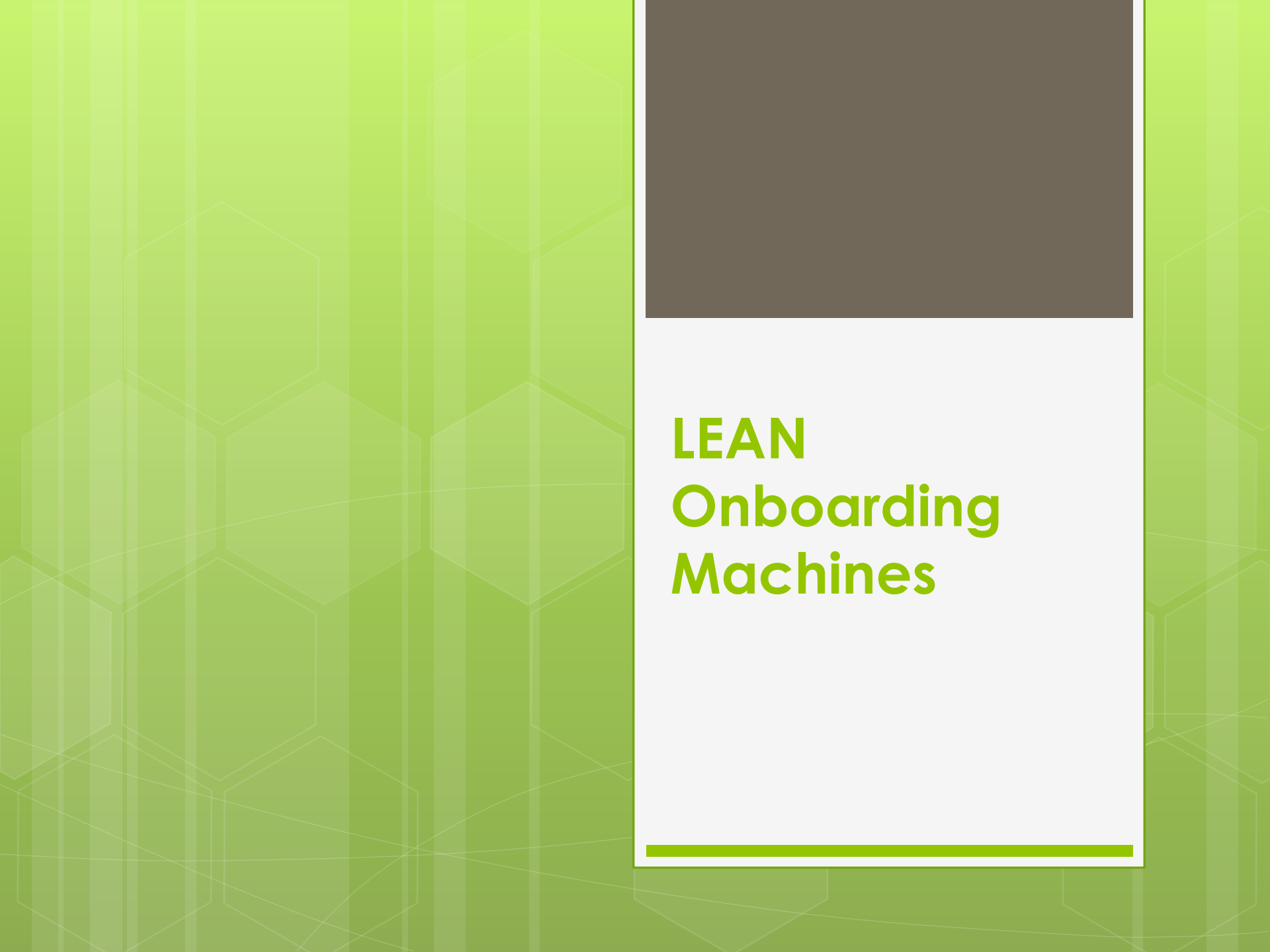


HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 19, 2016 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:30 am.
2. Roll Call: Present: Jim Braughler, Jim Mode, Michael Wineke, and Lloyd Zastrow. Greg David at 8:34 am. Others present: Kathi Cauley, Paul Milbrath, Terri Palm, D. Scott, Blair Ward and Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Approval of Minutes. **Motion by M. Wineke, second by J. Mode, to approve the June 21, 2016 minutes.** Minutes approved 4:0.
7. Communications: Revised agenda, clarifying reconvening into open session, provided.
8. Discussion and possible action to eliminate a vacant, full-time Nutrition Program Coordinator position and create a full-time Nutrition Program Supervisor position at Human Service. K. Cauley provided information that regulations have changed, mandating greater accountability and responsibility in the area of senior dining and the nutrition program in Wisconsin. This requires an individual with additional education and experience to manage the program. **Motion by J. Mode, L. Zastrow, to recommend to County Board the elimination of a full-time Nutrition Program Coordinator position and the creation of one full-time Nutrition Program Supervisor position at Human Services, effective October 8, 2016, with a change to reflect the Human Resources Committee met July 19, 2016 (not July 16, 2016) in the executive summary.** Motion carried 4:0 (David absent)
9. **Motion by M. Wineke, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline, serving as the Civil Service Grievance Committee.** David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:35am.
Note: Also present: P. Milbrath, Sheriff; D. Scott, Jail Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel; B. Wehmeier, County Administrator.
10. **Motion by J. Mode, second by L. Zastrow, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 8:44am.
 - a) **Motion by J. Mode, second by G. David, to approve the disciplinary action as recommended by the Sheriff.** Motion carried 5:0.
11. Review of May, 2016, Monthly Financial Report-Human Resources and Safety. T. Palm reviewed that both divisions are on track. Any line item above the allocated percentage is due to a purchase in the beginning of the year and no further expense should occur.
12. Report form Human Resources Director. T. Palm reviewed the June monthly accomplishments and goals, 7 vacancy requests, 2 emergency help requests, 0 leave of absence approvals and 0 employees provided additional steps/ benefits.
13. Set next meeting date and agenda items. Next meeting scheduled for Tuesday, August 16, 2016 at 8:30am. Agenda items to be determined.
14. Adjournment: **Motion by M. Wineke, second by G. David, to adjourn.** Motion Carried 5:0. Meeting adjourned at 8:50a.m.



