

Agenda - Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 205 and Videoconference
Jefferson, WI 53549

Tuesday, September 1, 2020 @ 8:30 a.m.

Join Zoom Meeting: https://zoom.us/j/99844092381 Meeting ID: 998 4409 2381# One tap Mobile: 1-312-626-6799, 998 4409 2381# Dial by your location: 1-301-715-8592

Committee Members: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary; Brandon White, and 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 August 18, 2020, Human Resources Committee Minutes
8. Discussion and possible action of the temporary suspension of personnel policies, specifically regarding exempt compensatory time as it relates to Covid-19 and the CARES act
9. Discussion and possible action of health insurance plan designs for active and retiree coverages
10. Review of August, 2020, monthly financial reports for Human Resources and Safety
11. Report from Human Resources Director:
 - a. Monthly report
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence requests
 - e. Additional steps, benefits and bonuses provided to employees
12. Set next meeting date and agenda items
13. Adjournment

Next scheduled meetings:
Tuesday, September 15, 2020 at 8:30 a.m.
Tuesday, October 20, 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, August 18, 2020 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/99844092381

1. Call to Order: Meeting called to order by Chair James Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Elizabeth Borkowski, Public Health Nurse; Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, Human Resources Director (virtual); Gail Scott, Health Officer (virtual); Benjamin Wehmeier, County Administrator; Katrina Wichlacz, Public Health Nurse (virtual). Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Public Comment: K. Wichlacz and E. Borkowski spoke regarding the amount of compensatory time public health nurses have accrued during COVID-19.
6. Communications: None.
7. Approval of June 16, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee June 16, 2020, minutes as presented. Second by J. Fitzgerald. Motion passed 5:0.**
8. Discussion of temporary suspension of personnel policies, including telecommuting, flexible scheduling, exempt compensatory time, and travel policies. Staff discussed the need to remain flexible to address unknown changes needed due to COVID-19. Specifically discussed were the pros and cons of remote working, training managers/supervisors to manage remote workers, department specificity on needs and results of remote working now and possibility in the future, traveling and returning to work. Direction to look at specific needs and recognize that each position and/or department may have different flexibility and should memorialize that in writing. **No action taken.**
9. Discussion and possible action of the temporary suspension of personnel policies, specifically regarding exempt compensatory time as it relates to COVID-19 and the CARES Act. Discussion of the number of hours that public health nurses have worked due to responding to COVID-19 and options to fairly recognize their efforts by considering carryover of time, conversion to 1:1 overtime and paid, or a combination. Staff will draft resolution to present at special Human Resources Committee meeting on September 1, 2020. **No action taken.**
10. Discussion of health and safety precautions during Covid-19. Staff reviewed the number of steps taken and ongoing to ensure that employees and general public remain safe. **No action taken.**
11. Review of July, 2020, monthly financial reports for Human Resources and Safety. Other than charges for COVID-19 PPE, nothing notable to report. K Mundt updated the committee on health insurance meetings with employees, specifically related to plan-design options and 2021 premium rates. Also advised the committee of the cost comparison of active and retiree plans. **No action taken.**
12. Review of Human Resources/Safety 2021 requested budget. T. Palm-Kostroski verbally indicated that the

option of a decrease to budget would be a delay in filling the Risk Manager/Safety Officer position. **No action taken.**

13. Report from Human Resources Director. T. Palm-Kostroski verbally presented July monthly report; vacant position requests; emergency help requests; extended leave of absence requests; and additional steps, benefits and bonuses provided to employees since the last Human Resources Committee meeting. **No action taken.**
14. Set next meeting date and agenda items: Tuesday, September 1, 2020, at 8:30 a.m., agenda to include consideration of public health nurse compensatory time and Dean Health insurance options for 2021. Tuesday, September 15, 2020, at 8:30 a.m., agenda items to be determined.
15. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 10:06 a.m.**

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RESOLUTION NO. 2020-_____

Approving Temporary Suspension of Personnel Ordinance, Section HR0360, Hours of Work, Overtime, and Compensatory Time as it relates to Public Health Nurses and Public Health Nurse Manager

Executive Summary

Public Health Care professionals are responsible for treating and working with patients and families affected by COVID-19. As of August 17, 2020, Jefferson County (excluding Watertown data) had 619 positive tests and 12451 negative tests. Each positive case requires staff to conduct case investigation and contact tracing. This involves working with individuals who have been confirmed positive for COVID-19 and to identify and provide support to people (contacts) who may have been infected through exposure to the confirmed-positive individual. Since the onset of COVID-19 in Jefferson County, Jefferson County public health nurses have been required to work additional hours into the evening and on weekends, accruing excessive amounts of compensatory time. Due to the demands of COVID-19, it is unrealistic that the nurses will be allowed to use all of their vacation and compensatory time by the end of 2020.

