

Human Resources Committee Agenda
Jefferson County Courthouse, Room C2003
311 S Center Ave
Jefferson, WI 53549
Tuesday, October 24 2023 at 6:15 p.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 26, Minutes
7. Communications
8. 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. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
9. Reconvene into open session for possible action on items discussed in closed session
10. Review of September monthly financial reports for Human Resources and Safety
11. Report from Human Resources Director
 - a. Requests to fill vacant positions
 - b. Emergency Help requests
 - c. Extra steps and/or benefits for new hires and current positions
 - d. Approvals of Leaves of Absences
12. Set next meeting date and agenda items
13. Adjournment

Next scheduled meetings:
Tuesday, November 21, 2023, at 8:30 a.m.
Tuesday, December 19, 2023, at 8:30 a.m.
Tuesday, January 16, 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

Tuesday, September 26, 2023 @ 9:00 a.m.

Jefferson County Highway Committee Room, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 9:00 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke; Karl Zarling. **Quorum established.** Others present: David Drayna, County Board Supervisor (virtual); Tina Gleisner-Hotter, Clerk of Courts Financial Chief Deputy; Cindy Hamre-Incha, Clerk of Courts; Daniel Horvatin, Detective Sergeant; Vaughn Johnson, Detective Sergeant; Michael Luckey, Assistant County Administrator (virtual); Brian Olson, Administrative Captain; Terri Palm-Kostroski, Human Resources Director; Chad Roberts, Jail Sergeant; Jennifer Robinson, Recruitment and Retention Specialist (virtual); Dana Scherer, Clerk of Courts Operations Chief Deputy; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator.
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 15, 2023, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee August 15, 2023, minutes. Second by KK. Zarling. Motion passed 5:0.**
7. Communications: T. Palm-Kostroski shared several emails from employees regarding benefits and compensation. **No action taken.**
8. Discussion and possible action to amend the County's vacation ordinance. **Motion by M. Turvill-Heitz, to recommend a repeal and recreate of Personnel Ordinance HR0690, Vacation with Pay, as recommended with changes to the executive summary to include comparison of current ordinance to proposed; deletion of last line under POLICY heading, amending CARRYOVER POLICY to allow 24 hours of carryover, striking last sentence of 6.b. and striking 6.c.; and adding section HR0690 D. from current ordinance addressing use of vacation during catastrophic events. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action approving amendment to Jefferson County's pay plan for the 2024 budget to adjust wages for positions determined to be significantly below market of 10% or more and positions impacted by compression. **Motion by J. Fitzgerald to proceed with the 2024 budget as discussed with initial amendments to the pay plan for positions identified to be 10% or more below identified market and positions impacted by compression; and, to continue meeting with the employee workgroup and consultant to develop a plan to address market fluctuations and additional positions 5-10% below market, ideally with the 2023 budget carryover/2024 budget amendments reviewed by County Board in March 2024. Second by K. Zarling. Motion passed 5:0.**
10. Review of August 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
11. Report from Human Resources Director. T. Palm-Kostroski provided verbal update on update of Employee Recruitment and Retention Workgroup meetings; positions and emergency help requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the August 15, 2023, meeting. **No action taken.**
12. Set next meeting date and agenda items. Tuesday, October 17, 2023, at 8:30 a.m.; Tuesday, November 21, 2023, at 8:30 a.m.; and Tuesday, December 19, 2023, at 8:30 a.m. Next agenda to include update of Market study/planning; Employee discipline as Civil Service Grievance committee. **No action taken.**
13. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by K. Zarling. Motion passed 5:0. Meeting adjourned at 10:20 a.m.**

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FROM 2023 01 TO 2023 09

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	-503,321	0	-503,321	-335,547.60	.00	-167,773.85	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	-93,136	0	-93,136	.00	.00	-93,135.77	.0%
12301 451002 Private Party Photocopy	-40	0	-40	-9.00	.00	-31.00	22.5%
12301 451034 Badge Replacement Fee	-40	0	-40	-15.28	.00	-24.72	38.2%
12301 451200 Records & Reports	0	0	0	.00	.00	.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
12301 486010 Rebates	-6,990	0	-6,990	.00	.00	-6,990.00	.0%
12301 511110 Salary-Permanent Regular	188,492	0	188,492	140,849.57	.00	47,642.84	74.7%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511110 22219 Salary-Permanent Regula	0	0	0	16,992.41	.00	-16,992.41	.0%
12301 511210 Wages-Regular	52,259	0	52,259	40,240.66	.00	12,018.82	77.0%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	65,612	0	65,612	28,156.06	.00	37,455.62	42.9%
12301 511220 Wages-Overtime	31	0	31	.00	.00	30.78	.0%
12301 511220 22219 Wages-Overtime	0	0	0	.00	.00	.00	.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	16,617	0	16,617	12,444.79	.00	4,172.06	74.9%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	4,653	0	4,653	3,447.35	.00	1,206.07	74.1%
12301 512142 Retirement (Employer)	16,396	0	16,396	12,314.21	.00	4,082.05	75.1%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	4,462	0	4,462	1,078.98	.00	3,382.61	24.2%
12301 512144 Health Insurance	85,756	0	85,756	58,207.29	.00	27,549.09	67.9%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	17,293	0	17,293	850.62	.00	16,442.46	4.9%
12301 512145 Life Insurance	74	0	74	58.41	.00	15.87	78.6%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	12	0	12	4.36	.00	7.64	36.3%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%

