

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

Tuesday, June 18, 2024, at 9:30 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, Joan Callan, Kirk Lund, Matthew Tracy, and Karl Zarleng

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 May 21, 2024, Minutes
7. Communications
8. Discussion and possible action to approve and to recommend forwarding Resolution to County Board to Eliminate a vacant Full-time Director of Community Development Position and Create a Full-time Financial and Data Partnership Manager position in the Economic Development Department
9. Discussion and possible action to approve and to recommend forwarding Resolution to County Board to restructure the nursing services between the Health department and the Human Services Community Support Program function
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 with the Jefferson County Deputy Sheriff's Association and the Jefferson County Supervisors Association, and Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing a possible employment law claim against Jefferson County.
11. Reconvene into open session for possible action on items discussed in closed session
12. Review of May 2024 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. Reclassification requests
 - d. Extra steps and/or benefits for new hires and current positions
 - e. Approvals of Leaves of Absences
 - f. Update on Human Resources Department activities
14. Discussion and possible action on tentative future meeting schedule and agenda items.
15. Adjournment

Next scheduled meetings:
Tuesday, July 16, 2024, at 8:30 a.m.
Tuesday, August 20, 2024, at 8:30 a.m.
Tuesday, September 17, 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, May 21, 2024 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by County Administrator, Benjamin Wehmeier, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Joan Callan; Kirk Lund, Matthew Tracy, and Karl Zarling. **Quorum established.** Others present: Terri Palm-Kostroski, Human Resources Director; Danielle Thompson, Corporation Counsel; Kimberly Vegter, Judicial Assistant; Benjamin Wehmeier, County Administrator; Matt Zangl, Planning and Zoning Director. Virtual: John Donohue; Donald Hunter, Chief Deputy; Jennifer Robinson, Recruitment & Retention Specialist; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Election of Officers:
 - a. Chair. James Braughler only nomination for chair. Nominations closed. Motion by K. Lund to approve James Braughler as Chair of Human Resources Committee. Second by K. Zarling. Motion passed 4:0.
 - b. Vice Chair. Karl Zarling only nomination for vice chair. Nominations closed. Motion by J. Braughler to approve Karl Zarling as Vice Chair of Human Resources Committee. Second by K. Lund. Motion passed 4:0.
6. Public Comment: None.
7. Approval of February 28, 2024, Human Resources Committee Minutes. **Motion by K. Zarling to approve the Human Resources Committee February 28, 2024, minutes. Second by K. Lund. Motion passed 5:0.**
8. Communications: Review of four retirements to be recognized at County Board by T. Palm-Kostroski; notice from Wisconsin Employment Relations Commission for petition to unionize by the Sergeants by B. Wehmeier; presentation of Human Resources Committee orientation by T. Palm-Kostroski; and presentation of Market-Response Compensation analysis by T. Palm-Kostroski. **No action taken.**
9. Discussion and possible action to approve and to recommend forwarding Resolution to Eliminate a Full-time Lead Intake Worker Position and Create a Full-time Intake Worker Position and to Eliminate a Full-time Intake After Hours Worker Position and Create a Full-time, Exempt Crisis Supervisor Position in the Human Services Department. **Motion by J. Callan to approve Resolution for staffing changes at Human Services as presented. Second by K. Lund. Motion passed 5:0.**
10. Discussion and possible action to approve and to recommend forwarding Resolution to Adopt Human Resources Policy to Implement a Market-Response Compensation Management Program to the County Board of Supervisors. **Motion by K. Zarling to approve forwarding resolution to adopt Human Resources Policy to implement a Market-Response Compensation Management Program to the County Board of Supervisors. Second by K. Lund. Motion passed 5:0.**
11. Discussion and possible action to approve and to recommend forwarding Resolution to implement a County Referral Program to the County Board of Supervisors. Consensus to approve policy as presented. **No action taken.**
12. Discussion and consideration to review and possibly amend current wages for non-represented, classified positions. Review of regression analysis data of benchmark positions verses completion of a total position classification market study with regression analysis. Consensus to consider full market study in 2026. **No action taken.**
13. Update and discussion regarding pay policies, including shift differential and bonuses for employees regularly performing bilingual role and/or services. Consensus to continue exploring and prepare recommendation for Committee review. **No action taken.**

