

Agenda - Human Resources Committee – Revised August 13, 2021

**Jefferson County Courthouse
311 S Center Ave, Room 205 and Videoconference
Jefferson, WI 53549**

Tuesday, August 17, 2021 @ 8:30 a.m.

Join Zoom Meeting:

<https://zoom.us/j/94682887058?pwd=VUbnY1IFOGU4VEVjZFFNREdycU1TUT09>

Meeting ID: 946 8288 7058

Passcode: 427144

One tap Mobile: **1-312-626-6799, 946 8288 7058#**

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 June 15, 2021, Human Resources Committee Minutes
8. Discussion of the Position Market Study and possible action selecting market placement
9. **Discussion and possible action creating a Psychiatric Nurse Practitioner/Prescriber position at the Human Services Department**
10. Discussion and possible action selecting CLF Asset Management, contracted with Wisconsin Counties Association, to offer a voluntary benefit of Retirement and Long-term Care Planning for County employees and elected officials
11. Update and discussion of 2022 personnel requests and insurance forecasts for 2022 and future years
12. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter" for the purpose of discussing a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
13. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office.
14. Review of July 2021 monthly financial reports for Human Resources and Safety
15. Report from Human Resources Director:
 - a. Vacant position requests
 - b. Emergency Help requests
 - c. Additional steps, benefits, and bonuses provided to employees
 - d. Update of Human Resources activities in July, 2021
16. Set next meeting date and agenda items
17. Adjournment

Next scheduled meetings:

Tuesday, September 21, 2021, at 8:30 a.m.

Tuesday, October 19, 2021, 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, June 15, 2021 @ 8:30 a.m.
Jefferson County Courthouse, Room 205 and virtual via zoom

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); Michael Wineke, Vice Chair. Excused: Brandon White. **Quorum established.** Other staff present: Donald Hunter, Captain; Margarete Gray, Captain; Travis Maze, Captain; Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; J Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. 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: None.
6. Communications: None.
7. Approval of May 18, 2021, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee May 18, 2021, minutes as presented. Second by J. Fitzgerald. Motion passed 4:0.**
8. Discussion and possible action to create one part-time Program Assistant Position at the Health Department. No discussion. **No action taken.**
9. Discussion and possible action amending the Personnel Ordinance and adopting a Remote Work/Telecommuting policy. **Motion by J. Fitzgerald to recommend to County Board an amendment to the Personnel Ordinance, creating a formal Remote Work/Telecommuting policy. Second by M. Wineke. Motion passed 4:0.**
10. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussing a Stipulation and Order imposing discipline on one employee of the Sheriff's Office. *There will be three items for discussion. Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: Captains Gray, Hunter and Maze; Sheriff Milbrath; Human Resources Director Palm; Corporation Counsel Ward; Administrator Wehmeier.* **Motion by M. Wineke to convene into closed session pursuant to Wisconsin Statute section 19.85 (1)(b). Second by J. Fitzgerald. Fitzgerald, Aye; Wineke, Aye; Payne, Aye; Braughler, Aye. Convened into closed session at 8:48a.m.**
11. Reconvene into open session for possible action on approving a Stipulation and Order on up to three employees of the Sheriff's Office. **Motion by J. Fitzgerald to convene into open session. Second by L. Payne. Motion passed 4:0. Convened into open session at 9:10 a.m.**
 - a. **Motion by M. Wineke to approve each of the three Stipulation and Orders as recommended by Sheriff Milbrath. Second by J. Fitzgerald. Motion passed 4:0.**
12. Review of May 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. Palm-Kostroski reviewed report, included in packet. **No action taken.**

14. Set next meeting date and agenda items: Tuesday, July 20, 2021, 8:30 a.m. Items to be determined.

15. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 4:0. Meeting adjourned at 9:20 a.m.**

**Jefferson County
Position Description**

Name: **Department:** Human Services
Division: Behavioral Health

Position Title: Psychiatric Nurse
Practitioner/Prescriber **Pay Grade:** 17 **FLSA:** Exempt

Date: **Reports To:** Medical Director

Purpose of Position

The purpose of this position is to provide assessment, diagnosis and treatment of mental illness and substance abuse disorders for a complex population with persistent conditions. Treatment responsibilities include prescribing medications.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide mental health assessments, diagnoses, treatment plans and medication management, and evaluate progress for general and mandated participants.
- Secure comprehensive health histories, perform or request special diagnostic and laboratory tests, and interpret test results, perform appropriate physical assessments, and develop comprehensive mental health treatment plans.
- Prescribe medications, report adverse findings to the Medical Director and refer appropriately for consultation or specialty medical services.
- Provide direct and/or indirect patient care oriented towards improving or maintaining health and preventing illness.
- Responsible for the continuing mental health care of assigned patients and for making appropriate dispositions or referrals and acting as a liaison to other community resources.
- Consult with other staff members regarding their treatment of individual patients.
- Communicate with clinicians regarding patient status and progress to provide education, guidance, case management, and follow-up, in order to assure continuity of care.
- Prepare and maintain all appropriate mental health records, charts, and reports.
- Participate in quality assurance activities.
- Ensure accurate and timely documentation in a manner that meets all federal, state, agency, department and individual program rules and requirements.
- Complete and submit in a timely manner all documents needed for consumers to be able to obtain their prescribed medications. This includes but is not limited to Prior Authorizations and Preferred Drug List medications.
- Practice competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completed annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPPA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in Nursing with 3 to 5 years' experience working in a community mental health setting with at least 2 years prescribing psychiatric medications under the supervision of a psychiatrist.

Preferred Training and Experience Required to Perform Essential Job Functions

Master's Degree in Nursing

Other Requirements – Certificates/Licensures

Current License as an Advanced Practice Nurse Prescriber through WI Department of safety and professional Services.

Valid DEA number

Ability to prescribe psychotropic medications in Wisconsin.

Wisconsin Registered Nurse through WI Department of Safety and Professional Services.

Valid Wisconsin driver license.

Knowledge, Skills, Abilities

- Ability to embrace and nurture a person centered, trauma informed, recovery-oriented framework and culture for service delivery.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as well as ability to compute rate, ratio, and percent.
- Knowledge of nursing principles and clinical therapeutic models including modern principles, practices, and techniques used in assessing, planning, implementing, and evaluating nursing care for psychiatric populations.
- Knowledge of psychotropic medications and nursing protocols relevant to community psychiatric nursing.
- Ability to apply sound clinical skills in assessing, diagnosing, prescribing, implementing and evaluating a plan of treatment for persons with mental illness.
- Ability to assess progress and encourage positive change, taking into account cultural and clinical considerations, and the consumer's own wishes and definitions.
- Ability to maintain accurate and timely treatment records for each client. Excellent verbal skills are essential to communicate clearly with clients and other staff members.
- Ability to work collaboratively as a member of a multidisciplinary team
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit and talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

Date _____

Supervisor _____

Date _____

Human Resources _____

Date _____

CLF Asset Management, Inc.

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**Telephone: 888-505-3956
Facsimile: 888-514-4196**

www.clfasset.com

April 1st, 2020

FORM ADV PART 2A BROCHURE

This brochure provides information about the qualifications and business practices of CLF Asset Management, Inc. If you have any questions about the contents of this brochure, contact us at 888-505-3956. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about CLF Asset Management, Inc. is available on the SEC's website at www.adviserinfo.sec.gov.

CLF Asset Management, Inc. is a registered investment adviser. Registration with the United States Securities and Exchange Commission or any state securities authority does not imply a certain level of skill or training.

Item 2 Summary of Material Changes

Form ADV Part 2 requires registered investment advisers to amend their brochure when information becomes materially inaccurate. If there are any material changes to an adviser's disclosure brochure, the adviser is required to notify you and provide you with a description of the material changes.

Our firm renewed its registration on 1/1/2020 in both Wisconsin and Illinois. We have the following changes to our adviser's disclosure brochure to report:

1. We updated our *Client Referrals and Other Compensation* to remove a referral-based fee cooperative for household assets managed by the firm referred from KMA Financial, LLC. Please see Item 14 *Client Referrals and Other Compensation*.
2. We have updated our Financial Planning Services pricing. Please see Item 5 *Fees and Compensation*.
3. We have updated our Pension Planning Consulting pricing. Please see Item 5 *Fees and Compensation*.

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Item 4 Advisory Business

Description of Firm

CLF Asset Management, Inc. is a registered investment adviser based in Madison, Wisconsin. We are organized as a corporation under the laws of the State of Wisconsin. We have been providing investment advisory services since 2016. Our equal owners are Daniel J. Determan and Simon M. Liegel.

The following paragraphs describe our services and fees. Refer to the description of each investment advisory service listed below for information on how we tailor our advisory services to your individual needs. As used in this brochure, the words "we," "our," and "us" refer to CLF Asset Management, Inc. and the words "you," "your," and "client" refer to you as either a client or prospective client of our firm.

CLF Asset Management, Inc.'s services can be offered in a variety of ways in order to allow clients to receive the most services they can within their budget.

Financial Consulting Services

We offer financial consulting services that primarily involve advising clients on specific financial-related topics as described below.

1. Income Analysis/Cash Flow/Budget Analysis – This can be done with an examination of expenses, loans, savings rates, and planned purchases.
2. Life Insurance Review/Disability Insurance Review – This can be done with an examination of current level of insurance. It will include a needs analysis to determine proper level of coverage and recommendations as to whether or not current level should be adjusted up or down.
3. Employee Benefits Planning – Information will be gathered from the client in regarding benefits available. Some examples include 401k, health insurance, disability insurance, life insurance, dental insurance, vision insurance etc. Each of these benefits will be examined along with a needs analysis to determine level of coverage, savings and match, and goals for that piece.
4. Investment Analysis/Asset Allocation – This service uses data aggregation and statistical analysis to provide clients a look at how investable assets are performing among peer groups. It will also provide the client a look at the current fee structure for any registered security they might be using, i.e. mutual funds, exchange-traded funds, variable annuities, etc.
5. Retirement Planning – Our process involves an in-depth look at expenses a client will incur throughout retirement. Some examples include health insurance and health care costs, transportation costs (fuel, maintenance, future automobile purchases), future or current home modifications/remodels, education planning, etc. It will also include projections to income sources like pensions, social security, rental property, etc.
6. Estate Planning – This service will be provided to help clients understand the estate planning world. It should help them identify how wills, powers of attorneys, trusts both revocable and irrevocable, health care power of attorneys can help or hinder someone when they are planning their estate. We do not provide legal advice but will provide clients advice about which estate planning vehicles MIGHT be suitable for them. This service will also shed light on the estate and asset transfer rules including taxation on asset classes.
7. Charitable Giving - Clients provide funding amounts and charitable causes they would like to contribute too. This service will help clients understand the most efficient methods to make these contributions/donations while taking advantage of some of the tax benefits associated with these types of donations.
8. Education Needs Analysis – This service will help clients understand the range of education costs today and the impact of inflating education costs in the future. This will take a college by

college approach to shed light on the varying costs among institutions. It will also allow clients to get a range of annual/monthly savings that will be needed based on their risk tolerance to hit their education need goal on time.

