including services provided by the independent 457(b) plan consultant, are paid entirely by employees. There is no fiscal impact to Jefferson County.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

11-12-19

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

11/01/2019
09:41:19

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2019 01 TO 2019 10

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	-17,000	-425,987	-340,822.50	.00	-85,164.50	80.0%
12301 451002 Private Party Photocopy	0	0	0	-18.88	.00	18.88	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-42.38	.00	2.38	106.0%
12301 451200 Records & Reports	-120	0	-120	.00	.00	-120.00	.0%
12301 511110 Salary-Permanent Regular	174,648	0	174,648	141,291.91	.00	33,356.09	80.9%
12301 511210 Wages-Regular	53,561	0	53,561	45,705.78	.00	7,855.22	85.3%
12301 511330 Wages-Longevity Pay	309	0	309	.00	.00	309.00	.0%
12301 512141 Social Security	17,482	0	17,482	13,296.07	.00	4,185.93	76.1%
12301 512142 Retirement (Employer)	14,968	0	14,968	12,248.30	.00	2,719.70	81.8%
12301 512144 Health Insurance	44,847	0	44,847	36,170.67	.00	8,676.33	80.7%
12301 512145 Life Insurance	46	0	46	39.14	.00	6.86	85.1%
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	2,526.39	.00	713.61	78.0%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	18,240	17,000	35,240	28,888.12	17,951.88	-11,600.00	132.9%
12301 521225 Section 125	14,240	0	14,240	17,523.50	6,526.50	-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	1,516.60	.00	-391.60	134.8%
12301 521296 Computer Support	0	0	0	1,217.73	.00	-1,217.73	.0%
12301 531243 Furniture & Furnishings	0	0	0	457.97	.00	-457.97	.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	281.39	.00	18.61	93.8%
12301 531312 Office Supplies	970	0	970	117.65	.00	852.35	12.1%
12301 531313 Printing & Duplicating	600	0	600	149.44	.00	450.56	24.9%
12301 531322 Subscriptions	0	0	0	2,504.88	.00	-2,504.88	.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	444.41	.00	195.59	69.4%
12301 531326 Advertising	200	0	200	2,164.95	1,925.00	-3,889.95	%
12301 531357 Employee Recognition	6,655	0	6,655	3,403.76	.00	3,251.24	51.1%
12301 532325 Registration	2,269	0	2,269	984.00	.00	1,285.00	43.4%
12301 532332 Mileage	524	0	524	290.58	.00	233.42	55.5%
12301 532334 Commercial Travel	400	0	400	401.60	.00	-1.60	100.4%
12301 532335 Meals	414	0	414	112.37	.00	301.63	27.1%
12301 532336 Lodging	2,548	0	2,548	1,482.90	.00	1,065.10	58.2%
12301 532339 Other Travel & Tolls	330	0	330	197.03	.00	132.97	59.7%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 10

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 532350 Training Materials	11,495	0	11,495	10,416.04	.00	1,078.96	90.6%
12301 533225 Telephone & Fax	0	0	0	38.71	.00	-38.71	.0%
12301 535242 Maintain Machinery & Equip	0	0	0	293.91	.00	-293.91	.0%
12301 571004 IP Telephony Allocation	283	0	283	235.80	.00	47.20	83.3%
12301 571005 Duplicating Allocation	254	0	254	211.70	.00	42.30	83.3%
12301 571009 MIS PC Group Allocation	5,681	0	5,681	4,734.20	.00	946.80	83.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,259	0	2,259	1,882.50	.00	376.50	83.3%
12301 591519 Other Insurance	1,419	0	1,419	1,431.62	.00	-12.62	100.9%
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	9,461.48	37,231.23	-46,692.71	.0%
TOTAL General Fund	0	0	0	9,461.48	37,231.23	-46,692.71	.0%
TOTAL REVENUES	-409,147	-29,500	-438,647	-340,883.76	.00	-97,763.24	
TOTAL EXPENSES	409,147	29,500	438,647	350,345.24	37,231.23	51,070.53	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	9,461.48	37,231.23	-46,692.71	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 10