14. Review of April 2024 monthly financial reports from Human Resources and Safety. Information only. **No action taken.**
15. Report from Human Resources Director. T. Palm-Kostroski provided update on update of vacant positions and emergency help requests; reclassification requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the February 28, 2024, meeting. **No action taken.**
16. Set next meeting date and agenda items. Consensus to keep regular Human Resources Committee meetings scheduled at 8:30 a.m. every third Tuesday of the month. Next meeting time changed to **9:30 a.m. on Tuesday, June 18, 2024.** **No action taken.**
17. Adjournment. **Motion by K. Zarling to adjourn. Second by K. Lund. Motion passed 5:0.**

Resolution No. 2024- ____

Eliminating a Vacant Full-Time Director of Community Development Position and Creating a Full-Time Financial and Data Partnership Manager Position in the Economic Development Department

Executive Summary

The Economic Development Department currently has a vacant full-time Director of Community Development position. After careful evaluation, it has been determined that the department would benefit more from a position focused on financial management and data analysis to support its strategic initiatives and partnerships. Therefore, it is proposed to eliminate the vacant Director of Community Development position and create a new full-time Financial and Data Partnership Manager position. This restructuring is expected to be cost-neutral, with no increase to the tax levy.

The resolution requesting the elimination of the vacant, full-time Director of Community Development position and the creation of the full-time, exempt, Financial and Data Partnership Manager Position was reviewed by the Human Resources Committee on June 18, 2024. The Human Resources Committee recommended forwarding this resolution to the County Board to amend the classification listing in the Economic Development Department accordingly.

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

WHEREAS, the new Financial and Data Partnership Manager position will better align with the department's needs by fostering collaborative relationships with financial institutions, investors, and various County financial departments and committees, and

WHEREAS, the new position will oversee the administration of multiple revolving loan funds, manage the loan application process, engage potential investors, and provide oversight to the HUD program, among other responsibilities, and

WHEREAS, this restructuring will support the County's Intentional Economic Growth and Housing Initiatives as outlined in the Strategic Plan,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board hereby creates one full-time, exempt Financial and Data Partnership Manager position and eliminates one vacant full-time Director of Community Development position in the Economic Development Department, to become effective upon passage of this resolution.

Fiscal Note: The creation of the Financial and Data Partnership Manager position and the elimination of the Director of Community Development position is expected to be cost-neutral, with no increase to the tax levy. 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

06-18-24

REVIEWED: Corporation Counsel _____ Finance Director _____

Resolution No. 2024-

Eliminating a Vacant Full-Time Community Support Program Professional position and Creating a Full-time Exempt Registered Nurse position in the Community Support Program division in the Human Services Department

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Executive Summary

The Human Services Director and Health Department Director/Health Officer has assessed the staffing needs, specifically related to nursing hours and nursing levels to support the Community Support Program (CSP) in Human Services and immunization and clinical house in the Health Department. These identified program needs necessitate a restructure and creation of certain positions to better align with operational goals and enhance service delivery. This resolution proposes the elimination of one full-time Community Support Professional position and the creation of one full-time Registered Nurse position within the Community Support Program. It is anticipated that through the change in positions and increased reimbursement rates for the Registered Nurse, that this will be a neutral budget adjustment. The Health Department has received a grant through Department of Health Services Routine Immunization that will enable the current Licensed Practical Nurse to work full-time at the Health Department versus revenue offset provided by the CSP program. This will assist in meeting the increased capacity and limit the need for reallocation of clinic time from other providers. Further this resolution authorizes the Health Department to accept the \$40,000 grant from the Department of Health Services.