LEAN
Onboarding
Machines

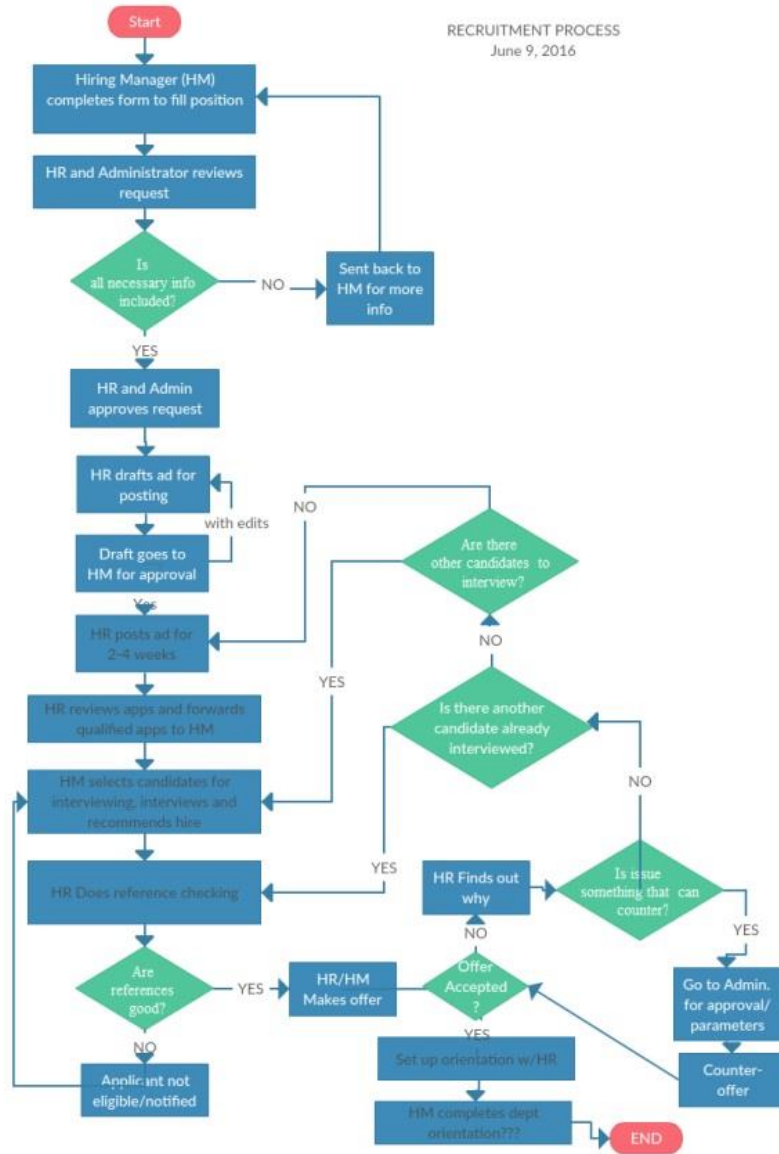
Onboarding Team Members

- Casey Radtke, HR Coordinator
- Karen Mundt, Benefits Administrator
- Kim Eggers, Safety Coordinator
- Terri Palm-Kostroski, HR Director

What is the problem?

- Delays and down time in recruitment process
- Some positions take a long time to fill
- Hiring Managers do not know or are not clear on process

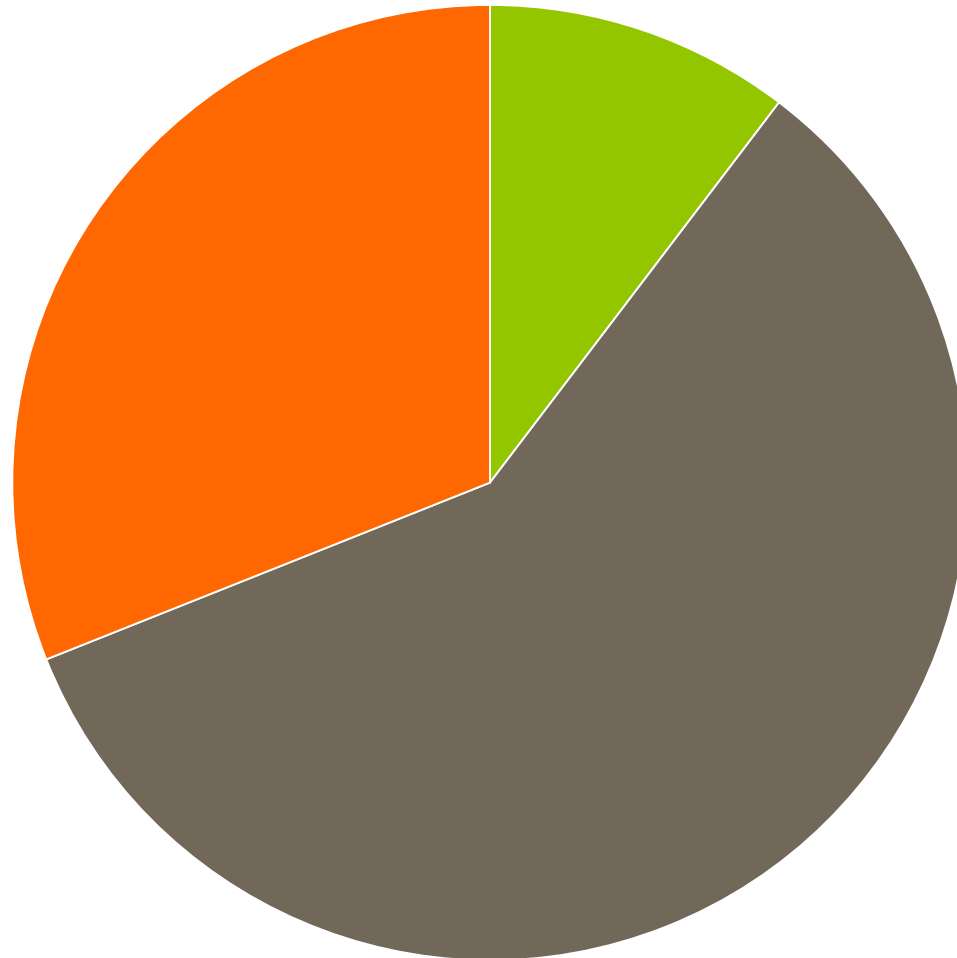
RECRUITMENT PROCESS
June 9, 2016



Actions Taken

- Gathered and analyzed:
 - Time to fill positions
 - Hiring Managers length of time to review applications
- Surveyed Hiring Managers
- Gathered and analyzed:
 - Time to post position

