

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

May 4, 2016 @ 8:00a.m.

Committee Members: James Braughler, Greg David, Jim Mode, Michael Wineke, Lloyd Zastrow

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Election of Chair, Vice Chair and Secretary positions
5. Review of the Agenda
6. Citizen comments Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
7. Approval of March 15, 2016 minutes
8. Communications
9. Discussion and possible action to create a full-time Comprehensive Community Services Facilitator position and create a full-time Behavioral Health Specialist (Psychotherapist) position at Human Services
10. Discussion and possible action to eliminate two part-time Group Home Worker positions (one currently vacant) and create one full-time Group Home Worker position at Human Services
11. Discussion and possible action to create a full-time Business Relations and Marketing Manager at Economic Development
12. Discussion and possible action establishing non-classified pay rates for 2017
13. Discussion on assigning future agenda items on Task Force assignments – Review Human Resources policy and operations countywide in classification and compensation; Enterprise Resource Planning software technology options; Professional development and training opportunities; recruitment and retention strategies; succession planning strategies
14. Review of March, 2016 Monthly Financial Report
15. Report from Human Resources Director:
 - a. March and April monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
 - f. Reclassification requests
16. Set the 2016-2017 Human Resources Committee meeting schedule and agenda items for the next meeting
17. Adjournment

Next scheduled meeting: To Be Determined

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
March 16, 2016 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:00 am.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Greg David (Secretary) and Michael Wineke. Excused: Paul Babcock. Others present: Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, J. Blair Ward.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Ward, Corporation Counsel.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Copies of a revised draft resolution by Corporation Counsel provided.
7. Approval of the February 16, 2016 minutes. **Motion by J. Mode, second by G. David, to approve the February 16, 2016 minutes as printed.** Motion Carried 4:0.
8. First quarter, 2016, Retirement Recognitions. Five retirements were reviewed, having over 116 years of experience. Recognitions will be presented at the April County Board meeting.
9. Discussion and possible action to eliminate one vacant part-time Disabled Benefit Specialist position, eliminate one vacant part-time ADRC Specialist position, eliminate one part-time Elder Benefit Specialist position and create one full-time Elder and Disabled Benefit Specialist position at Human Services. K. Cauley provided information regarding the difficulty to recruit and retain non-benefited part-time positions, as is demonstrated by the two vacancies being requested to be eliminated. Also, turnover doesn't provide the consistency needed for these consumers. **Motion by M. Wineke, second by J. Mode, to recommend a resolution to eliminate the part-time Disabled Benefit Specialist, the part-time ADRC Specialist, and the part-time Elder Benefit Specialist positions and create a full-time Elder and Disabled Benefit Specialist position at Human Services.** Motion carried 4:0.
10. Discussion and assigning future agenda items on Task Force assignments. T. Palm reviewed the items the Task Force requested HR Committee/Departments to, including reviewing Human Resources policy and operations in classification and compensation, Enterprise Resources Planning software technology options, professional development and training opportunities, recruitment and retention strategies and succession planning strategies. This was an update, understanding there will be a new committee member(s) at the next meeting. J. Braughler indicated that recruitment and retention strategies and succession planning strategies were important to begin development, which includes bonus pay.

11. Discussion and possible action to amend the County's HIPAA Notice of Privacy Practices.
Recommendation was made to revise the policy, not the ordinance which would require Board action, to change the Privacy Officer to the Human Resources Benefits Administrator rather than naming a specific person. **Motion by J. Mode, second by G. Dave, to approve revising the HIPAA Notice of Privacy Practices to designate the *position* of Human Resources Benefits Administrator as the Privacy Officer.** Motion carried 4:0.
12. **Motion by J. Mode, second by G. David, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Wisconsin State Statutes 19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the County with respect to litigation regarding an Equal Employment Opportunity claim in which it is or is likely to become involved.** Roll call: Mode, "aye"; Braughler, "aye"; Wineke, "aye"; David, "aye". Moved into closed session at 8:25am.

Note: The Human Resources Committee serves as the Civil Service Committee for review of discipline. T. Palm and B. Ward remained present for closed session.
13. **Motion by J. Mode, second by G. David, to reconvene into open session for consideration and possible action regarding items discussed in closed session.** Roll call: Mode, "aye"; Braughler, "aye"; Wineke, "aye"; David, "aye". Reconvened into open session at 8:40am.
 - a) **Motion by J. Mode, second by G. David, to approve the discipline as recommended by the Sheriff.** Motion carried 4:0.
 - b) No action concerning consultation with legal counsel regarding potential litigation.
14. Review of Human Resources Department monthly Financial Reports from December, 2015. T. Palm indicated there were no significant changes from the February meeting. Will be under budget.
15. Report from Human Resources Director. The Human Resources January and February, 2016 monthly reports were included, as well as the 18 vacancy requests and 0 emergency help request. There were four Highway workers and a Registered Dietician hired above minimum step and/or benefits and one Behavioral Health Specialist awarded additional steps upon achieving licensure. There was one reclassification request and one extended leave of absence request.
16. **Next Meeting date and agenda items:** Regular scheduled meeting set for **Tuesday, April 19, 2016 @ 8:30am.** Agenda to include consideration of non-classified pay rates for 2017 and review of Human Resources Committee items from the Task Force.
17. Adjournment: **Motion by J. Mode, second by G. David to adjourn.** Motion Carried 4:0.
Meeting adjourned at 8:50a.m.