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

WHEREAS, the County Administrator, in consultation with the Human Services Director and Health Department Director, has evaluated the current staffing structure and identified that the restructuring and creation of positions will improve operational efficiency and the quality of services provided, and

WHEREAS, the 2024 budget initially included a request for maintaining the Community Support Professional (CSP) position, but subsequent evaluations have indicated that increasing services demand require increased hours for a Registered Nurse necessitate the need to restructure, and

WHEREAS, the Health Department has applied for a grant that will fund the current full-time Licensed Practical Nurse to work full-time at the Health Department, offsetting revenue from Human Service to the Health Department to cover the full cost of the Licensed Practical Nurse, and

WHEREAS, by elimination of the CSP Professional position, maintain revenue for services to increased reimbursement for Registered Nurse role will offset costs to add a Registered Nurse in the CSP program, and

WHEREAS, the Community Support Professional position is currently vacant, and

WHEREAS, this restructuring will ensure that clients receive comprehensive care from a qualified healthcare professional, and adding needed capacity thus improving health outcomes and aligning with the strategic goals of the department, and

WHEREAS, this change will retain qualified staff, ensuring continuity of service without the need for layoffs, in accordance with County Board preferences, and

NOW, THEREFORE, BE IT RESOLVED, that the Human Resources Committee recommends to the County Board the approval of the following position changes in the Human Services Department:

1. Eliminate one full-time vacant Community Support Professional position.
2. Create one full-time exempt Registered Nurse Position within the Community Support Program.

2-

BE IT FURTHER RESOLVED, that the Health Department is authorized to accept the \$40,000 Department of Health Services Routine Immunization grant.

Fiscal Note: The restructuring of these positions is designed to be budget neutral. The funding for the full-time Registered Nurse position will be derived from the elimination of the Community Support Professional Position, maintaining reimbursement for services within CSP and increased reimbursement rate for a Registered Nurse. The Health Department will offset previous revenue from the Human Services Department by a grant received for by the Health Department, from the Department of Health Services. This will result in no additional tax levy for the County.

Ayes Noes Abstain Absent Vacant

Referred by

Human Resources Committee

06-18-24

REVIEWED: Corporation Counsel Finance Director

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Jefferson County
FLEXIBLE PERIOD REPORT
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FROM 2024 01 TO 2024 05

| 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 | -490,446 | 0 | -490,446 | -204,352.65 | .00 | -286,093.67 | 41.7% |
| 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 | -106,821 | 0 | -106,821 | .00 | .00 | -106,820.58 | .0% |
| 12301 451002 Private Party Photocopy | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 451034 Badge Replacement Fee | -40 | 0 | -40 | -1.28 | .00 | -38.72 | 3.2% |
| 12301 451200 Records & Reports | -100 | 0 | -100 | .00 | .00 | -100.00 | .0% |
| 12301 484005 Insurance Training Reimburse | -4,000 | 0 | -4,000 | .00 | .00 | -4,000.00 | .0% |
| 12301 486010 Rebates | -10,000 | 0 | -10,000 | .00 | .00 | -10,000.00 | .0% |
| 12301 511110 Salary-Permanent Regular | 201,347 | 0 | 201,347 | 86,394.51 | .00 | 114,952.85 | 42.9% |
| 12301 511110 22101 Salary-Permanent Regula | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 511110 22219 Salary-Permanent Regula | 71,151 | 0 | 71,151 | 29,716.44 | .00 | 41,434.81 | 41.8% |
| 12301 511210 Wages-Regular | 56,540 | 0 | 56,540 | 23,256.75 | .00 | 33,283.44 | 41.1% |
| 12301 511210 22101 Wages-Regular | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 511210 22219 Wages-Regular | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 511220 Wages-Overtime | 402 | 0 | 402 | .00 | .00 | 401.63 | .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 | 369 | 0 | 369 | .00 | .00 | 368.75 | .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 | 18,151 | 0 | 18,151 | 7,763.43 | .00 | 10,387.31 | 42.8% |
| 12301 512141 22101 Social Security | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 512141 22219 Social Security | 5,315 | 0 | 5,315 | 2,196.00 | .00 | 3,119.04 | 41.3% |
| 12301 512142 Retirement (Employer) | 18,104 | 0 | 18,104 | 7,379.86 | .00 | 10,724.41 | 40.8% |
| 12301 512142 22101 Retirement (Employer) | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 512142 22219 Retirement (Employer) | 4,909 | 0 | 4,909 | 2,050.40 | .00 | 2,859.04 | 41.8% |
| 12301 512144 Health Insurance | 70,079 | 0 | 70,079 | 18,881.68 | .00 | 51,197.66 | 26.9% |
| 12301 512144 22101 Health Insurance | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 512144 22219 Health Insurance | 23,360 | 0 | 23,360 | 3,841.06 | .00 | 19,518.72 | 16.4% |
| 12301 512145 Life Insurance | 74 | 0 | 74 | 33.49 | .00 | 40.79 | 45.1% |
| 12301 512145 22101 Life Insurance | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 512145 22219 Life Insurance | 12 | 0 | 12 | 5.87 | .00 | 6.13 | 48.9% |
| 12301 512150 FSA Contribution | 0 | 0 | 0 | .00 | .00 | .00 | .0% |