Vacancy Fill Time

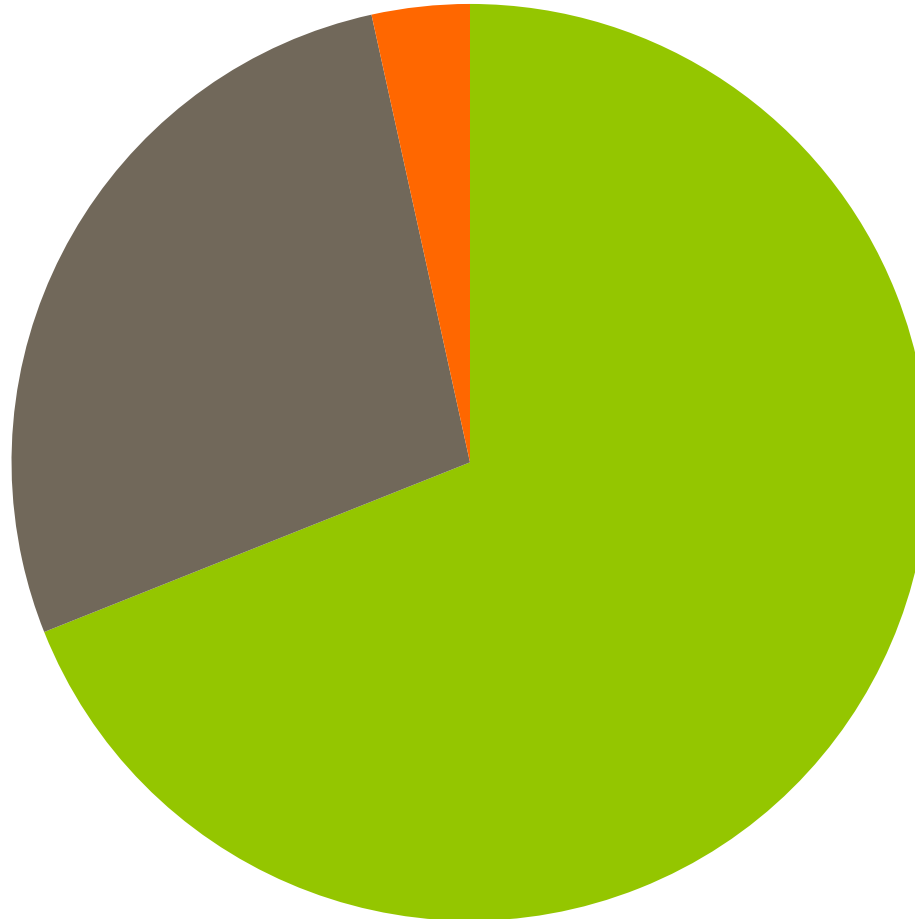


■ 30 Days or Less

■ 31 to 60 Days

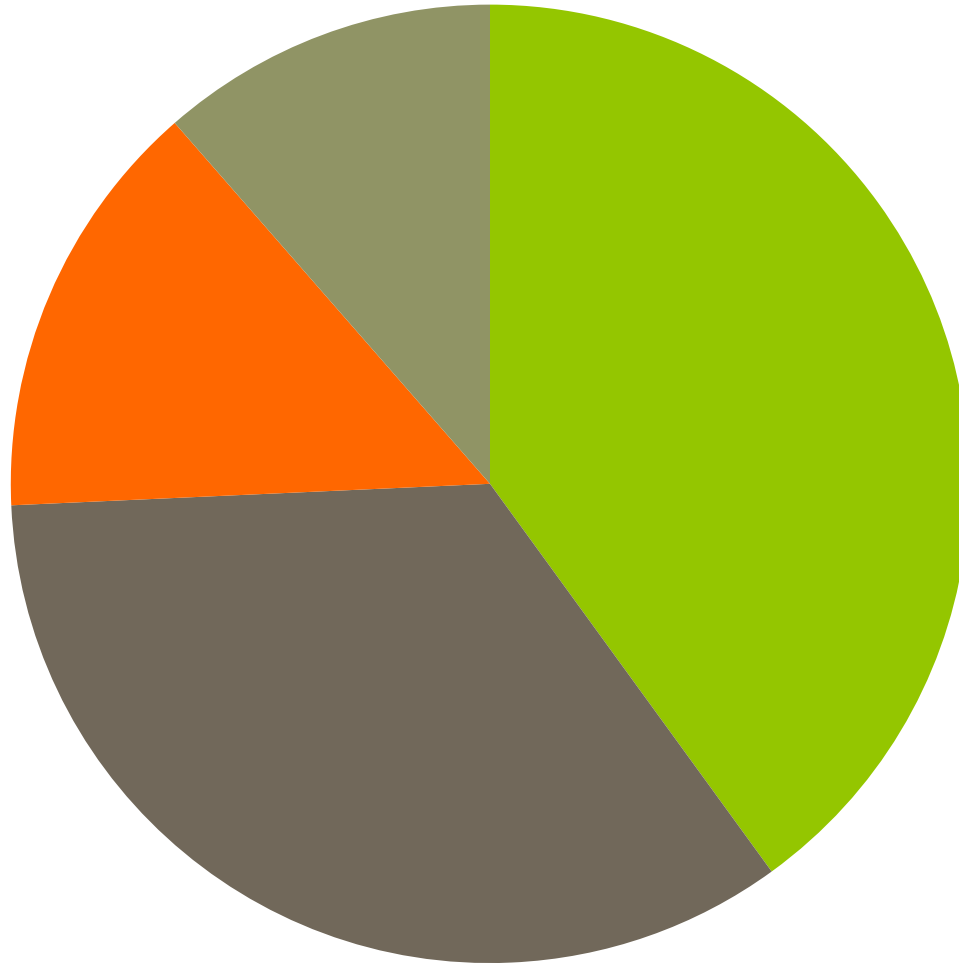
■ Greater than 60 Days

Hiring Managers Time to Fill Vacancy



■ Less than 30 Days ■ 31 to 60 days ■ Greater than 60 Days

Days to Post



■ 3 Days or Less ■ 4 to 10 Days ■ 11 to 24 Days ■ 25 Days or Greater

Root Cause

- Used survey results and decision matrix to confirm that a first step to improve our process is to:

Request to Fill a Vacated or New Position

Position To Be Filled:			
Department:			
Hours per Week:		Seasonal:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Grade and Pay Range:			
Benefited:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Annual Wage and Benefit Costs:		Budget Year:	<input type="checkbox"/> Present (2016) <input type="checkbox"/> Upcoming (2017)

How is this Position being funded?

<u>Classification/Position Information:</u>			
Vacancy Type:	<input type="checkbox"/> Vacancy <input type="checkbox"/> New Position	If Vacant, name of Employee that Vacated:	
Number of Employees Budgeted for Position	Full-time = ____	Part-time (Benefited) = ____	Part-time (Non-Benefited) = ____
Number of Vacancies:	Full-time = ____	Part-time (Benefited) = ____	Part-time (Non-Benefited) = ____

What would happen if the position is not filled?

<u>Advertising Information:</u>			
Post Type:	<input type="checkbox"/> External	<input type="checkbox"/> Internal	<input type="checkbox"/> Both
Business Unit for Advertising charged, if applicable:			

If this is an external posting, please list websites and newspapers would be effective in advertising?

Human Services: what unit is this position part of?