Financial Planning Services

We offer comprehensive financial planning services which typically involve providing a variety of advisory services to clients regarding the management of their financial resources based upon an analysis of their individual needs. If you retain our firm for financial planning services, we will meet with you to gather information about your financial circumstances and objectives. Once we specify long-term objectives (both financial and non-financial), we may develop shorter-term, targeted objectives. Once we review and analyze the information you provide to our firm we will deliver a written plan to you, designed to help you achieve your stated financial goals and objectives.

Financial plans are based on your financial situation at the time we present the plan to you, and on the financial information you provide to us. You must promptly notify our firm if your financial situation, goals, objectives, or needs change.

You are under no obligation to act on our financial planning recommendations. Should you choose to act on any of our recommendations, you are not obligated to implement the financial plan through any of our other investment advisory services. Moreover, you may act on our recommendations by placing securities transactions with any brokerage firm.

Portfolio Management Services

We offer discretionary portfolio management services. Our investment advice is tailored to meet our clients' needs and investment objectives. If you retain our firm for portfolio management services, we will meet with you to determine your investment objectives, risk tolerance, and other relevant information at the beginning of our advisory relationship. We will use the information we gather to develop a strategy that enables our firm to give you continuous and focused investment advice and/or to make investments on your behalf. As part of our portfolio management services, we will customize an investment portfolio for you according to your risk tolerance and investing objectives. Once we construct an investment portfolio for you, we will monitor your portfolio's performance on an ongoing basis, and will re-balance the portfolio as required by changes in market conditions and in your financial circumstances.

If you participate in our discretionary portfolio management services, we require you to grant our firm discretionary authority to manage your account. Discretionary authorization will allow us to determine the specific securities, and the amount of securities, to be purchased or sold for your account without your approval prior to each transaction. Discretionary authority is typically granted by the investment advisory agreement you sign with our firm and the appropriate trading authorization forms.

You may limit our discretionary authority (for example, limiting the types of securities that can be purchased or sold for your account) by providing our firm with your restrictions and guidelines in writing.

Pension Consulting Services

We offer pension consulting services to employee benefit plans and their fiduciaries based upon the needs of the plan and the services requested by the plan sponsor or named fiduciary. In general, these services may include an existing plan review and analysis, plan-level advice regarding fund selection and investment options, education services to plan participants, investment performance monitoring, and/or ongoing consulting. These pension consulting services will generally be non-discretionary and advisory in nature. The ultimate decision to act on behalf of the plan shall remain with the plan sponsor or other named fiduciary.

Automated Digital Investment Advisory

We offer automated digital investment advisory services to clients who wish to use automated investment advisory at an online-based provider. These services are meant to include a variety of algorithmic based advisory custodians. These automated digital investment advisory services are meant to be non-discretionary in nature with minimal human intervention. They provide digital financial advice based on mathematical rules or algorithms. These algorithms are executed by software and thus financial advice does not require a human advisor. The software utilizes its algorithms to automatically allocate, manage and optimize clients' assets. Through a series of questions derived by the automated investment advisory tool, each client will provide data to that tool to help the funds be allocated within the time horizons and risk tolerance associated with that client. The ultimate decision to act will remain with the client and the digital investment advisory tool being implemented. Once an automated investment advisory service is determined, we will monitor your portfolio's performance on an ongoing basis and benchmark it against other digital investment advisory services.

Wrap Fee Programs

We do not participate in any wrap fee program.

Types of Investments

We primarily offer advice on equities, mutual funds and exchange traded funds (ETFs). Additionally, we may advise you on any type of investment that we deem appropriate based on your stated goals and objectives. We may also provide advice on any type of investment held in your portfolio at the inception of our advisory relationship.

Assets Under Management

As of December 31, 2019, we manage \$43,503,104 in client assets on a discretionary basis, and \$7,240,400 in client assets on a non-discretionary basis.

Item 5 Fees and Compensation

Financial Consulting Services

We charge only an hourly fee of \$175 for our consulting services. Our consulting fee is non-negotiable and payable upon completion of the agreed upon consulting services. You may terminate the advisory consulting services agreement upon written notice to our firm. Since fees are payable in arrears, you will be responsible for a prorated fee based on services performed.

Typically the hours spent for each previously described service is as follows:

1. Income Analysis/Cash Flow/Budget Analysis – Typical billing time is between two and five hours and is normally delivered within three to six weeks from the information gathering session.
2. Life Insurance Review/Disability Insurance Review – Typical billing time is between two and five hours and is normally delivered within three to six weeks from the information gathering session.
3. Employee Benefits Planning – Typical billing time is between four and eight hours and is normally delivered within three to six weeks from the information gathering session.
4. Investment Analysis/Asset Allocation – Between four and eight hours per quarter of each calendar. For those clients who choose the hourly rate they will be billed for each hour of preparation and consultation. For those clients that choose a flat fee, they will be billed in arrears. For those that choose an asset based charge the preparation and consultation is included in the asset based fee so no other billing will be required.
5. Retirement Planning – Typical billing time is between 10 and 20 hours and is normally delivered within three to six weeks from the information gathering session.

6. Estate Planning – Typical billing time is between four and eight hours and is normally delivered within three to six weeks from the information gathering session.
7. Charitable Giving - Typical billing time is between two and five hours and is normally delivered within three to six weeks from the information gathering session.
8. Education Needs Analysis – Typical billing time is between 4-8 hours and is normally delivered within three to six weeks from the information gathering session.

Financial Planning Services

Some clients however would like to have comprehensive planning done. Comprehensive financial planning services require many hours of planning and the ability to charge a one-time fee with a pricing cap will allow for complex plans to be put together without the client having to worry about the amount of time they will be billed for.

We only charge a fixed fee for our financial planning services, which generally ranges from \$1000 to \$2,000 and will be determined before signing the written agreement. Our fees are non-negotiable and payable on completion of the contracted services. We will not require prepayment of a fee more than six months in advance and in excess of \$500. Should the engagement last longer than six months between acceptance of financial planning agreement and delivery of the financial plan, any prepaid unearned fees will be promptly returned to you less a pro rata charge for bona fide financial planning services rendered to date.

Each of the eight modules offered a la carte as previously described will be presented with the corresponding fixed fees prior to the signing of the written Financial Planning Services Agreement:

1. Income Analysis/Cash Flow/Budget Analysis - \$1000
2. Life Insurance Review/Disability Insurance Review - \$1000
3. Employee Benefits Planning - \$1000
4. Investment Analysis/Asset Allocation - \$1000
5. Retirement Planning - \$2000
6. Estate Planning - \$1000
7. Charitable Giving - \$1000
8. Education Needs Analysis - \$1000

The maximum fee charged for financial planning will be \$2,000. Said another way you can get all modules for \$2,000 or pick a la carte to determine your one-time or fixed fee.

CLIENTS will determine whether they would like CLF Asset Management, Inc. to perform Financial Consulting Services or Financial Planning Services.

At our discretion, we may offset our financial planning fees to the extent you implement the financial plan through our Portfolio Management Service.

You may terminate the financial planning agreement by providing written notice to our firm. Since fees are payable in arrears, you will be responsible for a prorated fee based on services performed.

Portfolio Management Services

Our annual fee for portfolio management services is a flat fee that will range from .25% to 1.25% of assets under management.

All clients will be billed at the annual current rates based on the following Tiered Asset Schedule:

\$0 - 499,999.99	\$500,000 - \$999,999.99	\$1,000,000 - \$1,999,999.99	\$2,000,000.00 +
.95%	.90%	.80%	.65%

This fee is non-negotiable.

Our annual portfolio management fee is billed and payable monthly in advance based on the value of your account on the last day of the previous month.

If the portfolio management agreement is executed at any time other than the first day of a calendar month, our fees will apply on a pro rata basis, which means that the advisory fee is payable in proportion to the number of days in the month for which you are a client.

At our discretion, we may combine the account values of family members living in the same household to determine the applicable advisory fee. For example, we may combine account values for you and your minor children, joint accounts with your spouse, and other types of related accounts. Combining account values may increase the asset total, which may result in your paying a reduced advisory fee based on the available breakpoints in our fee schedule stated above.

We will send you an invoice for the payment of our advisory fee, or we will deduct our fee directly from your account through the qualified custodian holding your funds and securities. We will deduct our advisory fee only when you have given our firm written authorization permitting the fees to be paid directly from your account. Further, the qualified custodian will deliver an account statement to you at least monthly. These account statements will show all disbursements from your account. You should review all statements for accuracy.

You may terminate the portfolio management agreement upon receipt of written notice to our firm. You will incur a pro rata charge for services rendered prior to the termination of the portfolio management agreement, which means you will incur advisory fees only in proportion to the number of days in the month for which you are a client. If you have pre-paid advisory fees that we have not yet earned, you will receive a prorated refund of those fees.

Pension Consulting Services

Because pension consulting services can encompass such a wide variety of services (as detailed more fully in Item 4 above), our advisory fees for these customized services will be negotiated with the plan sponsor or named fiduciary on a case-by-case basis. Our fees are non-negotiable and based on the following level fee pricing:

\$0 - 2,499,999.99	\$2,500,000 - \$4,999,999.99	\$5,000,000 - \$9,999,999.99	\$10,000,000.00+
.75%	.65%	.55%	.45%

If a sponsored plan is larger than \$20,000,000.00, we reserve the right to negotiate the fee schedule on a case by case basis.

