

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, January 14, 2020 @ 6:00 p.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 6:00 p.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; Jim Schroeder; Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Kathi Cauley, Human Services Director; Walt Christensen, Board Supervisor; Staci Hoffman, Register of Deeds; Audrey McGraw, County Clerk; Ed Morris, Board Supervisor; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Members of the public present: none.
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: None.
7. Approval of November 5, 2019, Human Resources Committee Minutes. **Motion by J. Schroeder to approve the Human Resources Committee November 5, 2019 minutes as presented. Second by L. Payne. Motion passed 5:0.**
8. Discussion and approval to terminate participation in the State of Wisconsin Deferred Compensation Program. **Motion by M. Wineke to approve a resolution for Board to terminate participation in the State of Wisconsin Deferred Compensation Program. Second by K. Lund. Motion passed: 5:0.**
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. **Motion by J. Schroeder to approve a resolution to Board 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. Second by M. Wineke. Motion passed: 5:0.**
10. Discussion and approval to reclassify the vacant CCS/YES! Supervisor position to a Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services. **Motion by M. Wineke to reclassify the vacant CCS/YES! Supervisor position to a Mental Health Professional position at Human Services. Second by L. Payne. Motion passed 5:0.**
11. Establish salaries for the 4-year term, from 2021 – 2024, for the positions of County Clerk, Register of Deeds, and Treasurer. Discussion of history of setting elected official salaries, review of the positions, comparable data from external counties and comparable data from internal positions. Direction to staff to complete review of positions by consultant and discuss at next meeting. **No action taken.**
12. Discussion and possible action on shared Risk Manager/Safety Officer position and Purchasing Agent position with Dodge County. **Motion by M. Wineke to proceed forward in exploring shared positions with Dodge County of a full-time Risk Manager/Safety Officer and a full-time Purchasing Agent. Second by L. Payne. Motion passed: 5:0.**

13. Discussion and update on review of Personnel Policies and the Personnel Ordinance. T. Palm-Kostroski provided committee a copy of the sections of the policies that have been reviewed and discussed with the work groups. This information will be shared with all employees with a comment period and discussed at the next County Board meeting. **Information only, no action taken.**
14. Committee did not convene into closed session.
15. Review of December, 2019 monthly financial reports for Human Resources and Safety. **Information only, no action taken.**
16. Report from Human Resources Director. **Information only, no action taken.**
17. Set next meeting date and agenda items: Friday, February 7, 2020; Tuesday, February 11, 2020; Tuesday, February 18, 2020; and Tuesday, March 18, 2020 to include update on review of Personnel Ordinance and setting elected official salaries.
18. Adjournment **Motion by L. Payne, to adjourn. Second by K. Lund. Motion passed 5:0. Meeting adjourned at 6:55 p.m.**

RESOLUTION NO. 2019-_____

Ratifying the 2020-2022 Collective Bargaining Agreement with the Jefferson County Law Enforcement Officers Association, Local 102

Executive Summary

The Jefferson County Law Enforcement Officers Association, LAW, Local 102 (the Association) notified Jefferson County of its intent to negotiate a successor collective agreement prior to the expiration of the existing agreement on December 31, 2019. Following this notification, Association representatives and Jefferson County representatives commenced negotiations resulting in a tentative agreement. The tentative agreement extends the collective bargaining agreement through 2022 and is amended as summarized below. The Human Resources Committee reviewed and approved the proposed amendments at its February 7, 2020, meeting. This resolution ratifies the tentative agreement entered into between the Association and Jefferson County for a successor collective bargaining agreement through 2022.

WHEREAS, the Executive Summary is hereby incorporated by reference into the resolution, and

WHEREAS, the collective bargaining agreement between Jefferson County Law Enforcement Officers Association, LAW, Local 102 (the Association) and Jefferson County expires on December 31, 2019, and

WHEREAS, the Association notified the County that it desired to negotiate a successor collective bargaining agreement prior to the expiration of the existing agreement, and

WHEREAS, the Association representatives and Jefferson County representatives commenced negotiations for the purpose of extending the current contract and negotiating contract amendments, and

WHEREAS, the following tentative agreement has been reached between the Association and Jefferson County which amends the existing collective bargaining agreement as follows:

1. The contract shall be for a three-year term commencing on January 1, 2020, and ending on December 31, 2022.
2. Wage increases of 2.33%, effective January 5, 2020; 2.33%, effective January 3, 2021; and 2.34%, effective January 2, 2022.
3. New hires needing to complete the Law Enforcement Academy will be paid \$21.00 per hour while attending the Academy.
4. Effective on January 1, 2020, the County will pay 96% of the monthly premium for the high deductible HMO plan and employees will be responsible to contribute the remaining monthly premium of the plan the employee selects. Thereafter, the employees will pay toward the health insurance premiums at the same employee health insurance premium participation rate of the non-represented employees.

