

Agenda
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

September 5, 2014 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David, Secretary; Jim Mode, Vice-Chair; Paul Babcock; and Michael Wineke

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. Citizen comments
6. Approval of July 15, 2014 minutes
7. Communications
8. Monthly Financial Report
9. Review of requested Human Resources Department 2015 Budget
10. Consideration to amend HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees, to address equity in promotions to Sergeant
11. Consideration of a pay adjustment for Sergeants, Captains and/or Chief Deputy for 2014 and/or 2015
12. Discussion and consideration of plan design options available through the Wisconsin Public Employees Group Health Insurance program and other programs for 2015 for any or all employee groups
13. Consideration to amend the County's Section 125b plan to offer a debit card for unreimbursed medical expenses on a voluntary basis
14. HR REPORT
 - a. July and August monthly Report
 - b. Vacant position requests
 - c. Emergency help requests
 - d. Reclassification result of Legal Secretary in Clerk of Courts
 - e. New hires starting above minimum and/or with advanced benefits
 - f. Advancing an employee an additional pay step(s)
15. Convene into closed session pursuant to Wisconsin State Statutes Sections 19.85 (1)(b), consideration of employee discipline and 19.85 (1)(f), consideration of specific employee's medical condition as it relates to a Leave of Absence request. (NOTE: Per the Civil Service Ordinance, Section 8 (B) the Human Resources Committee will serve as the Civil Service Grievance Committee to consider employee discipline).
16. Reconvene into open session for consideration and possible action regarding items discussed in closed session
17. Set next meeting date and agenda
18. Adjournment

Next scheduled meeting: September 16, 2014 @ 8:30am.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the 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**

**July 15, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braughler.
2. Present: J. Braughler; P. Babcock; J. Mode; M Wineke; G. David, at 8:32am. Quorum established. Others Present: T. Palm, B. Wehmeier, B. Ward, D. Hummel, D. Naatz, B. Lamers, B. Frank, B. Kern.
3. Certification of compliance with the Open Meetings Law by County Administrator, B. Wehmeier.
4. Agenda reviewed with no changes, but noted that items #13 and #14 will be addressed at 9:00am. *Note: Items #15 and #16 were discussed prior to items #13 and #14.*
5. Citizen Comments. None.
6. Motion by M. Wineke, second by P. Babcock, to approve the June 17, 2014 minutes. Motion carried 5:0.
7. Communications. A report from Human Resources Director was distributed, including goals/accomplishments for June, 2014; the new Safety Coordinator starting above minimum with one week of vacation for 2014; vacant position and emergency help requests.
8. Review of Monthly Financial Report. HR Director noted nothing extraordinary for May, but would expect the Reclassification Account to be over, as \$2500 was budgeted and the reclassifications and compression analysis exceeded this amount. Overall budget still approximately 7% under budget.
9. Funding is available via the ADRC state contract and Federal Medicaid dollars to build the ADRC program. Motion by P. Babcock, second by J. Mode, to recommend to County Board the creation of one part-time Aging and Disability Resource Specialist position at Human Services. Motion carried 5:0.
10. Motion by J. Mode, second by P. Babcock, to recommend to County Board the creation of one part-time Disability Benefit Specialist at Human Services. Motion carried 5:0.
11. The Jefferson County Affirmative Action and Equal Employment Opportunity Policy was last reviewed and updated in 2004 by the County Board. Motion by M. Wineke, second by J. Mode, to recommend to County Board amendments to the Affirmative Action and Equal Employment Opportunity Policy to comply with new regulations and current practice and

grant the Human Resources Committee to make minor changes as needed. Motion carried 5:0.

12. Certain employees or groups of employees have a varied work-schedule, including 4-10 hour days verses the typical 5-8 hour days. The current Holiday Ordinance does not address how holidays can or should be taken for these employees. Motion by G. David, second by P. Babcock, to recommend to County Board an amendment to Personnel Ordinance HR0645, Holidays, to conform to practice and provide the supervisor flexibility of scheduling around holidays, with Corporation Counsel review. Motion carried 5:0.

The Committee reviewed the cost and efficiency of Equipment Operator Pay as addressed in Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time. B. Kern, Highway Commissioner, was supportive of adjusting steps for the Foreman to create a 5% spread between the highway workers. He also presented his recommendation to leave the current pay differential in place, providing management the opportunity to put a Certification requirement in place for equipment operators. B. Kern indicated he met with the Equipment Operators, Highway workers who operated equipment and the superintendents and the response was mixed in regards to how to compensate for operating equipment. Further discussion occurred regarding requiring certification, but that will take some time. The WCA does have a good starting point with information and templates available. J. Braugler inquired about the possibility of tying different pay to the summer season when equipment was primarily operated. P. Babcock inquired how assignment of equipment occurred and if there was ever a grievance of someone getting passed by. Mr. Kern indicated the superintendents assign equipment to operators based on the number of various projects that are going on at a time, and that concern has been brought to his attention. But, based on the number of projects being done simultaneously, the various locations throughout the county, and the different timeframes of each project, assignments are made that best meet the operational needs of the County.