Our annual pension consulting service fee is billed and payable quarterly in advance based on the value of your account on the last day of the previous quarter.

Either party to the pension consulting agreement may terminate the agreement upon 30-days' written notice to the other party. The pension consulting fees will be prorated for the quarter in which the termination notice is given, and any unearned fees will be refunded to the client.

Automated Digital Investment Advisory

We offer automated digital investment advisory services to clients who wish to use automated investment advisory service at an online-based firm. Because of the passive management involved with type of service our fee is reduced from other service models. Our fees are non-negotiable and all client money utilizing this service will be billed at .50% annually.

Either party to the automated digital investment advisory agreement may terminate the agreement upon 30-days' written notice to the other party.

Additional Fees and Expenses

As part of our investment advisory services to you, we may invest, or recommend that you invest, in mutual funds and exchange traded funds. The fees that you pay to our firm for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds or exchange traded funds (described in each fund's prospectus) to their shareholders. These fees will generally include a management fee and other fund expenses. You will also incur transaction charges and/or brokerage fees when purchasing or selling securities. These charges and fees are typically imposed by the broker-dealer or custodian through whom your account transactions are executed. We do not share in any portion of the brokerage fees/transaction charges imposed by the broker-dealer or custodian. To fully understand the total cost you will incur, you should review all the fees charged by mutual funds, exchange traded funds, our firm, and others. For information on our brokerage practices, refer to the *Brokerage Practices* section of this brochure.

Compensation for the Sale of Securities or Other Investment Products

Persons providing investment advice on behalf of our firm are licensed as independent insurance agents. These persons will earn commission-based compensation for selling insurance products, including insurance products they sell to you. Insurance commissions earned by these persons are separate and in addition to our advisory fees. This practice presents a conflict of interest because persons providing investment advice on behalf of our firm who are insurance agents have an incentive to recommend insurance products to you for generating commissions rather than solely based on your needs. You are under no obligation, contractually or otherwise, to purchase insurance products through any person affiliated with our firm.

IRA Rollover Considerations

As part of our investment advisory services to you, we may recommend that you withdraw the assets from your employer's retirement plan and roll the assets over to an individual retirement account ("IRA") that we will manage on your behalf. If you elect to roll the assets to an IRA that is subject to our management, we will charge you an asset based fee as set forth in the agreement you executed with our firm. This practice presents a conflict of interest because persons providing investment advice on our behalf have an incentive to recommend a rollover to you for generating fee based compensation rather than solely based on your needs. You are under no obligation, contractually or otherwise, to complete the rollover. Moreover, if you do complete the rollover, you are under no obligation to have the assets in an IRA managed by our firm.

Many employers permit former employees to keep their retirement assets in their company plan. Also, current employees can sometimes move assets out of their company plan before they retire or change jobs. In determining whether to complete the rollover to an IRA, and to the extent the following options are available, you should consider the costs and benefits of:

An employee will typically have four options:

1. Leaving the funds in your employer's (former employer's) plan.
2. Moving the funds to a new employer's retirement plan.
3. Cashing out and taking a taxable distribution from the plan.
4. Rolling the funds into an IRA rollover account.

Each of these options has advantages and disadvantages and before making a change we encourage you to speak with your CPA and/or tax attorney.

If you are considering rolling over your retirement funds to an IRA for us to manage here are a few points to consider before you do so:

1. Determine whether the investment options in your employer's retirement plan address your needs or whether you might want to consider other types of investments.
 - a. Employer retirement plans generally have a more limited investment menu than IRAs.
 - b. Employer retirement plans may have unique investment options not available to the public such as employer securities, or previously closed funds.
2. Your current plan may have lower fees than our fees.
 - a. If you are interested in investing only in mutual funds, you should understand the cost structure of the share classes available in your employer's retirement plan and how the costs of those share classes compare with those available in an IRA.
 - b. You should understand the various products and services you might take advantage of at an IRA provider and the potential costs of those products and services.
3. Our strategy may have higher risk than the option(s) provided to you in your plan.
4. Your current plan may also offer financial advice.
5. If you keep your assets titled in a 401k or retirement account, you could potentially delay your required minimum distribution beyond age 70.5.
6. Your 401k may offer more liability protection than a rollover IRA; each state may vary.
 - a. Generally, federal law protects assets in qualified plans from creditors. Since 2005, IRA assets have been generally protected from creditors in bankruptcies. However, there can be some exceptions to the general rules, so you should consult with an attorney if you are concerned about protecting your retirement plan assets from creditors.
7. You may be able to take out a loan on your 401k, but not from an IRA.
8. IRA assets can be accessed any time; however, distributions are subject to ordinary income tax and may also be subject to a 10% early distribution penalty unless they qualify for an exception such as disability, higher education expenses or the purchase of a home.
9. If you own company stock in your plan, you may be able to liquidate those shares at a lower capital gains tax rate.
10. Your plan may allow you to hire us as the manager and keep the assets titled in the plan name.

It is important that you understand the differences between these types of accounts and to decide whether a rollover is best for you. Prior to proceeding, if you have questions contact your investment adviser representative, or call our main number as listed on the cover page of this brochure.

Item 6 Performance-Based Fees and Side-By-Side Management

We do not accept performance-based fees or participate in side-by-side management. Performance-based fees are fees that are based on a share of a capital gains or capital appreciation of a client's account. Side-by-side management refers to the practice of managing accounts that are charged performance-based fees while at the same time managing accounts that are not charged performance-based fees. Our fees are calculated as described in the *Fees and Compensation* section above, and are not charged based on a share of capital gains upon, or capital appreciation of, the funds in your advisory account.

Item 7 Types of Clients

We offer investment advisory services to individuals to include high net worth individuals, corporations, pension and profit sharing plans.

In general, we do not require a minimum dollar amount to open and maintain an advisory account; however, we have the right to terminate your Account if it falls below a minimum size which, in our sole opinion, is too small to manage effectively.

Item 8 Methods of Analysis, Investment Strategies and Risk of Loss

Our Methods of Analysis and Investment Strategies

We may use one or more of the following methods of analysis or investment strategies when providing investment advice to you:

Charting Analysis - involves the gathering and processing of price and volume pattern information for a security, sector, broad index or commodity. This price and volume pattern information is analyzed. The resulting pattern and correlation data is used to detect departures from expected performance and diversification and predict future price movements and trends.

Risk: Our charting analysis may not accurately detect anomalies or predict future price movements. Current prices of securities may reflect all information known about the security and day-to-day changes in market prices of securities may follow random patterns and may not be predictable with any reliable degree of accuracy.

Technical Analysis - involves studying past price patterns, trends and interrelationships in the financial markets to assess risk-adjusted performance and predict the direction of both the overall market and specific securities.

Risk: The risk of market timing based on technical analysis is that our analysis may not accurately detect anomalies or predict future price movements. Current prices of securities may reflect all information known about the security and day-to-day changes in market prices of securities may follow random patterns and may not be predictable with any reliable degree of accuracy.

Fundamental Analysis - involves analyzing individual companies and their industry groups, such as a company's financial statements, details regarding the company's product line, the experience and expertise of the company's management, and the outlook for the company and its industry. The resulting data is used to measure the true value of the company's stock compared to the current market value.

Risk: The risk of fundamental analysis is that information obtained may be incorrect and the analysis may not provide an accurate estimate of earnings, which may be the basis for a stock's value. If securities prices adjust rapidly to new information, utilizing fundamental analysis may not result in favorable performance.

Cyclical Analysis - a type of technical analysis that involves evaluating recurring price patterns and trends. Economic/business cycles may not be predictable and may have many fluctuations between long-term expansions and contractions.

Risk: The lengths of economic cycles may be difficult to predict with accuracy and therefore the risk of cyclical analysis is the difficulty in predicting economic trends and consequently the changing value of securities that would be affected by these changing trends.

Modern Portfolio Theory - a theory of investment which attempts to maximize portfolio expected return for a given amount of portfolio risk, or equivalently minimize risk for a given level of expected return, by carefully diversifying the proportions of various assets.

Risk: Market risk is that part of a security's risk that is common to all securities of the same general class (stocks and bonds) and thus cannot be eliminated by diversification.

Long-Term Purchases - securities purchased with the expectation that the value of those securities will grow over a relatively long period of time, generally greater than one year.

Risk: Using a long-term purchase strategy generally assumes the financial markets will go up in the long-term which may not be the case. There is also the risk that the segment of the market that you are invested in or perhaps just your investment will go down over time even if the overall financial markets advance. Purchasing investments long-term may create an opportunity cost - "locking-up" assets that may be better utilized in the short-term in other investments.

Short-Term Purchases - securities purchased with the expectation that they will be sold within a relatively short period of time, generally less than one year, to take advantage of the securities' short-term price fluctuations.

Risk: Using a short-term purchase strategy generally assumes that we can predict how financial markets will perform in the short-term which may be very difficult and will incur a disproportionately higher amount of transaction costs compared to long-term trading. There are many factors that can affect financial market performance in the short-term (such as short-term interest rate changes, cyclical earnings announcements, etc.) but may have a smaller impact over longer periods of times.

Our investment strategies and advice may vary depending upon each client's specific financial situation. As such, we determine investments and allocations based upon your predefined objectives, risk tolerance, time horizon, financial information, liquidity needs and other various suitability factors. Your restrictions and guidelines may affect the composition of your portfolio. **It is important that you notify us immediately with respect to any material changes to your financial circumstances, including for example, a change in your current or expected income level, tax circumstances, or employment status.**

Tax Considerations

Our strategies and investments may have unique and significant tax implications. However, unless we specifically agree otherwise, and in writing, tax efficiency is not our primary consideration in the management of your assets. Regardless of your account size or any other factors, we strongly recommend that you consult with a tax professional regarding the investing of your assets.