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-53,709	0	-53,709	-44,757.50	.00	-8,951.50	83.3%
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	2,173.85	.00	58,117.15	3.6%
12302 512141 Social Security	4,612	0	4,612	166.29	.00	4,445.71	3.6%
12302 512142 Retirement (Employer)	3,949	0	3,949	142.40	.00	3,806.60	3.6%
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	77.50	.00	-27.50	155.0%
12302 531313 Printing & Duplicating	20	0	20	.00	.00	20.00	.0%
12302 531320 Safety Supplies	100	0	100	1,326.53	.00	-1,226.53	%
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	140.00	.00	485.00	22.4%
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	78.30	.00	15.70	83.3%
12302 571005 Duplicating Allocation	28	0	28	23.30	.00	4.70	83.2%
12302 571009 MIS PC Group Allocation	947	0	947	789.20	.00	157.80	83.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	314.20	.00	62.80	83.3%
12302 591519 Other Insurance	394	0	394	378.48	.00	15.52	96.1%
12302 699999 Budgetary Fund Balance	0	-4,350	-4,350	.00	.00	-4,350.00	.0%
TOTAL Safety	0	0	0	-33,270.67	.00	33,270.67	.0%
TOTAL General Fund	0	0	0	-33,270.67	.00	33,270.67	.0%
TOTAL REVENUES	-99,169	-4,350	-103,519	-44,757.50	.00	-58,761.50	
TOTAL EXPENSES	99,169	4,350	103,519	11,486.83	.00	92,032.17	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-33,270.67	.00	33,270.67	.0%

**Report to Human Resources Committee
November 5, 2019**

MONTHLY ACCOMPLISHMENTS/GOALS:

- September and October 2019 reports included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since September 17, 2019:

- **Human Services**
 - CCS Facilitator II
 - CLTS Services and Support Coordinator x 2
 - Community Support Professional I/II
 - Economic Support Lead Worker
 - Family Development Worker
 - IDP Assessor/Psychotherapist
 - Psychotherapist
- **Sheriff's Office**
 - Administrative Assistant II

EMERGENCY HELP REQUESTS: The following emergency help requests were received since September 17, 2019:

- None

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:

- None

Respectfully Submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courtthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
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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
September, 2019**

Issues/Items for September, 2019:

- Personnel issues:
 - 2 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 0 counselings
 - 1 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
 - 1 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, 0 work-related and 1 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Meeting with M3 Consulting and Dean Health to discuss wellness initiatives and specific employee issue on September 4, 2019
 - 2 meetings with two Deferred Compensation providers to review current and proposed plans and fee structure
 - Meeting with United Way to kick off campaign on September 9, 2019

- Professional Development/Trainings:
 - Breakfast meeting at Maranatha Baptist University on September 11, 2019, on “Developing Soft Skills: Solving Problems and Getting Along with each Other”. Attended with one management staff
 - ASSP Webinar on Risk Management on September 12, 2019
 - Generational Gap webinar, on September 25, 2019, sponsored by NPELRA. Attended by 16 staff.
 - PBB webinar September 26, 2019

- Recruitment and Retention:
 - Posted 3 new positions and received/reviewed **70** applications
 - Processed **3** new hires/rehires and 1 promotion/transfers and 0 interim promotion.
 - Processed 1 employee separations/seasonal layoffs
 - Processed 1 status/job changes
 - Completed and/or reviewed 9 reference checks, 2 education checks, 3 caregiver background checks, 0 credit check, 3 criminal record checks and 0 drivers check on 3 candidates, of which 3 applicants were extended an offer and 0 is pending an offer. 2 applicants accepted, 0 is pending and 1 candidate declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Coordinated 2 sessions to meet with Policy Review Team, covering 20 topics. Met on September 5 with consultants to discuss progress.
 - Monitored 67 active FMLA requests, both new and on-going.
 - Received 1 First Report of Injuries, of which 1 was reportable
 - Accommodated 1 new disability requests
 - 2 meetings to discuss upcoming labor negotiations
 - Denial of **0** sabbatical leave of absence
 - 0 grievances
 - 0 bullying/hostile work environment investigation completed, 0 new complaints
 - 0 harassment investigation
 - 0 discrimination investigation, complete and unfounded
 - **0** age discrimination concern investigated
 - **0** HIPAA violation investigation
 - 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 Brewer trip on September 22, 2019
 - Distributed 52 Birthday cupcakes for birthdays for the month of September
 - Distributed 6 Years of Service Thank you cards and gifts/gift options for the month of September

