

**Human Resources Committee Agenda**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 202, and Videoconference**  
**Jefferson, WI 53549**  
**Friday, September 16, 2022, at 8:30 a.m.**

Join Zoom Meeting: <a href="https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09">https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09</a>	
Meeting ID: 876 9775 4337	Passcode: Meet2022
One tap Mobile: 1-312-626-6799	

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Meg Turville-Heitz, and Michael Wineke. One position vacant.

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. Approval of August 16, 2022, Minutes
7. Communications
8. Discussion and possible action eliminating a vacant full-time GIS and Land Use Specialist III position and creating a full-time Resource Conservationist position in the Land and Water Conservation Department
9. Discussion and possible action on employee health insurance options for the 2023 budget
10. Discussion and possible action on the position market study completed in August 2022
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on labor negotiation strategy and continuing Memorandums of Understanding
12. Reconvene into open session for possible action on items discussed in closed session
13. Review of August 2022 monthly financial reports for Human Resources and Safety
14. 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
15. Set next meeting date and agenda items
16. Adjournment

**Next scheduled meetings:**  
**Tuesday, October 18, 2022, at 3:00 p.m.**

*A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday, August 16, 2022 @ 3:00 p.m.**  
**Jefferson County Courthouse, Room 205 and virtual via zoom**

1. Call to Order: Meeting called to order by Chair Braughler at 3:00 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz; and Michael Wineke. **Quorum established.** Other staff present: Marc DeVries, Finance Director (virtual); Captain Margo Gray; Captain Donald Hunter; Captain Travis Maze Sheriff Paul Milbrath; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: Chris Kramer, R&R Insurance; Chad Robinson, R&R Insurance; and Shay Sherfinski, R&R Insurance.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No action taken.
5. Public Comment: None.
6. Approval of June 21, 2022, and July 6, 2022, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee June 21, 2022, minutes and the July 6, 2022, minutes, as presented. Second by M. Turville-Heitz. Motion passed 4:0 with 1 vacant.**
7. Communications: Presentation from C. Kramer, C. Robinson, and S. Sherfinski regarding services offered by R&R Insurance.
8. Discussion and possible action approving a benefits broker for the remainder of 2022 and 2023. **Motion by J. Fitzgerald to approve R&R Insurance as the Benefits broker for Jefferson County through 2023. Second by M. Wineke. Motion passed: 4:0 with 1 vacant.**
9. Discussion and possible action recommending the Civil Service Ordinance 2012-06 for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains, and Chief Deputy positions. **Motion by M. Turville-Heitz to recommend amendment to the Civil Service Ordinance 2012-06 as presented with changes recommended. Second by M. Wineke. Motion passed 4:0 with 1 vacant.**
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(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 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. Also present: M. Gray, D. Hunter, T. Maze, P. Milbrath, T. Palm-Kostroski, B. Ward, and B. Wehmeier.* **Motion by M. Wineke to move into closed session under Wisconsin State Statute section 19.85(1)(b) for the purpose of discussing a Stipulation and Order imposing discipline on an employee of the Sheriff's Office. Second by J. Fitzgerald. J. Braughler, Aye; M. Turville-Heitz, Aye; J. Fitzgerald, Aye; M. Wineke, Aye. Moved into closed session at 4:04 p.m.**
11. Reconvene into open session for possible action on approving two Side Letters of Agreement with Local 102 of the Labor Association of Wisconsin. **Motion by M. Turville-Heitz to reconvene into open session. Second by J. Fitzgerald. Motion passed 4:0 with 1 vacant. Reconvened into open session at 4:11 p.m.**

**Motion by M. Wineke to approve the Stipulation and Order imposing discipline on an employee of the Sheriff's Office as recommended by the Sheriff. Second by M. Turville-Heitz. Motion passed 4:0 with 1 vacant.**