Moreover, custodians and broker-dealers must report the cost basis of equities acquired in client accounts on or after January 1, 2011. Your custodian will default to the First-In First-Out ("FIFO") accounting method for calculating the cost basis of your investments. You are responsible for contacting your tax advisor to determine if this accounting method is the right choice for you. If your tax advisor believes another accounting method is more advantageous, provide written notice to our firm immediately and we will alert your account custodian of your individually selected accounting method. Decisions about cost basis accounting methods will need to be made before trades settle, as the cost basis method cannot be changed after settlement.

Risk of Loss

Investing in securities involves risk of loss that you should be prepared to bear. We do not represent or guarantee that our services or methods of analysis can or will predict future results, successfully identify market tops or bottoms, or insulate clients from losses due to market corrections or declines. We cannot offer any guarantees or promises that your financial goals and objectives will be met. Past performance is in no way an indication of future performance.

Recommendation of Types of Securities

We primarily recommend equities, mutual funds, and exchange traded funds ("ETF"). However, we may advise on other types of investments as appropriate for you since each client has different needs and different tolerance for risk. Each type of security has its own unique set of risks associated with it and it would not be possible to list here all the specific risks of every type of investment. Even within the same type of investment, risks can vary widely. However, in very general terms, the higher the anticipated return of an investment, the higher the risk of loss associated with that investment.

Stocks: There are numerous ways of measuring the risk of equity securities (also known simply as "equities" or "stock"). In very broad terms, the value of a stock depends on the financial health of the company issuing it. However, stock prices can be affected by many other factors including, but not limited to the class of stock (for example, preferred or common); the health of the market sector of the issuing company; and, the overall health of the economy. In general, larger, better established companies ("large cap") tend to be safer than smaller start-up companies ("small cap") are but the mere size of an issuer is not, by itself, an indicator of the safety of the investment.

Mutual Funds and Exchange Traded Funds: Mutual funds and exchange traded funds ("ETF") are professionally managed collective investment systems that pool money from many investors and invest in stocks, bonds, short-term money market instruments, other mutual funds, other securities, or any combination thereof. The fund will have a manager that trades the fund's investments in accordance with the fund's investment objective. While mutual funds and ETFs generally provide diversification, risks can be significantly increased if the fund is concentrated in a particular sector of the market, primarily invests in small cap or speculative companies, uses leverage (i.e., borrows money) to a significant degree, or concentrates in a particular type of security (i.e., equities) rather than balancing the fund with different types of securities. ETFs differ from mutual funds since they can be bought and sold throughout the day like stock and their price can fluctuate throughout the day. The returns on mutual funds and ETFs can be reduced by the costs to manage the funds. Also, while some mutual funds are "no load" and charge no fee to buy into, or sell out of, the fund, other types of mutual funds do charge such fees which can also reduce returns. Mutual funds can also be "closed end" or "open end". So-called "open end" mutual funds continue to allow in new investors indefinitely whereas "closed end" funds have a fixed number of shares to sell which can limit their availability to new investors.

Item 9 Disciplinary Information

We are required to disclose the facts of any legal or disciplinary events that are material to a client's evaluation of our advisory business or the integrity of our management. We do not have any required disclosures under this item.

Item 10 Other Financial Industry Activities and Affiliations

Arrangements with Affiliated Entities

We are affiliated with Capitol Lakes Financial, LLP through common control and ownership. Therefore, persons providing investment advice on behalf of our firm may be licensed as insurance agents. These persons will earn commission-based compensation for selling insurance products, including insurance products they sell to you. Insurance commissions earned by these persons are separate from our advisory fees. See the *Fees and Compensation* section in this brochure for more information on the compensation received by insurance agents who are affiliated with our firm. This affiliated firm is otherwise regulated by the professional organizations to which it belongs and must comply with the rules of those organizations. These rules may prohibit paying or receiving referral fees to or from investment advisers that are not members of the same organization.

Referral arrangements with an affiliated entity present a conflict of interest for us because we may have a direct or indirect financial incentive to recommend an affiliated firm's services. While we believe that compensation charged by an affiliated firm is competitive, such compensation may be higher than fees charged by other firms providing the same or similar services. You are under no obligation to use the services of any firm we recommend, whether affiliated or otherwise, and may obtain comparable services and/or lower fees through other firms.

Item 11 Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

Description of Our Code of Ethics

We strive to comply with applicable laws and regulations governing our practices. Therefore, our Code of Ethics includes guidelines for professional standards of conduct for persons associated with our firm. Our goal is to protect your interests at all times and to demonstrate our commitment to our fiduciary duties of honesty, good faith, and fair dealing with you. All persons associated with our firm are expected to adhere strictly to these guidelines. Persons associated with our firm are also required to report any violations of our Code of Ethics. Additionally, we maintain and enforce written policies reasonably designed to prevent the misuse or dissemination of material, non-public information about you or your account holdings by persons associated with our firm.

Clients or prospective clients may obtain a copy of our Code of Ethics by contacting us at the telephone number on the cover page of this brochure.

Participation or Interest in Client Transactions

Neither our firm nor any persons associated with our firm has any material financial interest in client transactions beyond the provision of investment advisory services as disclosed in this brochure.

Personal Trading Practices

Our firm or persons associated with our firm may buy or sell the same securities that we recommend to you or securities in which you are already invested. A conflict of interest exists in such cases because we have the ability to trade ahead of you and potentially receive more favorable prices than you will receive. To mitigate this conflict of interest, it is our policy that neither our firm nor persons associated with our firm shall have priority over your account in the purchase or sale of securities.

Block Trading

Our firm or persons associated with our firm may buy or sell securities for you at the same time we or persons associated with our firm buy or sell such securities for our own account. We may also combine our orders to purchase securities with your orders to purchase securities ("block trading"). Refer to the *Brokerage Practices* section in this brochure for information on our block trading practices.

A conflict of interest exists in such cases because we have the ability to trade ahead of you and potentially receive more favorable prices than you will receive. To eliminate this conflict of interest, it is our policy that neither our firm nor persons associated with our firm shall have priority over your account in the purchase or sale of securities.

Item 12 Brokerage Practices

We may recommend the brokerage and custodial services of Equity Trust Company's broker-dealer affiliate or MTG, LLC dba Betterment Securities. In all cases, the recommended Custodian is a securities broker-dealer and a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. We believe that the recommended Custodian provides

quality execution services for you at competitive prices. Price is not the sole factor we consider in evaluating best execution. We also consider the quality of the brokerage services provided by the Custodian, including the value of the Custodian's reputation, execution capabilities, commission rates, and responsiveness to our clients and our firm. In recognition of the value of the services the Custodian provides, you may pay higher commissions and/or trading costs than those that may be available elsewhere.

Research and Other Soft Dollar Benefits

We do not have any soft dollar arrangements.

Economic Benefits

As a registered investment adviser, we have access to the institutional platform of your account custodian. As such, we will also have access to research products and services from your account custodian and/or other brokerage firm. These products may include financial publications, information about particular companies and industries, research software, and other products or services that provide lawful and appropriate assistance to our firm in the performance of our investment decision-making responsibilities. Such research products and services are provided to all investment advisers that utilize the institutional services platforms of these firms, and are not considered to be paid for with soft dollars. However, you should be aware that the commissions charged by a particular broker for a particular transaction or set of transactions may be greater than the amounts another broker who did not provide research services or products might charge.

Brokerage for Client Referrals

We do not receive client referrals from broker-dealers in exchange for cash or other compensation, such as brokerage services or research.

Directed Brokerage

In limited circumstances, and at our discretion, some clients may instruct our firm to use one or more particular brokers for the transactions in their accounts. If you choose to direct our firm to use a particular broker, you should understand that this might prevent our firm from aggregating trades with other client accounts or from effectively negotiating brokerage commissions on your behalf. This practice may also prevent our firm from obtaining favorable net price and execution. Thus, when directing brokerage business, you should consider whether the commission expenses, execution, clearance, and settlement capabilities that you will obtain through your broker are adequately favorable in comparison to those that we would otherwise obtain for you.

Block Trades

We combine multiple orders for shares of the same securities purchased for discretionary advisory accounts we manage (this practice is commonly referred to as "block trading"). We will then distribute a portion of the shares to participating accounts in a fair and equitable manner. Generally, participating accounts will pay a fixed transaction cost regardless of the number of shares transacted. In certain cases, each participating account pays an average price per share for all transactions and pays a proportionate share of all transaction costs on any given day. In the event an order is only partially filled, the shares will be allocated to participating accounts in a fair and equitable manner, typically in proportion to the size of each client's order. Accounts owned by our firm or persons associated with our firm may participate in block trading with your accounts; however, they will not be given preferential treatment.

Portfolio Management Services

Simon Liegel, Chief Compliance Officer (CCO) and Daniel Determan, Chief Financial Officer (CFO) of CLF Asset Management, Inc. will monitor your accounts respectively on an ongoing basis and will conduct account reviews at least monthly, to ensure the advisory services provided to you are

consistent with your investment needs and objectives. Additional reviews may be conducted based on various circumstances, including, but not limited to:

- contributions and withdrawals,
- year-end tax planning,
- market moving events,
- security specific events, and/or,
- changes in your risk/return objectives.

The individuals conducting reviews may vary from time to time, as personnel join or leave our firm.

We will provide you with additional or regular written reports in conjunction with account reviews. Reports we provide to you will contain relevant account and/or market-related information such as an inventory of account holdings and account performance. You will receive trade confirmations and monthly statements from your account custodian(s).

Financial Planning Services

Beyond the delivery of your written financial plan we do not provide financial plan reviews.

Custodians and Brokers We Use for Automated Digital Investment Advisory

Betterment for Advisors

CLF Asset Management, Inc. (“we”/“our”) does not maintain custody of your assets, although we may be deemed to have custody of your assets if you give us authority to withdraw advisory fees from your account (see Item 15—Custody, below). We may recommend that our clients use MTG, LLC dba Betterment Securities (“Betterment Securities”), a registered broker dealer, member SIPC, as the qualified custodian. We are independently owned and operated and are not affiliated with Betterment Securities. Betterment Securities will hold your assets in a brokerage account and buy and sell securities when we and/or you instruct them to. While we may recommend that you use Betterment Securities as custodian/broker, you will decide whether to do so and will open your account with Betterment Securities by entering into an account agreement directly with them. We do not open the account for you, although we may assist you in doing so. If you do not wish to place your assets with Betterment Securities, then we cannot manage your account on Betterment for Advisors (defined below).