Jefferson County Personnel Ordinance currently states that public health nurses and the public health nurse manager are eligible to accumulate compensatory time “on an hour-for-hour basis for time worked in excess of 40 hours in a workweek. There shall be no cash compensation for accrued exempt compensatory time...” In addition, they “may accrue up to 120 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week. This bank may be replenished, but must be used by November 30 of each year, or is forfeited. An extension may be requested by November 15 of each year, subject to approval of the County Administrator. A request to carry over any compensatory time earned between November 15 and November 30 must be made to the Human Resources Department by December 10 subject to the County Administrator’s approval. Compensatory time approved for carryover must be used by March 1 of the succeeding year.”

The Coronavirus outbreak is a unique occurrence that has not relented in the last five months, and is unknown exactly how long it will continue. Although nurses continue to attempt to schedule time off from work, it is unlikely that they will be able to take three weeks of vacation (on average) as well as, in some cases, over four or more weeks of compensatory time. Based on the current ordinance, this compensatory time would then be forfeited. Therefore, it is being requested to temporarily suspend section HR0360, Hours of Work, Overtime, and Compensatory Time, and allow all Public Health Nurses and the Public Health Nurse Manager to accrue compensatory time for COVID-19 related activities for the first five hours of actual hours worked over 40 hours per week. Any hours actually worked over 45 hours per week on COVID-19 related activities will be paid as overtime at a rate equal to hour-for-hour of the regular rate of pay, and the current 120-hour maximum will be increased to 480 hours. This request is retroactive to March 17, 2020, less any hours of compensatory time already used or scheduled to be used, and effective through October 31, 2020.

The Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. Eligible payments include payroll expenses for public health whose services (1) are substantially dedicated to mitigating or responding to the COVID19 public health emergency, (2) were not accounted for in the adopted 2020 budget, and (3) were incurred during the period that begins on March 1, 2020, and ends on October 31, 2020. Therefore, the temporary suspension of the exempt compensatory time provision of the personnel ordinance will not only allow our public health professionals to be compensated for the unexpected hours they have worked, but also will not have a financial impact on the County's 2020 budget.

On September 1, 2020, the Human Resources Committee reviewed the request from the County Administrator to approve the temporary suspension of Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, as provided below, and recommend forwarding this resolution to the County Board for consideration:

1. Public Health Nurses and the Public Health Nurse Manager may accrue compensatory time on an hour-for-hour basis for COVID-19 related activities for the first five hours of actual hours worked over 40 hours per week
2. Public Health Nurses and the Public Health Nurse Manager may be compensated overtime, paid at a rate equal to the regular rate of pay, for any hours actually worked over 45 hours per week on COVID-19 related activities
3. Public Health Nurses and the Public Health Nurse Manager may accrue up to 480 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week
4. This temporary suspension is retroactive to March 17, 2020, and effective through October 31, 2020
5. Compensatory time that Public Health Nurses and the Public Health Nurse Manager have already used or have scheduled to use shall not apply to the temporary suspension of items 1 and 2 above

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

WHEREAS, it is the intent of this Resolution to appropriately recognize the continuous responsibility and sacrifices that the Public Health staff have made during this difficult time of the COVID-19 outbreak in order to protect the citizens of our County, and

WHEREAS, the CARES Act provides payments for payroll expenses for public health services that are substantially dedicated to mitigating or responding to the COVID19 public health emergency and were not accounted for in the adopted 2020 budget.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisor approves the temporary suspension of Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time for Public Health Nurses and the Public Health Nurse Manager as outlined in 1 – 5 in the Executive Summary.

Fiscal Note: As of August 15, 2020, six Public Health Nurses and the Public Health Nurse Manager have a total of 955.5 hours that are not included in the 2020 budget that will be compensated as either overtime at regular rate of pay or used as compensatory time that otherwise would have been forfeited. As of August 15, 2020, the total cost, including associated benefits, is \$38,597. Any hours or cost associated with the temporary suspension from August 16, 2020, through October 31, 2020, is unknown at this time; however, it is anticipated to be significantly less as additional limited term personnel have been hired. It is anticipated that the CARES Act will provide payments for all eligible payroll costs.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

