

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

**Tuesday, March 15, 2022, at 8:30 a.m.**

Join Zoom Meeting:

<https://zoom.us/j/94682887058?pwd=VUpnY1IFOGU4VEVjZFFNREdycU1TUT09>

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 Minutes
  - a. February 7, 2022, Human Resources Committee Minutes
  - b. March 3, 2022, Human Resources Committee Minutes
8. Discussion and possible action to create a full-time Community Health Worker position at the Health Department
9. Discussion of Recruitment and Retention strategy
10. Review of February 2022 monthly financial reports for Human Resources and Safety
11. 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
12. Set next meeting date and agenda items
13. Adjournment

**Next scheduled meetings:**

***Tentatively, Tuesday, April 12, 2022, 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, February 7, 2022 @ 1:00 p.m.**  
**Jefferson County Courthouse, Room 205 and virtual via zoom**

1. Call to Order: Meeting called to order by Chair James Braughler at 1:00 p.m.
2. Roll Call: Present: James Braughler, Chair; Laura Payne, Secretary (virtual); Brandon White; Michael Wineke, Vice Chair. **Quorum established.** Excused: Joan Fitzgerald. Other staff present: Whitney DeVoe, Assistant Corporation Counsel; Captain Don Hunter, Sheriff's Office; Terri Palm-Kostroski, Human Resources Director; Chief Deputy Jeff Parker, Sheriff's Office; Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Members of the public present: Joan Callan (virtual); Niki Englert (virtual); Jan Johnston; Aleah Streng; Jan Timm.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Discussion only. No changes made.
5. Public Comment: None.
6. Communications: None.
7. Approval of January 18, 2022, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee January 18, 2022, minutes as presented. Second by L. Payne. Motion passed 4:0.**
8. **Motion by B. White to convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s) or person(s) 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. Second by M. Wineke. J. Braughler, Aye; L. Payne, Aye; B. White, Aye; M. Wineke, Aye. Moved into closed session at 1:02 p.m.**  
  
*Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: W. DeVoe, Captain D. Hunter, T. Palm-Kostroski, Chief Deputy J. Parker, B. Ward, and B. Wehmeier.*
9. **Motion by B. White to reconvene into open session. Second by M. Wineke. Motion passed 4:0. Reconvened into open session at 1:11 p.m.**
  - a. **Motion by L. Payne to approve the stipulation and order signed by the deputy as recommended by the Sheriff and discussed in closed session. Second by B. White. Motion passed 4:0.**
10. Set next meeting date and agenda items: Tentatively joint Executive, Finance, and Human Resources Committee meeting on Tuesday, March 3, 2022, at 8:30 a.m. to discuss Budget amendments for the March 2022, County Board meeting. Regular Human Resources Committee meeting scheduled for March 15, 2022, at 8:30 a.m.
11. Adjournment **Motion by L. Payne, to adjourn. Second by B. White. Motion passed 4:0. Meeting adjourned at 1:23 p.m.**

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**March 3, 2022**

**Joint Meeting**

**Executive Committee**

Amy Rinard, Chair; Jim Braughler, Vice Chair; Conor Nelan, Secretary; Steve Nass, Michael Wineke

**Finance Committee**

Richard Jones, Chair; George Jaeckel, Vice Chair; Russell Kutz, Secretary; Conor Nelan, Amy Rinard

**Human Resources Committee**

Jim Braughler, Chair; Michael Wineke, Vice Chair; Laura Payne, Secretary; Joan Fitzgerald, Brandon White

**1. Call to Order**

Meeting was called to order by at 8:30 a.m.

**2. Roll Call**

**Executive Committee Members present:** Jim Braughler, Steve Nass, Conor Nelan, Amy Rinard, Michael Wineke

**Finance Committee Members present:** George Jaeckel, Conor Nelan, Amy Rinard

**Finance Committee Members present via ZOOM:** Richard Jones, Russel Kutz

**Human Resources Committee Members present:** Jim Braughler, Joan Fitzgerald, Michael Wineke

**Human Resources Committee Members present via ZOOM:** Laura Payne, Brandon White

**Others Present:** Ben Wehmeier, County Administrator, Marc DeVries; Supervisor Anita Martin, Kathy Cauley, Tammy Worzalla, Cindy Diestelmann, Cindy Hamre Inch, Stacey Jensen, J. Blair Ward, Bill Kern

**Others Present via ZOOM:** Leslie Ott, Supervisor Walt Christensen, Yelena Zarwell, Audrey McGraw, Joan Callan, Meg Turville-Heitz, Mitchel Olson

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the Open Meetings Law.

**4. Review of Agenda**

No changes.

