

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

Tuesday, January 14, 2020 @ 6:00 p.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 November 5, 2019, Human Resources Committee Minutes
8. Discussion and approval to terminate participation the State of Wisconsin Deferred Compensation Program
9. Discussion and approval to eliminate a full-time Community Support Program Professional I/II/III position and create a full-time Community Support Program Clinical Coordinator position at Human Services
10. Discussion and approval to reclassify the vacant CCS/YES! Supervisor position to Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services
11. Establish salaries for the 4-year term, from 2021 – 2024, for the positions of County Clerk, Register of Deeds and Treasurer
12. Discussion and possible action on shared Risk Manager/Safety Officer position and Purchasing Agent position with Dodge County
13. Discussion and update on review of Personnel Policies and the Personnel Ordinance
14. 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 discussing labor negotiation strategy to prepare for bargaining with the Labor Association of Wisconsin, Local 102
15. Reconvene into open session for possible action on items discussed in closed session
16. Review of December, 2019 monthly financial reports for Human Resources and Safety
17. Report from Human Resources Director:
 - a. November and December, 2019, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence requests
 - a. Additional steps, benefits and bonuses provided to employees
18. Set next meeting date and agenda items
19. Adjournment

Next scheduled meetings:
Tuesday, February 11, 2020 at 8:30 a.m.
Tuesday, March 10, 2020 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, November 5, 2019 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:02 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund and Jim Schroeder. Laura Payne, Secretary, at 8:07 a.m; Michael Wineke, Vice Chair, at 8:24 a.m. **Quorum established.** Others staff present: Marc DeVries, Finance Director; Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Members of the public present: Joleen Christine, Wells Fargo.
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. Approval of September 17, 2019, Human Resources Committee Minutes. **Motion by K. Lund, second by J. Schroeder, to approve the Human Resources Committee September 17, 2019 minutes as presented. Motion passed 3:0.**
7. Discussion of employee survey results on understanding Retirement Planning, including Deferred Compensation. T. Palm-Kostroski reviewed the results of the employee survey, inquiring staff's feedback on knowledge of retirement planning and specifically deferred compensation. **Information only, no action taken.**
8. Presentation on One America 457b Deferred Compensation Plan Administrative Plan Services proposal by Wells Fargo, Retirement Plan Consulting Services. Joleen Christine, Wells Fargo Consultant, provided information on the services offered by Wells Fargo, the funds and fees offered by One America, the savings to employees and the next steps in switching from Nationwide and Wisconsin Deferred Compensation to One America. **Information only, no action taken.**
9. Discussion and possible action Authorizing Hiring a 457(b) Deferred Compensation Plan Consultant and to Authorize a Change in Employee 457(b) Deferred Compensation Plan Provider. **Motion by J. Schroeder, second by L. Payne, to recommend a resolution to authorize Wells Fargo as the County's Deferred Compensation Plan Consultant and to authorize a change in deferred compensation plan providers to One America. Motion passed 5:0.**
10. Discussion and update on review of Personnel Policies and the Personnel Ordinance. B. Wehmeier provided an overview of the Introduction of the personnel policies and the idea of an Administrative Manual. T. Palm provided an update on the 24 different sections and highlighted any significant changes. Discussed having three employee/board supervisor task committees to review three major headings of employment, discipline/termination and work rules. **Information only, no action taken.**
11. Committee did not convene into closed session.
12. Review of October, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **No action taken.**

13. Report from Human Resources Director. T. Palm reviewed the September and October, 2019 monthly accomplishments and goals. There were 9 vacant positions authorized to recruit for, 0 emergency help request approved, 0 leave of absence requests, 0 employees who received an extra step(s) and/or negotiated benefits. **No action taken.**

14. Set next meeting date and agenda items: Tuesday, November 19, 2019 and Tuesday, December 17, 2019 to include update on review of Personnel Ordinance.

15. Adjournment **Motion by L. Payne, second by K. Lund, to adjourn. Motion passed 5:0. Meeting adjourned at 9:31 a.m.**

RESOLUTION NO. 2019-_____

Terminating Participation in the State of Wisconsin Deferred Compensation Program

Executive Summary

On November 12, 2019, the Jefferson County Board of Supervisors approved 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. In addition, the Board approved to cease future 457(b) Deferred Compensation contributions to Wisconsin Deferred Compensation, but allow employees' current contributions to remain with the Plan.

On December 26, 2019, Jefferson County was notified by the State of Wisconsin Department of Employee Trust Fund that a specific Wisconsin Deferred Compensation termination resolution needed to be approved to begin the removal process. The Human Resources Committee met on January 14, 2020, and recommended forwarding this resolution to the County Board to begin the process to cease future 457(b) Deferred Compensation contributions to Wisconsin Deferred Compensation, but allow employees' current contributions to remain with the Plan.

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

NOW, THEREFORE, BE IT RESOLVED that pursuant to the provisions of Section ETF 70.15 of the Wisconsin Administrative Code, which provides in part as follows: "The governing body of an employer, other than the state may terminate participation in the state deferred compensation plan after a minimum of one year from the date the certified copy of the resolution required under s. ETF 70.10 was accepted by the department...." The County Board of Supervisors of the County of Jefferson hereby determines to terminate participation in the State of Wisconsin Deferred Compensation Program provided by Section 40.80 Subchapter VII of Chapter 40 of the Wisconsin Statutes and regulated by Chapter ETF 70 of the Wisconsin Administrative Code for its eligible personnel, and

BE IT FURTHER RESOLVED, enrollment and payroll activities shall cease 90 days after the receipt by the Department of Employee Trust Funds of the State of Wisconsin of the certified copy of this Resolution, and

BE IT FURTHER RESOLVED, that the County Clerk of Jefferson County submit a certified copy of this Resolution to the State of Wisconsin, Department of Employee Trust Funds and the current administrative plan provider as defined in Wis. Stat. Sec. 40.02 (18s).

