

Human Resources Committee Agenda

Highway Committee Room

1425 Wisconsin Dr, and Videoconference

Jefferson, WI 53549

Tuesday, January 17, 2023, at 8:30 a.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

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; Michael Wineke; Karl Zarling

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 September 16, 2022, Minutes
7. Communications
8. Discussion and possible action accepting the Wisconsin NextGen 911 grant and funding a limited-term GIS intern position in the Land Information Office division of the Zoning Department
9. Discussion and possible action approving the *Employee Medical Insurance Opt Out Incentive Plan* policy and procedure
10. 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
11. Reconvene into open session for possible action on items discussed in closed session
12. Discussion and possible action on the position market study completed in 2022
13. Update and discussion of Personnel Ordinance and policy revision status
14. Review of December 2022 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
16. Set next meeting date and agenda items
17. Adjournment

Next scheduled meetings:

Tuesday, February 12, 2023, 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
Friday, September 16, 2022 @ 8:30 a.m.
Jefferson County Courthouse, Room 202, and Videoconference

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; Michael Wineke; and Karl Zarling. **Quorum established.** Other staff present: Patricia Cicero, LWCD Director; Captain Travis Maze (virtual); Terri Palm-Kostroski, Human Resources Director; Sarana Stolar, Paralegal II (virtual); Joe Strupp, Resource Conservationist; 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 action taken.
5. Public Comment: None.
6. Approval of August 16, 2022, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee August 16, 2022, minutes, as presented. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: Appointment of Karl Zarling to the Human Resources Committee to fill an unexpired term ending April 23, 2024.
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. **Motion by M. Turvill-Heitz to recommend the elimination of a vacant, full-time GIS and Land Use Specialist III position and creation of a full-time Resource Conservationist position in the Land and Water Conservation Department to County Board. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action on employee health insurance options for the 2023 budget. B. Wehmeier and T. Palm-Kostroski presented data on health insurance costs and the cash-opt option in the 2023 proposed budget. **Discussion only, no action taken.**
10. Discussion and possible action on the position market study completed in August 2022. **Discussion only, no action taken.**
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. *Note: also present: T. Maze, T. Palm-Kostroski, B. Ward, and B. Wehmeier.* **Motion by J. Fitzgerald to move into closed session under Wisconsin State Statute section 19.85(1)(e) for the purpose of discussing and possible action on labor negotiation strategy and continuing Memorandums of Understanding. Second by M. Turville-Heitz. J. Braughler, Aye; K. Zarling, Aye; M. Turville-Heitz, Aye; J. Fitzgerald, Aye; M. Wineke, Aye. Moved into closed session at 9:16 a.m.**
12. Reconvene into open session for possible action on items discussed in closed session. **Motion by M. Wineke to reconvene into open session. Second by M. Turville-Heitz. Motion passed 5:0. Reconvened into open session at 9:48 a.m. No action taken.**

13. Review of August 2022 monthly financial reports for Human Resources and Safety. Information only, discussing line item of other professional services. **No action taken.**
14. Report from Human Resources Director. T. Palm-Kostroski reviewed written report included in packet. **No action taken.**
15. Set next meeting date and agenda items. Reminder that next meeting will be at the Highway department, scheduled for Tuesday, October 18, 2022, at 8:30 a.m. Future agenda items to include results of market study and update on Personnel Ordinance project starting with Section 700. **No action taken.**
16. Adjournment **Motion by M. Wineke to adjourn. Second by M. Turville-Heitz. Motion passed 5:0. Meeting adjourned at 9:48 a.m.**

-RESOLUTION NO. 2022-___

Funding a limited-term Intern position in the Zoning and Planning Office

Executive Summary

The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) accepted applications to provide a Fiscal Year (FY) 2023 NG9-1-1 GIS grant program funding opportunity. The NG9-1-1 GIS Grant Program is intended to provide funding to county land information offices for data creation, preparation, and remediation activities necessary for enabling Next Generation 9-1-1 (NG9-1-1).

The NG9-1-1 grant will fund a currently unfunded Intern position in the LIO Division on a limited-term basis not to extend beyond December 31, 2023. The Intern will work with the County's GIS data to align the County's current addressing and road data with the State's NextGen 911 data standards that were recently published. The Intern position will perform data clean up, quality control and data conversion while under supervision of the GIS Specialist III. This will be a multi-step process which will begin with converting the County's data into the NextGen 911 data format and then transition into data entry, maintenance, and implementation. The GIS data, maintained by the Land Information Office, is then provided to, and consumed by the Sheriff's Department dispatching system.