Goals

- Reduce Vacancy Fill Time from current average of 48 days to 45 days
- Increase Hiring Managers Fill time from 69% hired in less than 30 days to 80% hired in less than 30 days
- Reduce time to post position from current average of 8 days to 3 days

Next Steps

- Test group with new Request to Fill form
- Quality Check: Analyze length of time to post positions on quarterly basis
- Train Hiring Managers on new form and new hiring checklist
- Develop Onboarding plans for all new hires
- Integrate safety training into onboarding process

Team Member Experiences

- Casey
- Karen
- Kim
- Terri



Questions or Comments?

ORDINANCE NO. 2015-_____

Amend Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time to allow for mid-year pay-out of accumulated compensatory time

Executive Summary

Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, addresses rules surrounding the accumulation and use of compensatory time (comp time). Comp time is not meant to be used as a vacation supplement, but rather as a means to supplement hours as workload may peak and ebb throughout the year. Comp time should be taken within thirty days of the date it is earned, whenever possible, to try to avoid banking a large amount of comp time that may result in a large cash payout at the end of the year. Non-exempt employees may accumulate a bank of 240 hours of compensatory time (equal to 160 hours of overtime), which may be replenished as an employee uses compensatory time.

Currently, any comp time not used by November 30 is paid out on the next regular paycheck in December and is not allowed to be carried over except in unique and/or exceptional situations due to Wisconsin Retirement consequences. The Personnel Ordinance is silent on the matter of allowing employees to “cash out” all or a portion of comp time at any other time during the year. However, it *may* be advantageous to the employee *and* the County to allow a periodic pay-out. Examples of a win-win situation for both the employee and the County include: the employee has an immediate financial hardship and the department has overtime budgeted; federal, state, grant or other funding may be able to be used mid-year to cover the payout but would not be available if the County waited until November 30; the department is experiencing vacancies or leave of absences and will be unable to grant the time off and knowing the cost of the payout earlier can assist in budget adjustments throughout the year. Allowing a mid-year “cash out” could result in the following drawbacks: a department going over-budget in wages; an employee accumulating another large bank of comp time resulting in either additional time off or another payout that was not anticipated; calculating previous year Wisconsin Retirement payments with interest (to avoid paying interest on comp pay-outs, the comp time needs to be paid out in the same year it was earned).

On September 20, 2016, the Human Resources Committee reviewed language amending Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, as proposed by the Human Resources Director. The amendment would provide the opportunity for a mid-year pay-out of accumulated compensatory time but would also alleviate the County’s future liability or risk associated with said pay-out. After consideration of the proposed revision, the Human Resources Committee is recommending an amendment to HR0360, Hours of Work, Overtime and Compensatory Time, providing the option of a mid-year pay-out of compensatory time.

WHEREAS, the Executive Summary is hereby incorporated by reference into this ordinance, and

WHEREAS, it may be mutually beneficial to both the employee and the County to allow a mid-year “cash out” of compensatory time.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0360, Hours of Work, Overtime and Compensatory Time, to allow mid-year pay-outs of compensatory time, in certain situations.

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

Section 1. Section HR0360 (B) (5), Hours of Work, Overtime and Compensatory Time, is amended as follows and articles (e), (f) and (g) are re-lettered accordingly:

HR0360 HOURS OF WORK, OVERTIME AND COMPENSATORY TIME

B. Non-Exempt Employees

5. When accrual of compensatory time is authorized, the following provisions shall apply:
 - a. Department heads shall have full responsibility and discretion for limiting the amount of compensatory time earned, providing it is equal to or less than the maximum established below. [cr. 12/13/11, ord. 2011-21]
 - b. An employee must have the appropriate department head’s prior approval to use accumulated compensatory time. The dates when compensatory time off shall be granted shall be determined by agreement between the employee and the employee’s department head.

- c. Whenever possible, compensatory time is to be taken within thirty (30) days of the date it is earned, and taken with the prior approval of the department head. The use of compensatory time must not conflict with the needs of the department. Under normal circumstances, it is expected that compensatory time be used on an on-going basis as the workload permits, and not as a vacation supplement or addition.
- d. The maximum amount of compensatory time which may be accumulated is 160 hours of overtime worked or 240 hours of compensatory time. An employee who has accrued the maximum number of hours of compensatory time may reduce the hours below the maximum by the use of time off and resume accrual of compensatory time. [am. ord. 2006-30, 3/13/06; am. 12/13/11, ord. 2011-21; am. 12/09/14, ord. 2014-32].
- ~~e.~~ An employee may request all or a portion of earned compensatory time to be paid out in the same year it was earned. Approval of a pay out of compensatory time request will require the approval of the department head and the Human Resources Director and shall not impose any disadvantage to the County. The maximum amount of accumulated compensatory time allowed shall be reduced by the number of hours paid out.
- e.f. Any compensatory time not used by November 30 shall be paid on the next regular paycheck in December. On-call Intake Social Workers may request to carry over a maximum of 80 hours of compensatory time by November 30. The decision to authorize the carryover of compensatory time is at the discretion of the Human Services Director and in no case shall banked compensatory time exceed 240 hours. [cr. ord. 2014-32, 12/09/14]
- f.g. If employment is terminated, any unused compensatory time will be paid to the employee at the regular rate of pay at the time of termination, or the average of the rate of pay over the last three years, whichever is greater. [am. 12/13/11, ord. 2011-21]
- g.h. The department head or designee is responsible for completing permanent time records for all non-exempt staff and ensuring that appropriate records for paid time off are provided to Human Resources for both non-exempt and exempt staff.

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

Fiscal Note: There is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Human Resources Committee

10-11-16

Terri M. Palm: 09-16-16

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

RESOLUTION NO. 2004-50

WHEREAS, Resolution No. 2003-94 adopted December 9, 2003, provided for continued health, dental and life insurance coverage for twelve months for county employees on active duty, subject to the employee paying the applicable contribution to premiums, and

WHEREAS, Resolution No. 2003-94 was to be reviewed within a year, and

WHEREAS, the Human Resources Committee has reviewed said resolution and proposes to extend the County's provision of health, dental and life insurance benefits from twelve months to eighteen months for employees on active duty,

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2003-94 is hereby amended to provide that the County will pay the premium for the family health, dental and life insurance coverage for any county employee called up for active duty for eighteen months following notice of commencement of active service, subject to the employee paying the applicable contribution for each coverage.