**5. Public Comment**

None

**6. Communications**

None

**7. Presentation of FY 2021 Fiscal Results, Fund Balance Status and Recommendations for FY 2022 Budget Amendment and Carryover**

DeVries gave a presentation on FY 2021 Fiscal Results, Fund Balance Status and Recommendations for FY 2022 Budget Amendment and Carryover. No action taken.

8. **Discussion and possible action on Authorizing Contingency Fund Transfer to Offset FY 2021 department deficits and amending the 2021 Budget**

Information on contingency fund transfers and department deficits was provided for review. Wehmeier reviewed our fund balance. A spreadsheet showing carryover and proposed budget amendments were provided for review. Wehmeier went over these recommendations.

A draft Resolution –Authorizing contingency fund transfer to offset fiscal year 2021 departmental deficits was provided for review.

Finance Committee Motion by Jaeckel/Rinard to approve the Resolution – Authorizing contingency fund transfer to offset fiscal year 2021 departmental deficits. Motion passed 5-0.

9. **Discussion and possible action to carry over budget appropriations from FY 2021 to FY 2022 and amend the FY 2022 Budget**

A draft Resolution – Authorizing year-end requests to carry over budget appropriations from fiscal year 2021 to fiscal year 2022 and amending the 2022 budget was provided for review.

- a. Discussion and Possible Action on staffing recommendations (HR Committee)
- b. Discussion and possible action on ARPA Reallocation (Finance and Executive Committee)
- c. Discussion and possible action on amending the FY 2022 Budget (Finance Committee)

The Executive, Finance and Human Resources Committees all approved the relevant portion of the resolution as it related to their committee.

Finance Committee: Motion by Jaeckel/Rinard to approve the Resolution – Authorizing year-end requests to carry over budget appropriations from fiscal year 2021 to fiscal year 2022 and amending the 2022 budget and forward to the County Board for consideration. Motion passed 5-0.

Human Resources Committee: Motion by Braughler/Payne to approve the Resolution – Authorizing year-end requests to carry over budget appropriations from fiscal year 2021 to fiscal year 2022 and amending the 2022 budget and forward to the County Board for consideration. Motion passed 5-0.

Executive Committee: Motion by Nass/Rinard to approve the Resolution – Authorizing year-end requests to carry over budget appropriations from fiscal year 2021 to fiscal year 2022 and amending the 2022 budget and forward to the County Board for consideration. Motion passed 5-0.

10. **Discussion and possible action on tentative future meeting schedule and agenda items**

No action taken.

11. **Adjourn**

Motion by Jaeckel/Rinard to adjourn at 10:03 a.m. Motion passed.

## RESOLUTION NO. 2021- \_\_\_\_

### Creating a full-time Community Health Worker position at the Health Department

#### Executive Summary

Significant health status/well-being status and access-to-care issues are facing communities across the United States. Through the past and current Community Health Assessment and the Community Improvement Plan & Process, specific needs were identified in Jefferson County as well as action plans to address these needs. The mission is to increase the community's knowledge of healthy lifestyle choices through a variety of educational and physical activities. The goal is to provide information, education, programs, and tools that communities can put in place to help individuals and families enjoy good health now and, in the future, including:

- Promote and support education for opioid & heroin crisis
- Community education on mental health and prevent substance abuse
- Community education on nutrition and physical activity
- Educate youth on healthy coping mechanisms throughout the course of education experience.

Community Health Workers (CHWs) can assist in addressing many of these issues from a community-centered approach. CHWs are critical to improving individual and community health through their ability to build trust and relationships and deepen communication between patients and providers. CHWs have a deep understanding of their communities through lived experience, which makes them uniquely qualified to address social and behavioral determinants of health. The CHW

- Serves as a liaison/link between public health, health care, and the community to assist individuals and communities in adopting healthy behaviors
- Conducts outreach that promotes and improves individual and community health
- Facilitates access to services, decreases health disparities, and improves the quality and cultural competence of service delivery

The Interim Health Director/Health Officer and the County Administrator are requesting to create one full-time Community Health Worker position at the Health Department that will be assigned duties currently performed by a Public Health Nurse through the Drug-Free Communities (DFC) Support Program Grant and will be 100% funded through the DFC Grant through 2023; thereafter, the position will be budgeted through Public Health and other available grants with the possibility of an additional five year continuation of the DFC Support Program Grant. The Public Health Nurse position will be reassigned to nursing-specific duties which will also assist in nursing staffing challenges at the Health Department.