The resolution requesting the funding of an Intern position in the LIO division of the Zoning and Planning Office, on a limited term basis, was reviewed by the Human Resources Committee on January 17, 2023. The Human Resources Committee recommended forwarding this resolution to the County Board to accept the funding from the NG9-1-1 GIS Grant Program and fund a currently unfunded Student Intern in the Zoning and Planning Office, on a limited term basis.

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

WHEREAS, the Zoning and Planning Office has been approved for the NG9-1-1 grant for the Land Information Office division, and

WHEREAS, the NG9-1-1 grant requires a 20% cash match which is currently budgeted for in the Zoning and Planning Department budget, and

WHEREAS, the grant funding will fund an unfunded Student Intern position in the Zoning Department to complete the objectives of the grant.

NOW, THEREFORE, BE IT RESOLVED that the 2023 County Budget is amended to accept the NG9-1-1 GIS Grant Program funding through the Wisconsin Department of Military Affairs/Office of Emergency Communications.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the 2023 County Budget is further amended to fund an unfunded Student Intern position in the Land Information Office division of the Zoning Department to become effective upon passage of this resolution.

Fiscal Note: The Zoning department has currently budgeted \$5,000 to be applied to the 20% cash match required for NG9-1-1 grant, allowing the acceptance up to \$25,000. This will fund up to two semesters for a Student Intern and necessary technology and equipment. No additional 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

02-14-23

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

DRAFT

EMPLOYEE MEDICAL INSURANCE OPT OUT INCENTIVE PLAN

EXPLANATION OF BENEFITS

I. ELIBIBILITY REQUIREMENTS

- A. Must be a full-time or *part-time employee regularly scheduled to work 20+ hours each week throughout the year*. This includes constitutional elected officials of Clerk of Courts, County Clerk, County Treasurer, Register of Deeds, and Sheriff.
- B. Employee must be eligible for coverage under Jefferson County's medical insurance program.
- C. Employee must be covered by another *group medical insurance plan* other than the County's medical insurance. This is typically with another employer or under a spouse's or parent's employer's group medical plan.
 - 1. This does NOT include individual coverage found through the Marketplace, Tricare, Badger care, Medicare/Medicaid, or other similar plans. If you have questions regarding the eligibility of your other health plan, please contact Human Resources.
 - 2. This does NOT include an employer sponsored plan that is also covered under the Department of Employee Trust Fund (ETF) group health insurance program (the State Health plan).
- D. Newly hired employees may choose to opt out of the County medical insurance program effective the date they are eligible for the County's medical insurance program.

II. ENROLLMENT PROCEDURE

- A. Employees wishing to opt out of the County medical insurance program must opt out for the entire calendar year unless certain qualifying events occur. Employees will have the option during the open enrollment period to re-establish coverage in the County's medical insurance program or to re-enroll in the Opt Out Incentive Plan, if offered.
 - 1. Employee must complete the Medical Insurance Plan Enrollment form, waiving coverage within 30 days of effective date.
 - 2. Employee must complete the Opt-Out/Waiver Election Attestation for Health Coverage form within 30 days of effective date.
 - 3. Employee must provide Human Resources proof of coverage under another qualified group health plan, which includes either a copy of the health insurance card or a letter from either the employer sponsoring the group medical insurance plan, or the group medical insurance plan provider, confirming current coverage no later than 30 days following the effective date of election into the Opt Out Program.
 - 4. Failure to complete steps II.A.1. – 3. Above may result in the employee's opt-out incentive to be cancelled until items are completed. No retroactive opt-out incentive will be provided for the employee not completing the items timely.
- B. Employees will be permitted to change their election once a year and only during the open enrollment period established for the plan. The only exception is when a qualifying event occurs as outlined in Section III.

- C. The Opt Out amount an employee will receive monthly for opting out of the County medical insurance program is \$166.66 for single opt out and \$500 for family opt out plans. This amount applies to plan year 2023. The amount of the Opt Out will be determined annually through the budget process, providing the Opt Out Plan is available.
- D. The allowance for opting out of the medical insurance program will be divided between two paychecks each month and will be subject to all normal payroll taxes, retirement plan contributions, and any other payroll deductions based on gross pay.