BE IT FURTHER RESOLVED, that the treatment of previous individual deferral investment specifications, accounts and benefits shall continue to be governed by the plan and investment plan provider contracts, unless the County of Jefferson exercises its right of ownership under 26 CFR 1.457-2(j) to provide for different treatment.

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 _____

Referred By:
Human Resources Committee

01-14-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

Dated this 14th day of January, 2020.
Employer: County of Jefferson
Governing Body: County Board of Supervisors

Authorized Signature

Authorized Signature

CERTIFICATION

I hereby certify that the foregoing Resolution is a true, correct and complete copy of the Resolution duly and regularly passed by the Board of Supervisors of the County of Jefferson of Jefferson, Wisconsin, on the 14th day of January, 2020, and that this Resolution has not been repealed or amended, and is now in full force an effect.

Dated this 14th day of January, 2020.

Audrey McGraw

County Clerk

Jefferson County Courthouse
County Clerk, Room 209
311 S Center Ave
Jefferson, WI 53549

RESOLUTION NO. 2019-_____

Eliminating a full-time Community Support Program Professional I/II/III position and creating a full-time Community Support Program Clinical Coordinator position at Human Services

Executive Summary

Jefferson County continues to experience an extremely high caseload of individuals with severe and persistent mental illness of an acute nature that face profound challenges in the major areas of community living. The goal of the Community Support Program (CSP) is to help these consumers remain in the community while enhancing the quality of their lives. However, the Community Support Program has seen an increase in consumers from less than 30 consumers in 1998 to nearly 150 consumers in 2018.

Furthermore, the Community Support Program is mandated and regulated under Chapter DHS 63. Specifically, the regulation indicates that “for every 20 clients or every 40 hours of direct service in the CSP, the clinical supervisor shall spend at least 4 hours a week providing supervision.” The Community Services Program has one Clinical Coordinator position that has overall responsibility for and provides direct supervision of the CSP’s client treatment services and supervision of CSP clinical staff. This severely limits growth of the program to only 160 consumers and creates extreme challenges during the absence of the one position.

Therefore, to remain compliant with regulations and provide the appropriate level of service for consumers, the Human Services Director is requesting the elimination of one full-time Community Support Program Professional I/II/III position and the creation of one full-time Community Support Program Clinical Coordinator position. The Clinical Coordinator position will maintain a small caseload as well as provide the hours of clinical supervision mandated, allowing more consumers to be admitted into the program. Additionally, positions in the Community Support Program are funded 60% with Medicaid funding and only 40% tax-levy.

The Human Resources Committee met on January 14, 2020, and recommended forwarding this resolution to the County Board to eliminate one full-time CSP Professional I/II/III position and create one full-time CSP Clinical Coordinator position at Human Services.

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

WHEREAS, with the significant increase in individuals struggling with severe and persistent mental health illness in Jefferson County, current staffing levels at Human Services cannot effectively meet the mandated level of clinical supervision, and

WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the elimination of one full-time Community Support Program Professional I/II/III position and the creation of one full-time Community Support Program Clinical Coordinator position to provide clinical supervision as well as manage a small caseload.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: The annual gross difference between a full-time CSP I/II/III position and a full-time CSP Clinical Coordinator position is an increase of \$3,920.86 and a tax-levy increase of \$1,568.34. With the ability to admit more consumers, the increase of program revenue will exceed the increase of tax-levy cost. Therefore, no additional tax levy is required. This resolution amends the Classification of Authorized Positions presented as a part of the 2020 Adopted Budget. 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 _____

Referred By:
Human Resources Committee

01-14-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

RESOLUTION NO. 2019-_____

Reclassifying the vacant CCS/YES! Supervisor position to Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services

Executive Summary

The CCS/YES! Supervisor position was originally created in 2015 and fully funded for a five-year period through a Federal SAMHSA grant. This position serves young adults, ages 18 to 25, who are severely impacted by mental health and substance abuse issues. The need for the position exists more now than ever and continues to be 100% funded through CCS Medicaid billing. However, since the specific grant funding and program no longer exist, the position continues to serve young adults as a Mental Health Professional.

The Human Resources Committee met on January 14, 2020, and recommended forwarding this resolution to the County Board to reclassify the full-time CCS/YES! Supervisor position to a full-time Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services.

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

WHEREAS, the grant supporting the CCS/YES! Supervisor position expired in December, 2019, and

WHEREAS, the need for the position still exists to serve young adults with severe mental health and substance abuse issues, and

WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the reclassification of the full-time CCS/YES! Supervisor position to a full-time Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: The CCS/YES! Supervisor position and the Mental Health Professional position are in the same pay grade. The Mental Health Professional position is 100% funded with CCS Medicaid billing. Therefore, no additional tax levy is required. This resolution amends the Classification of Authorized Positions presented as a part of the 2020 Adopted Budget. 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 _____

Referred By:

Human Resources Committee

01-14-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____



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 FORT COLLINS, CO: 4809 Prairie Vista Dr., Ft. Collins, CO 80526 Phone: (970) 266-8724 Fax: (913) 851-7529
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Confidential Draft

MEMO TO: Terri Palm, Human Resources Director

FROM: Rebecca Crowder, President

RE: Results of Consideration Request

DATE: May 23, 2019

Register of Deeds and other Elected Positions. When the study was completed in 2018, a formal recommendation on the placement of elected officials was not provided, although data was collected. Part of not providing a formal recommendation for changes was that these positions were in mid-cycle for their pay and that APG would collect information that could guide future decisions.