RESOLUTION NO. 2016-_____

Create a full-time Behavioral Health Specialist (Psychotherapist) position and a full-time Comprehensive Community Services Facilitator position at Human Services

Executive Summary

Jefferson County Human Services has experienced a significant increase in the number of citizens struggling with opiate/heroin addictions. **It is not uncommon for Human Services to receive 5 – 10 requests for opiate treatment in ONE DAY and for individuals to wait over a month to receive treatment.** Over the last seven years, the total number of consumers seen for Mental Health treatment, including alcohol and drug abuse, nearly doubled, from 540 individuals that were seen in 2008 to 1,111 individuals seen in 2015. This only captures the increase in required psychotherapy treatment and does not reflect the increase in need for rehabilitative services.

To help combat the growing opiate/heroin epidemic, the Human Services Director, with the support of the Human Services Board and the County Administrator, is requesting the creation of a full-time Behavioral Health Specialist/Psychotherapist (BHS) position and a full-time Comprehensive Community Services Facilitator (CCS) position. The BHS position will address the increased need for psychotherapy treatment services while the CCS position will provide wraparound and rehabilitative services. The CCS position will be fully funded through Federal and State Medicaid funding and the BHS position will be partially funded through billable services. Any additional funding needed for the BHS position will be obtained by reducing capital expenditures.

On May 4, 2016, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the creation of one full-time Behavioral Health Specialist (Psychotherapist) position and the creation of one full-time Comprehensive Community Services Facilitator position at Human Services.

WHEREAS, with the significant increase in citizens struggling with opiate/heroin addictions in Jefferson County, current staffing levels at Human Services cannot effectively address the services needed, and

WHEREAS, to best meet this need for our citizens, the Human Services Director requests, and the Human Resources Committee recommends, creation of one full-time Behavioral Health Specialist (Psychotherapist) position and the creation of one full-time Comprehensive Community Services Facilitator position at Human Services.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Behavioral Health Specialist (Psychotherapist) position and create one full-time Comprehensive Community Services Facilitator position at Human Services, to become effective upon passage.

Fiscal Note: The Comprehensive Community Services Facilitator position is budgeted at \$79,107 and is fully funded by Federal and State Medicaid dollars; therefore, no tax levy is required for this position. The Behavioral Health Specialist (Psychotherapist) position is budgeted at \$84,283. Approximately \$37,308 will be collected from third party insurance billing. Capital expenditures will be reduced to fund the remaining \$46,975; therefore no tax-levy is required for this position in 2016. 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 _____

Requested by
Human Resources Committee

05-12-16

Terri M. Palm: 04-29-16

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

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2017 – December 2017

Seasonal Workers: Fair, Highway and Parks (less than 6 months with a complete 6 month break before return)	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
1000-hour Workers	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
Fair week: Laborers and general office	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
Fair week Financial staff	\$11.00 starting with \$.25/year returning with a maximum at \$11.75
Fair week Financial Lead	\$12.00 starting with \$.25/year returning with a maximum at \$13.00
Interns/Co-op students	\$8.75-\$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
ME Investigators, Part-time	\$14.00 starting with \$.25/year returning with a maximum at \$15.00
Emergency Help	varies as determined by County Administrator or designee