The resolution requesting the creation of a full-time Community Health Worker position at the Health Department was reviewed by the Human Resources Committee on March 15, 2022. The Human Resources Committee recommended forwarding this resolution to the County Board, to create one full-time Community Health Worker position at the Health Department.

Significant health status/well-being status and access-to-care issues are facing communities across the United States.

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

WHEREAS, significant health status/well-being status and access-to-care issues are facing communities across the United States.

WHEREAS, a Community Health Worker position serves as a liaison between public health, health care, and the community to assist individuals in adopting health behaviors, and

WHEREAS, grant funding is available from the Drug-Free Communities (DFC) Support Program Grant to establish a full-time Community Health Worker position, and

WHEREAS, to meet the need for Jefferson County residents who are facing significant health status and access-to-care issues, the Interim Health Director/Health Officer, the County Administrator, and the Human Resources Committee recommend the creation of one full-time Community Health Worker position at the Health Department.

NOW, THEREFORE, BE IT RESOLVED that the 2022 County Budget setting forth position at the Health Department be and is hereby amended to include one full-time Community Health Worker position at the Health Department, to become effective upon passage.

*Fiscal Note: The Community Health Worker position cost a total of \$47,722 or salary and fringe benefits for the remainder of 2022 and is fully funded through the Drug-Free Communities (DFC) Support Program Grant; therefore, no new tax-levy is required for this position. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Referred by  
Human Resources Committee

05-15-22

REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

# JEFFERSON COUNTY HEALTH DEPARTMENT

## POSITION DESCRIPTION

**Name:** Department: Health  
**Position Title:** Community Health Worker **Pay Grade:** 4 **FSLA:** N  
**Reports To:** Assigned Manager **Job Classification:** Community Health Worker  
**Last Revision Date:** March 2022 **Job Code:**

### Purpose of the Position:

The Community Health Worker (CHW) will be responsible for developing community partnerships, leading outreach efforts, and helping individuals navigate and access community services, other resources, and adopt healthy behaviors. CHW will primarily be working out in the community with specific target populations. The CHW will work closely with medical providers, healthcare teams, and other community agencies to improve access to services and improve community health outcomes. As a priority, all activity will promote, maintain, and improve the health of the community. The CHW will advocate for individuals and community health needs and assist in providing services.

### 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.

- Promote prevention of tobacco, alcohol, and substance misuse in youth.
- Promote community action and garner support and resources from community organizations to implement new activities.
- Act as a liaison between the Jefferson County Health Department and community agencies to facilitate communication and coordinate services.
- Build and maintain positive working relationships with the clients, providers, nurse case managers, agency representatives, supervisors and office staff.
- Effectively work with people (staff, clients, doctors, agencies, etc.) from diverse backgrounds in reducing cultural and socio-economic barriers between clients and institutions.
- Convey the purposes and services of a program to the target population and the impact that program or service would have.
- Document activities, service plans, and results in an effective manner while strictly adhering to the policies and procedures and statement of work outlined in programmatic grants.
- Be knowledgeable about community resources appropriate to the target population's needs.
- Continuously expand knowledge and understanding of community resources, services and programs provided.
- Exhibit excellent working relations with patients, visitors and staff, effectively communicating the Jefferson County Health Department's mission, vision, and core values.
- Contribute towards meeting Public Health Preparedness capability requirements
- Understand performance management and program performance measures, and identify opportunities for quality improvement.
- Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.

**Commented [EC1]:** Drug Free Coalition

**Commented [EC2]:** This would allow us to include the grant aspect of DFC

**Commented [EC3]:** Provider brochure that was made with DFC

**Commented [EC4]:** Again COVID-19

**Other Duties**

- Help clients in utilizing resources, including answering phones, scheduling appointments, and assisting with completion of applications for programs for which they may be eligible.
- Attend regular staff meetings, trainings and other meetings as assigned.
- Performs public health emergency response duties as assigned and consistent with training provided.
- Works to support the mission of the department and adheres to the core values as described in the most current agency strategic plan.
- Other duties as assigned.

**Commented [EC5]:** This would allow assistance with COVID triage line and Hearing and Vision Screenings

**Commented [EC6]:** This would allow us to continue COVID work as needed

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school graduate or equivalent. Associate Degree in a health promotion related field preferred. One to two years community health experience in substance misuse prevention or public health agency preferred. Must have transportation available for business use. Ability to work independently within guidelines under supervision. Basic, everyday living skills are needed, as is the ability to understand and follow oral and written directions (will act based on oral and written directions and make independent judgments based on data collection within the Agency protocols). Ability to effectively communicate, orally and in writing, with individuals. Reading, writing, adding, and subtracting is needed for reports, data collection, statistical evaluation, charting, and writing referrals. Demonstrated ability to maintain confidentiality. Working knowledge of computers, specifically Microsoft software, and the ability to learn any updates as required.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to utilize a variety of advisory and design data and information such as work plans, budget reports, grant applications, schedules, computer software operating manuals and educational curricula.