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FLEXIBLE PERIOD REPORT
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FROM 2024 01 TO 2024 05

| ACCOUNTS FOR: 100 General Fund | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | ACTUALS | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|-----------|--------------|---------------------|-------------|
| 12301 512151 HSA Contribution | 2,907 | 0 | 2,907 | .00 | .00 | 2,907.22 | .0% |
| 12301 512151 22219 HSA Contribution | 969 | 0 | 969 | .00 | .00 | 969.07 | .0% |
| 12301 512152 Limited FSA Contribution | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 512153 HRA Contribution | 0 | 0 | 0 | 2,309.24 | .00 | -2,309.24 | .0% |
| 12301 512173 Dental Insurance | 3,312 | 0 | 3,312 | 1,360.29 | .00 | 1,951.71 | 41.1% |
| 12301 512173 22101 Dental Insurance | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 512173 22219 Dental Insurance | 1,104 | 0 | 1,104 | 211.93 | .00 | 892.07 | 19.2% |
| 12301 521218 Arbitrator | 800 | 0 | 800 | .00 | .00 | 800.00 | .0% |
| 12301 521219 Other Professional Serv | 17,600 | 7,880 | 25,480 | 6,012.00 | 14,880.50 | 4,587.50 | 82.0% |
| 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 | 39,600 | 0 | 39,600 | 10,838.65 | .00 | 28,761.35 | 27.4% |
| 12301 521226 Ergonomics | 400 | 0 | 400 | .00 | .00 | 400.00 | .0% |
| 12301 521227 Position Classifications | 800 | 0 | 800 | .00 | .00 | 800.00 | .0% |
| 12301 521228 Labor Negotiations | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 521229 Recruitment Related | 13,750 | 0 | 13,750 | 1,523.77 | .00 | 12,226.23 | 11.1% |
| 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 | 1,500 | 0 | 1,500 | 3,908.76 | .00 | -2,408.76 | 260.6% |
| 12301 531311 Postage & Box Rent | 500 | 0 | 500 | 180.31 | .00 | 319.69 | 36.1% |
| 12301 531312 Office Supplies | 800 | 0 | 800 | 606.26 | .00 | 193.74 | 75.8% |
| 12301 531312 22101 Office Supplies | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 531313 Printing & Duplicating | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 12301 531313 22101 Printing & Duplicating | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 531314 Small Items Of Equipment | 0 | 0 | 0 | 38.99 | .00 | -38.99 | .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 | 2,225 | 0 | 2,225 | 4,716.00 | .00 | -2,491.00 | 212.0% |
| 12301 531323 Subscriptions-Tax & Law | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 531324 Membership Dues | 5,445 | 0 | 5,445 | 460.00 | .00 | 4,985.00 | 8.4% |
| 12301 531326 Advertising | 2,200 | 0 | 2,200 | 3,119.95 | 6,180.00 | -7,099.95 | 422.7% |
| 12301 531351 Gas/Diesel | 1,025 | 0 | 1,025 | .00 | .00 | 1,025.00 | .0% |
| 12301 531357 Employee Recognition | 15,720 | 0 | 15,720 | 3,337.81 | .00 | 12,382.19 | 21.2% |
| 12301 531357 22101 Employee Recognition | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 532325 Registration | 1,875 | 0 | 1,875 | 1,173.15 | .00 | 701.85 | 62.6% |
| 12301 532332 Mileage | 1,025 | 0 | 1,025 | 281.38 | .00 | 743.62 | 27.5% |
| 12301 532334 Commercial Travel | 600 | 0 | 600 | .00 | .00 | 600.00 | .0% |
| 12301 532335 Meals | 250 | 0 | 250 | 128.03 | .00 | 121.97 | 51.2% |
| 12301 532336 Lodging | 2,300 | 0 | 2,300 | 1,216.00 | .00 | 1,084.00 | 52.9% |