At 9:05am, a conference call occurred with Charles Carlson, Carlson Dettmann Consulting, to discuss the reclassification and compression concern of Sergeants. Mr. Carlson indicated that it is a very common problem around the state. But, he has reviewed the data and today does not see a serious compression issue, but within a couple of years there will be an issue if the pay plan in general is not adjusted. Mr. Carlson's suggestion is to face the issue of a general increase across-the-board, understanding the concern of growing health insurance costs. Mr. Carlson's recommendation regarding the reclassification review is the sergeants are in the correct pay grade 9 unless supervisory duties are ramped up, but then would be exempt position. To make a decision today to bump up to grade 10 with a hybrid exemption faces an FLSA audit. His recommendation is to delay a decision until the County knows what, if any, COLA can be provided to everyone, as well as pursue a change in health insurance plan design.

Note: Mr. Babcock excused at 9:42am.

13. After discussion with the Highway Commissioner and Mr. Carlson:
- a. Motion by J. Mode, second by G. David, to recommend to the County Board an adjustment of two steps for the Highway Foreman within current pay grade to address the compression concern. Motion carried 4:0.
 - b. Motion by J. Mode, second by G. David, to recommend to County Board an amendment to HR0360, Hours of Work, Overtime and Compensatory time to indicate a review was completed and a certification plan is being highly considered. Motion carried 4:0.
14. No action taken. Will be addressed at future meeting.
15. Discussion that Anytime Fitness would like to provide a benefit to our employees and their families and this would not be just for government employees, but other businesses as well. Motion by G. David, second by J. Mode, to partner with Anytime Fitness to support and promote health and wellness for Jefferson County. Motion carried 4:0.
16. Next meeting date August 19, 2014 at 8:30am and change the September date to Wednesday, September 17 due to scheduling conflicts. Items will include undecided items on the agenda and a possible LOA request.
17. Motion by J. Mode, second by M. Wineke, to adjourn. Meeting adjourned at 10:00am.

Human Resources Committee Secretary

Date

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	(3.00)	(3.33)	(3.00)	(23.33)	20.33	(40.00)	(37.00)	7.50%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(5.00)	(17.50)	12.50	(30.00)	(25.00)	16.67%
451200	RECORDS & REPORTS	-	(4.17)	-	(29.17)	29.17	(50.00)	(50.00)	0.00%
Totals		(3.00)	(10.00)	(8.00)	(70.00)	62.00	(120.00)	(112.00)	6.67%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	15,857.06	16,768.42	105,710.38	117,378.92	(11,668.54)	201,221.00	95,510.62	52.53%
511210	WAGES-REGULAR	-	2,195.25	-	15,366.75	(15,366.75)	26,343.00	26,343.00	0.00%
511220	WAGES-OVERTIME	-	-	5.00	-	5.00	-	(5.00)	#DIV/0!
511240	WAGES-TEMPORARY	-	-	1,613.57	-	1,613.57	-	(1,613.57)	#DIV/0!
511310	WAGES-SICK LEAVE	296.69	-	4,350.05	-	4,350.05	-	(4,350.05)	#DIV/0!
511320	WAGES-VACATION PAY	241.68	-	2,172.90	-	2,172.90	-	(2,172.90)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	31.58	-	221.08	(221.08)	379.00	379.00	0.00%
511340	WAGES-HOLIDAY PAY	796.96	-	3,525.05	-	3,525.05	-	(3,525.05)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	806.21	-	1,761.77	-	1,761.77	-	(1,761.77)	#DIV/0!
512141	SOCIAL SECURITY	1,312.95	1,413.67	8,705.43	9,895.67	(1,190.24)	16,964.00	8,258.57	51.32%
512142	RETIREMENT (EMPLOYER)	1,259.72	1,329.67	8,337.35	9,307.67	(970.32)	15,956.00	7,618.65	52.25%
512144	HEALTH INSURANCE	4,964.02	5,116.25	30,544.20	35,813.75	(5,269.55)	61,395.00	30,850.80	49.75%
512145	LIFE INSURANCE	9.13	8.92	63.58	62.42	1.16	107.00	43.42	59.42%
512173	DENTAL INSURANCE	353.53	315.00	2,004.06	2,205.00	(200.94)	3,780.00	1,775.94	53.02%
512128	ARBITRATOR	-	66.67	400.00	466.67	(66.67)	800.00	400.00	50.00%
521219	OTHER PROFESSIONAL SERV	1,486.30	2,078.33	7,756.30	14,548.33	(6,792.03)	24,940.00	17,183.70	31.10%
521220	CONSULTANT	-	1,125.00	-	7,875.00	(7,875.00)	13,500.00	13,500.00	0.00%
521225	SECTION 125	342.08	400.00	2,996.68	2,800.00	196.68	4,800.00	1,803.32	62.43%
521226	ERGONOMICS	-	41.67	120.00	291.67	(171.67)	500.00	380.00	24.00%
521227	POSITION CLASSIFICATIONS	2,792.50	208.33	2,792.50	1,458.33	1,334.17	2,500.00	(292.50)	111.70%
521228	LABOR NEGOTIATIONS	-	833.33	11,275.70	5,833.33	5,442.37	10,000.00	(1,275.70)	112.76%
521229	RECRUITMENT RELATED	-	125.00	881.48	875.00	6.48	1,500.00	618.52	58.77%
521296	COMPUTER SUPPORT	-	331.50	3,855.03	2,320.50	1,534.53	3,978.00	122.97	96.91%
531243	FURNITURE & FURNISHINGS	299.00	-	299.00	-	299.00	-	(299.00)	#DIV/0!
531298	UNITED PARCEL SERVICE UPS	-	-	13.27	-	13.27	-	(13.27)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWARE	1,192.75	350.00	2,032.02	2,450.00	(417.98)	4,200.00	2,167.98	48.38%
531311	POSTAGE & BOX RENT	12.42	29.17	164.06	204.17	(40.11)	350.00	185.94	46.87%
531312	OFFICE SUPPLIES	-	110.83	950.63	775.83	174.80	1,330.00	379.37	71.48%
531313	PRINTING & DUPLICATING	45.67	83.33	619.76	583.33	36.43	1,000.00	380.24	61.98%