5. The Fair Share/Dues Deduction section was modified to comply with the recent Supreme Court ruling in Janus v. AFSCME.
6. During the duration of the 2020-2022 agreement, the parties agree to meet on a non-binding basis to study issues of scheduling.
7. Any sworn employee hired under the lateral hire protocol may receive a starting annual salary and a vacation allowance commensurate with their years of experience as a sworn law enforcement officer.
8. Additional clarifying language was added and obsolete language was stricken.

NOW, THEREFORE, BE IT RESOLVED that the proposed amendments to the collective bargaining agreement as set forth in the tentative agreement between Jefferson County Law Enforcement Officers Association, LAW, Local 102 and Jefferson County as described above are hereby ratified and the County Administrator is authorized to execute the successor collective bargaining agreement on behalf of Jefferson County.

Fiscal note: The total increase in wages, WRS and FICA is \$149,645 for 2020; increasing by an additional \$153,131 for 2021, and increasing by an additional \$157,372 for 2022, for a total cost increase of \$912,569 over three years, as shown below.

Increase in wages, WRS, and FICA			
2.33%	2.33%	2.34%	7.00%
2020	2021	2022	Total
149,645	149,645	149,645	
	153,131	153,131	
		157,372	
149,645	302,776	460,148	912,569

A 1.5% increase in wages, WRS and FICA of \$96,338, has been included in the 2020 budget. The additional 0.83% over what was budgeted equates to a difference of \$53,307. This amount will be allocated from Jefferson County's contingency fund. The 2021 and 2022 costs will be included in the 2021 and 2022 budgets. This resolution amends the Sheriff's Office 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 _____

ORDINANCE NO. 2015-30

Establish procedure to set elected official salaries

Executive Summary

Jefferson County had a Compensation Study conducted by Carlson Dettman Consulting for all County employees in 2012 (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the elected positions: County Clerk, Grade 12; Clerk of Court, Grade 12; Register of Deeds, Grade 10; Treasurer, Grade 10; and Sheriff, Grade 16. This Compensation Study did not recommend the step within the pay structure that these positions should be placed. After consideration by the Human Resources Committee and County Board in 2014, these positions were all placed in Step 6 of their respective grade in the Jefferson County pay structure which consists of 11 steps. The Human Resources Committee recently conducted a review of these elected officials' salaries for the purpose of establishing future compensation. After reviewing comparables from various Wisconsin counties, the Human Resources Committee determined that these elected positions are more appropriately placed in Step 7 of the Jefferson County pay structure. This ordinance amends Ordinance No. 2013-26 and establishes compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court. Compensation may be adjusted by the County Board for cost of living before the earliest time for filing nomination papers for said office in each election cycle.

WHEREAS, the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 2018, and the County Clerk, Register of Deeds and Treasurer next elected in 2016, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the County Clerk, Treasurer and Register of Deeds before April 15, 2016, which is the earliest time for filing nomination papers in this cycle, and

WHEREAS, the Human Resources Committee through many election cycles has sought an objective method of establishing salaries for these offices, and

WHEREAS, the County had a Compensation Study done in 2012 for all County employees (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Clerk of Court	Grade 12
Register of Deeds	Grade 10
Treasurer	Grade 10
Sheriff	Grade 16

AND WHEREAS, for these offices the Human Resources Committee recommends establishing salaries by assigning all elected officials to Step 7 of their respective paygrade for

the duration of the four-year term in the amount that Step 7 is as of the day before the earliest time for filing nomination papers for said office in each election cycle, which shall remain unchanged during the balance of the four-year term,

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN THAT ORDINANCE NO. 2013-26 SHALL BE AMENDED AS FOLLOWS:

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, salaries for each upcoming term of the elected offices of County Clerk, Clerk of Court, Register of Deeds, Treasurer and Sheriff shall be determined by reference to Step 7 of the salary grades as set forth above for each office as of the day before the earliest time for filing nomination papers for said office in each successive election cycle, which shall remain unchanged for said four-year term.

BE IT FURTHER ORDAINED that County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

AND BE IT FURTHER ORDAINED that the aforementioned County officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time to time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a cost of living adjustment or salary grade review prior to the year of election for their office in the same manner as is applicable to other County employees requesting salary grade reviews.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The compensation increase for the three elected officials (County Clerk, Register of Deeds and Treasurer) that are up for election in 2016, subject to this change in the ordinance, would be \$42,159.86. The remaining two elected officials (Clerk of Courts and Sheriff) would be an undetermined amount since they are not up for election until 2018. This compensation increase includes a 1% cost of living adjustment recommended by the Human Resources Committee for the County Clerk, Treasurer and Register of Deeds for 2017, 2018, 2019 and 2020. Cost of living adjustments for the Sheriff and Clerk of Courts will be considered in the year before their next term of office.