09-15-2020

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

08/28/2020
16:50:28

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2020 01 TO 2020 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-405,031	0	-405,031	-270,020.64		-135,010.36	66.7%
12301 421001 22101 State Aid	0	0	0	-16,453.45		16,453.45	.0%
12301 451002 Private Party Photocopy	-20	0	-20	.00		-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-2.84		-37.16	7.1%
12301 451200 Records & Reports	-100	0	-100	.00		-100.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00		-3,000.00	.0%
12301 486010 Rebates	-6,905	0	-6,905	.00		-6,905.00	.0%
12301 511110 Salary-Permanent Regular	182,370	0	182,370	99,380.43		82,989.71	54.5%
12301 511110 22101 Salary-Permanent Regula	0	0	0	13,252.33		-13,252.33	.0%
12301 511210 Wages-Regular	56,255	0	56,255	33,715.08		22,539.47	59.9%
12301 511210 22101 Wages-Regular	0	0	0	1,562.33		-1,562.33	.0%
12301 511220 Wages-Overtime	0	0	0	.00		.00	.0%
12301 511240 Wages-Temporary	0	0	0	218.22		-218.22	.0%
12301 511240 22101 Wages-Temporary	0	0	0	788.75		-788.75	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12301 511330 Wages-Longevity Pay	294	0	294	.00		293.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
12301 512141 Social Security	17,459	0	17,459	9,609.25		7,849.57	55.0%
12301 512141 22101 Social Security	0	0	0	1,130.87		-1,130.87	.0%
12301 512142 Retirement (Employer)	16,127	0	16,127	8,998.74		7,128.23	55.8%
12301 512142 22101 Retirement (Employer)	0	0	0	999.98		-999.98	.0%
12301 512144 Health Insurance	46,282	0	46,282	25,004.94		21,276.79	54.0%
12301 512144 22101 Health Insurance	0	0	0	2,603.86		-2,603.86	.0%
12301 512145 Life Insurance	48	0	48	30.17		17.47	63.3%
12301 512145 22101 Life Insurance	0	0	0	4.93		-4.93	.0%
12301 512150 FSA Contribution	6,000	0	6,000	.00		6,000.00	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00		-6,000.00	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12301 512153 HRA Contribution	0	0	0	.00		.00	.0%
12301 512173 Dental Insurance	3,312	0	3,312	1,862.67		1,449.33	56.2%
12301 512173 22101 Dental Insurance	0	0	0	150.18		-150.18	.0%
12301 521218 Arbitrator	0	0	0	.00		.00	.0%
12301 521219 Other Professional Serv	16,700	10,557	27,257	1,896.50		25,360.90	7.0%
12301 521219 22101 Other Professional Serv	0	0	0	100.00		-100.00	.0%
12301 521220 Consultant	0	0	0	.00		.00	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2020 01 TO 2020 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 521225 Section 125	21,500	0	21,500	18,127.25		-11,107.25	151.7%
12301 521226 Ergonomics	400	0	400	.00		400.00	.0%
12301 521227 Position Classifications	2,500	0	2,500	2,100.00		400.00	84.0%
12301 521228 Labor Negotiations	0	1,265	1,265	1,482.00		-217.30	117.2%
12301 521229 Recruitment Related	6,985	0	6,985	2,486.85		4,498.15	35.6%
12301 521229 22101 Recruitment Related	0	0	0	44.95		-44.95	.0%
12301 521296 Computer Support	0	0	0	.00		-1,860.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00		.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00		.00	.0%
12301 531298 United Parcel Service	100	0	100	.00		100.00	.0%
12301 531303 Computer Equipmt & Software	2,000	0	2,000	2,154.50		-154.50	107.7%
12301 531311 Postage & Box Rent	480	0	480	431.90		48.10	90.0%
12301 531312 Office Supplies	382	0	382	133.02		248.98	34.8%
12301 531312 22101 Office Supplies	0	0	0	9.60		-9.60	.0%
12301 531313 Printing & Duplicating	400	0	400	125.63		274.37	31.4%
12301 531313 22101 Printing & Duplicating	0	0	0	1.05		-1.05	.0%
12301 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12301 531320 22101 Safety Supplies	0	0	0	64,839.36		-70,686.10	.0%
12301 531322 Subscriptions	660	0	660	4,694.00		-4,034.00	711.2%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00		.00	.0%
12301 531324 Membership Dues	640	0	640	669.09		-29.09	104.5%
12301 531326 Advertising	200	0	200	1,950.00		-5,550.00	%
12301 531351 Gas/Diesel	0	0	0	.00		.00	.0%
12301 531357 Employee Recognition	6,905	0	6,905	1,587.45		5,317.55	23.0%
12301 531357 22101 Employee Recognition	0	0	0	706.37		-706.37	.0%
12301 532325 Registration	2,169	0	2,169	833.00		1,336.00	38.4%
12301 532332 Mileage	504	0	504	43.73		460.27	8.7%
12301 532334 Commercial Travel	400	0	400	.00		400.00	.0%
12301 532335 Meals	299	0	299	.00		299.00	.0%
12301 532336 Lodging	2,220	0	2,220	164.00		2,056.00	7.4%
12301 532339 Other Travel & Tolls	100	0	100	30.00		70.00	30.0%
12301 532350 Training Materials	9,775	0	9,775	8,697.71		1,077.29	89.0%
12301 533225 Telephone & Fax	50	0	50	30.92		19.08	61.8%
12301 535242 Maintain Machinery & Equip	400	0	400	156.91		243.09	39.2%
12301 571004 IP Telephony Allocation	381	0	381	254.00		127.00	66.7%
12301 571005 Duplicating Allocation	488	0	488	325.36		162.64	66.7%
12301 571007 MIS Direct Charges	0	0	0	.00		.00	.0%
12301 571009 MIS PC Group Allocation	6,341	0	6,341	4,227.36		2,113.64	66.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,193	0	2,193	1,462.00		731.00	66.7%
12301 591519 Other Insurance	1,778	0	1,778	1,399.45		378.95	78.7%
12301 591520 Liability Claims	0	0	0	8,174.06		-8,174.06	.0%
12301 592006 WRS Interest	0	0	0	.18		-.18	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 08