III. **QUALIFYING EVENTS**

- A. In accordance with Federal law, an employee will only be permitted to withdraw from or enroll in the medical insurance Opt Out Plan *during the plan year* if one of the following qualifying events occurs and is applicable to the employee's situation, *and within 30 days of the qualifying event*.
 - 1. Change if Family Status
 - a. Marriage or divorce of employee
 - b. Death of the employee's spouse
 - c. Birth or adoption of child
 - 2. Change in Spouse's Employment
 - a. Termination of employment of the commencement of employment
 - b. A significant change in health coverage attributable to spouse's employment (i.e. significant increase or reduction of premium and/or benefit coverage)
 - 3. Spouse's employment status changes from full time to other than full time
 - 4. Change in the County Employee's Employment Status
 - a. Switching from full time to a less than part-time (regularly working less than 20 hours/week)
 - b. Switching from regularly working less than 20 hours/week to regularly working at least 20 hours/week
 - 5. Either Spouse Takes an Unpaid Leave of Absence
 - a. The unpaid leave of absence must result in the loss of medical insurance coverage. This does not apply if the employee or the spouse is on a Family Medical Leave.
 - 6. Special Enrollment Under the Health Insurance Portability and Accountability Act of 1996
 - 7. Court Order
 - 8. Change of Worksite or Residence that is no longer covered under the medical insurance HMO

IV. **REINSTATEMENT TO MEDICAL INSURANCE COVERAGE**

- A. In the event employees who are enrolled in the Opt Out Incentive Plan experience a qualifying event during the plan year, and as a result, want to withdraw from the plan and be reinstated to the County's medical insurance program, the employee must submit an enrollment form with proof of a qualifying event to the Human Resources Department within 30 days of the event.

- B. Reinstatement to the County medical insurance program, for those employees who qualify, will occur on the first of the month following the date the Human Resources Department approves the enrolment form and qualifying event.
- C. The employee's Opt Out Incentive Plan allowance will cease when the employee is reinstated to the County medical insurance program. *Under no circumstances will employees be entitled to receive both an op out allowance and coverage in the county medical insurance plan within the same month. Employees are responsible to the County for any opt-out monies paid in error.*

V. **TERMS AND CONDITIONS**

- A. All terms and conditions of the Jefferson County Employees Medical Insurance Opt Out Incentive Plan are subject to the provisions detailed in the respective plan documents and summary plan description.
- B. The County reserves the right to unilaterally change, alter, or discontinue the program in total or in part with a 30-day notice.
- C. In the event the Opt Out Incentive Plan is terminated, employees who have elected to waive medical insurance coverage will have the option to be immediately reinstated to the County medical insurance program upon completion of the necessary enrollment forms, providing the forms are completed within 30-days of the notice.

**Report to Human Resources Committee
January 17, 2023**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following **37** vacant position requests since September 16, 2022: (341 applicants)

- **Clerk of Courts**
 - Circuit Court Commissioner/Deputy Register of Probate
 - Deputy Court Clerk
- **District Attorney Office**
 - Administrative Assistant II
 - Emergency Help
- **Economic Development**
 - Director of Community Development
 -
- **Highway**
 - Accounting Specialist I
 - Accounting Specialist II
 - Maintenance Worker III
- **Human Services**
 - Accounting Specialist II
 - Administrative Specialist I
 - Adult Protective Services Case Manager
 - ADRC Resource Lead Specialist
 - Benefits Specialist
 - Child and Family Division Manager
 - Child Protective Services Ongoing Professional I
 - CLTS Case Manager
 - CLTS Lead Worker
 - Custodian
 - Custodian Lead
 - Economic Support Specialist
 - Elder & Disability Benefits Specialist
 - Foster Care Coordinator I – Part-time
 - Human Services Professional Case Manager
 - Intake Manager
 - Mental Health Professional Supervisor
 - Psychotherapist-School
 - Registered Nurse
 -
- **Land and Water Conservation Department**
 - Resource Conservationist
- **Parks Department**
 - Building and Maintenance Grounds Maintenance Worker II
- **Zoning**
 - Zoning Onsite Waste Systems Intern

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

- **Clerk of Courts:** Scanning positions ONGOING
- **District Attorney's Office:** Scanning positions ONGOING
- **Highway:** Accounting Assistance with vacancies
- **Human Services:** Maintenance position during an extended leave of absence
- **Treasurer Office:** Assistance during vacancy to be filled January 2, 2023

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

- 5 current employees provided extra steps
- 9 current employees provided extra vacation
- 36 current employees provided bonuses
- 3 employees hires with extra step and/or vacation

OTHER ACTIVITIES:

- Health insurance enrollment
- Opt Out processing
- HRA and H.S.A. processing
- 2023 COLA and reclassification processing
- Influx of Workers Compensation Claims
- 3 Employment investigations

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri M Palm". The signature is written in a cursive, flowing style.