**Commented [EC7]:** Again DFC related

Ability to communicate orally and in writing with Health Department staff, IT personnel, community partners and the general. Respect the diversity of the population served by and have the ability to work effectively with a low income, multi-cultural population.

**Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

**Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, computer terminal, computer printer, telephone, infant scales, recumbent boards and lancet.



Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to recognize and identify similarities or differences between characteristics of colors and shapes associated with job-related objects, materials and tasks.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as disease and traffic hazards may cause discomfort and poses a limited risk of injury.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed and approved by the Human  
Resources Department

\_\_\_\_\_  
Date

03/15/2022  
07:52:27

Jefferson County  
FLEXIBLE PERIOD REPORT  
FEBRUARY 2022

FROM 2022 01 TO 2022 02

ACCOUNTS FOR:  
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>12301 Human Resources</b>							
12301 411100 General Property Taxes	-432,264	0	-432,264	-72,043.96	.00	-360,219.74	16.7%
12301 421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301 424001 22217 Federal Grants	0	0	0	.00	.00	.00	.0%
12301 424001 22219 Federal Grants	0	-66,246	-66,246	.00	.00	-66,246.00	.0%
12301 451002 Private Party Photocopy	-20	0	-20	.00	.00	-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-5.69	.00	-34.31	14.2%
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	0	0	0	.00	.00	.00	.0%
12301 511110 Salary-Permanent Regular	117,533	0	117,533	31,020.89	.00	86,512.02	26.4%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511210 Wages-Regular	117,643	0	117,643	4,055.38	.00	113,587.91	3.4%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	0	45,625	45,625	.00	.00	45,625.00	.0%
12301 511220 Wages-Overtime	3,006	0	3,006	.00	.00	3,006.15	.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	339	0	339	.00	.00	338.75	.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	17,468	0	17,468	2,564.66	.00	14,903.51	14.7%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	0	3,429	3,429	.00	.00	3,429.00	.0%
12301 512142 Retirement (Employer)	15,504	0	15,504	2,085.20	.00	13,418.68	13.4%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	0	2,966	2,966	.00	.00	2,966.00	.0%
12301 512144 Health Insurance	49,806	0	49,806	4,990.35	.00	44,815.47	10.0%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	0	12,451	12,451	.00	.00	12,451.00	.0%
12301 512145 Life Insurance	77	0	77	11.57	.00	65.11	15.1%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	0	9	9	.00	.00	9.00	.0%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 HSA Contribution	3,750	0	3,750	1,875.00	.00	1,875.00	50.0%
12301 512151 22219 HSA Contribution	0	938	938	.00	.00	938.00	.0%

03/15/2022  
07:52:28

Jefferson County  
FLEXIBLE PERIOD REPORT  
FEBRUARY 2022

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FROM 2022 01 TO 2022 02

ACCOUNTS FOR:  
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12301 512173 Dental Insurance	3,312	0	3,312	460.00	.00	2,852.00	13.9%
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173 22219 Dental Insurance	0	828	828	.00	.00	828.00	.0%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	16,640	0	16,640	2,090.00	10,450.00	4,100.00	75.4%
12301 521219 22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301 521220 Consultant	0	0	0	.00	.00	.00	.0%
12301 521225 Section 125	15,500	0	15,500	2,330.00	12,670.00	500.00	96.8%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	2,200	0	2,200	.00	.00	2,200.00	.0%
12301 521228 Labor Negotiations	10,000	0	10,000	.00	.00	10,000.00	.0%
12301 521229 Recruitment Related	11,250	0	11,250	241.45	.00	11,008.55	2.1%
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	1,500	0	1,500	.00	.00	1,500.00	.0%
12301 531298 United Parcel Service	0	0	0	.00	.00	.00	.0%
12301 531303 Computer Equipmt & Software	2,300	0	2,300	.00	.00	2,300.00	.0%
12301 531311 Postage & Box Rent	400	0	400	34.49	.00	365.51	8.6%
12301 531312 Office Supplies	500	0	500	.00	.00	500.00	.0%
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	.00	.00	.00	.0%
12301 531320 22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531320 22217 Safety Supplies	0	0	0	2,881.03	.00	-2,881.03	.0%
12301 531322 Subscriptions	4,795	0	4,795	3,950.00	.00	845.00	82.4%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	570	0	570	420.00	.00	150.00	73.7%
12301 531326 Advertising	8,000	0	8,000	.00	.00	8,000.00	.0%
12301 531351 Gas/Diesel	0	0	0	.00	.00	.00	.0%
12301 531357 Employee Recognition	10,565	0	10,565	288.96	.00	10,276.04	2.7%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	2,275	0	2,275	274.00	.00	2,001.00	12.0%
12301 532332 Mileage	350	0	350	119.93	.00	230.07	34.3%
12301 532334 Commercial Travel	400	0	400	.00	.00	400.00	.0%
12301 532335 Meals	250	0	250	.00	.00	250.00	.0%
12301 532336 Lodging	1,570	0	1,570	.00	.00	1,570.00	.0%
12301 532339 Other Travel & Tolls	100	0	100	13.50	.00	86.50	13.5%
12301 532350 Training Materials	7,525	0	7,525	1,599.00	.00	5,926.00	21.2%