531323	SUBSCRIPT TAX,LAW & OTHER	-	594.58	205.80	4,162.08	(3,956.28)	7,135.00	6,929.20	2.88%
531324	MEMBERSHIP DUES	-	62.92	380.00	440.42	(60.42)	755.00	375.00	50.33%
531326	ADVERTISING	-	-	77.23	-	77.23	-	(77.23)	#DIV/0!
532325	REGISTRATION	-	153.33	420.00	1,073.33	(653.33)	1,840.00	1,420.00	22.83%
532332	MILEAGE	-	80.83	268.24	565.83	(297.59)	970.00	701.76	27.65%
532334	COMMERCIAL TRAVEL	-	66.67	-	466.67	(466.67)	800.00	800.00	0.00%
532335	MEALS	-	25.00	95.54	175.00	(79.46)	300.00	204.46	31.85%
532336	LODGING	-	153.33	410.00	1,073.33	(663.33)	1,840.00	1,430.00	22.28%
532339	OTHER TRAVEL & TOLLS	-	-	21.00	-	21.00	-	(21.00)	#DIV/0!
532350	TRAINING MATERIALS	-	375.00	883.62	2,625.00	(1,741.38)	4,500.00	3,616.38	19.64%
533225	TELEPHONE & FAX	3.78	25.00	80.94	175.00	(94.06)	300.00	219.06	26.98%
571004	IP TELEPHONY ALLOCATION	43.17	43.17	302.19	302.17	0.02	518.00	215.81	58.34%
571005	DUPLICATING ALLOCATION	15.92	15.92	111.44	111.42	0.02	191.00	79.56	58.35%
571007	MIS DIRECT CHARGES	-	-	1,048.54	-	1,048.54	-	(1,048.54)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	480.17	480.17	3,361.19	3,361.17	0.02	5,762.00	2,400.81	58.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	220.50	220.50	1,543.50	1,543.50	-	2,646.00	1,102.50	58.33%
591519	OTHER INSURANCE	93.36	99.83	653.52	698.83	(45.31)	1,198.00	544.48	54.55%
592006	WRS INTEREST	9.48	-	9.48	-	9.48	-	(9.48)	#DIV/0!

Totals	32,935.05	35,358.17	212,822.00	247,507.17	(34,685.17)	424,298.00	211,476.00	50.16%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		32,932.05	35,348.17	212,814.00	247,437.17	(34,623.17)	424,178.00	211,364.00	50.17%

Budget Work Sheet 2015 Business Unit 41 Human resources

Description	2013 ACTUAL	2014 ADOPTED	2014 AMENDED	2014 ACTUAL 6 MTH	2014 ESTIMATED	2015 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2015 ADMIN
00100									
004 HUMAN RESOURCES									
41 HUMAN RESOURCES									
R REVENUE									
411100 GENERAL PROPERTY TAXES	0	0	0	0	0	0	0	0	0
451002 PRIVATE PARTY PHOTOCOPY	-2	-40	-40	0	-20	-40	0	40	0
451034 BADGE REPLACEMENT FEE	-19	-30	-30	-5	-10	-30	0	30	0
451200 RECORDS & REPORTS	0	-50	-50	0	0	0	50	50	0
R REVENUE	-21	-120	-120	-5	-30	-70	50	120	0
O OTHER FINANCING SOURCE									
699700 RESV APPLIED OPERATING	0	0	0	0	0	0	0	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
R OTHER FINANCING SOURCE	0	0	0	0	0	0	0	0	0
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	164,546	201,221	201,221	89,853	201,221	208,690	7,469	-201,221	0
511210 WAGES-REGULAR	0	26,343	26,343	0	0	0	-26,343	-26,343	0
511220 WAGES-OVERTIME	0	0	0	5	0	0	0	0	0
511240 WAGES-TEMPORARY	700	0	0	1,614	0	0	0	0	0
511310 WAGES-SICK LEAVE	7,119	0	0	4,053	0	0	0	0	0
511320 WAGES-VACATION PAY	14,469	0	0	1,931	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	350	379	379	0	379	409	30	-379	0
511340 WAGES-HOLIDAY PAY	7,525	0	0	2,728	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	2,746	0	0	956	0	0	0	0	0
511380 WAGES-BEREAVEMENT	0	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	14,332	16,964	16,964	7,392	14,972	15,521	-1,443	-16,964	0
512142 RETIREMENT (EMPLOYER)	13,116	15,956	15,956	7,078	14,112	14,219	-1,737	-15,956	0
512143 RETIREMENT (EMPLOYEE)	0	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	46,012	61,395	61,395	25,580	52,624	52,624	-8,771	-61,395	0
512145 LIFE INSURANCE	106	107	107	54	107	110	3	-107	0
512173 DENTAL INSURANCE	2,872	3,780	3,780	1,651	3,240	3,240	-540	-3,780	0
521218 ARBITRATOR	400	800	800	400	800	800	0	-800	0