Area of Emphasis #1 - Financial/Budget Condition of County

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date/Status	Mis. Notes	Near Term	Mid Term	Long Term
A - Continuous Quality Improvement (CQI)	Provide recommendations to develop a comprehensive CQI program County Wide	Ben Wehmeier; Kathi Cauley; Brian Lamers; Lean Participates	Task Force	August		Continue with Waukesha County - Fall 15	Fully Implement Program Locally	CQI fully established across County
B - Smart Growth/Economics	Develop an overview of information related to growth in the county and education of plans, studies and community feedback.	Rob Klotz, Genevieve Borich, Andy Erdman, UWX Resources	Presentation - Task Force and JCEDC;	July	*Note - look at in house planning staff (combine with grant writing potential)			Comprehensive Plan Update & Farmland Preservation Update - funding 2017-2018
C - County Farmland	Review existing studies and market impact; analyze short-term versus long-term financial impacts; policy for proceeds from any sale; Balance reviews with community values to include open space and non-monetary attributes	Planning and Zoning; JCEDC; Land & Water; Finance; Land Use Committees; Infrastructure	Task Force; County Board.	Video & Presentation, presentation on overview of agriculture economy in Jefferson County. Ongoing		Review and update existing county farmland master plan; review use policy		
D - Fund Balance Policy	Review existing policy and provide recommendations for changes; determine if protocol is needed for when utilized (ex- issuing debt)	Finance Committee	County Board	Recently reviewed with Finance Committee included language for emergency purposes		Maintain process		
E - Alternate Revenue Sources	Continue to explore revenue opportunities to support County provided services	Department Heads	County Administrator	Part of Budget Process. Ongoing		Look at fund raising options; grant; private sector; Jefferson Foundation/endowment/ doner advise fund; fee for service.		
F - Transportation Plan	Work to Develop a cohesive transportation plan that covers a diversity of needs (Infrastructure; Human Services; Workforce Development; Economic Issues; Alternative Transportation)	Currently have a Transportation Working Group	County Administrator; MIS, Boards and Committees	Focus on Rail and immediate transportation needs first. Combine work in updating the plans by 2017. Ongoing		look at specifically workforce issues - engage with municipalities and private sector/non-for-profit; workforce development board; transportation summit (local COG)		Comprehensive Plan Update (transportation emphasis) - 2017-2018
G - Develop Priority Based Budgeting	Develop a formalized process within the County that helps prioritize based on County's strategic goals and captures formal and informal priorities	County Administrator; Finance Director; Department Head; County Board	Finance Committee; County Board	FY 2017				

Area of Emphasis #2 - Staff/Work Environment

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date/Status	Mis. Notes	Near Term	Mid Term	Long Term
A - Review HR Policy and Operations County Wide in the following areas: (1) Analysis of OT and Sick Time utilization; (2) non-montetary incentives; (3) structure and status of staff; (4) benefit & compensation studies; (5) market studies (equity policy); (6) classification study review	Review current levels of OT and Sick Time usage and determine if policy changes and/or staffing changes may assist in reduction; review department specific pay (i.e. Hazard Duty); and how PTO is allocated	Respective Department Heads should review with specific emphaiss on Sheriff and Highway Department due to sizes of expenditures with support from CA, HR and Finance	County Administrator and Human Resource Committee	FY 16 to coordinate planning for FY 17 Budget and negotiations.	OT beyound budget should not exceed 10% in respective budgets; Large Departments will develop work groups to assist in engagment process to include utilization of CQI processes.			
B(1) - Technology - ERP	Issue an RFP for an ERP system	Finance Director	County Administrator	Currently working with Dodge County to put together an RFP. Budget Time				Budget in 2016 and 2017
B(2) - Technology - Security	On-going evaluation of security balanced with operational needs	MIS	County Administrator; Infrastructure	Ongoing	Look at policies for ability to work out of office while maintaing security requirements			
B(3) - Technology - long term plan	Continue to evaluate evolving change in technology working with DH on impacts and ROI	MIS	County Administrator; Infrastructure	Ongoing	Costs for systems continue to grow			
C(1) - HR - Training	Work with staff to further enhance training opportunities and focus on leadership and best management practices.	HR Director; DH	HR Committee; County Administrator	Ongoing				
C(2) - HR - Recruitment and Retainage	Continue on-going analysis with internal and external comparables to ensure the County is able to retain and recruit qualified staff. This may include reviewing the classification versus market conditions.	HR Director; DH; CA	HR Committee	Ongoing	Joint Committee (Admin & Rules; HR; Finance) to begin discussion on these issues; looking for further education to the County Board			
C(3) - HR - Succession Planning	Work with DHs on mid to long term transitions to ensure senior management staff is prepared in moving forward.	County Administrator	HR Committee; Admin & Rules	Currently working with certain departments on this. Ongoing				
D - Facilities	Respective staff works to develop a facilities assessment to develop a long range plan for maintaining the County's facilities in a economically sustainable fashion.	Central Services Director; Human Services Staff; Highway Staff; Fair Park Staff; County Administrator; Parks	Infrastructure	End of Year		Contract for Condition Assessment	Analyze and develop priorities	Develop Funding Model
E - Fleet Management	Review policy and operations as it relates to take home vehicles, fleet procurement and fleet maintienance	Highway Department; Sheriff; Central Services; Admin; Finance; Human Services; Parks						