03/15/2022  
07:52:29

Jefferson County  
FLEXIBLE PERIOD REPORT  
FEBRUARY 2022

FROM 2022 01 TO 2022 02

ACCOUNTS FOR:  
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 533225 Telephone & Fax	50	0	50	.00	.00	50.00	.0%
12301 535242 Maintain Machinery & Equip	450	0	450	44.87	.00	405.13	10.0%
12301 571004 IP Telephony Allocation	353	0	353	.00	.00	353.00	.0%
12301 571005 Duplicating Allocation	277	0	277	.00	.00	277.00	.0%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,500	0	7,500	.00	.00	7,500.00	.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,321	0	2,321	.00	.00	2,321.00	.0%
12301 591519 Other Insurance	2,625	0	2,625	.00	.00	2,625.05	.0%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	6.48	.00	-6.48	.0%
12301 594813 Capital Office Equip	0	0	0	.00	.00	.00	.0%
12301 594818 Capital Computer	0	0	0	.00	.00	.00	.0%
12301 699999 Budgetary Fund Balance	0	0	0	.00	.00	.00	.0%
TOTAL Human Resources	0	0	0	-10,692.89	23,120.00	-12,427.11	.0%

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ACCOUNTS FOR:  
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>12302 Safety</b>							
12302 411100 General Property Taxes	-123,241	0	-123,241	-20,540.16	.00	-102,700.75	16.7%
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	72,127	0	72,127	.00	.00	72,126.92	.0%
12302 511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
12302 511240 Wages-Temporary	7,800	0	7,800	.00	.00	7,800.00	.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	5,437	0	5,437	.00	.00	5,436.64	.0%
12302 512142 Retirement (Employer)	4,688	0	4,688	.00	.00	4,688.25	.0%
12302 512144 Health Insurance	16,602	0	16,602	.00	.00	16,601.94	.0%
12302 512145 Life Insurance	12	0	12	.00	.00	12.00	.0%
12302 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512151 HSA Contribution	1,250	0	1,250	.00	.00	1,250.00	.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	30	0	30	.00	.00	30.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.00	.00	30.00	.0%
12302 531314 Small Items Of Equipment	808	0	808	.00	.00	808.00	.0%
12302 531320 Safety Supplies	360	0	360	110.39	.00	249.61	30.7%
12302 531322 Subscriptions	3,600	0	3,600	3,496.00	.00	104.00	97.1%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	810	0	810	385.00	.00	425.00	47.5%
12302 531326 Advertising	0	0	0	.00	.00	.00	.0%
12302 532325 Registration	750	0	750	450.00	.00	300.00	60.0%
12302 532332 Mileage	150	0	150	.00	.00	150.00	.0%
12302 532335 Meals	210	0	210	.00	.00	210.00	.0%
12302 532336 Lodging	570	0	570	.00	.00	570.00	.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	0	0	0	.00	.00	.00	.0%
12302 571005 Duplicating Allocation	0	0	0	.00	.00	.00	.0%
12302 571009 MIS PC Group Allocation	1,250	0	1,250	.00	.00	1,250.00	.0%
12302 571010 MIS Systems Grp Alloc(ISIS)	387	0	387	.00	.00	387.00	.0%
12302 591519 Other Insurance	716	0	716	.00	.00	716.16	.0%
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	-16,098.77	.00	16,098.77	.0%
TOTAL General Fund	0	0	0	-26,791.66	23,120.00	3,671.66	.0%
TOTAL REVENUES	-566,565	-66,246	-632,811	-92,589.81	.00	-540,220.80	
TOTAL EXPENSES	566,565	66,246	632,811	65,798.15	23,120.00	543,892.46	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-26,791.66	23,120.00	3,671.66	.0%