Budget Work Sheet 2015 Business Unit 41 Human resources

Description	2013 ACTUAL	2014 ADOPTED	2014 AMENDED	2014 ACTUAL 6 MTH	2014 ESTIMATED	2015 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2015 ADMIN
521219 OTHER PROFESSIONAL SERV	30,926	24,940	24,940	6,270	27,740	18,240	-6,700	-24,940	0
521220 CONSULTANT	0	0	13,500	0	0	5,000	5,000	0	0
521225 SECTION 125	4,697	4,800	4,800	2,655	5,308	7,000	2,200	-4,800	0
521226 ERGONOMICS	1,702	500	500	120	120	250	-250	-500	0
521227 POSITION CLASSIFICATIONS	3,000	2,500	2,500	0	3,000	3,750	1,250	-2,500	0
521228 LABOR NEGOTIATIONS	15,462	10,000	10,000	11,276	11,276	0	-10,000	-10,000	0
521229 RECRUITMENT RELATED	4,327	1,500	1,500	881	1,500	1,250	-250	-1,500	0
521296 COMPUTER SUPPORT	3,789	3,978	3,978	3,855	3,855	4,048	70	-3,978	0
531105 FLEX PLAN SURPLUS	-940	0	0	0	0	0	0	0	0
531243 FURNITURE & FURNISHINGS	0	0	0	0	0	0	0	0	0
531298 UNITED PARCEL SERVICE UP	8	0	0	13	0	0	0	0	0
531303 COMPUTER EQUIPMT & SOFTW	909	700	4,200	839	1,839	1,100	400	-700	0
531307 MICROSOFT OFFICE UPGRADE	0	0	0	0	0	0	0	0	0
531311 POSTAGE & BOX RENT	339	350	350	152	350	350	0	-350	0
531312 OFFICE SUPPLIES	1,134	1,330	1,330	951	1,300	1,330	0	-1,330	0
531313 PRINTING & DUPLICATING	1,103	1,000	1,000	574	1,100	1,000	0	-1,000	0
531314 SMALL ITEMS OF EQUIP	325	0	0	0	0	0	0	0	0
531323 SUBSCRIPT TAX,LAW & OTHE	2,599	7,135	7,135	206	250	1,600	-5,535	-7,135	0
531324 MEMBERSHIP DUES	600	755	755	380	430	510	-245	-755	0
531326 ADVERTISING	0	0	0	77	77	125	125	0	0
531348 EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0	0
531351 GAS/DIESEL	0	0	0	0	0	0	0	0	0
532325 REGISTRATION	721	1,840	1,840	420	0	1,980	140	-1,840	0
532332 MILEAGE	728	970	970	268	400	579	-391	-970	0
532334 COMMERCIAL TRAVEL	0	800	800	0	0	500	-300	-800	0
532335 MEALS	103	300	300	96	136	370	70	-300	0
532336 LODGING	630	1,840	1,840	410	550	2,110	270	-1,840	0
532339 OTHER TRAVEL & TOLLS	5	0	0	21	21	0	0	0	0
532350 TRAINING MATERIALS	672	1,000	4,500	884	1,184	4,000	3,000	-1,000	0
533225 TELEPHONE & FAX	287	300	300	77	168	170	-130	-300	0
535242 MAINTAIN MACHINERY & EQU	880	0	0	0	0	0	0	0	0

Budget Work Sheet 2015 Business Unit 41 Human resources

Description	2013 ACTUAL	2014 ADOPTED	2014 AMENDED	2014 ACTUAL 6 MTH	2014 ESTIMATED	2015 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2015 ADMIN
571002 MIS ALLOCATION	0	0	0	0	0	0	0	0	0
571004 IP TELEPHONY ALLOCATION	408	518	518	259	518	547	29	-518	0
571005 DUPLICATING ALLOCATION	238	191	191	96	191	1,176	985	-191	0
571007 MIS DIRECT CHARGES	0	0	0	1,049	1,049	0	0	0	0
571009 MIS PC GROUP ALLOCATION	5,407	5,762	5,762	2,881	5,762	7,722	1,960	-5,762	0
571010 MIS SYSTEMS GRP ALLOC(IS	2,123	2,646	2,646	1,323	2,646	2,323	-323	-2,646	0
591519 OTHER INSURANCE	1,057	1,198	1,198	560	1,198	1,156	-42	-1,198	0
592006 WRS INTEREST	0	0	0	0	0	0	0	0	0
593391 PRIOR YEAR EXPENDITURES	0	0	0	0	0	0	0	0	0
594801 CAP PROGRAMMING CHARGES	0	0	0	0	0	0	0	0	0
594813 CAP OFC EQUIP	4,915	0	0	0	0	0	0	0	0
599999 OVERDRAFT TRANSFERS	0	0	0	0	0	0	0	0	0
E EXPENDITURES	362,447	403,798	424,298	179,888	359,423	363,799	-39,999	-403,798	0
41 HUMAN RESOURCES	362,426	403,678	424,178	179,883	359,393	363,729	-39,949	-403,678	0

Budget Work Sheet 2015 Business Unit 41 Human resources

Detail Information

ARBITRATOR	41.521218		
arbitration		400	
1 grievance with IHO		400	
			800
OTHER PROFESSIONAL SERV	41.521219		
Empathia (rates are good through 7/31/15)		12,540	
Onsite managment speaker 2 1/2 days		2,000	
Affordable Care Act consulting		2,500	
all employee training (i.e. customer service; Harassment)		1,200	
			18,240
CONSULTANT	41.521220		
wage review		5,000	
SECTION 125	41.521225		
anticipate increase of 50 due to deductible plan		7,000	
POSITION CLASSIFICATIONS	41.521227		
15 reclasses and/or new position reviews at \$250 each		3,750	
LABOR NEGOTIATIONS	41.521228		
Negotiations expected in 2016.			