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FROM 2023 01 TO 2023 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 512151 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 22219 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	1,317.44	.00	-1,317.44	.0%
12301 512173 Dental Insurance	3,312	0	3,312	2,622.00	.00	690.00	79.2%
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173 22219 Dental Insurance	1,104	0	1,104	21.50	.00	1,082.50	1.9%
12301 521218 Arbitrator	400	0	400	400.00	.00	.00	100.0%
12301 521219 Other Professional Serv	17,300	84,880	102,180	83,441.98	18,571.50	166.52	99.8%
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	39,300	0	39,300	22,759.65	2,892.25	13,648.10	65.3%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	1,000	0	1,000	.00	.00	1,000.00	.0%
12301 521228 Labor Negotiations	22,500	20,000	42,500	25,914.50	.00	16,585.50	61.0%
12301 521229 Recruitment Related	10,670	0	10,670	5,583.24	37,080.00	-31,993.24	399.8%
12301 521229 22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301 521296 Computer Support	0	0	0	.00	.00	.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	0	0	0	.00	.00	.00	.0%
12301 531303 Computer Equipmt & Software	6,946	0	6,946	4,704.43	.00	2,241.83	67.7%
12301 531311 Postage & Box Rent	400	0	400	306.00	.00	94.00	76.5%
12301 531312 Office Supplies	800	0	800	622.57	.00	177.43	77.8%
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313 Printing & Duplicating	50	0	50	6.12	.00	43.88	12.2%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	167.30	.00	-167.30	.0%
12301 531320 22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531320 22217 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531322 Subscriptions	6,395	0	6,395	4,284.65	.00	2,110.35	67.0%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	790	0	790	748.61	.00	41.39	94.8%
12301 531326 Advertising	8,200	0	8,200	-1,080.11	.00	9,280.11	13.2%
12301 531351 Gas/Diesel	150	0	150	.00	.00	150.00	.0%
12301 531357 Employee Recognition	6,990	0	6,990	1,602.92	.00	5,387.08	22.9%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532329 Registration	2,525	0	2,525	2,498.00	.00	27.00	98.9%
12301 532332 Mileage	500	0	500	582.30	.00	-82.30	116.5%
12301 532334 Commercial Travel	450	0	450	.00	.00	450.00	.0%
12301 532335 Meals	250	0	250	327.67	.00	-77.67	131.1%
12301 532336 Lodging	1,670	0	1,670	720.00	.00	950.00	43.1%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 532339 Other Travel & Tolls	100	0	100	19.50	.00	80.50	19.5%
12301 532350 Training Materials	7,525	45,000	52,525	11,911.00	.00	40,614.00	22.7%
12301 533225 Telephone & Fax	0	0	0	98.74	.00	-98.74	.0%
12301 535242 Maintain Machinery & Equip	650	0	650	641.64	.00	8.36	98.7%
12301 571004 IP Telephony Allocation	318	0	318	238.50	.00	79.50	75.0%
12301 571005 Duplicating Allocation	417	0	417	312.75	.00	104.25	75.0%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,208	0	7,208	5,406.03	.00	1,801.97	75.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,640	0	2,640	1,980.00	.00	660.00	75.0%
12301 591519 Other Insurance	3,570	0	3,570	2,378.34	.00	1,191.66	66.6%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	13.23	.00	-13.23	.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	-27,880	-27,880	.00	.00	-27,880.00	.0%
TOTAL Human Resources	0	122,000	122,000	159,623.33	58,543.75	-96,167.08	178.8%

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ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 Safety							
12302 411100 General Property Taxes	-125,229	0	-125,229	-83,485.76	.00	-41,742.90	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	75,688	0	75,688	.00	.00	75,688.45	.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	5,424	0	5,424	.00	.00	5,424.30	.0%
12302 512142 Retirement (Employer)	5,147	0	5,147	.00	.00	5,146.81	.0%
12302 512144 Health Insurance	22,821	0	22,821	.00	.00	22,821.10	.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	0	0	0	.00	.00	.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	900	0	900	.00	.00	900.00	.0%
12302 531320 Safety Supplies	850	0	850	63.64	.00	786.36	7.5%
12302 531322 Subscriptions	3,600	0	3,600	3,204.67	.00	395.33	89.0%
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	.00	.00	750.00	.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:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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	1,201	0	1,201	900.72	.00	300.28	75.0%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	282.78	.00	94.22	75.0%
12302 591519 Other Insurance	1,004	0	1,004	586.89	.00	417.11	58.5%
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	-78,062.06	.00	78,062.06	.0%
TOTAL General Fund	0	122,000	122,000	81,561.27	58,543.75	-18,105.02	114.8%
TOTAL REVENUES	-731,756	-27,880	-759,636	-419,057.64	.00	-340,578.24	
TOTAL EXPENSES	731,756	149,880	881,636	500,618.91	58,543.75	322,473.22	

**Report to Human Resources Committee
October 24, 2023**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following 5 new vacant position requests September 26, 2023 – October 24, 2023: (135 applicants)

- **Facilities**
 - Custodian (PT)
- **Human Services**
 - CCS Facilitator
 - CPS Ongoing Professional
 - Family Development Worker
 - Home Delivered Meal Assessor

EMERGENCY HELP REQUESTS: The following emergency help requests were received since September 26, 2023: **None.**

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

- 2 current employees provided extra steps and/or vacation
- 3 of 8 employees hired with extra step and/or vacation


EXTENDED LEAVE OF ABSENCE REQUESTS.

- 2 LOA requests beyond FMLA leave were approved

OTHER ACTIVITIES:

- 3 promotions
- 1 workers compensation injury, 1 that was reportable
- Labor negotiations and contract implementation.
- Market analysis. Continue working with vendor and employee workgroup.
- Open Enrollment. Runs September 25 – October 20, 2023
- 2 Employment investigations

Respectfully Submitted,



Terri M Palm
Human Resources Director