Fiscal Note: This extension in 2004 is expected to cost approximately \$4,300. For 2005, the cost is approximately \$19,200. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES 27

NOES 1 (Hoeft)

ABSENT 2

RESOLUTION NO. 2004-51

WHEREAS, employees of Jefferson County earn vacation in one year to be used in the next year, and

WHEREAS, employees called up to active duty are not present to earn vacation for the year they return from active duty, and

WHEREAS, employees returning from active duty have no vacation available for as much as a year after their return, and

WHEREAS, the Human Resources Committee has considered this situation as it affects employees who are or recently were on active duty, and recommends that vacation be granted to those employees on military leave as of January 1, 2003, or thereafter, as if the active duty military leave was treated as hours worked for vacation accrual purposes,

NOW, THEREFORE, BE IT RESOLVED that retroactive to January 1, 2003, employees who were or are on military leave shall be given credit in the subsequent year for vacation they would have earned had they been working their regular work schedule.

BE IT FURTHER RESOLVED that vacation accrued pursuant to this resolution will not be paid out in cash if unused.

BE IT FURTHER RESOLVED that this policy shall remain in place until rescinded.

Fiscal Note: Approximately \$5,800 worth of vacation will be granted for 2004 and about \$5,100 worth of vacation for 2005 as the amounts that would have been earned in 2003 and 2004 respectively. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES 25

NOES 3 (Buchanan, Hoeft, Weiss)

ABSENT 2

Requested by
Human Resources Committee

10-12-04

Human Resources
41

Date Ran 7/21/2016
Period 6
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)	(205,396.98)	(205,397.00)	0.02	(410,794.00)	(205,397.02)	50.00%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	-	(10.00)	10.00	(20.00)	(20.00)	0.00%
451034	BADGE REPLACEMENT FEE	(6.00)	(2.50)	(9.00)	(15.00)	6.00	(30.00)	(21.00)	30.00%
Totals		(34,238.83)	(34,237.00)	(205,405.98)	(205,422.00)	16.02	(410,844.00)	(205,438.02)	50.00%

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	12,607.92	16,738.17	69,931.40	100,429.00	(30,497.60)	200,858.00	130,926.60	34.82%
511210	WAGES-REGULAR	3,163.00	-	17,024.77	-	17,024.77	-	(17,024.77)	#DIV/0!
511240	WAGES-TEMPORARY	100.75	-	130.00	-	130.00	-	(130.00)	#DIV/0!
511310	WAGES-SICK LEAVE	247.09	-	449.30	-	449.30	-	(449.30)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	3,014.08	-	3,014.08	-	(3,014.08)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	20.75	-	124.50	(124.50)	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	2,887.24	-	2,887.24	-	(2,887.24)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	511.65	-	1,809.96	-	1,809.96	-	(1,809.96)	#DIV/0!
512141	SOCIAL SECURITY	1,158.61	1,258.17	6,800.21	7,549.00	(748.79)	15,098.00	8,297.79	45.04%
512142	RETIREMENT (EMPLOYER)	1,090.97	1,106.08	6,277.97	6,636.50	(358.53)	13,273.00	6,995.03	47.30%
512144	HEALTH INSURANCE	5,023.23	4,485.08	26,993.02	26,910.50	82.52	53,821.00	26,827.98	50.15%
512145	LIFE INSURANCE	3.46	3.92	20.00	23.50	(3.50)	47.00	27.00	42.55%
512150	FSA CONTRIBUTION	-	62.50	750.00	375.00	375.00	750.00	-	100.00%
512173	DENTAL INSURANCE	334.82	270.00	1,629.99	1,620.00	9.99	3,240.00	1,610.01	50.31%
521218	ARBITRATOR	-	66.67	-	400.00	(400.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	6,358.00	9,724.50	(3,366.50)	19,449.00	13,091.00	32.69%
521220	CONSULTANT	-	416.67	-	2,500.00	(2,500.00)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,717.64	1,855.33	14,232.53	11,132.00	3,100.53	22,264.00	8,031.47	63.93%
521226	ERGONOMICS	-	20.83	-	125.00	(125.00)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	338.69	312.50	1,838.69	1,875.00	(36.31)	3,750.00	1,911.31	49.03%
521228	LABOR NEGOTIATIONS	-	2,083.33	-	12,500.00	(12,500.00)	25,000.00	25,000.00	0.00%
521229	RECRUITMENT RELATED	19.50	83.33	852.14	500.00	352.14	1,000.00	147.86	85.21%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	2,105.00	2,089.29	4,210.00	15.71	99.63%
531303	COMPUTER EQUIPMT & SOFTWA	30.60	125.00	1,899.06	750.00	1,149.06	1,500.00	(399.06)	126.60%
531311	POSTAGE & BOX RENT	66.85	25.00	227.74	150.00	77.74	300.00	72.26	75.91%
531312	OFFICE SUPPLIES	-	60.83	426.12	365.00	61.12	730.00	303.88	58.37%
531313	PRINTING & DUPLICATING	45.67	83.33	510.11	500.00	10.11	1,000.00	489.89	51.01%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	800.00	(571.00)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	42.50	195.00	255.00	(60.00)	510.00	315.00	38.24%

531357	EMPLOYEE RECOGNITION	350.00	500.00	805.54	3,000.00	(2,194.46)	6,000.00	5,194.46	13.43%
532325	REGISTRATION	-	143.75	1,334.00	862.50	471.50	1,725.00	391.00	77.33%
532332	MILEAGE	-	36.08	264.10	216.50	47.60	433.00	168.90	60.99%
532334	COMMERCIAL TRAVEL	-	41.67	-	250.00	(250.00)	500.00	500.00	0.00%
532335	MEALS	-	25.58	134.49	153.50	(19.01)	307.00	172.51	43.81%
532336	LODGING	-	171.33	938.00	1,028.00	(90.00)	2,056.00	1,118.00	45.62%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	95.00	(95.00)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	56.62	1,958.33	4,057.85	11,750.00	(7,692.15)	23,500.00	19,442.15	17.27%
533225	TELEPHONE & FAX	-	5.83	22.85	35.00	(12.15)	70.00	47.15	32.64%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	297.48	297.50	(0.02)	595.00	297.52	50.00%
571005	DUPLICATING ALLOCATION	37.50	37.50	225.00	225.00	-	450.00	225.00	50.00%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	2,887.50	2,887.50	-	5,775.00	2,887.50	50.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	1,206.48	1,206.50	(0.02)	2,413.00	1,206.52	50.00%
591519	OTHER INSURANCE	87.31	94.25	523.92	565.50	(41.58)	1,131.00	607.08	46.32%

Totals		28,768.79	34,987.00	181,377.83	209,922.00	(28,544.17)	419,844.00	238,466.17	43.20%
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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		(5,470.04)	750.00	(24,028.15)	4,500.00	(28,528.15)	9,000.00	33,028.15	

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)	(22,146.48)	(22,146.50)	0.02	(44,293.00)	(22,146.52)	50.00%
474106	INTERGOVT SHARED SERVICES	(3,087.60)	(3,556.67)	(16,436.28)	(21,340.00)	4,903.72	(42,680.00)	(26,243.72)	38.51%
Totals		(6,778.68)	(7,247.75)	(38,582.76)	(43,486.50)	4,903.74	(86,973.00)	(48,390.24)	44.36%