It is recommended that decisions follow the rule applied to all employees for future decisions, that if the midpoint of the pay ranges are not more than 10% different, than no adjustment be made.

Position	APG Market Data midpoint	Pay during Study	% Difference between pay and midpoint
Register of Deeds	\$35.31	\$33.43	-5.0%
County Clerk	\$33.42	\$37.66	+12.0%
County Treasurer	\$35.05	\$33.43	-4.5%
Clerk of Court	\$36.27	\$35.66	-1.5%
Sheriff	\$46.32	\$43.67	-5.0%

JEFFERSON COUNTY

January 5, 2020 Pay Structure

Grade	Minimum		Control Point								Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
26A	\$ 63.7750	\$ 65.3980	\$ 67.0626	\$ 68.7688	\$ 70.5271	\$ 72.3165	\$ 74.1579	\$ 76.0411	\$ 77.9762	\$ 79.9529	\$ 81.9816
22	\$ 52.4973	\$ 53.9955	\$ 55.4936	\$ 56.9814	\$ 58.4899	\$ 59.9985	\$ 61.5070	\$ 62.9948	\$ 64.4929	\$ 65.9910	\$ 67.4892
21	\$ 50.6246	\$ 52.0604	\$ 53.5065	\$ 54.9526	\$ 56.3988	\$ 57.8449	\$ 59.2806	\$ 60.7371	\$ 62.1833	\$ 63.6293	\$ 65.0755
20	\$ 48.7104	\$ 50.1045	\$ 51.4882	\$ 52.8823	\$ 54.2764	\$ 55.6705	\$ 57.0542	\$ 58.4587	\$ 59.8528	\$ 61.2365	\$ 62.6410
19	\$ 46.8273	\$ 48.1694	\$ 49.5115	\$ 50.8432	\$ 52.1852	\$ 53.5273	\$ 54.8590	\$ 56.2011	\$ 57.5327	\$ 58.8749	\$ 60.2066
18	\$ 44.9547	\$ 46.2343	\$ 47.5140	\$ 48.7936	\$ 50.0733	\$ 51.3634	\$ 52.6430	\$ 53.9330	\$ 55.2231	\$ 56.5028	\$ 57.7929
17	\$ 43.0612	\$ 44.2784	\$ 45.5060	\$ 46.7336	\$ 47.9821	\$ 49.2097	\$ 50.4270	\$ 51.6547	\$ 52.8823	\$ 54.1203	\$ 55.3480
16	\$ 41.1677	\$ 42.3433	\$ 43.5189	\$ 44.6945	\$ 45.8702	\$ 47.0458	\$ 48.2214	\$ 49.3970	\$ 50.5727	\$ 51.7483	\$ 52.9343
15	\$ 39.2742	\$ 40.3978	\$ 41.5318	\$ 42.6554	\$ 43.7790	\$ 44.9026	\$ 46.0158	\$ 47.1290	\$ 48.2526	\$ 49.3867	\$ 50.5103
14	\$ 37.3911	\$ 38.4627	\$ 39.5343	\$ 40.6162	\$ 41.6774	\$ 42.7386	\$ 43.8102	\$ 44.8818	\$ 45.9534	\$ 47.0146	\$ 48.0861
13	\$ 35.5080	\$ 36.5276	\$ 37.5264	\$ 38.5459	\$ 39.5655	\$ 40.5851	\$ 41.5838	\$ 42.6034	\$ 43.6230	\$ 44.6217	\$ 45.6308
12	\$ 33.6249	\$ 34.5717	\$ 35.5392	\$ 36.5068	\$ 37.4640	\$ 38.4211	\$ 39.3782	\$ 40.3354	\$ 41.2925	\$ 42.2600	\$ 43.2172
11B	\$ 32.6678	\$ 33.5001	\$ 34.3532	\$ 35.2271	\$ 36.1218	\$ 37.0374	\$ 37.9841	\$ 38.9516	\$ 39.9400	\$ 40.9596	\$ 42.0000
11	\$ 31.7106	\$ 32.6366	\$ 33.5521	\$ 34.4469	\$ 35.3728	\$ 36.2779	\$ 37.1622	\$ 38.0777	\$ 38.9829	\$ 39.8880	\$ 40.8140
10	\$ 29.8380	\$ 30.7119	\$ 31.5442	\$ 32.4077	\$ 33.2712	\$ 34.1035	\$ 34.9566	\$ 35.8097	\$ 36.6733	\$ 37.5264	\$ 38.3795
9B	\$ 28.9016	\$ 29.6403	\$ 30.3894	\$ 31.1696	\$ 31.9603	\$ 32.7718	\$ 33.6041	\$ 34.4572	\$ 35.3416	\$ 36.2363	\$ 37.1518
9	\$ 27.9653	\$ 28.7352	\$ 29.5467	\$ 30.3373	\$ 31.1593	\$ 31.9395	\$ 32.7302	\$ 33.5521	\$ 34.3428	\$ 35.1439	\$ 35.9242
8	\$ 26.0614	\$ 26.8209	\$ 27.5596	\$ 28.2982	\$ 29.0577	\$ 29.7860	\$ 30.5246	\$ 31.2841	\$ 32.0227	\$ 32.7615	\$ 33.5209
7	\$ 24.1783	\$ 24.8754	\$ 25.5724	\$ 26.2487	\$ 26.9562	\$ 27.6324	\$ 28.3295	\$ 29.0265	\$ 29.7131	\$ 30.3998	\$ 31.1072
6	\$ 22.2953	\$ 22.9299	\$ 23.5749	\$ 24.1991	\$ 24.8442	\$ 25.4788	\$ 26.1239	\$ 26.7584	\$ 27.3827	\$ 28.0382	\$ 28.6624
5	\$ 20.3914	\$ 20.9844	\$ 21.5670	\$ 22.1600	\$ 22.7322	\$ 23.3149	\$ 23.9078	\$ 24.4801	\$ 25.0730	\$ 25.6453	\$ 26.2279
4	\$ 18.5187	\$ 19.0597	\$ 19.5799	\$ 20.1000	\$ 20.6410	\$ 21.1612	\$ 21.6919	\$ 22.2224	\$ 22.7531	\$ 23.2732	\$ 23.8142
3B	\$ 17.4575	\$ 17.9049	\$ 18.3627	\$ 18.8308	\$ 19.3094	\$ 19.7984	\$ 20.2978	\$ 20.8180	\$ 21.3485	\$ 21.8895	\$ 22.4409
3	\$ 16.3963	\$ 16.8541	\$ 17.3118	\$ 17.8009	\$ 18.2586	\$ 18.7164	\$ 19.2053	\$ 19.6631	\$ 20.1313	\$ 20.5994	\$ 21.0676
2B	\$ 15.4392	\$ 15.8345	\$ 16.2403	\$ 16.6565	\$ 17.0830	\$ 17.5199	\$ 17.9673	\$ 18.4251	\$ 18.8932	\$ 19.3718	\$ 19.8608
2	\$ 14.4925	\$ 14.9190	\$ 15.3351	\$ 15.7409	\$ 16.1466	\$ 16.5732	\$ 16.9894	\$ 17.3951	\$ 17.8217	\$ 18.2274	\$ 18.6332
1	\$ 12.8382	\$ 13.1920	\$ 13.5769	\$ 13.9410	\$ 14.2948	\$ 14.6589	\$ 15.0438	\$ 15.3976	\$ 15.7617	\$ 16.1258	\$ 16.5108
	1	2	3	4	5	6	7	8	9	10	11