- Miscellaneous:
 - Drafted 0 resolutions and 0 ordinance for Committee/Board
 - Responded to 2 new open records request
 - Completed 2 salary survey requests
 - Completed mandatory EEO-4 report

Action Items for October 2019:

- Plan an employee recognition event for October
- Employee Benefits Fair
- Distribute employee survey for Deferred comp and make a final recommendation
- Meet with consultants regarding progress of Personnel Ordinance review
- Complete RFP for employee voluntary benefits
- Complete two performance evaluations
- 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
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,



Terri M Palm
Human Resources Director



**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, 2019**

Issues/Items for October, 2019:

- Personnel issues:
 - 3 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 1 counselings
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 2 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
 - 1 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
 - 2 individual employee EAP referrals, 0 work-related and 2 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Benefits Fair and Flu Shots held at the Highway Department on Wednesday, October 23, 2019. Over 115 employees signed in to visit vendors and get a flu shot
 - Conducted employee survey on Retirement Planning and Deferred Compensation. Recommendation to move from Nationwide to One America
 - Coordinated employee health screenings on Wednesday, October 16 and Friday, October 18, 2019. All spots were filled with expressed interest for an additional screening.

- Professional Development/Trainings:
 - Attended Fall WACPD Conference in Stevens Point, October 3 – 4, 2019
 - Staff attended WRS training in Pewaukee, October 8, 2019
 - Staff attended Workers Compensation and Liability session by WMMIC in Wausau, October 10, 2019
 - Attended training in Stevens Point on “County Employment Relations-Not a Run of the Mill Experience”, sponsored by WCA, October 14, 2019
 - Attended training in Mauston with another manager on “Diversity and Inclusion – Gray Area Thinking” by Ellie Krug, sponsored by WPELRA, October 16, 2019
 - Eleven staff and managers attended “Effective Hiring Practices” by vonBriesen & Roper, hosted by WPELRA, in Pewaukee, October 29, 2019

- Recruitment and Retention:
 - Posted 8 new positions and received/reviewed **87** applications
 - Processed **4** new hires/rehires and 1 promotion/transfers and 0 interim promotion.
 - Processed 6 employee separations/seasonal layoffs
 - Processed 0 status/job changes
 - Completed and/or reviewed 10 reference checks, 2 education checks, 2 caregiver background checks, 0 credit check, 3 criminal record checks and 0 drivers check on 4 candidates, of which 4 applicants were extended an offer and 0 is pending an offer. 2 applicants accepted, 1 is pending and 1 candidate declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Coordinated 4 sessions to meet with Policy Review Team, covering 20 topics. Met on October 10, 27 and 24 with consultants to discuss progress.
 - Monitored 69 active FMLA requests, both new and on-going.
 - Reported 5 work injuries/illnesses to WMMIC
 - Accommodated 0 new disability requests
 - Participated in 2 labor negotiations sessions
 - Denial of **0** sabbatical leave of absence
 - 0 grievances
 - 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, unfounded
 - 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 Fireside on Sunday October 6
 - Provided employees with Blueberry Muffins in appreciation
 - Distributed 46 Birthday cupcakes for birthdays for the month of September
 - Distributed 10 Years of Service Thank you cards and gifts/gift options for the month of September

- Miscellaneous:
 - Drafted 1 resolutions and 0 ordinance for Committee/Board
 - Responded to 1 new open records request
 - Completed 0 salary survey requests

Action Items for November 2019:

- Plan an employee recognition event for November, Veterans Day
- Labor Negotiations
- Meet with consultants regarding progress of Personnel Ordinance review
- Complete RFP for employee voluntary benefits
- Complete two performance evaluations
- 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
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,



Terri M Palm
Human Resources Director