Area of Emphasis #3 - Structure & Governance

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date/Status	Mis. Notes	Near Term	Mid Term	Long Term
A - Develop a Council of Governments (COG)	Develop a formal COG to develop cohesive strategies across the County along with looking for opportunities partner and reduce duplication of services. Looking at opportunities to develop comprehensive consistent policies that reinforces vision - example zoning.	County Board Chair	County Board	Early Fall	Key issues: transportation; zoning; growth; economic development; shared services			
B - Communication with State Agencies and State Legislatures	Develop a process to assist in better engagement with state officials	COG & Admin and Rules		Ongoing				
C - Committee Structure	Review committee structure and number of committee; look for opportunities if consolidating of committees/boards make sense; look at scheduling of committees for process; joint meeting possibilities/committee of the whole	County Board; Administration and Rules; Vice Chairs	County Board	End of year	Initial recommendations to be completed by end of year and forwarded to County Board; intent is to have in place prior to new County Board taking office			
D - County Board Size	Review size of Board to determine what best fits Jefferson County	Administration and Rules; Andy Erdman; Barb Frank; Vice Chairs	County Board	September				
E (1) - Strategic Plan - Update	Review Strategic Plan and determine what updates or refinements need to take place.	Administration and Rules; Vice Chairs	County Board	Ongoing	after april election			
E (2) - Strategic Plan - Action Plan	Develop an Action Plan for the County's Strategic Plan; Review Departments' Action Plans as part of the process for inclusion as needed	County Administrator	Admin & Rules; County Board	Ongoing; Due for update	after april election			
F - Department Structure/ Operation Organization		County Administrator	Admin & Rules; County Board					

Human Resources
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Date Ran 4/21/2016
Period 3
Year 2016

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!
411100	GENERAL PROPERTY TAXES	(34,232.83)	(34,232.83)	(102,698.49)	(102,698.50)	0.01	(410,794.00)	(308,095.51)	25.00%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	-	(5.00)	5.00	(20.00)	(20.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(3.00)	(7.50)	4.50	(30.00)	(27.00)	10.00%
Totals		(34,232.83)	(34,237.00)	(102,701.49)	(102,711.00)	9.51	(410,844.00)	(308,142.51)	25.00%

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	10,511.99	16,738.17	33,731.99	50,214.50	(16,482.51)	200,858.00	167,126.01	16.79%
511210	WAGES-REGULAR	2,378.32	-	8,072.40	-	8,072.40	-	(8,072.40)	#DIV/0!
511310	WAGES-SICK LEAVE	-	-	33.32	-	33.32	-	(33.32)	#DIV/0!
511320	WAGES-VACATION PAY	2,424.96	-	2,780.40	-	2,780.40	-	(2,780.40)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	20.75	-	62.25	(62.25)	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	1,023.80	-	2,044.12	-	2,044.12	-	(2,044.12)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	414.58	-	429.19	-	429.19	-	(429.19)	#DIV/0!
512141	SOCIAL SECURITY	1,224.18	1,258.17	3,424.81	3,774.50	(349.69)	15,098.00	11,673.19	22.68%
512142	RETIREMENT (EMPLOYER)	1,105.74	1,106.08	3,108.31	3,318.25	(209.94)	13,273.00	10,164.69	23.42%
512144	HEALTH INSURANCE	2,921.00	4,485.08	12,352.58	13,455.25	(1,102.67)	53,821.00	41,468.42	22.95%
512145	LIFE INSURANCE	2.92	3.92	9.46	11.75	(2.29)	47.00	37.54	20.13%
512150	FSA CONTRIBUTION	-	62.50	750.00	187.50	562.50	750.00	-	100.00%
512173	DENTAL INSURANCE	106.44	270.00	702.02	810.00	(107.98)	3,240.00	2,537.98	21.67%
521218	ARBITRATOR	-	66.67	-	200.00	(200.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	3,135.00	4,862.25	(1,727.25)	19,449.00	16,314.00	16.12%
521220	CONSULTANT	-	416.67	-	1,250.00	(1,250.00)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,971.70	1,855.33	9,036.12	5,566.00	3,470.12	22,264.00	13,227.88	40.59%
521226	ERGONOMICS	-	20.83	-	62.50	(62.50)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	1,250.00	312.50	1,500.00	937.50	562.50	3,750.00	2,250.00	40.00%
521228	LABOR NEGOTIATIONS	-	2,083.33	-	6,250.00	(6,250.00)	25,000.00	25,000.00	0.00%
521229	RECRUITMENT RELATED	61.50	83.33	696.14	250.00	446.14	1,000.00	303.86	69.61%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	1,052.50	3,141.79	4,210.00	15.71	99.63%
531303	COMPUTER EQUIPMT & SOFTW	-	125.00	1,868.46	375.00	1,493.46	1,500.00	(368.46)	124.56%
531311	POSTAGE & BOX RENT	45.32	25.00	98.79	75.00	23.79	300.00	201.21	32.93%
531312	OFFICE SUPPLIES	45.98	60.83	82.41	182.50	(100.09)	730.00	647.59	11.29%
531313	PRINTING & DUPLICATING	91.42	83.33	232.00	250.00	(18.00)	1,000.00	768.00	23.20%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	-	400.00	(400.00)	1,600.00	1,600.00	0.00%
531324	MEMBERSHIP DUES	-	42.50	195.00	127.50	67.50	510.00	315.00	38.24%

