

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

Tuesday, August 20, 2024, 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, 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 June 18, 2024, Minutes
7. Communications
8. Discussion and possible action to approve a voluntary Short-Term Disability plan and provider and possible amend the current Voluntary Long Term Disability plan and/or provider for Jefferson County Employees
9. Discussion and review of Compensation Market studies, ranges and applicable Jefferson County policies
10. Discussion and possible recommendation regarding the organizational structure of the Emergency Management Department
11. Review and discussion regarding recruitment and requirements under the Civil Service Ordinance
12. 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
13. Reconvene into open session for possible action on items discussed in closed session
- 14.
15. Review of July 2024 monthly financial reports for Human Resources and Safety
16. 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
17. Discussion and possible action on tentative future meeting schedule and agenda items.
18. Adjournment

Next scheduled meetings:

Tuesday, September 17, 2024, at 8:30 a.m.

Tuesday, October 15, 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
Monday, July 29, 2024 @ 11:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by J. Braughler at 11:35 a.m.
2. Roll Call: Present: James Braughler, Joan Callan; Kirk Lund, and Karl Zarling. **Quorum established.** Excused: Matthew Tracy. Others present: Terri Palm-Kostroski, Human Resources Director; Brent Ruehlow, Human Services Director; Danielle Thompson, Corporation Counsel; Jessica Tucker, Benefits Administrator; Benjamin Wehmeier, County Administrator. Virtual: Don Hunter, Chief Deputy; Michael Luckey, Assistant County Administrator; Travis Maze, Patrol Captain; Jennifer Robinson, Recruitment & Retention Specialist.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Approval of June 18, 2024, Human Resources Committee Minutes. **Motion by K. Lund to approve the Human Resources Committee June 18, 2024, minutes. Second by K. Zarling. Motion passed 4:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action to approve and to recommend forwarding Resolution to County Board to fund the Psychiatric Advanced Prescriber full-time and consideration to authorize the County Administrator to recruit either as an independent Contractor or as an Employee with salary and benefits in a non-classified range. **Motion by K. Zarling to approve Resolution for funding the Nurse Prescriber (Psychiatric Advanced Prescriber) full time and authorize the County Administrator the flexibility to hire with an employment contract or as an Independent Contractor. Second by J. Callan. Motion passed 4:0.**
9. Discussion and possible action to approve a voluntary Short-Term Disability (STD) plan and provider and amend the current Voluntary Long-Term Disability (LTD) plan and/or provider for Jefferson County Employees. **Motion by J. Callan to approve implementing a voluntary Short-Term Disability plan for Jefferson County Employees and authorize the Human Resources Director the discretion to determine the provider and plan for both STD and LTD plans. Second by K. Zarling. Motion passed 4:0.**
10. Discussion and possible action to approve interim organizational changes at the Sheriff's Office to include activating the Undersheriff position, currently unfunded. **Motion by K. Zarling to approve activating the Undersheriff role at the Sheriff's Office upon retirement of Sheriff Paul Milbrath on a long-term, interim basis. Second by K. Lund. Motion passed 4:0.**
11. Discussion and review of Compensation Market Ranges and implementation in future years. Consensus from Human Resources Committee to direct Human Resources staff to report back on potential availability and cost for a complete internal review and market analysis within the next several years. **No action taken.**
12. Closed session item not discussed. **No action taken.**
13. Reconvene to Open session not needed. **No action taken.**
14. Review of June 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; additional steps and/or benefits; approvals of leaves of absences; and activities since the June 18, 2024, meeting. **No action taken.**
16. Set next meeting date and agenda items. Next meeting scheduled on **Tuesday, August 20, 2024, at 8:30 a.m.** **No action taken.**
17. Adjournment. **Motion by K. Zarling to adjourn. Second by K. Lund. Motion passed 4:0. Meeting adjourned 12:57 p.m.**

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FROM 2024 01 TO 2024 07

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	-286,093.71	.00	-204,352.61	58.3%
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	-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	121,767.77	.00	79,579.59	60.5%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511110 22219 Salary-Permanent Regula	71,151	0	71,151	41,356.91	.00	29,794.34	58.1%
12301 511210 Wages-Regular	56,540	0	56,540	32,823.37	.00	23,716.82	58.1%
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	10,936.27	.00	7,214.47	60.3%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	5,315	0	5,315	3,054.35	.00	2,260.69	57.5%
12301 512142 Retirement (Employer)	18,104	0	18,104	10,405.56	.00	7,698.71	57.5%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	4,909	0	4,909	2,853.59	.00	2,055.85	58.1%
12301 512144 Health Insurance	70,079	0	70,079	27,227.78	.00	42,851.56	38.9%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	23,360	0	23,360	5,478.01	.00	17,881.77	23.5%
12301 512145 Life Insurance	74	0	74	48.13	.00	26.15	64.8%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	12	0	12	9.17	.00	2.83	76.4%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%