Budget Work Sheet 2015 Business Unit 41 Human resources

RECRUITMENT RELATED	41.521229		
education checks - 50 at \$105 each		500	
Online background checks - 15 @ \$50 each		750	
			1,250
COMPUTER SUPPORT	41.521296		
estimate 5% increase		4,048	
COMPUTER EQUIPMT & SOFTWARE	41.531303		
5-yr replacement - Tonia		700	
software upgrades		400	
			1,100
OFFICE SUPPLIES	41.531312		
ID Badge supplies \$600		600	
paper		480	
folders, envelopes, etc.		150	
ink cartridges - 300		100	
			1,330
SUBSCRIPT TAX, LAW & OTHER	41.531323		
Prospera - 2500 every even year		1,350	
Monkey Survey		250	
			1,600
MEMBERSHIP DUES	41.531324		
WACPD		25	

Budget Work Sheet 2015 Business Unit 41 Human resources

Notary	40	
JCHRMA 1	25	
SHRM	170	
nPELRA	200	
JC Safety Network for County	50	
		510
REGISTRATION	41.532325	
3 wacpd conferences - HR Director; 1 WACPD - Tonia, Ellen, Tammie; \$70each	590	
JCHRMA x 6	90	
ongoing trainings 1pp @ 200	600	
NPELRA COnference	700	
		1,980
MILEAGE	41.532332	
travel to seminars per travel form	579	
COMMERCIAL TRAVEL	41.532334	
NPELRA Conference	500	
MEALS	41.532335	
per travel sheet	370	

Budget Work Sheet 2015
Business Unit 41 Human resources

LODGING	41.532336	
per travel form		2,110

TRAINING MATERIALS	41.532350	
Employee recognition		2,000
wellness recognition		2,000

4,000

Budget Work Sheet 2015 Business Unit 42 Safety

Description	2013 ACTUAL	2014 ADOPTED	2014 AMENDED	2014 ACTUAL 6 MTH	2014 ESTIMATED	2015 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2015 ADMIN
00100									
004 HUMAN RESOURCES									
42 SAFETY									
R REVENUE									
411100 GENERAL PROPERTY TAXES	0	0	0	0	0	0	0	0	0
474106 INTERGOVT SHARED SERVICE	0	0	0	0	-21,968	-41,207	-41,207	0	0
R REVENUE	0	0	0	0	-21,968	-41,207	-41,207	0	0
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	0	0	0	4,281	30,558	53,878	53,878	0	0
511210 WAGES-REGULAR	0	0	0	0	0	0	0	0	0
511220 WAGES-OVERTIME	0	0	0	0	0	0	0	0	0
511230 WAGES-REGULAR OVERTIME	0	0	0	0	0	0	0	0	0
511240 WAGES-TEMPORARY	0	0	0	0	0	0	0	0	0
511310 WAGES-SICK LEAVE	0	0	0	0	0	0	0	0	0
511320 WAGES-VACATION PAY	0	0	0	0	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	0	0	0	0	0	0	0	0	0
511340 WAGES-HOLIDAY PAY	0	0	0	0	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	0	0	0	0	0	0	0	0	0
511380 WAGES-BEREAVEMENT	0	0	0	0	0	0	0	0	0
511390 WAGES-DEATH BENEFIT	0	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	0	0	0	327	2,338	4,122	4,122	0	0
512142 RETIREMENT (EMPLOYER)	0	0	0	300	2,139	3,664	3,664	0	0
512143 RETIREMENT (EMPLOYEE)	0	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	0	0	0	2,178	8,395	16,920	16,920	0	0
512145 LIFE INSURANCE	0	0	0	0	1	36	36	0	0
512146 WORKERS COMPENSATION	0	0	0	0	0	0	0	0	0
512173 DENTAL INSURANCE	0	0	0	10	540	1,080	1,080	0	0
521219 OTHER PROFESSIONAL SERV	0	0	0	0	0	0	0	0	0
521220 CONSULTANT	0	0	0	0	0	0	0	0	0
531243 FURNITURE & FURNISHINGS	0	0	0	220	500	0	0	0	0
531311 POSTAGE & BOX RENT	0	0	0	0	0	20	20	0	0

Budget Work Sheet 2015 Business Unit 42 Safety

Description	2013 ACTUAL	2014 ADOPTED	2014 AMENDED	2014 ACTUAL 6 MTH	2014 ESTIMATED	2015 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2015 ADMIN
531312 OFFICE SUPPLIES	0	0	0	56	75	0	0	0	0
531313 PRINTING & DUPLICATING	0	0	0	0	0	50	50	0	0
531314 SMALL ITEMS OF EQUIP	0	0	0	0	0	2,200	2,200	0	0
531323 SUBSCRIPT TAX,LAW & OTHE	0	0	0	0	0	1,200	1,200	0	0
532325 REGISTRATION	0	0	0	0	0	610	610	0	0
532332 MILEAGE	0	0	0	0	0	75	75	0	0
532335 MEALS	0	0	0	0	0	75	75	0	0
532336 LODGING	0	0	0	0	0	140	140	0	0
532350 TRAINING MATERIALS	0	0	0	0	0	1,680	1,680	0	0
533225 TELEPHONE & FAX	0	0	0	0	0	0	0	0	0
571002 MIS ALLOCATION	0	0	0	0	0	0	0	0	0
571004 IP TELEPHONY ALLOCATION	0	0	0	0	0	183	183	0	0
571005 DUPLICATING ALLOCATION	0	0	0	0	0	0	0	0	0
571009 MIS PC GROUP ALLOCATION	0	0	0	0	0	908	908	0	0
571010 MIS SYSTEMS GRP ALLOC(IS	0	0	0	0	0	387	387	0	0
591519 OTHER INSURANCE	0	0	0	0	0	0	0	0	0
E EXPENDITURES	0	0	0	7,372	44,546	87,228	87,228	0	0
42 SAFETY	0	0	0	7,372	22,578	46,021	46,021	0	0