HOW WE SELECT BROKERS/CUSTODIANS

We seek to recommend a custodian/broker that will hold your assets and execute transactions on terms that are, overall, most advantageous when compared with other available providers and their services. We consider a wide range of factors, including: Capability to execute, clear, and settle trades (buy and sell securities for your account) itself or to facilitate such services. - Capability to facilitate timely transfers and payments to and from accounts. Availability of investment research and tools that assist us in making investment decisions. - Quality of services. - Competitiveness of the price of those services and willingness to negotiate the prices. - Reputation, financial strength, and stability. - Prior service to us and our other clients.

YOUR BROKERAGE AND CUSTODY COSTS

For our clients’ accounts that Betterment Securities maintains, Betterment Securities generally does not charge you separately for custody/brokerage services, but is compensated as part of the Betterment for Advisors (defined below) platform fee charged for a suite of platform services, including custody, brokerage, sub-advisory services provided by Betterment and access to the Betterment for Advisors platform. The platform fee is an asset-based fee charged as a percentage of assets in your Betterment account. Clients utilizing the Betterment for Advisors platform may pay a higher aggregate

fee than if the investment management, brokerage and other platform services are purchased separately. Nonetheless, for those Clients participating in the Betterment for Advisors platform, we have determined that having Betterment Securities execute trades is consistent with our duty to seek “best execution” of your trades. Best execution means the most favorable terms for a transaction based on all relevant factors, including those listed above (see “How we select brokers/custodians”).

SERVICES AVAILABLE TO US VIA BETTERMENT FOR ADVISORS

Betterment Securities serves as broker dealer to Betterment for Advisors, an investment and advice platform serving independent investment advisory firms like us. Betterment for Advisors also makes available various support services which may not be available to Betterment’s retail customers. Some of those services help us manage or administer our clients’ accounts, while others help us manage and grow our business. Betterment for Advisors’ support services are generally available on an unsolicited basis and at no charge to us. Following is a more detailed description of Betterment for Advisors’ support services:

1. SERVICES THAT BENEFIT YOU.

Betterment for Advisors includes access to a range of investment products, execution of securities transactions, and custody of client assets through Betterment Securities. Betterment Securities’ services described in this paragraph generally benefit you and your account.

2. SERVICES THAT MAY NOT DIRECTLY BENEFIT YOU.

Betterment for Advisors also makes available to us other products and services that benefit us, but may not directly benefit you or your account. These products and services assist us in managing and administering our clients’ accounts, such as software and technology that may: – Assist with back-office functions, recordkeeping, and client reporting of our clients’ accounts. In – Provide access to client account data (such as duplicate trade confirmations and account statements). – Provide pricing and other market data. – Assist with back-office functions, recordkeeping, and client reporting.

3. SERVICES THAT GENERALLY BENEFIT ONLY US.

By using Betterment for Advisors, we will be offered other services intended to help us manage and further develop our business enterprise. These services include: – Educational conferences and events. – Consulting on technology, compliance, legal, and business needs. – Publications and conferences on practice management and business succession. [

OUR INTEREST IN BETTERMENT SECURITIES’ SERVICES

The availability of these services from Betterment for Advisors benefits us because we do not have to produce or purchase them. In addition, we don’t have to pay for Betterment Securities’ services. These services may be contingent upon us committing a certain amount of business to Betterment Securities in assets in custody. We may have an incentive to recommend that you maintain your account with Betterment Securities, based on our interest in receiving Betterment for Advisors and Betterment Securities’ services that benefit our business rather than based on your interest in receiving the best value in custody services and the most favorable execution of your transactions. This is a potential conflict of interest. We believe, however, that our selection of Betterment Securities as custodian and broker is in the best interests of our clients. Our selection is primarily supported by the scope, quality, and price of Betterment Securities’ services (see “How we select brokers/custodians”) and not Betterment for Advisors and Betterment Securities’ services that benefit only us. [

Item 14 Client Referrals and Other Compensation

As disclosed under the *Fees and Compensation* section in this brochure, persons providing investment advice on behalf of our firm are licensed insurance agents. For information on the conflicts of interest

this presents, and how we address these conflicts, refer to the *Fees and Compensation* section.

Refer to the *Brokerage Practices* section above for disclosures on research and other benefits we may receive resulting from our relationship with your account custodian.

We may receive a non-economic benefit from Betterment for Advisors and Betterment Securities in the form of the support products and services it makes available to us and other independent investment advisors whose clients maintain their accounts at Betterment Securities. These products and services, how they benefit us, and the related conflicts of interest are described above (see Item 12—Brokerage Practices). The availability to us of Betterment for Advisors and Betterment Securities' products and services is not based on us giving particular investment advice, such as buying particular securities for our clients.

Item 15 Custody

As paying agent for our firm, your independent custodian will directly debit your account(s) for the payment of our advisory fees. This ability to deduct our advisory fees from your accounts causes our firm to exercise limited custody over your funds or securities. We do not have physical custody of any of your funds and/or securities. Your funds and securities will be held with a bank, broker-dealer, or other qualified custodian. You will receive account statements from the qualified custodian(s) holding your funds and securities at least monthly. The account statements from your custodian(s) will indicate the amount of our advisory fees deducted from your account(s) each billing period. You should carefully review account statements for accuracy.

We will also provide statements to you reflecting the amount of the advisory fee deducted from your account. You should compare our statements with the statements from your account custodian(s) to reconcile the information reflected on each statement. If you have a question regarding your account statement, or if you did not receive a statement from your custodian, contact us immediately at the telephone number on the cover page of this brochure.

Item 16 Investment Discretion

Before we can buy or sell securities on your behalf, you must first sign our discretionary management agreement and the appropriate trading authorization forms.

You may grant our firm discretion over the selection and amount of securities to be purchased or sold for your account(s) without obtaining your consent or approval prior to each transaction. You may specify investment objectives, guidelines, and/or impose certain conditions or investment parameters for your account(s). For example, you may specify that the investment in any particular stock or industry should not exceed specified percentages of the value of the portfolio and/or restrictions or prohibitions of transactions in the securities of a specific industry or security. Refer to the *Advisory Business* section in this brochure for more information on our discretionary management services.

Item 17 Voting Client Securities

We will not vote proxies on behalf of your advisory accounts. At your request, we may offer you advice regarding corporate actions and the exercise of your proxy voting rights. If you own shares of applicable securities, you are responsible for exercising your right to vote as a shareholder.

In most cases, you will receive proxy materials directly from the account custodian. However, in the event we were to receive any written or electronic proxy materials, we would forward them directly to

you by mail, unless you have authorized our firm to contact you by electronic mail, in which case, we would forward any electronic solicitations to vote proxies.

Item 18 Financial Information

Our firm does not have any financial condition or impairment that would prevent us from meeting our contractual commitments to you. We do not take physical custody of client funds or securities, or serve as trustee or signatory for client accounts, and, we do not require the prepayment of more than \$500 in fees six or more months in advance. Therefore, we are not required to include a financial statement with this brochure.

We have not filed a bankruptcy petition at any time in the past ten years.

Item 19 Requirements for State-Registered Advisers

Refer to the Part(s) 2B for background information about our principal executive officers, management personnel and those giving advice on behalf of our firm.

Our firm is not actively engaged in any business other than giving investment advice that is not already disclosed above.

Neither our firm, nor any persons associated with our firm are compensated for advisory services with performance-based fees. Refer to the *Performance-Based Fees and Side-By-Side Management* section above for additional information on this topic.

Neither our firm, nor any of our management persons have any reportable arbitration claims, civil, self-regulatory organization proceedings, or administrative proceedings.

Neither our firm, nor any of our management persons have a material relationship or arrangement with any issuer of securities.

Item 20 Additional Information

Your Privacy

We view protecting your private information as a top priority. Pursuant to applicable privacy requirements, we have instituted policies and procedures to ensure that we keep your personal information private and secure.

We do not disclose any non-public personal information about you to any non-affiliated third parties, except as permitted by law. In the course of servicing your account, we may share some information with our service providers, such as transfer agents, custodians, broker-dealers, accountants, consultants, and attorneys.

We restrict internal access to non-public personal information about you to employees, who need that information in order to provide products or services to you. We maintain physical and procedural safeguards that comply with regulatory standards to guard your non-public personal information and to ensure our integrity and confidentiality. We will not sell information about you or your accounts to anyone. We do not share your information unless it is required to process a transaction, at your request, or required by law.

You will receive a copy of our privacy notice prior to or at the time you sign an advisory agreement with

our firm. Thereafter, we will deliver a copy of the current privacy policy notice to you on an annual basis. Contact our main office at the telephone number on the cover page of this brochure if you have any questions regarding this policy.

If you decide to close your account(s) we will adhere to our privacy policies, which may be amended from time to time.

If we make any substantive changes in our privacy policy that would further permit or require disclosures of your private information, we will provide written notice to you. Where the change is based on permitted disclosures, you will be given an opportunity to direct us as to whether such disclosure is acceptable. Where the change is based on required disclosures, you will only receive written notice of the change. You may not opt out of the required disclosures.

If you have questions about our privacy policies, contact our main office at the telephone number on the cover page of this brochure and ask to speak to the Chief Compliance Officer.

Trade Errors

In the event a trading error occurs in your account, our policy is to restore your account to the position it should have been in had the trading error not occurred. Depending on the circumstances, corrective actions may include canceling the trade, adjusting an allocation, and/or reimbursing the account.

Class Action Lawsuits

We do not determine if securities held by you are the subject of a class action lawsuit or whether you are eligible to participate in class action settlements or litigation nor do we initiate or participate in litigation to recover damages on your behalf for injuries as a result of actions, misconduct, or negligence by issuers of securities held by you.