02/06/2020
10:05:48

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 12

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12302 Safety							
12302 511110 Salary-Permanent Regular	0	0	0	289.98		-289.98	.0%
12302 512141 Social Security	0	0	0	22.19		-22.19	.0%
12302 512142 Retirement (Employer)	0	0	0	19.57		-19.57	.0%
12302 531322 Subscriptions	0	0	0	3,199.00		-3,199.00	.0%
12302 532325 Registration	0	0	0	15.00		-15.00	.0%
TOTAL Safety	0	0	0	3,545.74		-3,545.74	.0%
TOTAL General Fund	0	0	0	39,147.35		-66,415.35	.0%
TOTAL EXPENSES	0	0	0	39,147.35		-66,415.35	

02/06/2020
10:05:48

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 12

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12301 Human Resources							
12301 511110 Salary-Permanent Regular	0	0	0	15,782.75		-15,782.75	.0%
12301 511210 Wages-Regular	0	0	0	4,895.30		-4,895.30	.0%
12301 512141 Social Security	0	0	0	1,494.82		-1,494.82	.0%
12301 512142 Retirement (Employer)	0	0	0	1,395.78		-1,395.78	.0%
12301 512144 Health Insurance	0	0	0	2,479.41		-2,479.41	.0%
12301 512145 Life Insurance	0	0	0	3.97		-3.97	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00		-6,000.00	.0%
12301 512173 Dental Insurance	0	0	0	78.84		-78.84	.0%
12301 521225 Section 125	0	0	0	2,447.00		-29,715.00	.0%
12301 531324 Membership Dues	0	0	0	260.00		-260.00	.0%
12301 531357 Employee Recognition	0	0	0	737.00		-737.00	.0%
12301 532350 Training Materials	0	0	0	22.85		-22.85	.0%
12301 533225 Telephone & Fax	0	0	0	3.89		-3.89	.0%
TOTAL Human Resources	0	0	0	35,601.61		-62,869.61	.0%



**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
January, 2020**

Issues/Items for January, 2020:

- Personnel issues:
 - 3 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 1 counselings
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 0 written warning
 - 0 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
 - 2 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
 - 1 death
- Benefits:
 - Participated in weekly conference calls with Wells Fargo and One America to plan for a smooth transition for Deferred Compensation plan changes
 - Participated in biweekly conference calls with M3 and Dean Health to discuss any current issues and discuss wellness and/or plan designs as it relates to renewal rates
 - Attended a worker's compensation hearing January 14, 2020

- Professional Development/Trainings:
 - Attended “Helping to Keep Workers Safe through Opiate and Drug Awareness”, presented by Emi Reiner, MPH, RN, sponsored by Jefferson County Area Safety Network, on Thursday, January 9, 2020
 - Attended the WPELRA annual conference January 30 – 31, 2020, in Madison
 - Elected to the WPELRA Board for two-year term

- Recruitment and Retention:
 - Posted 8 new positions and received/reviewed **161** applications
 - Processed 7 new hires/rehires and 6 promotion/transfers and 0 interim promotion.
 - Processed 5 employee separations/seasonal layoffs
 - Processed 1 status/job changes
 - Completed and/or reviewed **46** reference checks, **12** education checks, **8** caregiver background checks, 0 credit check, **12** criminal record checks and 0 drivers check on **16** candidates, of which **14** applicants were extended an offer and 0 is pending an offer. **12** applicants accepted, **2** are pending and 0 candidates declined.

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Coordinated and facilitated 3 sessions with three different Employee Policy Review Teams, covering 20 topics
 - Monitored 62 active FMLA requests, both new and on-going.
 - Reported 3 work injuries/illnesses to WMMIC
 - Accommodated 1 new disability requests
 - Participated in 1 labor negotiations session
 - 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
 - 1 Worker’s compensation settlement
 - 0 Nepotism investigation

- Safety:
 - Monthly Safety Topic: none
 - Contracted 0 ergonomic assessment

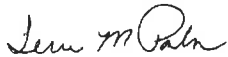
- Employee Recognition and Appreciation:
 - Coordinated a potluck lunch for Courthouse and ancillary departments
 - Distributed 51 Birthday cupcakes for birthdays for the month of January
 - Distributed 11 Years of Service Thank you cards and gifts/gift options for the month of January

- Miscellaneous:
 - Drafted 2 resolutions and 1 ordinance for Committee/Board
 - Responded to 1 new open records request
 - Completed 0 salary survey requests

Action Items for February, 2020:

- Plan an employee recognition event
- 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
February 11, 2020**

MONTHLY ACCOMPLISHMENTS/GOALS:

- January 2020 report included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since January 14, 2020:

- **Human Services**
 - Administrative Assistant I
 - Comprehensive Community Services Facilitator II
 - Van Driver, Pool
- **Highway**
 - Foreman
 - Maintenance Worker III
 - Summer Help

EMERGENCY HELP REQUESTS: The following emergency help requests were received since January 14, 2020:

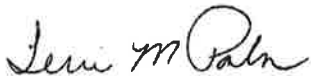
- Clerical Assistance, Veterans Service Office

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

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

- Provided new hire for Nutrition Site Manager position step 5
- Provided new hire for CPS Ongoing Professional position step 2

Respectfully Submitted,



Terri M Palm
Human Resources Director