521219 - Encumbrance for Empathia

531303 - Notebooks for two staff completed, no additional expenses anticipated

531312 - Labor Law Posters Charged here of \$392

531322 - Safety subscription charged here for \$4148 for MSDS system

531326 - Encumbrance Circa/Info Jobs

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12:54:08

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FROM 2024 01 TO 2024 05

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | ACTUALS | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|-----------------|-------------------|----------------|-----------|--------------|------------------|----------|
| 100 General Fund | | | | | | | |
| 12301 532339 Other Travel & Tolls | 70 | 0 | 70 | 36.00 | .00 | 34.00 | 51.4% |
| 12301 532350 Training Materials | 7,700 | 0 | 7,700 | 45,130.81 | .00 | -37,430.81 | 586.1% |
| 12301 533225 Telephone & Fax | 0 | 0 | 0 | 171.20 | .00 | -171.20 | .0% |
| 12301 535242 Maintain Machinery & Equip | 0 | 0 | 0 | 303.00 | .00 | -303.00 | .0% |
| 12301 571004 IP Telephony Allocation | 361 | 0 | 361 | 150.40 | .00 | 210.60 | 41.7% |
| 12301 571005 Duplicating Allocation | 209 | 0 | 209 | 87.10 | .00 | 121.90 | 41.7% |
| 12301 571007 MIS Direct Charges | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 571009 MIS PC Group Allocation | 9,362 | 0 | 9,362 | 3,900.85 | .00 | 5,461.15 | 41.7% |
| 12301 571010 MIS Systems Grp Alloc(ISIS) | 3,700 | 0 | 3,700 | 1,541.65 | .00 | 2,158.35 | 41.7% |
| 12301 591519 Other Insurance | 3,459 | 0 | 3,459 | 1,295.05 | .00 | 2,163.49 | 37.4% |
| 12301 591520 Liability Claims | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12301 592006 WRS Interest | 0 | 0 | 0 | .00 | .00 | .00 | .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 Balace | 0 | -7,880 | -7,880 | .00 | .00 | -7,880.00 | .0% |
| TOTAL Human Resources | 0 | 0 | 0 | 71,204.14 | 21,060.50 | -92,264.64 | .0% |