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 594813 Capital Office Equip	0	0	0	.00		.00	.0%
12301 594818 Capital Computer	0	10,828	10,828	.00		10,827.85	.0%
12301 699999 Budgetary Fund Balance	0	-22,650	-22,650	.00		-22,649.95	.0%
TOTAL Human Resources	0	0	0	48,174.00		-74,160.74	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2020 01 TO 2020 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-118,218	0	-118,218	-78,812.00		-39,406.00	66.7%
12302 474106 Intergovt Shared Services	0	0	0	.00		.00	.0%
12302 485200 Donations Restricted	-10,000	0	-10,000	.00		-10,000.00	.0%
12302 511110 Salary-Permanent Regular	80,057	0	80,057	549.44		79,507.10	.7%
12302 511210 Wages-Regular	0	0	0	.00		.00	.0%
12302 511240 Wages-Temporary	0	0	0	.00		.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
12302 512141 Social Security	5,310	0	5,310	42.06		5,268.12	.8%
12302 512142 Retirement (Employer)	4,729	0	4,729	37.08		4,691.76	.8%
12302 512144 Health Insurance	15,427	0	15,427	.00		15,427.24	.0%
12302 512145 Life Insurance	12	0	12	.00		12.00	.0%
12302 512150 FSA Contribution	2,000	0	2,000	.00		2,000.00	.0%
12302 512151 HSA Contribution	0	0	0	.00		.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12302 512153 HRA Contribution	0	0	0	.00		.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00		1,104.00	.0%
12302 531243 Furniture & Furnishings	650	0	650	.00		650.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00		.00	.0%
12302 531311 Postage & Box Rent	0	0	0	.00		.00	.0%
12302 531312 Office Supplies	100	0	100	.00		100.00	.0%
12302 531313 Printing & Duplicating	80	0	80	27.92		52.08	34.9%
12302 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12302 531320 Safety Supplies	180	0	180	67.43		112.57	37.5%
12302 531322 Subscriptions	7,749	0	7,749	3,862.33		3,886.67	49.8%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00		.00	.0%
12302 531324 Membership Dues	910	0	910	435.00		475.00	47.8%
12302 531326 Advertising	750	0	750	.00		750.00	.0%
12302 532325 Registration	1,040	0	1,040	15.00		1,025.00	1.4%
12302 532332 Mileage	420	0	420	.00		420.00	.0%
12302 532335 Meals	140	0	140	.00		140.00	.0%
12302 532336 Lodging	540	0	540	.00		540.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00		.00	.0%
12302 532350 Training Materials	5,000	0	5,000	.00		5,000.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00		.00	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 08

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 571004 IP Telephony Allocation	127	0	127	84.64		42.36	66.6%
12302 571005 Duplicating Allocation	2	0	2	1.36		.64	68.0%
12302 571009 MIS PC Group Allocation	1,057	0	1,057	704.64		352.36	66.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	365	0	365	243.36		121.64	66.7%
12302 591519 Other Insurance	469	0	469	468.94		.26	99.9%
12302 594820 Capital Other	0	0	0	.00		.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00		.00	.0%
TOTAL Safety	0	0	0	-72,272.80		72,272.80	.0%
TOTAL General Fund	0	0	0	-24,098.80		-1,887.94	.0%
TOTAL REVENUES	-543,314	-22,650	-565,964	-365,288.93		-200,675.02	
TOTAL EXPENSES	543,314	22,650	565,964	341,190.13		198,787.08	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-24,098.80		-1,887.94	.0%