531357	EMPLOYEE RECOGNITION	241.25	500.00	305.69	1,500.00	(1,194.31)	6,000.00	5,694.31	5.09%
532325	REGISTRATION	277.00	143.75	1,094.00	431.25	662.75	1,725.00	631.00	63.42%
532332	MILEAGE	0.97	36.08	129.67	108.25	21.42	433.00	303.33	29.95%
532334	COMMERCIAL TRAVEL	-	41.67	-	125.00	(125.00)	500.00	500.00	0.00%
532335	MEALS	-	25.58	48.03	76.75	(28.72)	307.00	258.97	15.64%
532336	LODGING	-	171.33	328.00	514.00	(186.00)	2,056.00	1,728.00	15.95%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	47.50	(47.50)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	189.00	1,958.33	3,323.18	5,875.00	(2,551.82)	23,500.00	20,176.82	14.14%
533225	TELEPHONE & FAX	3.80	5.83	15.19	17.50	(2.31)	70.00	54.81	21.70%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	148.74	148.75	(0.01)	595.00	446.26	25.00%
571005	DUPLICATING ALLOCATION	37.50	37.50	112.50	112.50	-	450.00	337.50	25.00%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	1,443.75	1,443.75	-	5,775.00	4,331.25	25.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	603.24	603.25	(0.01)	2,413.00	1,809.76	25.00%
591519	OTHER INSURANCE	87.31	94.25	261.99	282.75	(20.76)	1,131.00	869.01	23.16%

Totals		28,193.59	34,987.00	96,290.79	104,961.00	(8,670.21)	419,844.00	323,553.21	22.93%
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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		(6,039.24)	750.00	(6,410.70)	2,250.00	(8,660.70)	9,000.00	15,410.70	

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!
411100	GENERAL PROPERTY TAXES	(3,691.08)	(3,691.08)	(11,073.24)	(11,073.25)	0.01	(44,293.00)	(33,219.76)	25.00%
474106	INTERGOVT SHARED SERVICES	(6,470.41)	(3,556.67)	(6,470.41)	(10,670.00)	4,199.59	(42,680.00)	(36,209.59)	15.16%
Totals		(10,161.49)	(7,247.75)	(17,543.65)	(21,743.25)	4,199.60	(86,973.00)	(69,429.35)	20.17%

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	4,702.46	4,656.50	12,973.19	13,969.50	(996.31)	55,878.00	42,904.81	23.22%
511310	WAGES-SICK LEAVE	66.33	-	232.14	-	232.14	-	(232.14)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	205.61	-	205.61	-	(205.61)	#DIV/0!
511340	WAGES-HOLIDAY PAY	205.61	-	417.85	-	417.85	-	(417.85)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	13.27	-	13.27	-	(13.27)	#DIV/0!
512141	SOCIAL SECURITY	372.49	356.25	1,036.48	1,068.75	(32.27)	4,275.00	3,238.52	24.25%
512142	RETIREMENT (EMPLOYER)	328.32	307.33	913.59	922.00	(8.41)	3,688.00	2,774.41	24.77%
512144	HEALTH INSURANCE	967.10	1,439.42	3,974.10	4,318.25	(344.15)	17,273.00	13,298.90	23.01%
512145	LIFE INSURANCE	2.14	2.33	6.80	7.00	(0.20)	28.00	21.20	24.29%
512150	FSA CONTRIBUTION	-	20.83	250.00	62.50	187.50	250.00	-	100.00%
512173	DENTAL INSURANCE	37.97	90.00	234.00	270.00	(36.00)	1,080.00	846.00	21.67%
531312	OFFICE SUPPLIES	20.00	2.08	30.10	6.25	23.85	25.00	(5.10)	120.40%
531313	PRINTING & DUPLICATING	-	2.08	-	6.25	(6.25)	25.00	25.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	15.15	-	15.15	-	15.15	-	(15.15)	#DIV/0!
531320	SAFETY SUPPLIES	177.08	-	177.08	-	177.08	-	(177.08)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	75.00	(75.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	210.00	55.00	155.00	220.00	10.00	95.45%
532325	REGISTRATION	-	84.17	560.00	252.50	307.50	1,010.00	450.00	55.45%
532332	MILEAGE	-	6.25	-	18.75	(18.75)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	18.75	(18.75)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	41.00	(41.00)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	312.50	87.10	937.50	(850.40)	3,750.00	3,662.90	2.32%
535242	MAINTAIN MACHINERY & EQUIP	-	-	100.23	-	100.23	-	(100.23)	#DIV/0!
571004	IP TELEPHONY ALLOCATION	16.50	16.50	49.50	49.50	-	198.00	148.50	25.00%
571009	MIS PC GROUP ALLOCATION	80.25	80.25	240.75	240.75	-	963.00	722.25	25.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	33.50	33.50	100.50	100.50	-	402.00	301.50	25.00%
591519	OTHER INSURANCE	24.26	24.50	72.80	73.50	(0.70)	294.00	221.20	24.76%
594820	CAP OTHER	-	500.00	5,766.75	1,500.00	4,266.75	6,000.00	233.25	96.11%
Totals		7,049.16	7,997.75	28,132.26	23,993.25	4,139.01	95,973.00	67,840.74	29.31%