County Clerk Term 2017-2020

County	Rating by Population	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.	2019 Salary	2019 % Inc.	2020 Salary	2020 % Inc.
Calumet	29	\$65,341.00	6.7%	\$66,648.00	2.00%	\$67,981.00	2.00%	\$69,340.00	2.00%
Columbia	26	\$74,578.40	2.6%	\$76,385.92	2.42%	\$78,212.16	2.39%	\$80,019.68	2.31%
Dodge	17	\$68,057.00	7.7%	\$69,079.00	1.50%	\$70,115.00	1.50%	\$71,167.00	1.50%
Eau Claire	16	\$67,373.00	14.0%	\$69,394.00	3.00%	\$71,475.00	3.00%	\$73,620.00	3.00%
Fond du Lac	15	\$70,774.00	1.0%	\$71,482.00	1.00%	\$72,554.00	1.50%	\$73,642.00	1.50%
Jefferson	20	\$77,563.20	6.1%	\$78,332.80	0.99%	\$79,123.20	1.01%	\$79,913.60	1.00%
La Crosse	12	\$74,853.09	2.0%	\$76,350.15	2.00%	\$78,640.66	3.00%	\$80,999.88	3.00%
Manitowoc	21					\$66,335.00	#DIV/0!	\$67,329.00	1.50%
Portage	23	\$72,603.00	10.9%	\$73,692.00	1.50%	\$74,797.00	1.50%	\$75,920.00	1.50%
Rock	9	\$74,980.75	2.0%	\$76,480.37	2.00%	\$77,627.58	1.50%	\$78,791.99	1.50%
St. Croix	19	\$69,749.00	9.6%	\$71,144.00	2.00%	\$72,567.00	2.00%	\$74,018.00	2.00%
Sauk	24	\$70,456.00	#DIV/0!	\$70,456.00	0.00%	\$70,456.00	0.00%	\$70,456.00	0.00%
Sheboygan	13	\$71,716.00	10.6%	\$71,716.00	0.00%	\$71,716.00	0.00%	\$71,716.00	0.00%
Walworth	14	\$70,055.64	2.0%	\$71,456.75	2.00%	\$72,885.89	2.00%	\$74,343.61	2.00%
Washington	11	\$73,126.00	6.5%	\$74,589.00	2.00%	\$76,080.00	2.00%	\$77,602.00	2.00%
Waupaca	27	\$69,000.00	1.4%	\$70,035.00	1.50%	\$71,086.00	1.50%	\$72,507.00	2.00%

average \$74,098.14
 10% min \$66,688.33
 10% max \$81,507.96
 Actual 108%

TREASURER

Term 2017-2020

County	Rating by Population	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.	2019 Salary	2019 % Inc.	2020 Salary	2020 % Inc.
Calumet	29	\$65,341.00	6.74%	\$66,648.00	2.00%	\$67,981.00	2.00%	\$69,340.00	2.00%
Columbia	26	\$78,212.16	2.36%	\$80,019.68	2.31%	\$81,848.00	2.29%	\$81,848.00	0.00%
Dodge	17	\$68,057.00	7.66%	\$69,079.00	1.50%	\$70,115.00	1.50%	\$71,167.00	1.50%
Eau Claire	16	\$67,373.00	13.97%	\$69,394.00	3.00%	\$71,475.00	3.00%	\$73,620.00	3.00%
Fond du Lac	15	\$70,774.00	1.00%	\$71,482.00	1.00%	\$72,554.00	1.50%	\$73,642.00	1.50%
Jefferson	20	\$68,848.00	7.54%	\$69,534.40	1.00%	\$70,220.80	0.99%	\$70,928.00	1.01%
La Crosse	12	\$74,853.09	2.00%	\$76,350.15	2.00%	\$78,640.66	3.00%	\$80,999.88	3.00%
Manitowoc	21					\$66,335.00	#DIV/0!	\$67,329.00	1.50%
Portage	23	\$65,869.00	2.64%	\$66,857.00	1.50%	\$67,860.00	1.50%	\$68,878.00	1.50%
Rock	9	\$74,980.75	2.50%	\$76,480.37	2.00%	\$77,627.58	1.50%	\$78,791.99	1.50%
St. Croix	19	\$69,749.00	9.63%	\$71,144.00	2.00%	\$72,567.00	2.00%	\$74,018.00	2.00%
Sauk	24	\$75,994.00	#DIV/0!	\$75,994.00	0.00%	\$75,994.00	0.00%	\$75,994.00	0.00%
Sheboygan	13	\$70,327.00	10.55%	\$70,327.00	0.00%	\$70,327.00	0.00%	\$70,327.00	0.00%
Walworth	14	\$70,055.64	2.00%	\$71,456.75	2.00%	\$72,885.89	2.00%	\$74,343.61	2.00%
Washington	11	\$73,126.00	6.50%	\$74,589.00	2.00%	\$76,080.00	2.00%	\$77,602.00	2.00%
Waupaca	27	\$69,000.00	1.36%	\$70,035.00	1.50%	\$71,086.00	1.50%	\$72,507.00	2.00%