Retirement and Long-Term Care Checklist

**Designed and Created for County Employees
and Elected Officials**



ASSET
MANAGEMENT

CLF Asset Management

- Independent Registered Investment Advisor (RIA)
- Fee-Only Financial Planning & Asset Management
- Extensive knowledge of public employee benefits
- Specialize in wealth and risk management
- Transitioned hundreds of client into retirement



ASSET
MANAGEMENT

Agenda

1. Program Overview
2. Key ingredients for County Employee planning
3. Tools at your disposal
4. Risks to goals and priorities
5. Strategies being implemented



Program Overview

- **Retirement and Long-Term Care Cash Flow Planning (50% discount)**

- WRS Pension Projections
- Social Security Projections
- Expense Projections for remainder of life
 - Include but not limited too- Healthcare costs, Transportation costs, Income Tax, Housing costs, Entertainment Budget, Secondary Education costs, Charitable contributions, etc.
- LTC Cost Projections
 - Inputs include location of care, level of care, family history, etc.
- Investment Performance and Fee Analysis
 - Statistical past performance used to project future return

- **Long-Term Care Insurance (up to 35% discount)**

- Underwritten through Transamerica
- No commitment required for application



ASSET
MANAGEMENT


Landscape for Employer Based Retirement Vehicles

- In the past, many retirees were able to live on a combination of pensions plus whatever income their portfolios delivered
- 40% of workers were covered by pensions in 1980
- By 2008, that number had dropped to 21%
- WI County employees and Elected Officials participate in the WRS Pension benefit



WRS Pension Overview

- Years of Service matter
 - Specific numbers provide flexibility
- Earnings level matter
 - 3 highest years
- Formula vs. Money Purchase
- Core vs. Variable
- Fully funded and managed very well

 DEPARTMENT OF EMPLOYEE TRUST FUNDS
WISCONSIN RETIREMENT SYSTEM (WRS)
January 1, 2005

ANNUAL STATEMENT OF BENEFITS

Review carefully. The amounts shown reflect our records as of 1/1/2005 and may be subject to corrections. Strict fee limits apply to corrections or appeals concerning WRS accounts, service history, earnings, contributions and other records. Keep this document with your important personal records.

ACCOUNT INFORMATION
2004 Earnings and Service

These are earnings and service as reported by your WRS employer for the calendar year just prior to the date of this statement. Earnings and service for Teachers/Judges/Educational Support Personnel are also shown for the fiscal year.

Category	Year	Earnings	Years of Service
NONE REPORTED FOR 2004			

Years of Creditable Service as of 1/1/2005

Category	Before 2000	After 1999	Total Service
GENERAL	2.12	.00	2.12

Total Years of Creditable Service:

Employee Required Contributions
Total employee contributions plus interest as of the date of this statement:

	Fixed	Variable	Total
Fixed: 5.0%			
Variable: N/A			
1/1/2004 Balance	\$4,034.97		\$4,034.97
2004 Interest	\$201.75		\$201.75
2004 Contributions	\$.00		\$.00
Adjustment	\$.00		\$.00
1/1/2005 Balance	\$4,236.72		\$4,236.72
Non-taxable portion of employee contributions (Investment in Contract):	\$2.10		

Additional Contributions

	Employee Additional		Tax Deferred		Employer Additional	
	Fixed	Variable	Fixed	Variable	Fixed	Variable
Fixed: N/A						
Variable: N/A						
1/1/2004 Balance						
2004 Interest						
2004 Contributions						
Adjustment						
1/1/2005 Balance						
Non-taxable portion of employee contributions (Investment in Contract):						

CONTINUED ON BACK ➡



ASSET
MANAGEMENT

WRS Pension Analysis

- Seven income options
- Level of income protection
- Cost of each benefit
- Accelerated break-even
- Benefit projection multiple ages
- Specific advice to each case

Wisconsin Retirement System (WRS) Retirement Benefits Calculator

The information you entered:

Name: Jane Doe
 Your age at retirement will be: 65
 You plan to retire in: 2015
 Your Employment was Terminated after: 1999
 Your years of General Teacher Educational Support Creditable Service Before 2000 will be: 25.00
 Your years of General Teacher Educational Support Creditable Service After 1999 will be: 15.00
 Your 1 High Years of Service and Related Service:
 Year 1: \$60,000.00 (1.00)
 Year 2: \$50,000.00 (1.00)
 Year 3: \$25,000.00 (1.00)

Factors Used in Your Calculation:

- The age reduction factor used to calculate your formula annuity for the General Teacher Educational Support employment category is: 66
- The money purchase factor used to calculate your money purchase annuity, variable adjustments, your formula annuity, and of benefit from your additional contributions is: .006813

WARNING-WARNING-WARNING

You are age 65 or older on your projected retirement date and not eligible for accelerated payment options.
 Please check your named survivor's age & their date of birth correct!

Your Estimated Monthly Benefit Amounts

You entered information for a formula calculation only

	REQUIRED CONTRIBUTIONS	ADDITIONAL CONTRIBUTIONS
	Regular OR Unit Age 65/After Age 62	Accelerated Payments
Life Annuity Options:		
- For Annuitant's Life Only	\$3,349.03	or Not Eligible/Not Eligible \$0.00
- 50 Payments Guaranteed	\$3,332.28	or Not Eligible/Not Eligible \$0.00
- 100 Payments Guaranteed	\$3,371.63	or Not Eligible/Not Eligible \$0.00
Joint and Survivor Annuity Options:		
- 75% Continued to Named Survivor	\$2,990.68	or Not Eligible/Not Eligible \$0.00
- 100% Continued to Named Survivor	\$2,856.56	or Not Eligible/Not Eligible \$0.00
- Reduced 2.5% on Death of Annuitant OR Named Survivor	\$2,990.68	or Not Eligible/Not Eligible \$0.00
- 100% Continued to Named Survivor with 100 Payments Guaranteed	\$2,856.56	or Not Eligible/Not Eligible \$0.00
	Annuitant Certain:	24 months \$0.00
		60 months \$0.00
		120 months \$0.00
Lump Sum:	Not Eligible	\$0.00

This report is only an estimate and should not be your only source of information for retirement planning. See the Calculating Your Retirement Benefits link down for calculation information. Contact CLF with questions concerning your retirement and plan on a meeting a group presentation in your area to learn more about your WRS benefits.

[Use the BACK button to return to the calculator.](#)



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MANAGEMENT

Social Security Projections

- In current Benefit projections based on multiple retirement dates
- SS at age 62 vs. full retirement vs. age 70
- Tax implications of taking SS early

Your Estimated Benefits

*Retirement You have earned enough credits to qualify for benefits. At your current earnings rate, if you continue working until...

your full retirement age (67 years), your payment would be about	\$ 1,243 a month
age 70, your payment would be about	\$ 1,541 a month
age 62, your payment would be about	\$ 875 a month

*Disability You have earned enough credits to qualify for benefits. If you became disabled right now your payment would be about

.....	\$ 1,346 a month
-------	------------------

*Family If you get retirement or disability benefits, your spouse and children also may qualify for benefits.

*Survivors You have earned enough credits for your family to receive survivors benefits. If you die this year, certain members of your family may qualify for the following benefits:

Your child	\$ 1,259 a month
Your spouse who is caring for your child	\$ 1,259 a month
Your spouse, if benefits start at full retirement age	\$ 1,679 a month
Total family benefits cannot be more than	\$ 3,031 a month

Your spouse or minor child may be eligible for a special one-time death benefit of \$255.

Medicare You have enough credits to qualify for Medicare at age 65. Even if you do not retire at age 65, be sure to contact Social Security three months before your 65th birthday to enroll in Medicare.

* Your estimated benefits are based on current law. Congress has made changes to the law in the past and can do so at any time. The law governing benefit amounts may change because, by 2033, the payroll taxes collected will be enough to pay only about 70 percent of scheduled benefits.

We based your benefit estimates on these facts:

Your date of birth (please verify your name on page 1 and this date of birth)	February 22, 1964
Your estimated taxable earnings per year after 2013	\$28,045
Your Social Security number (only the last four digits are shown to help prevent identity theft)	XXXX-XX-2234

How Your Benefits Are Estimated

To qualify for benefits, you earn "credits" through your work — up to four each year. This year, for example, you earn one credit for each \$1,166 of wages or self-employment income. When you've earned 40, you've earned your four credits for life year. Most people need 40 credits, earned over their working lifetimes, to receive retirement benefits. For disability and survivors benefits, young people need fewer credits to be eligible.

We checked your records to see whether you have earned enough credits to qualify for benefits. If you haven't earned enough yet to qualify for any type of benefit, we can't give you a benefit estimate now. If you continue to work, we'll give you an estimate when you do qualify.

What we assumed — If you have enough work credits, we estimated your benefit amount using your average earnings over your working lifetime. For 2013 and later (up to retirement age), we assumed you'd continue to work and make about the same as you did in 2011 or 2012. We also included credits we assumed you earned last year and this year.

Generally, the older you are and the closer you are to retirement, the more accurate the retirement estimates will be because they are based on a longer work history with fewer uncertainties such as earnings fluctuations and future law changes. We encourage you to use our online Retirement Estimator to obtain immediate and personalized benefit estimates.

We can't provide your actual benefit amount until you apply for benefits. And that amount may differ from the estimates above because:

(1) Your earnings may increase or decrease in the future.
 (2) After you start receiving benefits, they will be adjusted for cost-of-living increases.

(3) Your estimated benefits are based on current law. The law governing benefit amounts may change.

(4) Your benefit amount may be affected by military service, railroad employment or positions earned through work on which you did not pay Social Security tax. Visit www.socialsecurity.gov to learn more.

Windfall Elimination Provision (WEP) — In the future, if you receive a pension from employment in which you do not pay Social Security taxes, such as some federal, state or local government work, some nonprofit organizations or foreign employment, and you also qualify for your own Social Security retirement or disability benefit, your Social Security benefit may be reduced, but not eliminated, by WEP. The amount of the reduction, if any, depends on your earnings and number of years in jobs in which you paid Social Security taxes, and the year you are age 62 or become disabled. For more information, please see *Windfall Elimination Provision* (Publication No. 05-10045) at www.socialsecurity.gov/PDF.