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		(3,112.33)	750.00	10,588.61	2,250.00	8,338.61	9,000.00	(1,588.61)	

**Report to Human Resources Committee
May 4, 2016**

Monthly Accomplishments/Goals:

- March and April, 2016 reports included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed the following vacant position requests since the January, 2016 Human Resources Committee meeting:

Clerk of Courts

- Deputy Court Clerk I/II

Fair Park

- Caretaker
- Fair week staff
- Part-time, pool, staff

Human Services

- ADRC Specialist
- ADRC Supervisor
- Behavioral Health Specialist (Psychotherapist) x 2 (1 vacant, 1 NEW)
- Comprehensive Community Services Facilitator (NEW)
- Nutrition Site Manager, Lake Mills – Part-time

MIS

- Network Specialist

Parks

- Seasonal Laborer, 1000-hour worker

Sheriff

- Communications Operator, year list
- Cook, part-time

Emergency Help Requests. The following emergency help requests were received since the March, 2016 Human Resources Committee meeting:

- Parks requested additional summer help. *This is a request for additional staff only; no request to increase hours.*

Leave of Absence Approvals.

- One Personal Leave of Absence request extending beyond 4 months was requesting, with the approval of a 4-month extension following expiration of FMLA.

Hiring Above Minimum Step, hiring with Additional Benefits and/or additional steps for current employees:

- An individual in a Behavioral Health Specialist position recently achieved his licensure, moving him from step 1 to step 4 of the appropriate grade.
- A Circuit Court Commissioner accepted the position, with a start date of June 6, 2016. Although starting at step 1, he is eligible, based on performance, to move to step 2 or 3 after 6 months of employment. Individual also receiving 40 hours of Random time versus the normal prorated hours.

Reclassification Requests.

- Per the Personnel Ordinance, employees who believe their position has significantly changed submit a reclassification request in April. The County originally received 21 requests; however, 4 have either withdrew their request or was postponed pending reorganization within the department. I am currently reviewing the remaining 17 requests, affecting 21 employees, and will submit the requests as appropriate to Carlson Dettmann Consulting for review and grade placement.

Respectively submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Coordinator

KIM EGGERS
Safety Coordinator

**Human Resources Department
Monthly Report
March, 2016**

Issues/Items for March, 2016:

- Personnel issues:
 - 3 performance-related concerns/investigatory issues, resulting in:
 - 1 counseling with recommended training
 - 1 verbal warning with a Performance Improvement Plan
 - 1 suspension for 2 days
 - 1 employee health-related concerns
 - 1 employee accommodations
 - 1 extensions of leave of absences
 - 0 terminations of employment
- Trainings
 - Management staff attended a day-long training presented by Attorney Kyle Guyla and sponsored by WMMIC on March 1, 2016 on “A Year in the Life of an Employee Medical Issue: Understanding the Nuances and Avoiding the Traps”.
 - Webinar by the National Public Employers Labor Relations Association on Ensuring Successful Negotiations, March 10, 2016
- Recruitment and Retention
 - Recruited for 10 positions and received/reviewed 262 applications
 - Processed 7 new hires
 - Processed 2 employee separations/seasonal layoffs
 - Processed 2 status changes
 - Completed and/or reviewed **17** reference checks, **4** education checks and **2** caregiver background checks on **9** candidates, of which **8** applicants were extended an offer and **4** applicants accepted, **2** applicants declined and **2** offers are pending.
 - Participated in **3** interviews for the Zoning/On-site Waste Management position.
- Employment Law and Personnel Ordinance activity
 - Addressed one Fair Labor Standards Act complaint, training to be completed within 30 days
 - Received two new HIPAA violation concerns. Awaiting further documentation on one concern; no violation discovered in second concern.
 - Monitored **78** active approved FMLA requests, both new and continuing.
 - Received 4 First Report of Injuries, of which 2 were reportable
 - Accommodated 1 disability requests