average \$74,027.17
 10% min \$66,624.45
 10% max \$81,429.88
 Actual 96%

Register of Deeds

County	2017 Salary	2017 % Inc.	2018 Salary	2018 % Inc.	2019 Salary	2019 % Inc.	2020 Salary	2020 % Inc.
Calumet	\$65,341.00	6.7%	\$66,648.00	2.00%	\$67,981.00	2.00%	\$69,340.00	2.00%
Columbia	\$74,578.40	2.6%	\$76,385.92	2.42%	\$78,212.16	2.39%	\$80,019.68	2.31%
Dodge	\$68,057.00	7.7%	\$69,079.00	1.50%	\$70,115.00	1.50%	\$71,167.00	1.50%
Eau Claire	\$67,373.00	14.0%	\$69,394.00	3.00%	\$71,475.00	3.00%	\$73,620.00	3.00%
Fond du Lac	\$70,774.00	1.0%	\$71,482.00	1.00%	\$72,554.00	1.50%	\$73,642.00	1.50%
Jefferson	\$68,848.00	9.9%	\$69,534.40	1.00%	\$70,220.80	0.99%	\$70,928.00	1.01%
La Crosse	\$74,853.09	2.0%	\$76,350.15	2.00%	\$78,640.66	3.00%	\$80,999.88	3.00%
Manitowoc					\$66,335.00	#DIV/0!	\$67,329.00	1.50%
Portage	\$72,603.00	13.1%	\$73,692.00	1.50%	\$74,797.00	1.50%	\$75,920.00	1.50%
Rock	\$74,980.75	2.0%	\$76,480.37	2.00%	\$77,627.58	1.50%	\$78,791.99	1.50%
St. Croix	\$69,749.00	9.6%	\$71,144.00	2.00%	\$72,567.00	2.00%	\$74,018.00	2.00%
Sauk	\$65,836.00	#DIV/0!	\$65,836.00	0.00%	\$65,836.00	0.00%	\$65,836.00	0.00%
Sheboygan	\$70,107.00	10.6%	\$70,107.00	0.00%	\$70,107.00	0.00%	\$70,107.00	0.00%
Walworth	\$70,055.64	2.0%	\$71,456.75	2.00%	\$72,885.89	2.00%	\$74,343.61	2.00%
Washington	\$73,126.00	6.5%	\$74,589.00	2.00%	\$76,080.00	2.00%	\$77,602.00	2.00%
Waupaca	\$70,853.00	4.1%	\$70,853.00	0.00%	\$70,853.00	0.00%	\$72,507.00	2.33%

77297.376

1.0490548

average

10% min

10% max

Actual

\$73,682.88

\$66,314.59

\$81,051.16

96%

RESOLUTION NO. 2019-_____

**Establishing total annual compensation for county elected officials
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, February 9, 2016, the Jefferson County Board of Supervisors adopted Ordinance 2015-30, establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at Step 7 of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2020, the earliest time for filing nomination papers for the county elective office.

On Tuesday, January 13, 2020, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the County Clerk, Register of Deeds and the Treasurer. After analyzing this information, the Human Resources Committee is recommending a ___% increase in each year of the four-year term of the County Clerk, a ___% increase in each year of the four-year term of the Register of Deeds and a % increase in each year of the four-year term of the Treasurer, based on the starting salary of step 7 of the appropriate recommended grade placement (Grade 12 for the County Clerk and Grade 10 for the Register of Deeds and Treasurer).

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2020 which is the earliest time for filing nomination papers for county elective offices, and

WHEREAS, the Board desires to establish the total annual compensation for certain county elected officials not including fringe benefits which are subject to increase or decrease during the official's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

Elective Official	2021 Rate	2022 Rate	2023 Rate	2024 Rate
County Clerk	\$	\$	\$	\$
Register of Deeds	\$	\$	\$	\$
Treasurer	\$	\$	\$	\$

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County’s health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

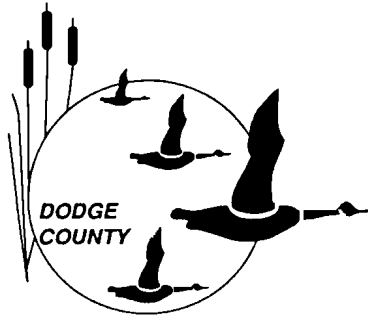
Fiscal impact from 2020 to 2021: County Clerk, \$; Register of Deeds, \$; Treasurer, \$.
Fiscal impact from 2021 to 2022: County Clerk, \$; Register of Deeds, \$; Treasurer, \$.
Fiscal impact from 2022 to 2023: County Clerk, \$; Register of Deeds, \$; Treasurer, \$.
Fiscal impact from 2023 to 2024: County Clerk, \$; Register of Deeds, \$; Treasurer, \$.
The total cumulative fiscal impact for the four-year term, from 2021 to 2024, is: County Clerk, \$; Register of Deeds, \$; Treasurer, \$.
Federal Insurance Contributions Act (FICA)tax, Wisconsin Retirement System employer contribution, health and other eligible fringe benefits will be as stated in this resolution and will be part of the budget process for each budget year.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