12. Update and discussion of FY2023 Budget, including impact of health insurance and market analysis. T. Palm-Kostroski and B. Wehmeier discussed renewal quotes, options, and procedures/process for health insurance in 2023 as well as the initial findings of a market study conducted by Human Resources. No action taken.
13. Communications-Personnel Ordinance Sections concerning Employee Files and Records and Hours of Work. T. Palm-Kostroski reviewed the draft of Personnel Ordinance, sections 500 -600. Discussion only, no action taken.
14. Review of July 2022 monthly financial reports for Human Resources and Safety. Information only, discussing line item of other professional services. No action taken.
15. Report from Human Resources Director. T. Palm-Kostroski reviewed written report included in packet. No action taken.
16. Set next meeting date and agenda items. Discussion to cancel the September 20, 2022, meeting at 3:00 p.m. and reschedule to Friday, September 16, 2022, at 8:30 a.m. Discussion to change the start time of future meetings from 3:00 p.m. to 8:30 a.m. Future agenda items to include discussion and possible action concerning 2023 health insurance plan(s), results of market study, and update on Personnel Ordinance project starting with Section 700.
17. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 4:0 with 1 vacant. Meeting adjourned at 5:00 p.m.**



## JEFFERSON COUNTY BOARD

Jefferson County Courthouse  
311 S. Center Avenue  
Jefferson, WI 53549  
Telephone (920) 674-7101

**STEVE NASS**  
County Board Chair

### **Board Rule 3.06(1) Appointment to Boards, Commissions, Committees and Other Bodies**

I, Steve Nass, Chairman of the County Board of Supervisors, Jefferson County, Wisconsin, as the appointing authority, hereby appoint Karl Zarling, Watertown, WI, to the following

- Economic Development Consortium to fill an unexpired term ending April 30, 2024
- Human Resources Committee to fill an unexpired term ending April 23, 2024
- Law Enforcement and Emergency Management Committee to fill an unexpired term ending April 23, 2024

Effective September 13, 2022

Dated this 9 day of Sept, 2022

  
\_\_\_\_\_  
Steve Nass

**RESOLUTION NO. 2021-\_\_\_\_\_**

**Creating a full-time Resource Conservationist position and eliminating a vacant, full-time GIS & Land Use Specialist III position in the Land and Water Conservationist Department**

Executive Summary

The Land and Water Conservation Department (LWCD) currently staffs six full-time positions, one Land & Water Conservation Director, one Administrative Specialist I, two Resource Conservationists, one Water Resource Management Specialist, and one vacant GIS & Land Use Specialist III. As many duties of the GIS & Land Use Specialist III position were transferred to the GIS position in the Land Information Office in 2022, the LWCD Director has evaluated existing and future LWCD programs and has identified programs that cannot be absorbed by existing staff, including:

- A new partnership with the City of Watertown to accomplish agricultural conservation practice implementation for the city to meet state permit requirements
- Developing flood mitigation strategies
- Training on invasive species management
- Coordinating vegetation management plans for flood mitigation properties

In consideration that the GIS & Land Use Specialist III position is not qualified to perform the duties required to successfully complete these projects, the LWCD Director is requesting elimination of the vacant GIS & Land Use Specialist position and the creation of a full-time Resource Conservationist position. The LWCD Director has also determined that these existing, expanded, and new projects are compatible with the Land and Water Resources Management Plan and the Jefferson County Comprehensive Plan.

The resolution requesting the creation of a full-time Resource Conservationist position and the elimination of a vacant, full-time GIS & Land Use Specialist III position in the Land and Water Conservation Department was reviewed by the Human Resources Committee on September 16, 2022. The Human Resources Committee recommended forwarding this resolution to the County Board to create one full-time Resource Conservationist position and eliminate one full-time GIS & Land Use Specialist III position in the Land and Water Conservation Department.

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

WHEREAS, the new Resource Conservationist position will be qualified to complete current, expanded, and new projects and duties that benefit the citizens of Jefferson County as they are compliant with the Land and Water Resources Management Plan and the Jefferson County Comprehensive Plan, and

WHEREAS, Jefferson County and the City of Watertown are currently working on an intergovernmental agreement which will provide revenues to install agricultural conservation practices near the City of Watertown.

NOW, THEREFORE, BE IT RESOLVED that one full-time Resource Conservationist position is hereby created, one full-time GIS & Land Use Specialist III Position is hereby eliminated, and the 2022 County Budget setting forth positions at the Land and Water Conservation Department be and is hereby amended to fund one full-time Resource Conservationist position and eliminate funding for one full-time GIS & Land Use Specialist III position at the Land and Water Conservation Department to become effective upon passage of this resolution.