- Safety
 - Developed a “Severe Weather Emergency” protocol for the Courthouse and Courts
 - Assisted in completing the Tier II reporting (mandatory reporting to state of hazardous chemicals used), combining the Sheriff and Highway departments reporting, saving the County time and money

- Miscellaneous
 - Responded to 1 Open Records requests
 - Completed/updated 9 job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Developed goals for Human Resources for 2016-2017; designated lead-role assignments to each goal

Action Items for April, 2016:

- Review and submit reclassifications for the 2017 budget process
- Progress on Human Resources goals as established with staff
- Develop a recruitment/retention protocol for identified positions
- Coordinate Safety Committees Countywide
- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- Educate employees on voluntary benefits (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
- Schedule one recognition event
- Complete HIPAA training for appropriate staff
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy
- Conduct management professional development survey

Respectfully Submitted,



Terri M Palm
Human Resources Director



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Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Coordinator

KIM EGGERS
Safety Coordinator

**Human Resources Department
Monthly Report
April, 2016**

Issues/Items for April, 2016:

- Personnel issues:
 - 5 performance-related concerns/investigatory issues, resulting in:
 - 3 counseling with recommended training
 - 2 with no findings
 - 3 employee health-related concerns
 - 3 employee accommodations
 - 3 extensions of leave of absences
 - 0 terminations of employment
- Trainings
 - Webinar by the Hays Companies of Wisconsin on April 18, 2016 on “A Continuing Conversation on COBRA and the ACA”.
 - Webinar by the Department of Employee Trust Fund on “Income Continuation Insurance”, April 19, 2016
 - Assisted in coordinating the scheduling for all courthouse and MIS employees for “Active Shooter Training”, providing four opportunities to attend. All but four employees attended one of the sessions and HR video taped a session for those unable to attend and to incorporate into a new employee orientation.
- Recruitment and Retention
 - Recruited for 11 positions and received/reviewed 122 applications
 - Processed 7 new hires and 4 new County Board members
 - Processed 5 employee separations/seasonal layoffs
 - Processed 0 status changes
 - Completed and/or reviewed **28** reference checks, **4** education checks and **6** caregiver background checks on **13** candidates, of which **11** applicants were extended an offer and **9** applicants accepted, **1** applicant declined and **1** offers is pending.
 - Participated in **3** interviews for the Zoning/On-site Waste Management position.
- Employment Law and Personnel Ordinance activity
 - Addressed the falsification of criminal background history on 1 applicant
 - one Fair Labor Standards Act complaint, training to be completed within 30 days
 - Received two new HIPAA violation concerns. Awaiting further documentation on one concern; no violation discovered in second concern.

- Monitored **78** active approved FMLA requests, both new and continuing.
- Received 4 First Report of Injuries, of which 2 were reportable
- Accommodated 3 disability requests

- Safety
 - Coordinated courthouse/MIS tornado drill on April 14, 2016
 - Participated in Safety Committee meeting at Highway

- Miscellaneous
 - Responded to 0 Open Records requests
 - Completed/updated **5** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Completed one 6-month performance evaluation
 - Participated in Youth Government Day on April 20, 2016, facilitating a group of about 20 high school students and the issue of Homelessness in Jefferson County
 - Received 21 requests for reclassification of position and 10 new position requests
 - Completed a HIPAA Privacy Breach concern, concluding no violation occurred

Action Items for May, 2016:

- Review and submit reclassifications for the 2017 budget process
- Progress on Human Resources goals as established with staff
- Complete one 6-month evaluation and one annual evaluation for two Human Resources staff
- Develop a recruitment/retention protocol for identified positions
- Coordinate Safety Committees Countywide
- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response
- Conduct Employee recognition/satisfaction survey
- Schedule one recognition event
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy
- Conduct management professional development survey