02-11-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Dodge County Executive Committee
Dave Ehlinger, Finance Director
Sarah Hinze, Human Resource Director
From: Jim Mielke
Date: December 30, 2019

Re: Discussion – Concept – Shared Purchasing Agent Position Dodge & Jefferson Counties

Preliminary high level discussion regarding a potential sharing of a Purchasing Agent with Jefferson County have taken place. The discussions have included the following:

Jefferson County:

- Ben Wehmeier, County Administrator
Terri Palm-Kostroski, Human Resource Director
Marc DeVries, Finance Director

Dodge County

- Jim Mielke, County Administrator
Sarah Hinze, Human Resource Director
Dave Ehlinger, Finance Director

In addition, a summary of the discussions have been provided to Corporation Counsels from both Jefferson and Dodge Counties.

Currently, Jefferson County does not have a Purchasing Agent position. The Dodge County position has been vacant as of November 27, 2019. The Dodge County position was initially filled in April 2018. A shared Purchasing Agent position is not unique. Currently, the City and County of Eau Claire share one position and the City and County of Sheboygan share a single position. With the current vacancy, internal discussion has focused on, the opportunity to explore a shared position. Recruitment efforts will be impacted depending whether the Purchasing Agent is shared or stand alone.

An initial conference call to discuss the concept was held on November 19th. A follow-up discussion was held on December 4th, followed by a December 19th meeting.

The concept of a Shared Purchasing Agent was discussed with the Dodge County Finance Committee On December 10th. A follow-up discussion with the Finance Committee is scheduled for January 13th. A discussion is also scheduled as part of the January 6th Human Resource & Labor Negotiation Committee agenda.

Preliminary discussions have focused on the Purchasing Agent being a Dodge County employee, maintaining the current reporting structure to the Finance Director. The position would be located within

the Finance Department (4th Floor Administration Building). To implement a shared position, an Intergovernmental Agreement would be required, specifying the responsibilities and approved by each county. The position is not intended to be a half-time position for either county. The work performed would be dictated by the needs and priorities of each county.

Compensation: At this time discussion has also taken place related to the sharing of a Risk Manager / Safety Coordinator. Jefferson County has a vacant, approved position of Risk Manager / Safety Coordinator. An option has been discussed related to Dodge County being responsible for the wages /benefits of the Purchasing Agent and Jefferson County responsible for the wages/ benefits of the Risk Manager / Safety Coordinator. Both positions, Purchasing Agent and Risk Manager / Safety Coordinator would perform work for each county.

There is also internal agreement, if the process for a shared position(s) moves forward, representatives from each county would be part of the hiring process for both positions. This would follow a similar process used for the hiring of Vicki Pratt - ThriveEd.

Dodge and Jefferson Counties share a successful partnership regarding economic development with ThriveEd. Internally there is the belief that the Purchasing Agent and Risk Manager/Safety Coordinator provides an additional opportunity to work together for the benefit of both counties.