*Fiscal Note: The creation of the Resource Conservationist position has an annual cost of \$93,340.60 for salary and fringe benefits. There is an annual savings of \$98,397.60 from the elimination of the full-time GIS & Land Use Specialist III position. There is also \$10,808 of estimated revenues through an intergovernmental agreement with the City of Watertown in 2023. 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

10-11-22

REVIEWED: County Administrator \_\_\_\_\_; Corporation Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

DRAFT

**Report to Human Resources Committee  
August 16, 2022**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since August 16, 2022: (89 applicants)

- **Clerk of Courts**
  - Deputy Register in Probate Juvenile Clerk I/II
- **District Attorney Office**
  - Legal Secretary
- **Highway**
  - Equipment Mechanic
- **Human Services**
  - Human Services Director
  - Economic Support Specialist I/II
  - Social Workers
    - CCS Service Facilitator I
    - Intake Worker

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since August 16, 2022:

- **Clerk of Courts:** Scanning positions ONGOING
- **District Attorney's Office:** Scanning positions ONGOING
- **Human Resources:** Scanning positions ONGOING

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

- Communications Operator I – Step 5 per previous policy approval by HR Committee
- Intake Worker, step 3- and 3-weeks' vacation
- Public Health Nurse, step 2
- Psychotherapist, step 5 and 3-weeks' vacation

**OTHER ACTIVITIES:**

- 2023 personnel wages and benefits
- Health insurance costs
- 98 applicants; 13 FT hires; 1 Emergency Help hires
- 2 Disciplinary investigation
- Scanning

Respectfully Submitted,



Terri M Palm  
Human Resources Director

09/15/2022  
14:27:18

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FROM 2022 01 TO 2022 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<b>12301 Human Resources</b>							
12301 411100 General Property Taxes	-432,264	0	-432,264	-288,175.84	.00	-144,087.86	66.7%
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	-22.75	.00	-17.25	56.9%
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	120,479.96	.00	-2,947.05	102.5%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511210 wages-Regular	117,643	0	117,643	26,257.57	.00	91,385.72	22.3%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	0	45,625	45,625	11,387.46	.00	34,237.54	25.0%
12301 511220 wages-Overtime	3,006	0	3,006	371.26	.00	2,634.89	12.4%
12301 511220 22219 Wages-Overtime	0	0	0	34.12	.00	-34.12	.0%
12301 511240 Wages-Temporary	0	0	0	2,606.25	.00	-2,606.25	.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	10,855.56	.00	6,612.61	62.1%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	0	3,429	3,429	873.75	.00	2,555.25	25.5%
12301 512142 Retirement (Employer)	15,504	0	15,504	9,367.25	.00	6,136.63	60.4%
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	29,201.25	.00	20,604.57	58.6%
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	47.88	.00	28.80	62.4%
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	3,750.00	.00	.00	100.0%