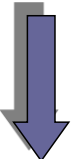
Respectfully Submitted,



Terri M Palm
Human Resources Director

YOUR COUNTY GOVERNMENT AT WORK - SCHEDULE OF MEETINGS 2016-2017

COMMITTEE / BOARD	ROOM/TIME	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
Administration & Rules/ICC Committee 8:30 a.m. / 9:00 a.m.	Administrative & Rules Last Wednesday; 8:30 a.m. Rm 112 ICC 3rd Monday	25 16	29 20	27 18	31 15	28 19	26 17	30 21	28 19	25 16	22 20	29 20	26 17	
Blue Spring Lake Mgmnt District	Called by President													
Bridges Federated Library Board	3rd Tuesday 6:00 p.m. Location Varies	17	21	19	16	20	18	15	19	17	21	21	17	
County Board of Health	Bi Monthly 3rd Wed 1:00 p.m. Conf. Rm	X		20		21		16		18		15		
Courthouse Security & Facilities	1st Wednesday 8:30 a.m. Rm 202		1			7			7			1		
Criminal Justice Collabaring Committee	4th Wednesday 12:00 p.m. Rm 202	25	22	27	24	28	26	23	28	25	22	22	26	
Economic Development Consortium	4th Thursday 8:30 a.m. UWX Rm 12	26	23	28	25	22	27	9	14	26	23	23	27	
Fair Park Committee	1st Thursday 8:00 a.m. Conf. Rm	5	2	FAIR	4	1	6	3	1	5	2	2	6	
Finance Committee	2nd Thursday 8:30 a.m. Rm 112	12	9	14	11	8	13	10	8	12	9	9	13	
Highway Committee	1st Tuesday 8:00 a.m. Hwy Office	3	7	5	2	6	4	1	6	3	7	7	4	
Historic Sites Preservation Commission	3rd Thursday 6:30 p.m. UWX	19	16	21	18	15	20	17	X					
Home Consortium Board	3rd Thursday 9:00 a.m. Waukesha	19	16	21	18	15	20	17	15	19	16	16	20	
Human Resources Committee	3rd Tuesday 8:30 a.m. Rm 112	17	21	19	16	20	18	15	20	17	21	21	18	
Human Services Board	2nd Tuesday 8:30 a.m. Workforce	10	14 4 pm	12	9	13	11	8	13	10	14	14	11	
Infrastructure Committee	1st Wednesday 9:00 a.m. Rm 112	4	1	6	3	7	5	2	7	4	1	1	5	
Jefferson County Library Council	Called by President													
Lake Ripley Management District	3rd Saturday 9:00 a.m. Oakland	21	18	16	20	17	15	19	17	21	18	18	15	
Land & Water Conservation Committee	3rd Wednesday 8:00 a.m. Rm 112	18	15	20	17	21	19	16	21	18	15	15	19	
Law Enforcement Emergency Mgmt	4th Friday 8:30 a.m. Rm 112	27	24	22	26	23	28	25	23	27	24	24	28	
Parks Committee	1st Monday 9:30 a.m. Rm 202	2	6	4	1	5	3	7	5	2	6	6	3	
Planning & Zoning Committee	Last Monday 8:30 a.m. Rm 203	30	27	25	29	26	24	28	19	30	27	27	24	
Planning & Zoning Public Hearing (PH)	3rd Thursday 7:00 p.m. Rm 205	19	16	21	18	15	20	17	15	19	16	16	20	
Planning & Zoning Board of Adjustment (Site Inspections followed by PH)	2nd Thursday 1:00 p.m. Rm 203/205	12	9	14	11	8	13	10	8	12	9	9	13	
Planning & Zoning Site Inspections	3 days prior to PH 8:00 a.m. Rm 203													
Solid Waste & Air Quality Committee	Called by Chair 8:00 a.m. Rm 203													
University Extension Education Committee	2nd Monday 8:30 a.m UW Rm 12	9	13	11	8	12	10	14	12	9	13	13	10	
WI Counties Utility Tax Association	Quarterly	6					TBD							
Veterans Service Commission	Annually 2:30 p.m. Rm 112	Called by Chair												
WI River Rail Transit Commission	1st Friday 10:00 a.m. Dane Cty	6	3	1	5	2	7	4	2	6	3	3	7	
COUNTY BOARD	2nd Tuesday 7:00 p.m. *Monday	10	14	12	8*	13	11	14	13	X	14	14	11	
	7:00 p.m.	Budget Public Hearing						25						



NOTE: AGENDAS ARE DUE TO ADMINISTRATOR'S OFFICE BY 10:00 A.M. ON WEDNESDAYS
Regular Meeting Dates are Subject to change and must be given to the County Administrator's Office

Elections
August 9, 2016
November 8, 2016
February 21, 2017
April 4, 2017

Board of Canvass
August 16, 2016
November 15, 2016
February 28, 2017
April 11, 2017

Finance Committee
Budget Hearings
September 19, 2016
September 21, 2016
September 22, 2016
September 23, 2016

WI Counties
Annual Conference
September 25-27, 2016

Clean Sweeps
September 23 / 24, 2016
October 7, 2016

County Fair
July 6-10, 2016
Fair Park Committee
Meetings Daily @ 2 p.m.

HOLIDAY