Enc: Dodge County Procurement Policy

FROM	2019	1 TO	2019	12	AVAILABLE PCT		
ACCOUNTS FOR:	ORIGINAL	TRANFRS	REVISED		ENCUMBR	BUDGET	USED
	APPROP	ADJSTMNTS	BUDGET	ACTUALS			
12301 Human Resources							
12301 411100 General Property Taxes	-408987	-17000	-425987	-408987	0	-17000	96.00%
12301 451002 Private Party Photocopy	0	0	0	-18.88	0	18.88	0.00%
12301 451034 Badge Replacement Fee	-40	0	-40	-49.96	0	9.96	124.90%
12301 451200 Records & Reports	-120	0	-120	0	0	-120	0.00%
12301 484005 Insurance Training Reimbu	0	0	0	-1020	0	1020	0.00%
12301 511110 Salary-Permanent Regular	174648	0	174648	172718.9	0	1929.11	98.90%
12301 511210 Wages-Regular	53561	0	53561	56121.74	0	-2560.74	104.80%
12301 511330 Wages-Longevity Pay	309	0	309	293.75	0	15.25	95.10%
12301 512141 Social Security	17482	0	17482	16312.3	0	1169.7	93.30%
12301 512142 Retirement (Employer)	14968	0	14968	15038.69	0	-70.69	100.50%
12301 512144 Health Insurance	44847	0	44847	45202.17	0	-355.17	100.80%
12301 512145 Life Insurance	46	0	46	47.08	0	-1.08	102.30%
12301 512150 FSA Contribution	6000	0	6000	0	0	6000	0.00%
12301 512151 HSA Contribution	0	0	0	12000	0	-12000	0.00%
12301 512173 Dental Insurance	3240	0	3240	3263.55	0	-23.55	100.70%
12301 521218 Arbitrator	400	0	400	0	0	400	0.00%
12301 521219 Other Professional Serv	18240	17000	35240	38415.5	10557.4	-13732.9	139.00%
12301 521225 Section 125	14240	0	14240	21157.75	2892.25	-9810	168.90%
12301 521226 Ergonomics	500	0	500	120	0	380	24.00%
12301 521227 Position Classifications	1250	0	1250	1050	0	200	84.00%
12301 521228 Labor Negotiations	15000	0	15000	9898.9	5101.1	0	100.00%
12301 521229 Recruitment Related	1125	0	1125	1614.35	0	-489.35	143.50%
12301 521296 Computer Support	0	0	0	1217.73	0	-1217.73	0.00%
12301 531243 Furniture & Furnishings	0	0	0	457.97	0	-457.97	0.00%
12301 531303 Computer Equipmt & Soft	4450	0	4450	4587	0	-137	103.10%
12301 531311 Postage & Box Rent	300	0	300	387.38	0	-87.38	129.10%
12301 531312 Office Supplies	970	0	970	162.93	0	807.07	16.80%
12301 531313 Printing & Duplicating	600	0	600	619.52	0	-19.52	103.30%
12301 531322 Subscriptions	0	0	0	2504.88	0	-2504.88	0.00%
12301 531323 Subscriptions-Tax & Law	1600	0	1600	-669.23	0	2269.23	41.80%
12301 531324 Membership Dues	640	0	640	461.91	0	178.09	72.20%
12301 531326 Advertising	200	0	200	2164.95	0	-1964.95	%
12301 531351 Gas/Diesel	0	0	0	34.25	0	-34.25	0.00%
12301 531357 Employee Recognition	6655	0	6655	509.34	0	6145.66	7.70%
12301 532325 Registration	2269	0	2269	984	0	1285	43.40%
12301 532332 Mileage	524	0	524	495.9	0	28.1	94.60%
12301 532334 Commercial Travel	400	0	400	401.6	0	-1.6	100.40%
12301 532335 Meals	414	0	414	120.59	0	293.41	29.10%
12301 532336 Lodging	2548	0	2548	1482.9	0	1065.1	58.20%
12301 532339 Other Travel & Tolls	330	0	330	197.03	0	132.97	59.70%
12301 532350 Training Materials	11495	0	11495	10966.04	0	528.96	95.40%
12301 533225 Telephone & Fax	0	0	0	46.49	0	-46.49	0.00%
12301 535242 Maintain Machinery & Eq	0	0	0	403.1	0	-403.1	0.00%
12301 571004 IP Telephony Allocation	283	0	283	259.38	0	23.62	91.70%
12301 571005 Duplicating Allocation	254	0	254	232.87	0	21.13	91.70%

12301 571009 MIS PC Group Allocation	5681	0	5681	5207.62	0	473.38	91.70%
12301 571010 MIS Systems Grp Alloc(ISI)	2259	0	2259	2070.75	0	188.25	91.70%
12301 591519 Other Insurance	1419	0	1419	1612.12	0	-193.12	113.60%
12301 591520 Liability Claims	0	0	0	3665	0	-3665	0.00%
12301 592006 WRS Interest	0	0	0	23.7	0	-23.7	0.00%
12301 594818 Capital Computer	0	12500	12500	6572.15	10827.85	-4900	139.20%
12301 699999 Budgetary Fund Balance	0	-12500	-12500	0	0	-12500	0.00%
TOTAL Human Resources	0	0	0	30358.7	29378.6	-59737.3	0.00%

12302 Safety

12302 411100 General Property Taxes	-53709	0	-53709	-53709	0	0	100.00%
12302 474106 Intergovt Shared Services	-45460	0	-45460	0	0	-45460	0.00%
12302 511110 Salary-Permanent Regular	60291	0	60291	2474.59	0	57816.41	4.10%
12302 512141 Social Security	4612	0	4612	189.3	0	4422.7	4.10%
12302 512142 Retirement (Employer)	3949	0	3949	162.31	0	3786.69	4.10%
12302 512144 Health Insurance	14949	0	14949	0	0	14949	0.00%
12302 512145 Life Insurance	52	0	52	0	0	52	0.00%
12302 512150 FSA Contribution	2000	0	2000	0	0	2000	0.00%
12302 512173 Dental Insurance	1080	0	1080	0	0	1080	0.00%
12302 531303 Computer Equipmt & Soft	0	1850	1850	1850	0	0	100.00%
12302 531312 Office Supplies	50	0	50	77.5	0	-27.5	155.00%
12302 531313 Printing & Duplicating	20	0	20	0	0	20	0.00%
12302 531320 Safety Supplies	100	0	100	1332.16	0	-1232.16	%
12302 531322 Subscriptions	3758	0	3758	3751.78	0	6.22	99.80%
12302 531324 Membership Dues	300	0	300	275	0	25	91.70%
12302 532325 Registration	625	0	625	140	0	485	22.40%
12302 532332 Mileage	115	0	115	0	0	115	0.00%
12302 532335 Meals	100	0	100	0	0	100	0.00%
12302 532336 Lodging	328	0	328	0	0	328	0.00%
12302 532350 Training Materials	5000	2500	7500	0	0	7500	0.00%
12302 571004 IP Telephony Allocation	94	0	94	86.13	0	7.87	91.60%
12302 571005 Duplicating Allocation	28	0	28	25.63	0	2.37	91.50%
12302 571009 MIS PC Group Allocation	947	0	947	868.12	0	78.88	91.70%
12302 571010 MIS Systems Grp Alloc(ISI)	377	0	377	345.62	0	31.38	91.70%
12302 591519 Other Insurance	394	0	394	423.84	0	-29.84	107.60%
12302 699999 Budgetary Fund Balance	0	-4350	-4350	0	0	-4350	0.00%
TOTAL Safety	0	0	0	-41707	0	41707.02	0.00%
TOTAL General Fund	0	0	0	-11348.3	29378.6	-18030.3	0.00%
TOTAL REVENUES	-508316	-33850	-542166	-463785	0	-78381.2	
TOTAL EXPENSES	508316	33850	542166	452436.5	29378.6	60350.88	
GRAND TOTAL	0	0	0	-11348.3	29378.6	-18030.3	0.00%



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courtthouse
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
November, 2019**

Issues/Items for November, 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
 - 0 written warning
 - 1 Performance Improvement Plan
 - 1 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
 - 0 computer/phone/camera record searches
 - 1 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:
 - Continued working with Wells Fargo and One America to plan for a smooth transition for Deferred Compensation plan changes.