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FROM 2022 01 TO 2022 08

ACCOUNTS FOR:			ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund			APPROP		BUDGET			BUDGET	USED
12301 512151 22219 HSA Contribution	0	938	938	.00	.00	938.00	.00		
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.00		
12301 512153 HRA Contribution	0	0	0	.00	.00	.00	.00		
12301 512173 Dental Insurance	3,312	0	3,312	2,024.00	.00	1,288.00	61.1%		
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.00		
12301 512173 22219 Dental Insurance	0	828	828	.00	.00	828.00	.00		
12301 512128 Arbitrator	400	0	400	.00	.00	400.00	.00		
12301 512129 Other Professional Serv	16,640	10,880	27,520	83,097.33	4,180.00	-59,757.33	317.1%		
12301 512129 22101 Other Professional Serv	0	0	0	.00	.00	.00	.00		
12301 512120 Consultant	0	0	0	.00	.00	.00	.00		
12301 512125 Section 125	15,500	5,131	20,631	8,144.00	10,828.50	1,658.25	92.0%		
12301 512126 Ergonomics	400	0	400	110.00	.00	290.00	27.5%		
12301 512127 Position Classifications	2,200	0	2,200	300.00	.00	1,900.00	13.6%		
12301 512128 Labor Negotiations	10,000	11,000	21,000	9,072.00	.00	11,928.00	43.2%		
12301 512129 Recruitment Related	11,250	0	11,250	1,338.19	.00	9,911.81	11.9%		
12301 512129 22101 Recruitment Related	0	0	0	.00	.00	.00	.00		
12301 5121296 Computer Support	3,720	0	3,720	.00	.00	3,720.00	.00		
12301 531105 Flex Plan Surplus	0	0	0	.00	.00	.00	.00		
12301 531243 Furniture & Furnishings	1,500	0	1,500	.00	.00	1,500.00	.00		
12301 531298 United Parcel Service	0	0	0	.00	.00	.00	.00		
12301 531303 Computer Equipmt & Software	2,300	0	2,300	163.30	.00	2,136.70	7.1%		
12301 531311 Postage & Box Rent	400	0	400	230.09	.00	169.91	57.5%		
12301 531312 Office Supplies	500	0	500	488.97	.00	11.03	97.8%		
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.00		
12301 531313 Printing & Duplicating	100	0	100	9.60	.00	90.40	9.6%		
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.00		
12301 531314 Small Items Of Equipment	0	0	0	.00	.00	.00	.00		
12301 531320 22101 Safety Supplies	0	0	0	.00	.00	.00	.00		
12301 531320 22217 Safety Supplies	0	0	0	3,080.93	.00	-3,080.93	.00		
12301 531322 Subscriptions	4,795	0	4,795	4,694.00	.00	101.00	97.9%		
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.00		
12301 531324 Membership Dues	570	0	570	745.67	.00	-175.67	130.8%		
12301 531326 Advertising	8,000	3,950	11,950	2,873.78	3,950.00	5,126.22	57.1%		
12301 531351 Gas/Diesel	0	0	0	100.00	.00	-100.00	.00		
12301 531357 Employee Recognition	10,565	0	10,565	1,312.83	.00	9,252.17	12.4%		
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.00		
12301 532325 Registration	2,275	0	2,275	998.48	.00	1,276.52	43.9%		
12301 532332 Mileage	350	0	350	685.68	.00	-335.68	195.9%		
12301 532334 Commercial Travel	400	0	400	.00	.00	400.00	.00		
12301 532335 Meals	250	0	250	22.00	.00	228.00	8.8%		
12301 532336 Lodging	1,570	0	1,570	588.75	.00	981.25	37.5%		
12301 532339 Other Travel & Tolls	100	0	100	13.50	.00	86.50	13.5%		

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Jefferson County  
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FROM 2022 01 TO 2022 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532350 Training Materials	7,525	4,800	12,325	2,907.00	4,800.00	4,618.00	62.5%
12301 533225 Telephone & Fax	50	0	50	.00	.00	50.00	.0%
12301 535242 Maintain Machinery & Equip	450	0	450	365.48	.00	84.52	81.2%
12301 571004 IP Telephony Allocation	353	0	353	235.36	.00	117.64	66.7%
12301 571005 Duplicating Allocation	277	0	277	184.64	.00	92.36	66.7%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,500	0	7,500	5,000.00	.00	2,500.00	66.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,321	0	2,321	1,547.36	.00	773.64	66.7%
12301 591519 Other Insurance	2,625	0	2,625	2,001.84	.00	623.21	76.3%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	6.70	.00	-6.70	.0%
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	-32,880	-32,880	.00	.00	-32,880.00	.0%
TOTAL Human Resources	0	13,881	13,881	59,375.20	23,758.50	-69,252.95	598.9%

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FROM 2022 01 TO 2022 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<b>12302 Safety</b>							
12302 411100 General Property Taxes	-123,241	0	-123,241	-82,160.64	.00	-41,080.27	66.7%
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	488.00	.00	-128.00	135.6%
12302 531322 Subscriptions	3,600	0	3,600	3,606.56	.00	-6.56	100.2%
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	833.36	.00	416.64	66.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	387	0	387	258.00	.00	129.00	66.7%
12302 591519 Other Insurance	716	0	716	563.12	.00	153.04	78.6%
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	-75,576.60	.00	75,576.60	.0%
TOTAL General Fund	0	13,881	13,881	-16,201.40	23,758.50	6,323.65	54.4%
TOTAL REVENUES	-566,565	-99,126	-665,691	-370,359.23	.00	-295,331.38	
TOTAL EXPENSES	566,565	113,007	679,571	354,157.83	23,758.50	301,655.03	

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FROM 2022 01 TO 2022 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	13,881	13,881	-16,201.40	23,758.50	6,323.65	54.4%