

Human Resources Committee Agenda
Jefferson County Courthouse
Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549

Wednesday, January 3, 2024, at 3:00 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 October 24, 2023, Minutes
7. Communications
 - a. Quarterly retirement recognitions
8. Discussion and possible action amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, to define the applicability of the Personnel Ordinance versus the provisions in the Sworn, Represented Contract for Sworn, Non-represented Law Enforcement Employees
9. Discussion and possible action to recommend the creation of a pool of as needed, Female Jail Support Officers, and the creation of a Jail Deputy Intern position in the Sheriff's Office in the 2024 budget
10. Discussion and possible action to recommend the creation of paid summer Intern positions to implement the Clean Boats, Clean Water grant in the Land and Water Conservation Department
11. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028
12. Review of November 2023 monthly financial reports for Human Resources and Safety
13. 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
 - e. Update on Human Resources Department activities
14. Set next meeting date and agenda items
15. Adjournment

Next scheduled meetings:
Tuesday, January 16, 2024, at 8:30 a.m.
Tuesday, February 20, 2024, at 8:30 a.m.
Tuesday, March 19, 2024, 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, October 24, 2023, at 6:15 p.m.

Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 6:15 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling. **Quorum established.** Others present: Chief Deputy Don Hunter; Michael Luckey, Assistant County Administrator; Terri Palm-Kostroski, Human Resources Director; Danielle Thompson, Corporation Counsel; 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 September 26, 2023, Human Resources Committee Minutes. **Motion by K. Zarling, to approve the Human Resources Committee September 26, 2023, minutes. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. **Motion by M. Wineke 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. Turville-Heitz. J. Braughler, "Aye"; M. Turville-Heitz, "Aye"; K. Zarling, "Aye"; J. Fitzgerald, "Aye"; M. Wineke, "Aye". Motion passed 5:0.** Moved into closed session at 6:17 p.m.

Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.
9. **Motion by J. Fitzgerald to reconvene into open session for possible action on items discussed in closed session. Second by M. Turville-Heitz. Motion passed 5:0.** Moved into open session at 6:28 p.m. **Motion by M. Wineke to approve the Sheriff's recommendation of the stipulation and order to imposed discipline on an employee of the Sheriff's Office. Second by K. Zarling. Motion passed 5:0.**
10. Review of September 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 September 26, 2023, meeting. **No action taken.**
12. Set next meeting date and agenda items. Tuesday, October 24, 2023, at 6:15 p.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 J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 6:35 p.m.**

NAME	DEPARTMENT	Job Title	End Date	Start Date		Years	Months
Bradley Riesen	Sheriff	Deputy	10/17/2023	4/23/2001	22.50	22	6
Sharon Endl	Human Services	Home Delivered Meal Assessor	10/31/2023	9/4/2007	16.20	16	2
Jon Blair Ward	Corporation Cour	Coroporation Counsel	10/31/2023	6/18/2014	9.40	9	5
James Krause	Highway	Maintenance Worker III	12/15/2023	2/5/1996	27.90	27	11

ORDINANCE NO. 2023-____

Amending Personnel Ordinance section HR0120 Differences for Sworn, Non-Represented Law Enforcement Employees

Executive Summary

This ordinance amendment revises the existing Personnel Ordinance HR0120 concerning sworn, non-represented law enforcement employees. The amendment proposes that all accrual benefits and compensatory time accrual, usage, and method of payment, such as overtime pay for working on holidays, will follow either the union labor contract or the personnel ordinance, depending on which provides a more favorable benefit for the non-represented, sworn employee.

The Human Resources Committee considered this ordinance on Wednesday, January 3, 2024, and recommended forwarding to the County Board for approval.

WHEREAS, the executive summary is incorporated into this ordinance, and

WHEREAS, the current Personnel Ordinance HR0120 outlines specific provisions for sworn, non-represented law enforcement employees, and

WHEREAS, it is deemed necessary to amend these provisions to ensure that these employees receive the most beneficial terms regarding benefits and compensatory time accrual and usage.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that Section HR0120 of the Personnel Ordinance, Differences for Sworn, Non-represented Law Enforcement Employees be amended as follows:

Section 1:

HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES

A. All sworn, non-represented law enforcement employees will be subject to the policies in the union labor contract Personnel Ordinance, except as it relates to employee contribution to WRS and, health insurance premium contributions.

B. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except where the union labor contract provides more favorable terms regarding ~~and the~~ accrual, usage, and calculation of payment ~~s~~ for vacation, sick, holiday, shift differentials, field training officer differential, and hazardous pay, and uniform allowance. In such cases, the terms of the union labor contract shall apply. ~~to which the current LAW contract language shall apply.~~ In addition, longevity pay, and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1st of each year and the sick leave payout being paid on the first pay period following the employee's retirement date.

A.C. Sergeants will be subject to the policies in the labor union contract as it relates to the accrual and usage of ~~shall be granted~~ compensatory time ~~and receive uniform allowance as set forth in the current LAW union contract.~~ [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31; Ord. No. 2018-17, 10/23/18]

B.D. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]

C.E. Notwithstanding any other provision of this ordinance, in the case of the promotion to Sergeant, such employee shall receive the rate of compensation into the next higher step that provides a minimum of a 5% increase above the top step of the Detective position. In no case will a pay adjustment allow an employee's pay to exceed the established range maximum for the Sergeant position. [cr. ord. 2014-25, 11/12/14]

Section 2. This ordinance shall be effective upon passage and publication as provided by law.

FISCAL NOTE: Amending this ordinance recognizes that accrued hours are part of the total hours budgeted per position and the fiscal impact will be determined based on manager discretion to approve/deny requests to use accrued time which may require payment for overtime work due to employees using accruals or result in lost productivity. An increase in calculation of pay has been included in the 2024 budget.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____ Vacant: _____

Referred By:

Human Resources Committee

01-03-2024

REVIEWED: Corporation. Counsel _____; Finance Director _____

RESOLUTION NO. 2023-____

Creating a Pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office

Executive Summary

Jefferson County's Sheriff's Office currently faces challenges in maintaining a 24/7 presence of female deputies, crucial for specific duties required for female inmates. With only seven female deputies, of whom five are regularly assigned to the jail, the need for additional female staff is evident. The creation of a pool of as-needed Female Jail Support Officers and a Jail Deputy Intern position will provide necessary support for tasks such as verifying urine collection and conducting strip searches, ensuring dignity and security for female inmates. This resolution aims to address this staffing need in the 2024 budget.

The resolution requesting the creation of a pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office was reviewed by the Human Resources Committee on January 3, 2024. The Human Resources Committee recommended forwarding this resolution to the County Board to create a pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office

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

WHEREAS there is a critical need for female staff in the Sheriff's Office to perform specific duties for female inmates; and

WHEREAS the current staffing of female deputies in the Sheriff's Office is insufficient to ensure 24/7 coverage for these duties.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board approves the recommendation to create a pool of as-needed Female Jail Support Officers and establish a Jail Deputy Intern position in the Sheriff's Office for the 2024 budget.

Fiscal Note: The exact financial implications for salary and fringe benefits will be determined based on the number of positions hired and their respective salaries. However, it is anticipated that the wages for the new positions will be fully funded by overtime otherwise paid to regular full-time female deputies in the Sheriff's 2024 budget; therefore, no additional tax levy is required for these positions with a potential savings in salary and benefits. 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

01-9-24

REVIEWED: Corporation Counsel _____ Finance Director _____

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FROM 2023 01 TO 2023 11

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	-503,321	0	-503,321	-419,434.50	.00	-83,886.95	83.3%
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	-41.00	.00	1.00	102.5%
12301 451034 Badge Replacement Fee	-40	0	-40	-26.66	.00	-13.34	66.7%
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	0	0	-6,990	.00	.00	-6,990.00	.0%
12301 511110 Salary-Permanent Regular	188,492	0	188,492	172,989.36	.00	15,503.05	91.8%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511110 22219 Salary-Permanent Regula	0	0	0	28,160.68	.00	-28,160.68	.0%
12301 511210 Wages-Regular	52,259	0	52,259	49,301.96	.00	2,957.52	94.3%
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	451.19	.00	-420.41	%
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	15,313.11	.00	1,303.74	92.2%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	4,653	0	4,653	4,275.87	.00	377.55	91.9%
12301 512142 Retirement (Employer)	16,396	0	16,396	15,146.59	.00	1,249.67	92.4%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	4,462	0	4,462	1,846.91	.00	2,614.68	41.4%
12301 512144 Health Insurance	85,756	0	85,756	67,714.94	.00	18,041.44	79.0%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	17,293	0	17,293	2,885.85	.00	14,407.23	16.7%
12301 512145 Life Insurance	74	0	74	70.91	.00	3.37	95.5%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	12	0	12	6.38	.00	5.62	53.2%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%