- Professional Development/Trainings:
 - Nine staff and managers attended Local Government Leadership Workshop, “Engaging the Community – 101” through UW-W in Whitewater on Friday, November 8, 2019
 - Attended Risk Management for Government by ASSP in Madison on November 14 – 15, 2010.

- Recruitment and Retention:
 - Posted 11 new positions and received/reviewed **107** applications
 - Processed **7** new hires/rehires and 3 promotion/transfers and 0 interim promotion.
 - Processed 0 employee separations/seasonal layoffs
 - Processed 0 status/job changes
 - Completed and/or reviewed 6 reference checks, 3 education checks, 2 caregiver background checks, 0 credit check, 3 criminal record checks and 0 drivers check on 3 candidates, of which 2 applicants were extended an offer and 1 is pending an offer. 2 applicants accepted, 1 is pending and 0 candidate declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Coordinated 3 sessions to kick off the Employee Policy Review Team, covering 20 topics. Met on November 7 with consultants to discuss progress.
 - Monitored 80 active FMLA requests, both new and on-going.
 - Reported 3 work injuries/illnesses to WMMIC
 - Accommodated 0 new disability requests
 - Participated in 1 labor negotiations sessions
 - Denial of **0** sabbatical leave of absence
 - 0 grievances
 - 1 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:
 - Provided Veteran employees with a card and coffee
 - Distributed 37 Birthday cupcakes for birthdays for the month of November
 - Distributed 3 Years of Service Thank you cards and gifts/gift options for the month of November

- 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 December 2019:

- Plan an employee recognition event for the Holidays
- 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



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Human Resources Specialist

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Safety Coordinator

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

Issues/Items for December, 2019:

- Personnel issues:
 - 2 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 0 counselings
 - 0 extensions of probationary periods
 - 2 verbal warning
 - 0 written warning
 - 0 Performance Improvement Plan
 - 0 suspensions
 - 1 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
 - 0 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:
 - Coordinated a Deferred Compensation kick-off meeting, attended by 148 employees, on December 3
 - Continued working with Wells Fargo and One America to plan for a smooth transition for Deferred Compensation plan changes.

- Professional Development/Trainings:
 - Attended “Detecting and Preventing Employee Dishonesty” presented at WMMIC meeting in Madison on December 5, 2019

- Recruitment and Retention:
 - Posted 9 new positions and received/reviewed **120** applications
 - Processed **6** new hires/rehires and **1** promotion/transfers and **0** interim promotion.
 - Processed 4 employee separations/seasonal layoffs
 - Processed 0 status/job changes
 - Completed and/or reviewed 16 reference checks, 4 education checks, 4 caregiver background checks, 0 credit check, 4 criminal record checks and 0 drivers check on 4 candidates, of which 4 applicants were extended an offer and 0 is pending an offer. 4 applicants accepted, 0 is pending and 0 candidate declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Coordinated and facilitated 6 sessions with three different Employee Policy Review Teams, covering 20 topics. Met on December 12 with consultants to discuss progress.
 - Monitored 58 active FMLA requests, both new and on-going.
 - Reported 0 work injuries/illnesses to WMMIC
 - Accommodated 0 new disability requests
 - Participated in 1 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
 - **0** 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

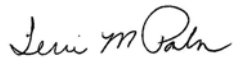
- Employee Recognition and Appreciation:
 - Provided employees with Jefferson County can koozie
 - Distributed 64 Birthday cupcakes for birthdays for the month of December
 - Distributed 4 Years of Service Thank you cards and gifts/gift options for the month of December

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

Action Items for January, 2020:

- Plan an employee recognition event
- Labor Negotiations
- 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
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
January 14, 2020**

MONTHLY ACCOMPLISHMENTS/GOALS:

- November and December 2019 reports included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since November 5, 2019:

- **County Clerk**
 - Deputy County Clerk
- **Human Services**
 - Administrative Assistant I
 - Aging & Disability Resource Specialist I
 - Aging & Disability Resource Specialist II
 - Benefit Specialist for EBD
 - Child Protective Services Ongoing
 - Comprehensive Community Services Facilitator I x 2
 - Comprehensive Community Services Facilitator II x 4
 - CCS Psychotherapist x 2
 - CCS Supervisor
 - Community Outreach Worker
 - CPS Clinical Coordinator
 - Economic Support Specialist I/II
 - Family Caregiver Support Worker
 - Intake Worker
 - Nutrition Program Supervisor
 - Psychosocial Rehabilitation Worker
 - Psychotherapist
 - Youth Justice Case Manager
- **Park's Department**
 - Maintenance Worker II
- **Sheriff's Office**
 - Part-time Communications Operator

EMERGENCY HELP REQUESTS: The following emergency help requests were received since Nov. 5, 2019:

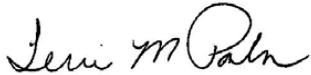
- Fiscal Assistance for three months, Human Services
- Register in Probate/Juvenile Clerk assistance, Clerk of Courts
- Nutrition Site Assistance, Human Services until vacancy is filled
- Intake Worker for three months, Human Services

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:

- Provided 26 employees with performance bonuses for 2019
- Provided 1 current employee with an additional week of vacation

Respectfully Submitted,

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

Terri M Palm
Human Resources Director