Terri M Palm
Human Resources Director

01/15/2023
17:40:25

Jefferson County
FLEXIBLE PERIOD REPORT
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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 Human Resources							
12301 411100 General Property Taxes	-432,264	0	-432,264	-432,263.76	.00	.06	100.0%
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	-34.13	.00	-5.87	85.3%
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	-3,345.00	.00	345.00	111.5%
12301 486010 Rebates	0	0	0	.00	.00	.00	.0%
12301 511110 Salary-Permanent Regular	117,533	0	117,533	183,671.84	.00	-66,138.93	156.3%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511210 Wages-Regular	117,643	0	117,643	43,700.44	.00	73,942.85	37.1%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	0	45,625	45,625	26,718.10	.00	18,906.90	58.6%
12301 511220 Wages-Overtime	3,006	0	3,006	1,120.41	.00	1,885.74	37.3%
12301 511220 22219 Wages-Overtime	0	0	0	56.87	.00	-56.87	.0%
12301 511240 Wages-Temporary	0	0	0	3,562.50	.00	-3,562.50	.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	338.75	.00	.00	100.0%
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	16,749.01	.00	719.16	95.9%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	0	3,429	3,429	2,048.30	.00	1,380.70	59.7%
12301 512142 Retirement (Employer)	15,504	0	15,504	14,706.20	.00	797.68	94.9%
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	49,016.37	.00	789.45	98.4%
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	72.64	.00	4.04	94.7%
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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17:40:30

Jefferson County
FLEXIBLE PERIOD REPORT
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FROM 2022 01 TO 2022 12

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	.0%
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	3,128.00	.00	184.00	94.4%
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	512128	Arbitrator	400	0	400	.00	.00	400.00	.0%
12301	512129	Other Professional Serv	16,640	10,880	27,520	107,350.33	163.50	-79,993.83	390.7%
12301	512129	22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301	512220	Consultant	0	0	0	.00	.00	.00	.0%
12301	512225	Section 125	15,500	5,131	20,631	14,241.75	8,489.25	-2,100.25	110.2%
12301	512226	Ergonomics	400	0	400	110.00	.00	290.00	27.5%
12301	512227	Position Classifications	2,200	0	2,200	450.00	.00	1,750.00	20.5%
12301	512228	Labor Negotiations	10,000	11,000	21,000	9,072.00	.00	11,928.00	43.2%
12301	512229	Recruitment Related	11,250	0	11,250	2,692.62	.00	8,557.38	23.9%
12301	512229	22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301	512296	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	112.68	.00	1,387.32	7.5%
12301	531298	United Parcel Service	0	0	0	.00	.00	.00	.0%
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	432.15	.00	-32.15	108.0%
12301	531312	Office Supplies	500	0	500	622.59	.00	-122.59	124.5%
12301	531312	22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301	531313	Printing & Duplicating	100	0	100	453.81	.00	-353.81	453.8%
12301	531313	22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301	531314	Small Items Of Equipment	0	0	0	18.39	.00	-18.39	.0%
12301	531320	22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301	531320	22217 Safety Supplies	0	0	0	3,080.93	.00	-3,080.93	.0%
12301	531322	Subscriptions	4,795	0	4,795	5,385.33	.00	-590.33	112.3%
12301	531323	Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301	531324	Membership Dues	570	0	570	764.75	.00	-194.75	134.2%
12301	531326	Advertising	8,000	3,950	11,950	2,905.33	3,950.00	5,094.67	57.4%
12301	531351	Gas/Diesel	0	0	0	100.00	.00	-100.00	.0%
12301	531357	Employee Recognition	10,565	0	10,565	9,127.39	.00	1,437.61	86.4%
12301	531357	22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301	532325	Registration	2,275	0	2,275	1,513.48	.00	761.52	66.5%
12301	532332	Mileage	350	0	350	992.56	.00	-642.56	283.6%
12301	532334	Commercial Travel	400	0	400	.00	.00	400.00	.0%
12301	532335	Meals	250	0	250	22.00	.00	228.00	8.8%
12301	532336	Lodging	1,570	0	1,570	1,163.75	.00	406.25	74.1%
12301	532339	Other Travel & Tolls	100	0	100	13.50	.00	86.50	13.5%