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	4,741.46	4,656.50	25,992.04	27,939.00	(1,946.96)	55,878.00	29,885.96	46.52%
511310	WAGES-SICK LEAVE	-	-	444.38	-	444.38	-	(444.38)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	391.32	-	391.32	-	(391.32)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	603.56	-	603.56	-	(603.56)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	34.05	-	246.29	-	246.29	-	(246.29)	#DIV/0!
512141	SOCIAL SECURITY	357.69	356.25	2,072.57	2,137.50	(64.93)	4,275.00	2,202.43	48.48%
512142	RETIREMENT (EMPLOYER)	315.17	307.33	1,826.72	1,844.00	(17.28)	3,688.00	1,861.28	49.53%
512144	HEALTH INSURANCE	1,592.34	1,439.42	8,638.65	8,636.50	2.15	17,273.00	8,634.35	50.01%
512145	LIFE INSURANCE	4.21	2.33	17.74	14.00	3.74	28.00	10.26	63.36%
512150	FSA CONTRIBUTION	-	20.83	250.00	125.00	125.00	250.00	-	100.00%
512173	DENTAL INSURANCE	109.12	90.00	540.28	540.00	0.28	1,080.00	539.72	50.03%
531312	OFFICE SUPPLIES	19.97	2.08	53.57	12.50	41.07	25.00	(28.57)	214.28%
531313	PRINTING & DUPLICATING	-	2.08	11.40	12.50	(1.10)	25.00	13.60	45.60%
531314	SMALL ITEMS OF EQUIPMENT	-	-	15.15	-	15.15	-	(15.15)	#DIV/0!
531320	SAFETY SUPPLIES	-	-	200.56	-	200.56	-	(200.56)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	150.00	(150.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	210.00	110.00	100.00	220.00	10.00	95.45%
532325	REGISTRATION	-	84.17	575.00	505.00	70.00	1,010.00	435.00	56.93%
532332	MILEAGE	-	6.25	-	37.50	(37.50)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	37.50	(37.50)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	82.00	(82.00)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	312.50	87.10	1,875.00	(1,787.90)	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	99.00	99.00	-	198.00	99.00	50.00%
571009	MIS PC GROUP ALLOCATION	80.25	80.25	481.50	481.50	-	963.00	481.50	50.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	33.50	33.50	201.00	201.00	-	402.00	201.00	50.00%
591519	OTHER INSURANCE	24.26	24.50	145.58	147.00	(1.42)	294.00	148.42	49.52%
594820	CAP OTHER	-	500.00	5,766.75	3,000.00	2,766.75	6,000.00	233.25	96.11%

Totals	7,328.52	7,997.75	49,435.66	47,986.50	1,449.16	95,973.00	46,537.34	51.51%
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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
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	549.84	750.00	10,852.90	4,500.00	6,352.90	9,000.00	(1,852.90)	
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Human Resources
41

Date Ran 8/22/2016
Period 7
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)	(239,629.81)	(239,629.83)	0.02	(410,794.00)	(171,164.19)	58.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	-	(11.67)	11.67	(20.00)	(20.00)	0.00%
451034	BADGE REPLACEMENT FEE	(5.00)	(2.50)	(14.00)	(17.50)	3.50	(30.00)	(16.00)	46.67%
Totals		(34,237.83)	(34,237.00)	(239,643.81)	(239,659.00)	15.19	(410,844.00)	(171,200.19)	58.33%

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	11,505.04	16,738.17	81,436.44	117,167.17	(35,730.73)	200,858.00	119,421.56	40.54%
511210	WAGES-REGULAR	2,609.05	-	19,633.82	-	19,633.82	-	(19,633.82)	#DIV/0!
511240	WAGES-TEMPORARY	48.75	-	178.75	-	178.75	-	(178.75)	#DIV/0!
511310	WAGES-SICK LEAVE	44.93	-	494.23	-	494.23	-	(494.23)	#DIV/0!
511320	WAGES-VACATION PAY	363.84	-	3,377.92	-	3,377.92	-	(3,377.92)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	20.75	-	145.25	(145.25)	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	761.38	-	3,648.62	-	3,648.62	-	(3,648.62)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	60.46	-	1,870.42	-	1,870.42	-	(1,870.42)	#DIV/0!
512141	SOCIAL SECURITY	1,070.91	1,258.17	7,871.12	8,807.17	(936.05)	15,098.00	7,226.88	52.13%
512142	RETIREMENT (EMPLOYER)	1,012.70	1,106.08	7,290.67	7,742.58	(451.91)	13,273.00	5,982.33	54.93%
512144	HEALTH INSURANCE	4,626.65	4,485.08	31,619.67	31,395.58	224.09	53,821.00	22,201.33	58.75%
512145	LIFE INSURANCE	3.46	3.92	23.46	27.42	(3.96)	47.00	23.54	49.91%
512150	FSA CONTRIBUTION	-	62.50	750.00	437.50	312.50	750.00	-	100.00%
512173	DENTAL INSURANCE	287.02	270.00	1,917.01	1,890.00	27.01	3,240.00	1,322.99	59.17%
521218	ARBITRATOR	-	66.67	-	466.67	(466.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	7,403.00	11,345.25	(3,942.25)	19,449.00	12,046.00	38.06%
521220	CONSULTANT	-	416.67	-	2,916.67	(2,916.67)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,910.49	1,855.33	16,143.02	12,987.33	3,155.69	22,264.00	6,120.98	72.51%
521226	ERGONOMICS	-	20.83	-	145.83	(145.83)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	2,750.00	312.50	4,588.69	2,187.50	2,401.19	3,750.00	(838.69)	122.37%
521228	LABOR NEGOTIATIONS	-	2,083.33	-	14,583.33	(14,583.33)	25,000.00	25,000.00	0.00%
521229	RECRUITMENT RELATED	-	83.33	852.14	583.33	268.81	1,000.00	147.86	85.21%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	2,455.83	1,738.46	4,210.00	15.71	99.63%
531303	COMPUTER EQUIPMT & SOFTWA	-	125.00	1,899.06	875.00	1,024.06	1,500.00	(399.06)	126.60%
531311	POSTAGE & BOX RENT	18.03	25.00	245.77	175.00	70.77	300.00	54.23	81.92%
531312	OFFICE SUPPLIES	121.01	60.83	547.13	425.83	121.30	730.00	182.87	74.95%
531313	PRINTING & DUPLICATING	104.39	83.33	614.50	583.33	31.17	1,000.00	385.50	61.45%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	933.33	(704.33)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	42.50	195.00	297.50	(102.50)	510.00	315.00	38.24%