Budget Work Sheet 2015 Business Unit 42 Safety

Detail Information

SMALL ITEMS OF EQUIP	42.531314		
Environmental air monitor		1,200	
Sound Meter and Calibrator		1,000	
			2,200
SUBSCRIPT TAX, LAW & OTHER	42.531323		
Wi safety council membership		950	
American society safety engineer		250	
			1,200
REGISTRATION	42.532325		
wi safety conference		550	
4 meetings with JCSafety network		60	
			610
TRAINING MATERIALS	42.532350		
jj keller		1,680	

ORDINANCE NO. 2014-____

Amend the Personnel Ordinance to amend the promotion procedure from Deputy or Detective to Sergeant at the Sheriff's Department and adjust pay for four current Sergeants

Executive Summary

Historically, sergeants at the Sheriff's department have been promoted from a deputy or detective position. Our current promotional language indicates that an employee will be placed in the corresponding grade and step that provides a minimum of a 5% increase. Over time, the following inequities have occurred:

First, during the last 15 years, promotions have been implemented differently. Before 2003 and from about 2004 through 2011, employees receiving a promotion would go into the appropriate pay grade and step that just provided an increase. This increase could be as little as \$.01. During a period of time in 2003-2004, and since early in 2012, employees received the minimum of a 5% increase.

Second, because the rate of pay for a deputy and a detective is significantly different, there is internal inequity when a newly promoted detective starts out making more than an experienced sergeant (who was promoted from a deputy position).

Therefore, the Human Resources Committee recommends the following changes to address the current internal equity issue of promotion to a Sergeant position and to prevent further issues in the future.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees shall be amended to create Section C as follows:

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 Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions in the State Health plan, and accruals for vacation, sick, holiday, shift differentials and hazardous pay, 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 employees retirement date. Sergeants 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]
- B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 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. 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.

Section 2. WHEREAS, there is less than an average of a 5% pay differential between Detectives and Sergeants, the Human Resources Committee recommends a step wage adjustment for each of the four Sergeants to create a minimum of a 5% hourly differential, to be effective June 29, 2014.

Section 3. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The cost to adjust four current sergeants for 2014 is \$8,749, inclusive of WRS and FICA. As a budget amendment, 2/3 vote is required for passage.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

09-09-14

Terri M Palm: 08-26-14

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

RESOLUTION NO. 2014-____

Wage adjustment for Sworn, Non-represented Employees for 2014

Executive Summary

During the last several meetings, the Human Resources Committee has discussed the issue of pay compression within the Sheriff’s department, in particular between Sergeants and Deputy pay. At the July 15, HR Committee meeting, Carlson Dettmann Associates presented their analysis of pay compression within the Sheriff’s department. The recommendation was, at this time, there is not a pay compression issue when looking at annual salaries. However, with the pay raises for 2014, 2015 and 2016 that were negotiated for deputies and detectives, an issue may develop if the non-represented pay plan is not adjusted. Therefore, the County Administrator requests, and the HR Committee recommends a one-time non-cumulative wage adjustment for non-represented, sworn employees at the rate of 0.96% based on regular base hourly earnings. This one-time adjustment is equal to the adjustment provided to other non-represented employees in 2011, when these employees began contributing to the Wisconsin Retirement System.

WHEREAS, it has been customary to review and adjust wages for non-represented employees, and

WHEREAS, in 2011, a one time, non-cumulative wage adjustment for non-represented employees (excluding Sheriff’s department sworn staff and elected officials) at the rate of 0.96% based on the employees’ regular base hourly earnings was provided to off-set newly mandatory WRS employee contributions, and

WHEREAS, the Human Resources Committee recommends the same one time, non-cumulative wage adjustment for non-represented Sheriff’s Department sworn staff at the rate of 0.96% based on the employees’ regular base hourly earnings in 2014 exclusive of shift differential, overtime or other premiums, payable with the final paycheck in 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the recommendation of the Human Resources Committee to make a one time payment to no-represented Sheriff’s Department Sworn employees of 0.96% as calculated above.

Fiscal Note: The estimated cost of this proposal is \$15,881.20. Funds are available from ????. As a budget amendment, a 2/3 vote is required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

09-09-14

Terri M Palm: 08-26-14; 09-03-14

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

RESOLUTION NO. 2014-____

**Existing employer option selection resolution – Wisconsin Public Employers’
Group Health Insurance Program (WPEGHIP)**

Executive Summary

The weighted-average increase of premiums for the County’s top three HMO’s of the current health plan (Traditional or Full Pay Uniform Benefits Option, or P02 plan) will be 7.75% for 2015. This is an increase of approximately \$542,500, over ½ million dollars, in total premiums.