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FROM 2023 01 TO 2023 11

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	1,394.58	.00	-1,394.58	.0%
12301 512173	Dental Insurance	3,312	0	3,312	3,036.00	.00	276.00	91.7%
12301 512173	22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173	22219 Dental Insurance	1,104	0	1,104	86.00	.00	1,018.00	7.8%
12301 521218	Arbitrator	400	0	400	400.00	.00	.00	100.0%
12301 521219	Other Professional Serv	17,300	84,880	102,180	104,093.48	.00	-1,913.48	101.9%
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	31,598.50	2,892.25	4,809.25	87.8%
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	27,321.50	.00	15,178.50	64.3%
12301 521229	Recruitment Related	10,670	0	10,670	10,211.67	32,960.00	-32,501.67	404.6%
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	5,096.77	.00	1,849.49	73.4%
12301 531311	Postage & Box Rent	400	0	400	395.35	.00	4.65	98.8%
12301 531312	Office Supplies	800	0	800	650.82	.00	149.18	81.4%
12301 531312	22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313	Printing & Duplicating	50	0	50	15.36	.00	34.64	30.7%
12301 531313	22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314	Small Items Of Equipment	0	0	0	261.47	.00	-261.47	.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	-3,140.11	.00	11,340.11	38.3%
12301 531351	Gas/Diesel	150	0	150	.00	.00	150.00	.0%
12301 531357	Employee Recognition	6,990	0	6,990	10,011.00	.00	-3,021.00	143.2%
12301 531357	22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325	Registration	2,525	0	2,525	2,498.00	.00	27.00	98.9%
12301 532332	Mileage	500	0	500	748.40	.00	-248.40	149.7%
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	1,700.00	.00	-30.00	101.8%

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FROM 2023 01 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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	12,592.52	.00	39,932.48	24.0%
12301 533225 Telephone & Fax	0	0	0	201.46	.00	-201.46	.0%
12301 535242 Maintain Machinery & Equip	650	0	650	841.98	.00	-191.98	129.5%
12301 571004 IP Telephony Allocation	318	0	318	291.50	.00	26.50	91.7%
12301 571005 Duplicating Allocation	417	0	417	382.25	.00	34.75	91.7%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,208	0	7,208	6,607.37	.00	600.63	91.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,640	0	2,640	2,420.00	.00	220.00	91.7%
12301 591519 Other Insurance	3,570	0	3,570	2,906.86	.00	663.14	81.4%
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	194,834.04	35,852.25	-108,686.29	189.1%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 Safety							
12302 411100 General Property Taxes	-125,229	0	-125,229	-104,357.20	.00	-20,871.46	83.3%
12302 474106 Intergovt Shared Services	0	0	0	.00	.00	.00	.0%
12302 485200 Donations Restricted	0	0	0	.00	.00	.00	.0%
12302 511110 Salary-Permanent Regular	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	7,600.00	.00	-3,100.00	168.9%
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	1,100.88	.00	100.12	91.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	345.62	.00	31.38	91.7%
12302 591519 Other Insurance	1,004	0	1,004	717.31	.00	286.69	71.4%
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	-90,940.08	.00	90,940.08	.0%
TOTAL General Fund	0	122,000	122,000	103,893.96	35,852.25	-17,746.21	114.5%
TOTAL REVENUES	-731,756	-27,880	-759,636	-523,859.36	.00	-235,776.52	
TOTAL EXPENSES	731,756	149,880	881,636	627,753.32	35,852.25	218,030.31	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	122,000	122,000	103,893.96	35,852.25	-17,746.21	114.5%