Government Pension Offset (GPO) — If you receive a pension based on federal, state or local government work in which you did not pay Social Security taxes and you qualify, now or in the future, for Social Security benefits as a current or former spouse, widow or widower, you are likely to be affected by GPO. If GPO applies, your Social Security benefit will be reduced by an amount equal to two-thirds of your government pension, and could be reduced to zero. Even if your benefit is reduced to zero, you will be eligible for Medicare at age 65 on your spouse's record. To learn more, please see *Government Pension Offset* (Publication No. 05-10007) at www.socialsecurity.gov/GPO.

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ASSET
MANAGEMENT

Sick-Leave Credit/Conversion

- County Specific benefits
- Could converted to Healthcare premiums at retirement
- Could be deposited into pre-tax retirement vehicle
- Fixed immediate annuity (aka, single premium immediate annuity, or SPIA)

John
Sick-Leave Calculation

Age	60	Base Pay Rate	\$30.63
ASLCC	840	Earning Inc.	0.0%
Acc rate/mo.	5	Yrs. Service	0

Credit	Hours	Total Hours	Rate	Total Pool
0	52	0		
0	104	0		
	Accured	1140		
Age	65	1140	\$30.63	\$27,935
1	52	52		
0	104	0		
	Accured	1145		
Age	66	1197	\$30.63	\$36,664
2	52	104		
0	104	0		
	Accured	1150		
Age	67	1254	\$30.63	\$38,410
3	52	156		
0	104	0		
	Accured	1155		
Age	68	1311	\$30.63	\$40,156



What is Long-Term Care?

- Long-Term Care is the type of assistance you would need if you were unable to handle some of the basic activities of daily living OR if you require substantial supervision due to a cognitive impairment
- **68%:** The probability that an individual over age 65 will become cognitively impaired or unable to complete at least two "activities of daily living"



What does Long-Term Care Cost?

Wisconsin median cost

- Home care
\$4,385/mo. = \$52,624/yr
- Assisted living
\$3,934/mo. = \$47,205/yr
- Nursing home
\$257/day (semi-private) = \$93,805/yr
\$280/day (private room) = \$102,200/yr



ASSET
MANAGEMENT

Who Pays for LTC Services?

- Private/company health insurance
 - First 100 days most commonly covered
- Personal assets/family
 - Subject to Medicaid spend down rules
- Medicare
 - 3 days hospitalization, 20 day facility entrance, partial coverage
- Medicaid
 - Income and asset qualifications
- Long-term care insurance
 - Multiple products, designs, coverage levels, premium levels



Long-Term Care Analysis

- Independent Care Scenarios per Plan
- Cost estimates based on regional location
- Data fed from Retirement Analysis
- Allows for custom planning scenarios
i.e: 2.5 years home care, 3 mos. assisted living, etc.

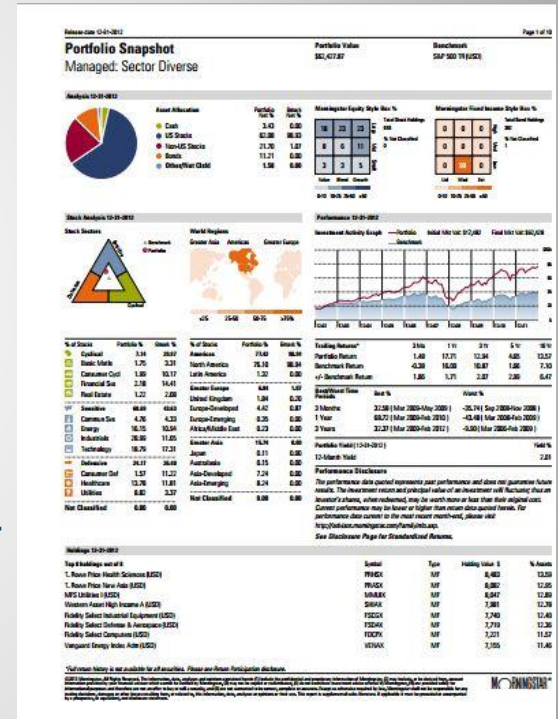
Long-Term Care Analysis

Year	John	Aime	Expenses	Income	Excess/Def	Home	Assisted	Nursing	John's LTC	Aime's LTC	Investible Assets	Property	LTC Scenarios	
													John	Aime
2015	60	60	\$144,055	\$38,062	(\$105,993)	\$49,192	\$42,451	\$86,961	\$0	\$0	\$675,757	\$300,000	Years of Home Care	
2016	61	61	\$58,968	-\$5,730	(\$64,698)	\$50,176	\$43,300	\$92,179	\$0	\$0	\$665,812	\$339,500	1.0	1.0
2017	62	62	\$54,998	-\$8,109	(\$63,106)	\$51,179	\$44,166	\$97,709	\$0	\$0	\$657,438	\$380,404	Years of Assisted Living	
2018	63	63	\$58,895	-\$7,911	(\$66,806)	\$52,203	\$45,049	\$103,572	\$0	\$0	\$645,407	\$422,762	1.0	1.0
2019	64	64	\$65,639	-\$7,712	(\$73,351)	\$53,247	\$46,935	\$109,786	\$0	\$0	\$634,764	\$466,639	Years of Nursing Care	
2020	65	65	\$70,921	-\$28,269	(\$42,653)	\$54,312	\$46,869	\$116,373	\$0	\$0	\$615,481	\$512,039	2.0	2.0
2021	66	66	\$66,438	\$49,135	(\$17,302)	\$55,398	\$47,807	\$123,356	\$0	\$0	\$628,953	\$553,981	John's Pool	
2022	67	67	\$64,531	\$50,017	(\$14,515)	\$56,506	\$48,763	\$130,757	\$0	\$0	\$645,886	\$582,493	Aime's Pool	
2023	68	68	\$85,399	\$50,912	(\$14,486)	\$57,636	\$49,738	\$138,603	\$0	\$0	\$663,694	\$611,887	\$0	\$0
2024	69	69	\$66,718	\$51,823	(\$14,895)	\$58,789	\$50,733	\$146,919	\$0	\$0	\$681,984	\$642,190		
2025	70	70	\$56,510	\$52,749	(\$3,761)	\$59,965	\$51,748	\$155,734	\$0	\$0	\$712,322	\$671,958	\$62,357	\$185,974
2027	72	72	\$64,916	\$54,645	(\$10,270)	\$62,387	\$53,838	\$174,983	\$0	\$0	\$766,666	\$712,880	\$599,575	\$129,961
2028	73	73	\$66,882	\$55,617	(\$11,265)	\$63,635	\$54,915	\$185,462	\$0	\$0	\$793,118	\$734,267	\$249,609	(\$286,853)
2029	74	74	\$68,920	\$56,605	(\$12,315)	\$64,908	\$56,013	\$196,610	\$0	\$0	\$819,594	\$756,295	\$256,655	
2030	75	75	\$71,030	\$57,608	(\$13,422)	\$66,206	\$57,133	\$208,407	\$0	\$0	\$846,054	\$778,984		(\$366,749)
2031	76	76	\$73,218	\$58,628	(\$14,590)	\$67,530	\$58,276	\$220,912	\$0	\$0	\$872,449	\$802,353	\$804,919	\$177,381
2032	77	77	\$76,392	\$59,664	(\$16,728)	\$68,881	\$59,442	\$234,166	\$0	\$0	\$897,822	\$826,424	\$745,477	\$114,301
2033	78	78	\$78,742	\$60,717	(\$18,025)	\$70,258	\$60,630	\$248,216	\$0	\$0	\$923,027	\$851,217	\$249,045	(\$176,958)
2034	79	79	\$81,169	\$61,787	(\$19,379)	\$71,663	\$61,843	\$263,169	\$0	\$0	\$948,023	\$876,763	\$876,399	\$145,970
2035	80	80	\$83,687	\$62,873	(\$20,814)	\$73,097	\$63,080	\$278,864	\$0	\$0	\$972,733	\$903,056	\$811,379	\$79,029
2036	81	81	\$86,288	\$63,977	(\$22,311)	\$74,559	\$64,342	\$295,629	\$0	\$0	\$997,111	\$930,147	\$222,020	(\$625,169)
2037	82	82	\$90,036	\$65,099	(\$24,937)	\$76,050	\$65,628	\$313,367	\$0	\$0	\$1,020,040	\$958,052	\$943,990	\$92,145
2038	83	83	\$92,829	\$66,238	(\$26,592)	\$77,571	\$66,941	\$332,169	\$0	\$0	\$1,042,302	\$986,793	\$877,049	\$11,107
2039	84	84	\$95,726	\$67,395	(\$28,331)	\$79,122	\$68,280	\$352,099	\$0	\$0	\$1,064,424	\$1,016,997	\$122,850	(\$822,605)
2040	85	85	\$98,728	\$68,570	(\$30,158)	\$80,705	\$69,645	\$372,215	\$0	\$0	\$1,085,738	\$1,046,889	\$1,205,213	\$9,618
2041	86	86	\$101,841	\$69,763	(\$32,078)	\$82,319	\$71,018	\$393,619	\$0	\$0	\$1,124,959	\$1,078,296	\$933,985	(\$45,718)
2042	87	87	\$106,161	\$70,975	(\$35,186)	\$83,965	\$73,408	\$416,356	\$0	\$0	\$1,164,955	\$1,110,645	\$96,273	(\$1,064,678)
2043	88	88	\$109,576	\$72,206	(\$37,370)	\$85,644	\$75,808	\$444,517	\$0	\$0	\$1,142,750	\$1,143,964	\$1,057,106	(\$108,087)
2044	89	89	\$113,012	\$73,455	(\$39,557)	\$87,357	\$78,286	\$471,188	\$0	\$0	\$1,159,630	\$1,178,283	\$983,719	(\$188,087)
2045	90	90	\$116,575	\$74,724	(\$41,849)	\$89,104	\$76,894	\$499,460	\$0	\$0	\$1,126,968	\$1,213,611	(\$17,200)	(\$1,377,812)



Investment Efficiency Analysis

- Independent statistical research free of investment company literature
- Fee analysis to demonstrate yield drag
- A tax-efficient plan for asset location and sequencing your withdrawals
- Strategies for converting from pre-tax to tax-free vehicles
- ROR projections based on current allocations



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Demo and Evaluation

- Discounted Services
- No commitment beyond planning services
- Customized strategies and solutions for each participant
- Payment due after final plan is delivered

- Thank you for coming!!