531357	EMPLOYEE RECOGNITION	415.80	500.00	1,221.34	3,500.00	(2,278.66)	6,000.00	4,778.66	20.36%
532325	REGISTRATION	-	143.75	1,334.00	1,006.25	327.75	1,725.00	391.00	77.33%
532332	MILEAGE	-	36.08	187.42	252.58	(65.16)	433.00	245.58	43.28%
532334	COMMERCIAL TRAVEL	-	41.67	-	291.67	(291.67)	500.00	500.00	0.00%
532335	MEALS	19.12	25.58	111.15	179.08	(67.93)	307.00	195.85	36.21%
532336	LODGING	82.00	171.33	902.00	1,199.33	(297.33)	2,056.00	1,154.00	43.87%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	110.83	(110.83)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	499.76	1,958.33	4,557.61	13,708.33	(9,150.72)	23,500.00	18,942.39	19.39%
533225	TELEPHONE & FAX	7.61	5.83	30.46	40.83	(10.37)	70.00	39.54	43.51%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	347.06	347.08	(0.02)	595.00	247.94	58.33%
571005	DUPLICATING ALLOCATION	37.50	37.50	262.50	262.50	-	450.00	187.50	58.33%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	3,368.75	3,368.75	-	5,775.00	2,406.25	58.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	1,407.56	1,407.58	(0.02)	2,413.00	1,005.44	58.33%
591519	OTHER INSURANCE	87.31	94.25	611.23	659.75	(48.52)	1,131.00	519.77	54.04%

Totals		30,224.12	34,987.00	211,364.81	244,909.00	(33,544.19)	419,844.00	208,479.19	50.34%
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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		(4,013.71)	750.00	(28,279.00)	5,250.00	(33,529.00)	9,000.00	37,279.00	

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)	(25,837.56)	(25,837.58)	0.02	(44,293.00)	(18,455.44)	58.33%
474106	INTERGOVT SHARED SERVICES	(4,138.79)	(3,556.67)	(20,575.07)	(24,896.67)	4,321.60	(42,680.00)	(22,104.93)	48.21%
Totals		(7,829.87)	(7,247.75)	(46,412.63)	(50,734.25)	4,321.62	(86,973.00)	(40,560.37)	53.36%

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	4,140.48	4,656.50	30,132.52	32,595.50	(2,462.98)	55,878.00	25,745.48	53.93%
511310	WAGES-SICK LEAVE	211.11	-	655.49	-	655.49	-	(655.49)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	391.32	-	391.32	-	(391.32)	#DIV/0!
511340	WAGES-HOLIDAY PAY	217.92	-	821.48	-	821.48	-	(821.48)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	-	-	246.29	-	246.29	-	(246.29)	#DIV/0!
512141	SOCIAL SECURITY	342.37	356.25	2,414.94	2,493.75	(78.81)	4,275.00	1,860.06	56.49%
512142	RETIREMENT (EMPLOYER)	301.59	307.33	2,128.31	2,151.33	(23.02)	3,688.00	1,559.69	57.71%
512144	HEALTH INSURANCE	1,509.12	1,439.42	10,147.77	10,075.92	71.85	17,273.00	7,125.23	58.75%
512145	LIFE INSURANCE	4.21	2.33	21.95	16.33	5.62	28.00	6.05	78.39%
512150	FSA CONTRIBUTION	-	20.83	250.00	145.83	104.17	250.00	-	100.00%
512173	DENTAL INSURANCE	98.72	90.00	639.00	630.00	9.00	1,080.00	441.00	59.17%
531312	OFFICE SUPPLIES	-	2.08	53.57	14.58	38.99	25.00	(28.57)	214.28%
531313	PRINTING & DUPLICATING	5.17	2.08	16.57	14.58	1.99	25.00	8.43	66.28%
531314	SMALL ITEMS OF EQUIPMENT	21.09	-	36.24	-	36.24	-	(36.24)	#DIV/0!
531320	SAFETY SUPPLIES	7.63	-	208.19	-	208.19	-	(208.19)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	175.00	(175.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	210.00	128.33	81.67	220.00	10.00	95.45%
532325	REGISTRATION	-	84.17	575.00	589.17	(14.17)	1,010.00	435.00	56.93%
532332	MILEAGE	-	6.25	76.68	43.75	32.93	75.00	(1.68)	102.24%
532335	MEALS	-	6.25	42.46	43.75	(1.29)	75.00	32.54	56.61%
532336	LODGING	-	13.67	118.00	95.67	22.33	164.00	46.00	71.95%
532350	TRAINING MATERIALS	-	312.50	87.10	2,187.50	(2,100.40)	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	115.50	115.50	-	198.00	82.50	58.33%
571009	MIS PC GROUP ALLOCATION	80.25	80.25	561.75	561.75	-	963.00	401.25	58.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	33.50	33.50	234.50	234.50	-	402.00	167.50	58.33%
591519	OTHER INSURANCE	24.26	24.50	169.84	171.50	(1.66)	294.00	124.16	57.77%
594820	CAP OTHER	-	500.00	5,766.75	3,500.00	2,266.75	6,000.00	233.25	96.11%

Totals	7,013.92	7,997.75	56,686.72	55,984.25	702.47	95,973.00	39,286.28	59.07%
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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
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	(815.95)	750.00	10,274.09	5,250.00	5,024.09	9,000.00	(1,274.09)	
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**Report to Human Resources Committee
September 20, 2016**

MONTHLY ACCOMPLISHMENTS/GOALS:

- July and August, 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 July 19, 2016 Human Resources Committee meeting:

Clerk of Courts

- Deputy Court Clerk I/II – full-time

Human Services

- ADRC Specialist – full-time
- Child Protective Services Ongoing Professional – full-time
- Comprehensive Community Services Facilitator – full-time x 2
- Economic Support Specialist I/II – full-time
- Psychotherapist – full-time

Sheriff's Office

- Deputy Sheriff – full-time. Create a list for other future hiring needs

Positions not authorized to fill.

Fair

- Laborer – 1000 hour position. An additional position without funding mechanism.

EMERGENCY HELP REQUESTS. The following emergency help requests were received since the July 19, 2016 Human Resources Committee meeting:

- **Psychotherapist.** Multiple leave of absences and a vacancy within the unit. Approved through the Leave of Absences.
- **Administrative Assistant I.** Due to a recent vacancy and two leave of absences, the Human Services Director requested emergency help to assist with the clerical function in Medical Records for 4 – 6 weeks. Approval was given to rehire a recent retiree who could complete the function without a significant amount of training.

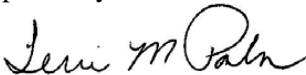
LEAVE OF ABSENCE (LOA) APPROVALS.

- One LOA request approved for 15 days and extended an additional 45 days as an accommodation.
- One Intermittent LOA approved for three months as an accommodation.