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17:40:35

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FROM 2022 01 TO 2022 12

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	2,974.07	4,800.00	4,550.93	63.1%
12301 533225 Telephone & Fax	50	0	50	.00	.00	50.00	.0%
12301 535242 Maintain Machinery & Equip	450	0	450	725.51	.00	-275.51	161.2%
12301 571004 IP Telephony Allocation	353	0	353	323.62	.00	29.38	91.7%
12301 571005 Duplicating Allocation	277	0	277	253.88	.00	23.12	91.7%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,500	0	7,500	6,875.00	.00	625.00	91.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,321	0	2,321	2,127.62	.00	193.38	91.7%
12301 591519 Other Insurance	2,625	0	2,625	2,752.53	.00	-127.48	104.9%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	176.08	.00	-176.08	.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	89,993.49	17,402.75	-93,515.49	773.7%

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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	-123,241	0	-123,241	-123,240.96	.00	.05 100.0%
12302	474106	Intergovt Shared Services	0	0	0	.00	.00	.0%
12302	485200	Donations Restricted	0	0	0	.00	.00	.0%
12302	511110	Salary-Permanent Regular	72,127	0	72,127	.00	72,126.92	.0%
12302	511210	wages-Regular	0	0	0	.00	.00	.0%
12302	511240	wages-Temporary	7,800	0	7,800	.00	7,800.00	.0%
12302	511310	wages-Sick Leave	0	0	0	.00	.00	.0%
12302	511320	wages-Vacation Pay	0	0	0	.00	.00	.0%
12302	511340	wages-Holiday Pay	0	0	0	.00	.00	.0%
12302	511350	wages-Miscellaneous(Comp)	0	0	0	.00	.00	.0%
12302	511380	wages-Bereavement	0	0	0	.00	.00	.0%
12302	512141	Social Security	5,437	0	5,437	.00	5,436.64	.0%
12302	512142	Retirement (Employer)	4,688	0	4,688	.00	4,688.25	.0%
12302	512144	Health Insurance	16,602	0	16,602	.00	16,601.94	.0%
12302	512145	Life Insurance	12	0	12	.00	12.00	.0%
12302	512150	FSA Contribution	0	0	0	.00	.00	.0%
12302	512151	HSA Contribution	1,250	0	1,250	.00	1,250.00	.0%
12302	512152	Limited FSA Contribution	0	0	0	.00	.00	.0%
12302	512153	HRA Contribution	0	0	0	.00	.00	.0%
12302	512173	Dental Insurance	1,104	0	1,104	.00	1,104.00	.0%
12302	531243	Furniture & Furnishings	0	0	0	.00	.00	.0%
12302	531303	Computer Equipmt & Software	0	0	0	.00	.00	.0%
12302	531311	Postage & Box Rent	30	0	30	.00	30.00	.0%
12302	531312	Office Supplies	50	0	50	.00	50.00	.0%
12302	531313	Printing & Duplicating	30	0	30	.00	30.00	.0%
12302	531314	Small Items Of Equipment	808	0	808	.00	808.00	.0%
12302	531320	Safety Supplies	360	0	360	1,597.47	-1,237.47	443.7%
12302	531322	Subscriptions	3,600	0	3,600	3,606.56	-6.56	100.2%
12302	531323	Subscriptions-Tax & Law	0	0	0	.00	.00	.0%
12302	531324	Membership Dues	810	0	810	385.00	425.00	47.5%
12302	531326	Advertising	0	0	0	.00	.00	.0%
12302	532325	Registration	750	0	750	450.00	300.00	60.0%
12302	532332	Mileage	150	0	150	.00	150.00	.0%
12302	532335	Meals	210	0	210	.00	210.00	.0%
12302	532336	Lodging	570	0	570	.00	570.00	.0%
12302	532339	Other Travel & Tolls	0	0	0	.00	.00	.0%
12302	532350	Training Materials	4,500	0	4,500	.00	4,500.00	.0%
12302	535242	Maintain Machinery & Equip	0	0	0	.00	.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	13,881	13,881	-24,933.53	17,402.75	21,411.53	-54.3%

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	From Yr/Per: 2022/ 1
Sequence 2	1	Y	Y	To Yr/Per: 2022/12
Sequence 3	9	Y	Y	Budget Year: 2022
Sequence 4	0	N	N	Print totals only: N
	0	N	N	Format type: 1
				Double space: N
Report title:				Suppress zero bal accts: N
				Amounts/totals exceed 999 million dollars: N
				Roll projects to object: N
				Print journal detail: N
				From Yr/Per: 2018/ 1
				To Yr/Per: 2018/12
				Include budget entries: Y
				Incl encumb/liq entries: Y
				Sort by JE # or PO #: J
				Detail format option: 1
				Multiyear view: D
				Budget From Yr/Per: /
				To Yr/Per: /
Include biennium-to-date actuals/encumbrances:				N