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MANAGEMENT

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Jefferson County
FLEXIBLE PERIOD REPORT
JULY 2021

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FROM 2021 01 TO 2021 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 Human Resources							
12301 411100 General Property Taxes	-414,734	0	-414,734	-241,927.91	.00	-172,805.68	58.3%
12301 421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301 451002 Private Party Photocopy	-20	0	-20	.00	.00	-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-13.43	.00	-26.57	33.6%
12301 451200 Records & Reports	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
12301 486010 Rebates	-6,905	0	-6,905	.00	.00	-6,905.00	.0%
12301 511110 Salary-Permanent Regular	184,682	0	184,682	98,413.91	.00	86,267.63	53.3%
12301 511110 22101 Salary-Permanent Regula	0	0	0	157.52	.00	-157.52	.0%
12301 511210 Wages-Regular	57,897	0	57,897	19,594.27	.00	38,302.95	33.8%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511220 Wages-Overtime	0	0	0	32.49	.00	-32.49	.0%
12301 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511240 22101 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12301 511330 Wages-Longevity Pay	324	0	324	.00	.00	323.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12301 512141 Social Security	17,903	0	17,903	8,640.83	.00	9,261.78	48.3%
12301 512141 22101 Social Security	0	0	0	11.29	.00	-11.29	.0%
12301 512142 Retirement (Employer)	16,396	0	16,396	7,931.99	.00	8,463.93	48.4%
12301 512142 22101 Retirement (Employer)	0	0	0	10.63	.00	-10.63	.0%
12301 512144 Health Insurance	45,801	0	45,801	24,146.31	.00	21,655.01	52.7%
12301 512144 22101 Health Insurance	0	0	0	24.11	.00	-24.11	.0%
12301 512145 Life Insurance	76	0	76	42.02	.00	34.42	55.0%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 HSA Contribution	4,500	0	4,500	3,750.00	.00	750.00	83.3%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	10.64	.00	-10.64	.0%
12301 512173 Dental Insurance	3,312	0	3,312	1,688.65	.00	1,623.35	51.0%
12301 512173 22101 Dental Insurance	0	0	0	3.45	.00	-3.45	.0%
12301 521218 Arbitrator	0	0	0	.00	.00	.00	.0%
12301 521219 Other Professional Serv	16,040	11,000	27,040	10,934.50	8,225.00	7,880.50	70.9%
12301 521219 22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301 521220 Consultant	0	0	0	.00	.00	.00	.0%

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FROM 2021 01 TO 2021 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 521225 Section 125	17,300	2,892	20,192	8,626.50	8,673.50	2,892.25	85.7%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	3,000	0	3,000	.00	.00	3,000.00	.0%
12301 521228 Labor Negotiations	0	6,000	6,000	.00	.00	6,000.00	.0%
12301 521229 Recruitment Related	11,750	0	11,750	1,685.90	.00	10,064.10	14.3%
12301 521229 22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301 521296 Computer Support	3,720	0	3,720	.00	.00	3,720.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00	.00	.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12301 531298 United Parcel Service	192	0	192	.00	.00	192.00	.0%
12301 531303 Computer Equipmt & Software	1,000	0	1,000	.00	.00	1,000.00	.0%
12301 531311 Postage & Box Rent	400	0	400	114.92	.00	285.08	28.7%
12301 531312 Office Supplies	375	0	375	321.59	.00	53.41	85.8%
12301 531312 22101 Office Supplies	0	0	0	.90	.00	-.90	.0%
12301 531313 Printing & Duplicating	400	0	400	4.94	.00	395.06	1.2%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	165.99	.00	-165.99	.0%
12301 531320 22101 Safety Supplies	0	0	0	17,329.79	9,851.16	-27,180.95	.0%
12301 531322 Subscriptions	4,610	0	4,610	4,711.90	.00	-101.90	102.2%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	695	0	695	435.75	.00	259.25	62.7%
12301 531326 Advertising	7,900	0	7,900	2,493.18	3,950.00	1,456.82	81.6%
12301 531351 Gas/Diesel	0	0	0	.00	.00	.00	.0%
12301 531357 Employee Recognition	7,005	0	7,005	923.34	.00	6,081.66	13.2%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	2,150	0	2,150	1,098.00	.00	1,052.00	51.1%
12301 532332 Mileage	377	0	377	31.92	.00	345.08	8.5%
12301 532334 Commercial Travel	350	0	350	.00	.00	350.00	.0%
12301 532335 Meals	218	0	218	.00	.00	218.00	.0%
12301 532336 Lodging	1,210	0	1,210	164.00	.00	1,046.00	13.6%
12301 532339 Other Travel & Tolls	100	0	100	16.00	.00	84.00	16.0%
12301 532350 Training Materials	9,775	0	9,775	10,109.00	4,800.00	-5,134.00	152.5%
12301 533225 Telephone & Fax	50	0	50	27.66	.00	22.34	55.3%
12301 535242 Maintain Machinery & Equip	400	0	400	231.49	.00	168.51	57.9%
12301 571004 IP Telephony Allocation	403	0	403	235.06	.00	167.94	58.3%
12301 571005 Duplicating Allocation	283	0	283	165.06	.00	117.94	58.3%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,247	0	7,247	4,227.44	.00	3,019.56	58.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,210	0	2,210	1,289.19	.00	920.81	58.3%
12301 591519 Other Insurance	2,248	0	2,248	1,412.39	.00	835.40	62.8%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	32.14	.00	-32.14	.0%

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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	.00	.0%
12301 594818 Capital Computer	0	11,000	11,000	.00	.00	11,000.00	.0%
12301 699999 Budgetary Fund Balance	0	-28,000	-28,000	.00	.00	-28,000.00	.0%
TOTAL Human Resources	0	2,892	2,892	-10,694.68	35,499.66	-21,912.73	857.6%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12302 Safety							
12302 411100 General Property Taxes	-107,204	0	-107,204	-62,535.76	.00	-44,668.41	58.3%
12302 474106 Intergovt Shared Services	0	0	0	.00	.00	.00	.0%
12302 485200 Donations Restricted	0	0	0	.00	.00	.00	.0%
12302 511110 Salary-Permanent Regular	66,268	0	66,268	.00	.00	66,267.97	.0%
12302 511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
12302 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12302 512141 Social Security	4,968	0	4,968	.00	.00	4,968.25	.0%
12302 512142 Retirement (Employer)	4,473	0	4,473	.00	.00	4,473.09	.0%
12302 512144 Health Insurance	15,267	0	15,267	.00	.00	15,267.11	.0%
12302 512145 Life Insurance	11	0	11	.00	.00	10.56	.0%
12302 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512151 HSA Contribution	1,500	0	1,500	.00	.00	1,500.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12302 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
12302 531311 Postage & Box Rent	50	0	50	.00	.00	50.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	50	0	50	.00	.00	50.00	.0%
12302 531314 Small Items Of Equipment	808	0	808	.00	.00	808.00	.0%
12302 531320 Safety Supplies	250	0	250	174.18	.00	75.82	69.7%
12302 531322 Subscriptions	3,300	0	3,300	4,159.33	.00	-859.33	126.0%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	500	0	500	645.00	.00	-145.00	129.0%
12302 531326 Advertising	0	0	0	.00	.00	.00	.0%
12302 532325 Registration	750	0	750	960.00	.00	-210.00	128.0%
12302 532332 Mileage	250	0	250	.00	.00	250.00	.0%
12302 532335 Meals	132	0	132	.00	.00	132.00	.0%
12302 532336 Lodging	492	0	492	.00	.00	492.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00	.00	.00	.0%
12302 532350 Training Materials	4,500	0	4,500	.00	.00	4,500.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 571004 IP Telephony Allocation	134	0	134	78.19	.00	55.81	58.4%
12302 571005 Duplicating Allocation	18	0	18	10.50	.00	7.50	58.3%
12302 571009 MIS PC Group Allocation	1,208	0	1,208	704.69	.00	503.31	58.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	368	0	368	214.69	.00	153.31	58.3%
12302 591519 Other Insurance	753	0	753	385.28	.00	367.91	51.2%
12302 594820 Capital Other	0	0	0	.00	.00	.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00	.00	.00	.0%
TOTAL Safety	0	0	0	-55,203.90	.00	55,203.90	.0%
TOTAL General Fund	0	2,892	2,892	-65,898.58	35,499.66	33,291.17	%
TOTAL REVENUES	-539,903	-28,000	-567,903	-304,477.10	.00	-263,425.66	
TOTAL EXPENSES	539,903	30,892	570,795	238,578.52	35,499.66	296,716.83	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	2,892	2,892	-65,898.58	35,499.66	33,291.17	%

**Report to Human Resources Committee
August 17, 2021**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since June 15, 2021:

- **Child Support Agency:**
 - Administrative Assistant II
- **Clerk of Courts**
 - Administrative Assistant I-FCS
- **Fair Park**
 - Administrative Assistant II
- **Human Services**
 - ADRC Resource Specialist I
 - CCS Service Facilitator x 2
 - Child Long Term Support 1 Professional
 - Community Support Professional
 - CSP Clinical Coordinator
 - Economic Support Specialist
 - Family Development Worker
 - Psychotherapist x 3
 - Van Driver, OPT
- **Land and Water Conservation Department**
 - Resource Conservationist
- **Parks**
 - Maintenance II worker

EMERGENCY HELP REQUESTS: The following emergency help requests were received since June 15, 2021:

- **Health:** DFC Program Assistant through December 31, 2021
- **Human Services:** Nutrition Site manager to cover for a Leave of absence
- **UW Extension:** Administrative assistance approved through July 16, 2021

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

- Recruitment bonuses provided to 27 Fair Week staff for a total of \$5057.25

OTHER ACTIVITIES:

- 2022 personnel wages and benefits
- Health insurance costs
- COVID leave monitoring and approvals of paid leaves
- Telecommuting/Remote work approvals

Respectfully Submitted,



Terri M Palm
Human Resources Director