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

- An Intake/OnCall Worker started August 15, 2016, and was authorized to start at step 4 of the applicable pay grade in consideration of attaining licensure.
- The GHDP CEO/JCEDC Executive Director started September 1, 2016, at an annual salary of \$115,000, a week of sick time, and prorated vacation based on three weeks of vacation. Position is also eligible for bonuses.
- A Psychotherapist started September 12, 2016, and was authorized to start at step 4 of the applicable pay grade in consideration of attaining licensure and 3000 hours of supervised clinical experience.
- A compensatory time payout was authorized mid-year for 74.17 hours. The position is grant funded, which is on an October 1 – September 30 calendar year.

Respectively submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courtthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Coordinator

KIM EGGERS
Safety Coordinator

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

Issues/Items for July, 2016:

- Personnel issues:
 - 4 performance-related concerns/investigatory issues, resulting in:
 - 2 verbal warnings, 1 with a Performance Improvement Plan
 - 1 extension of probationary period
 - 1 investigation on-going
 - 3 employee health-related concerns
 - 2 employee accommodations
 - 1 extensions of leave of absences
 - 1 FMLA abuse investigation
 - 0 terminations of employment
 - 2 EAP referrals
- Trainings
 - All Human Resources attended/viewed LEAN training on Thursday, July 14 and Thursday, July 28.
 - Municipal Employee Education & Training (MEET) Conference on July 13 – 14, 2016, hosted by WMMIC, on “*Life of a Worker’s Compensation Claim*” by Attorney Ron Aplin, “*Generations*” by Steve Benzchawel, “*Criminal Backgrounds and Hiring*” by Attorney Steve Zach and “*Why be Normal*” by Terry Watson.
 - Webinar by JJ Keller Prospera on July 7, 2016, on “*Managing FMLA abuse*”
 - Supervisory Training: Webinar by National Public Employers Labor Relations Association on July 20 on “*ADA and Mental Health Issues*”. **Presented to 10 Jefferson County Supervisors.**
- Recruitment and Retention
 - Recruited for 5 positions and received/reviewed 140 applications
 - Processed 9 new hires/transfers and 0 promotions
 - Processed 4 employee separations/seasonal layoffs
 - Processed 0 status changes

- Completed and/or reviewed **7** reference checks, **1** education checks, **0** caregiver background checks and **1** criminal record check on **2** candidates, of which **2** applicants were extended an offer and **2** applicants accepted and **0** applicants declined.
- Continued coordination with an Executive Search Firm, Power10, for the recruitment of the GHDP CEO/JCEDC Executive Director position.
- Participated in interviews for **2** positions.

- Employment Law and Personnel Ordinance activity
 - Monitored **118** active approved FMLA requests, both new and continuing.
 - Received 3 First Report of Injuries, of which **3** were reportable
 - Accommodated **1** new disability requests

- Safety
 - Audited **1** facility for safety hazards/risks
 - Assisted **2** employees with a safety concern
 - Completed **1** Risk assessment on a reportable workers compensation claim

- Miscellaneous
 - Responded to **2** Open Records requests
 - Completed/updated **3** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Provided 1 recognition event to Fair Park staff

Action Items for August, 2016:

- Continue on June, 2016 Action Items

- Work on LEAN project of reducing recruitment time

- Research comparable information for upcoming negotiations

- Complete Fire Extinguisher training for Courthouse employees

- Offer a Supervisory Training opportunity

Respectfully Submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courtthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Coordinator

KIM EGGERS
Safety Coordinator

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

Issues/Items for August, 2016:

- Personnel issues:
 - 6 performance-related concerns/investigatory issues, resulting in:
 - 1 counselling for attendance
 - 3 written warnings, 1 with a Performance Improvement Plan
 - 1 investigation on-going
 - 2 computer/phone record searches
 - 1 employee privacy complaint investigation
 - 4 employee health-related concerns
 - 1 employee accommodation, not Leave of Absence
 - 3 extensions of leave of absences, 2 as accommodations
 - 3 on-going Worker's compensation claims, with 2 of the claims to reopen cases
 - 0 terminations of employment
 - 1 EAP referrals
 - 1 EEOC Discrimination dismissal
- Trainings
 - All Human Resources attended/viewed LEAN training on Thursday, August 11 and Thursday, August 25.
 - Supervisory Training: Seminar by Attorney Bob Gregg, Boardman & Clark Law Firm, on Tuesday, August 9, in Oconomowoc, WI, on "*Personal Liability in Employment Cases, Liability for Employee off-the-clock behaviors, and FMLA for Supervisors.*" **Presented to 10 Jefferson County Supervisors.**
 - Human Resources Director attended Department of Employee Trust Fund Employer Advisory Council on Tuesday, August 16 in Madison.
 - Human Resources staff listened to a webinar presented by Attorney Dan Vilet from Buelow Vetter Buikema Olson & Vilet, LLC on Thursday, August 18, , sponsored by the Wisconsin Public Employer Labor Relations Association on "*The New FLSA Overtime Exemptions*".
- Recruitment and Retention
 - Recruited for 7 positions and received/reviewed 183 applications
 - Processed 7 new hires/transfers and 1 promotions

- Processed 4 employee separations/seasonal layoffs
- Processed 2 status changes
- Completed and/or reviewed **25** reference checks, **6** education checks, **4** caregiver background checks and **1** criminal record check on **10** candidates, of which **6** applicants were extended an offer and 1 is pending. **6** applicants accepted and **0** applicants declined.
- Finalized search and hiring for the GHDP CEO/JCEDC Executive Director position

- Employment Law and Personnel Ordinance activity
 - Monitored **143** active approved FMLA requests, both new and continuing.
 - Received 7 First Report of Injuries, of which **3** were reportable and **2** are reopen cases, pending
 - Accommodated **1** new disability requests

- Safety
 - Audited **3** facility for safety hazards/risks
 - Purchased Lock Out/Tag Out instructional equipment and conducted training with 2 departments
 - Completed **1** Risk assessment on a reportable workers compensation claim, car accident
 - Completed Fire Extinguisher training with 53 Courthouse employees on August 18

- Miscellaneous
 - Responded to **3** Open Records requests
 - Utilization of the County's Employee Assistance Program increased 2.2% in the last year
 - Completed/updated **0** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Provided 1 recognition event to staff working in offices without air conditioning
 - Researched comparable information for upcoming negotiations

Action Items for September, 2016:

- Continue on June, 2016 Action Items

- Continue to monitor and enhance LEAN project of reducing recruitment time

- Complete Fire Extinguisher training for Human Services/Health employees

- Offer a Safety Training opportunity

- Finalize personnel wage/benefit budget information

Respectfully Submitted,



Terri M Palm
Human Resources Director