The Wisconsin Public Employers’ Group Health Insurance Program offers other options to plan design that could save both the employee and the County. These plans are:

- Coinsurance Uniform Benefits Option, P06 Plan (90/10% copay until a maximum out-of-pocket of \$500/\$1000 is met) approximately 4.7% lower than the County’s current premiums
- Deductible Uniform Benefits Option, P04 Plan (\$500/\$1000 deductible) approximately 7.87% lower than the County’s current premiums
- High Deductible Plan, P07 Plan, new in 2015 (\$1500/\$3000 deductible followed with a 90/10% copay until a maximum out-of-pocket of \$2500/\$5000 is met) approximately 12.3% lower than the County’s current premiums

If the County’s current contribution to health insurance remains the same for 2015, the majority of employees will actually *save* money by switching to the \$500/\$1000 deductible plan (P04 plan). Below are the various comparisons, which assumes the full deductible is met. **If an employee does not meet the entire deductible, the savings is even greater:**

Current P02 plan (no deductible) annual cost to employee

Unity Community, Family	=	\$2172.24
Mercy Care, Family	=	\$1500.24
Dean Care, Family	=	\$3210.24
Unity Community, Single	=	\$ 884.64
Mercy Care, Single	=	\$ 615.84
DeanCare, Single	=	\$1299.84

Low Deductible (\$500/\$1000) P04 plan annual cost to employee

Unity Community, Family	=	\$1962.64
Mercy Care, Family	=	\$1006.24
Dean Care, Family	=	\$2218.24
Unity Community, Single	=	\$ 901.04
Mercy Care, Single	=	\$ 518.24
DeanCare, Single	=	\$ 1003.04

ANNUAL savings (cost) of Low Deductible, P04 plan to employee

Unity Community, Family	=	\$ 209.60
Mercy Care, Family	=	\$ 494.00
Dean Care, Family	=	\$ 992.00
Unity Community, Single	=	(\$ 16.40)
Mercy Care, Single	=	\$ 97.60
DeanCare, Single	=	\$ 296.80

NON REP P02 plan	increased contribution		County cost	County cost	employee cost	employee cost
	family	single				
Unity	1642.8	660.1	17899.08	7193.28	1814.52	727.92
mercy	1586.8	637.7	17899.08	7193.28	1142.52	459.12
Dean	1729.3	694.7	17899.08	7193.28		1143.12

P04 plan	increased contribution		County cost	County cost	employee cost	employee cost
	family	single				
Unity	1542	619.8	17899.08	7193.28	1604.92	744.32
mercy	1462.3	587.9	17899.08	7193.28	1000	500
Dean	1563.3	628.3	17899.08	7193.28	1860.52	846.32

NON REP P02 plan	Current Contribution		County cost	County cost	employee cost	employee cost
	family	single				
Unity	1642.8	660.1	17541.36	7036.56	2172.24	884.64
mercy	1586.8	637.7	17541.36	7036.56	1500.24	615.84
Dean	1729.3	694.7	17541.36	7036.56	3210.24	1299.84

P04 plan	Current Contribution		County cost	County cost	employee cost	employee cost
	family	single				
Unity	1542	619.8	17541.36	7036.56	1962.64	901.04
mercy	1462.3	587.9	17541.36	7036.56	1006.24	518.24
Dean	1563.3	628.3	17541.36	7036.56	2218.24	1003.04

Sheriff P04 plan	Current Contribution		County cost	County cost	employee cost	employee cost
	family	single				
Unity	1542	619.8	16494.72	6631.56	3009.28	1306.04
mercy	1462.3	587.9	16494.72	6631.56	2052.88	923.24
Dean	1563.3	628.3	16494.72	6631.56	3264.88	1408.04

Employee Savings (Cost)

family	single
209.6	-16.4
494	97.6
	296.8

	family	single
Unity	239	54
mercy	52	11
Dean	26	8

▲ **Terri Palm:**
 -1194.76
 -910.36
 -412.36
 2.5% in 2015 covers this,
 not including the 2.5% in
 2014

	family	single
all	354	86
deputies	59	16
nonrep	295	70

From: Chris Kramer [<mailto:CKramer@dbsbenefits.com>]

Sent: Monday, August 18, 2014 8:21 AM

To: Terri Palm; Ellen Braatz

Subject: RE: Cost

Good morning,

Thank you. The cost per participant per card is the same at \$1/pppm however we have a monthly minimum of \$50/month for debit cards. This I received approval to drop to \$35/month. What this means is that if it is voluntary, there needs to be 35 people electing it. If it is mandatory, the minimum doesn't mean anything as you have over 35 people in the plan. If you wanted employee meetings to review how the cards work and the expectations, I can also waive the meeting fees. If you go with cards I would recommend at least a couple of meetings.

Let me know if you would like to discuss this in more detail. Thank you.

Chris

Christopher Kramer

Sales Manager

Diversified Benefit Services, Inc.