532350 - Fred Pryor Training. Failed to request carryover on open requisition/PO

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FROM 2024 01 TO 2024 05

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | ACTUALS | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|-----------------|-------------------|----------------|------------|--------------|------------------|----------|
| 100 General Fund | | | | | | | |
| 12302 Safety | | | | | | | |
| 12302 411100 General Property Taxes | -141,982 | 0 | -141,982 | -59,159.35 | .00 | -82,823.10 | 41.7% |
| 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 | 85,619 | 0 | 85,619 | .00 | .00 | 85,619.36 | .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 | 6,422 | 0 | 6,422 | .00 | .00 | 6,421.85 | .0% |
| 12302 512142 Retirement (Employer) | 6,079 | 0 | 6,079 | .00 | .00 | 6,078.97 | .0% |
| 12302 512144 Health Insurance | 23,360 | 0 | 23,360 | .00 | .00 | 23,359.78 | .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 | 969 | 0 | 969 | .00 | .00 | 969.07 | .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 | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| 12302 531312 Office Supplies | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 12302 531313 Printing & Duplicating | 30 | 0 | 30 | .90 | .00 | 29.10 | 3.0% |
| 12302 531314 Small Items Of Equipment | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 12302 531320 Safety Supplies | 200 | 0 | 200 | 41.99 | .00 | 158.01 | 21.0% |
| 12302 531322 Subscriptions | 7,900 | 0 | 7,900 | 3,787.33 | .00 | 4,112.67 | 47.9% |
| 12302 531323 Subscriptions-Tax & Law | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12302 531324 Membership Dues | 810 | 0 | 810 | 629.59 | .00 | 180.41 | 77.7% |
| 12302 531326 Advertising | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 12302 532325 Registration | 750 | 0 | 750 | .00 | .00 | 750.00 | .0% |
| 12302 532332 Mileage | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 12302 532335 Meals | 150 | 0 | 150 | .00 | .00 | 150.00 | .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 | 3,500 | 0 | 3,500 | .00 | .00 | 3,500.00 | .0% |
| 12302 535242 Maintain Machinery & Equip | 0 | 0 | 0 | .00 | .00 | .00 | .0% |

531324 - Most of allocations done at beginning of year. May have renewals for Oct - Dec, 2024, yet, but is prorated monthly.

06/17/2024
12:54:08

Jefferson County
FLEXIBLE PERIOD REPORT
MAY 2024

PAGE 5
glflxrpt

FROM 2024 01 TO 2024 05

| 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 | 1,479 | 0 | 1,479 | 616.25 | .00 | 862.75 | 41.7% |
| 12302 571010 MIS Systems Grp Alloc(ISIS) | 925 | 0 | 925 | 385.40 | .00 | 539.60 | 41.7% |
| 12302 591519 Other Insurance | 853 | 0 | 853 | 336.20 | .00 | 517.22 | 39.4% |
| 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 | -53,361.69 | .00 | 53,361.69 | .0% |
| TOTAL General Fund | 0 | 0 | 0 | 17,842.45 | 21,060.50 | -38,902.95 | .0% |
| TOTAL REVENUES | -753,389 | -7,880 | -761,269 | -263,513.28 | .00 | -497,756.07 | |
| TOTAL EXPENSES | 753,389 | 7,880 | 761,269 | 281,355.73 | 21,060.50 | 458,853.12 | |

**Report to Human Resources Committee
June 18, 2024**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following 9 **new** vacant position requests May 20, 2024 – June 17, 2024 (**268 applicants**)

| | |
|---------------------------------------|---------------------------------------|
| District Attorney's Office | Victim Witness Coordinator |
| Facilities | Building and Maintenance Supervisor |
| Highway | Maintenance Worker III |
| | Maintenance Worker III - LTE |
| Human Resources | Risk Manager/Safety Officer |
| Human Services | CCS Service Facilitator I/II |
| | Parents Supporting Parents Specialist |
| Management Information Systems | Programmer Analyst |
| Sheriff's Office | Deputy Jailer |

EMERGENCY HELP REQUESTS: The following emergency help request was received since May 20, 2024: **District Attorney - Electronic Scanning/Records Retention.** Requested to assist with managing the storage and retention of electronic records.

RECLASSIFICATION REQUESTS: 21 Reclassification of positions requested for 2025 budget potentially impacting 40 staff.

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

- 3 of 13 employees hired with extra step and/or vacation


EXTENDED LEAVE OF ABSENCE REQUESTS.

- No new LOA requests beyond FMLA leave were approved

OTHER ACTIVITIES:

- 6 workers compensation injury, 4 that were reportable
- Review and recommendation of 21 reclassifications
- Market analysis. Continue working with vendor and employee workgroup.
- Resolution preparation
- 2025 Budget preparation
- 2025 Health Insurance analysis and recommendation
- 2 continued employment investigations and 1 new investigation

Respectfully Submitted,



Terri M Palm
Human Resources Director