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FROM 2024 01 TO 2024 07

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	1,991.13	.00	1,320.87	60.1%
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173 22219 Dental Insurance	1,104	0	1,104	305.65	.00	798.35	27.7%
12301 521218 Arbitrator	800	0	800	.00	.00	800.00	.0%
12301 521219 Other Professional Serv	17,600	7,880	25,480	17,921.00	2,971.50	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	16,201.95	.00	23,398.05	40.9%
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	2,774.23	.00	10,975.77	20.2%
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	4,149.88	.00	-2,649.88	276.7%
12301 531311 Postage & Box Rent	500	0	500	394.37	.00	105.63	78.9%
12301 531312 Office Supplies	800	0	800	731.18	.00	68.82	91.4%
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313 Printing & Duplicating	25	0	25	4.56	.00	20.44	18.2%
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	4,756.00	.00	-2,531.00	213.8%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	5,445	0	5,445	532.16	.00	4,912.84	9.8%
12301 531326 Advertising	2,200	0	2,200	2,254.25	6,180.00	-6,234.25	383.4%
12301 531351 Gas/Diesel	1,025	0	1,025	.00	.00	1,025.00	.0%
12301 531357 Employee Recognition	15,720	0	15,720	3,757.23	.00	11,962.77	23.9%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	1,875	0	1,875	1,383.15	.00	491.85	73.8%
12301 532332 Mileage	1,025	0	1,025	293.73	.00	731.27	28.7%
12301 532334 Commercial Travel	600	0	600	.00	.00	600.00	.0%
12301 532335 Meals	250	0	250	204.09	.00	45.91	81.6%
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
- 531311 Postage & Box Rent - mailing out retirement boards

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP		BUDGET			BUDGET	USED
12301 532339 Other Travel & Tolls	70	0	70	47.20	.00	22.80	67.4%
12301 532350 Training Materials	7,700	0	7,700	45,076.81	.00	-37,376.81	585.4%
12301 533225 Telephone & Fax	0	0	0	205.44	.00	-205.44	.0%
12301 535242 Maintain Machinery & Equip	0	0	0	434.87	.00	-434.87	.0%
12301 571004 IP Telephony Allocation	361	0	361	210.56	.00	150.44	58.3%
12301 571005 Duplicating Allocation	209	0	209	121.94	.00	87.06	58.3%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	9,362	0	9,362	5,461.19	.00	3,900.81	58.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	3,700	0	3,700	2,158.31	.00	1,541.69	58.3%
12301 591519 Other Insurance	3,459	0	3,459	1,813.07	.00	1,645.47	52.4%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	.72	.00	-.72	.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	-7,880	-7,880	.00	.00	-7,880.00	.0%
TOTAL Human Resources	0	0	0	86,614.82	9,151.50	-95,766.32	.0%

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

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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	-141,982	0	-141,982	-82,823.09	.00	-59,159.36	58.3%
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	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	1,275.98	.00	-1,275.98	.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.

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 571004 IP Telephony Allocation	0	0	0	.00	.00	.00	.0%
12302 571005 Duplicating Allocation	0	0	0	.00	.00	.00	.0%
12302 571009 MIS PC Group Allocation	1,479	0	1,479	862.75	.00	616.25	58.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	925	0	925	539.56	.00	385.44	58.3%
12302 591519 Other Insurance	853	0	853	470.68	.00	382.74	55.2%
12302 594820 Capital Other	0	0	0	.00	.00	.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00	.00	.00	.0%
TOTAL Safety	0	0	0	-75,214.31	.00	75,214.31	.0%
TOTAL General Fund	0	0	0	11,400.51	9,151.50	-20,552.01	.0%
TOTAL REVENUES	-753,389	-7,880	-761,269	-368,918.08	.00	-392,351.27	
TOTAL EXPENSES	753,389	7,880	761,269	380,318.59	9,151.50	371,799.26	

**Report to Human Resources Committee
August 20, 2024**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following **4 new** vacant position requests July 29, 2024 – August 18, 2024 (**74 applicants**)

**Child Support Agency
Human Services**

CSA Enforcement Specialist
Family Development Worker
Intake Worker
Psychiatric Advance Prescriber

EMERGENCY HELP REQUESTS: The following emergency help request was received since July 29, 2024: None.

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

- 0 of 3 employees hired with extra step and/or vacation between July 29 – August 18, 2024.

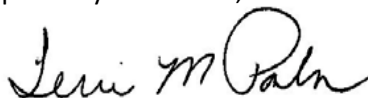
EXTENDED LEAVE OF ABSENCE REQUESTS.

- No new LOA requests beyond FMLA leave were approved

OTHER ACTIVITIES:

- 1 workers compensation injury, 0 that were reportable
- Market analysis. Continue working with vendor and employee workgroup.
- Resolution preparation
- 2025 Human Resources Budget preparation
- MUNIS training

Respectfully Submitted,



Terri M Palm
Human Resources Director