P.O. Box 260

625 Walnut Ridge Drive, Suite 190

Hartland, WI 53029

(262) 367-3300, ext. 209

(800) 234-1229

ckramer@dbsbenefits.com

www.dbsbenefits.com

Report to Human Resources Committee September 5, 2014

Monthly Accomplishments/Goals:

Issues/Items for July, 2014:

- Participated in investigating 1 count of attendance misconduct, resulting in written discipline and step withheld. Investigated 1 count each of bullying and harassment, and 1 continuing count each of retaliation, whistle-blowing, age-discrimination, unfair workload and refusal of employer to train. Assisted with 2 other performance-related concerns. Considered 2 ADAAA accommodation requests, 1 personal leave extension request and 1 worker's compensation issue/payout.
- Continued to follow-up with 1 complaint through the grievance policy.
- Recruited for 4 positions and received/reviewed 131 applications.
- Processed 28 new hires (majority for fair week).
- Processed 27 employee separations.
- Participated in 11 first and second interviews for the Assistant Corporation Counsel position.
- Completed 28 reference checks on 14 candidates, many for Fair week.
- Responded to applicant complaint of unjustly not being interviewed.
- Conducted safety audits at 8 locations and completed 3 written reports of findings and recommendations.
- Completed 2015 Human Resources budget on time.
- Completed 2 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Organized an 'ice-cream social' for Human Services on Health Departments on July 25.
- Met with the Employee Recognition Team 2 times. Will be providing Thank You cards to managers to use to personally thank employees.
- Met with Diversified Benefits Services to determine process and time needed to implement a HRA/HSA.
- Drafted 5 resolutions/ordinances for August County Board.
- Continued to work on salary survey of benchmark positions for Counties/Cities.
- Registered 12 managers/supervisors for August 14 employment training on Bullying Harassment and Abuse in the Workplace.

Issues/Items for August, 2014:

- Investigated 3 counts of performance-related concerns, 1 continuing count each of retaliation, whistle-blowing, age-discrimination, unfair workload and refusal of employer to train, 1 dress code concern, 1 count of insufficient medical documentation for FMLA, 1 count of off-duty employee conduct complaint, 1 count of discrimination based on arrest record and 2 counts of FLSA violations. Considered 4 ADAAA accommodation requests, 2 personal leave extension request and 1 FMLA worker's compensation issue/payout.
- Continued to follow-up with 1 complaint through the grievance policy and participated in separate grievance arbitration on August 14.
- Reviewed, and denied, 1 request for Vacation Donation.
- Assisted in process to ensure payouts and benefits properly administered concerning death of employee.
- Recruited for 4 positions and received/reviewed 179 applications.

- Processed 5 new hires.
- Processed 3 employee separations.
- Negotiated two new hires starting above minimum and/or extra benefits, both professional positions.
- Completed and/or reviewed 18 reference checks and 5 education checks on 8 candidates, of which 7 applicants were extended an offer.
- Conducted safety audits at 4 locations and completed 3 written reports of findings and recommendations.
- Completed 5 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Scheduled over 100 employees and family members to participate in biometric screening on August 19.
- Scheduled 8 sessions of training in Diversity, Grief Counseling and Customer Service through Empathia, to be held in October and November.
- In process of drafting 3 resolutions/ordinances for September County Board.
- Completed salary survey of over 100 benchmark positions for Counties/Cities.
- Developed and distributed health insurance and wage survey for 424 employees and received and provided report on results gathered from 233 employees.
- Compared data from development of 10 different scenarios for budgets for all County departments.
- Met with Walworth County to discuss performance after 3 months with shared Safety Coordinator.

Action Items for August, 2014:

- Survey employees on health, wage and other benefit options for 2015.
- Conduct Employee recognition/satisfaction survey.
- Monitor changes implemented by the Department of Employee Trust Fund (i.e. Duty Disability, Health insurance premiums, etc) and advise Administration of effect to the County and the employees.
- Update departmental budget sheets with final health insurance premiums.
- Close FCC Grievance file.
- Attend random safety audits with Safety Coordinator throughout the County. Meet with Walworth County and Safety Coordinator to provide feedback and set future goals.
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Schedule a recognition event at Highway, Sheriff, Fair grounds and Parks departments.
- Draft a recommendation of Sergeant wage concern.
- Complete Salary Survey for Carlson Dettmann Consulting.
- Prepare for Grievance Arbitration.

Action Items for September, 2014:

- Educate employees on health insurance plan design and options, including flexible spending plans, and other benefits in general (Long Term Disability, Short Term Disability, Vision, etc.)
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Update departmental budget sheets with final health insurance premiums.
- Close FCC Grievance file.
- Attend random safety audits with Safety Coordinator throughout the County.
- Meet with Safety Coordinator to provide 3-month performance feedback.
- Schedule a recognition event at Highway, Sheriff, Fair grounds and Parks departments.

- Assist department with work station accommodation.
- Complete initial HIPAA training for appropriate staff.

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the May Human Resources Committee meeting:

Central Services:

- Custodian, filled PT

Health Department:

- WIC Peer Counselor (2 PT)

Clerk of Courts.

- Deputy Court Clerk II

Human Services

- Community Support Professional II
- Comprehensive Community Services Facilitator x 2

Emergency Help Requests. The following were emergency help requests approved since the December Human Resources Committee meeting:

- **Fair Department:** Assistance for additional groundskeeping due to intermittent leave of absence approved.

Reclassification: A position in the Clerk of Courts office was reclassified from a Legal Secretary to an Administrative Assistant II. A special reclassification was requested due to the position becoming vacant and restructuring of duties prior to filling of the position.

New Hires starting above minimum: The new Assistant Corporation Counsel accepted the position effective August 19, 2014, with an additional week of vacation. Also, a LPN for the Jail accepted the position effective August 11, 2014, starting at step 2, \$19.29/hour.

Advancement of pay steps. Kathi Cauley, Human Services Director, was advanced from step 3 to step 6 of the appropriate grade, with consideration given to her years of service with the County and the Human Services Department.

Respectively submitted,



Terri M Palm
Human Resources Director